

Program Narrative Instructions

Guidance on Preparing the Grant Program Narrative

The program narrative **establishes the reason** for the program and **sets the direction** for the grant or cooperative agreement. The narrative addresses:

- What will the funds be used for?
- The description of the project should be brief – no longer than two paragraphs. The summary should encompass all the key points detailed below which are necessary to communicate the objectives of the project.
- Why should funds be provided by the State for this project?
- The influence of the project both during and after the project period should be explained. The expected results of the project should be highlighted.

The Program Narrative should be completed on the following pages. If needed, you may attach a supplemental page that lists personnel and board members. The program narrative should include responses to all items. See below for additional details and instructions on each item:

I. Description

- a. **Description of program activities:** Identify the specific activities your program will complete to achieve program objectives.
- b. **Key personnel:** Provide name, staff role, and email address.
- c. **Organization's board members:** Provide name and role of board members or link to webpage listing board members.

II. Role

- a. **Statement of need:** Describe the problem that is to be addressed with this grant and why it is important to address this problem in the community where your organization will operate.
- b. **Goals and objectives:** Describe the SMART (Specific, Measurable, Achievable, Realistic, and Time-bound) goals and objectives you have specific to the activities and problem listed above.

III. Methodology/Timeline

- a. **Methods:** Identify the methods to be employed to achieve the stated objectives, including reference to how they are related to the staff and activities listed above.
- b. **Work plan and timetable:** A description of the timeframe for completing work for the project.

IV. Accomplishments

- a. **Outcome or targets to be achieved:** Consider performance measures and refer to the statement of need above. Explain how you will know that you met your goals.
- b. **How progress will be measured:** Describe what data is being collected and how is it being evaluated to measure success.

Program Narrative

State Fiscal Year: 2026

CSFA Number: 444-26-_____

Grant Program Name: _____

Grant Agency Name: _____

I. Description

a. Description of program activities:

b. Key personnel:

Name	Role	Email

c. Organization's board members:

II. Role

a. Statement of need:

b. Goals and objectives:

III. Methodology/Timeline

a. Methods:

b. Work Plan and Timetable:

IV. Accomplishments

a. Outcome or targets to be achieved:

b. How progress will be measured:

Authorized Representative

Date