



## **APPLICATION NARRATIVE GUIDELINES FOR 2011-12 GRANT**

In order to be considered for a 2011-12 grant, organizations are required to submit a narrative addressing each of the topics below in the following order. All narratives should be no more than four (4) typed pages (excluding appendices). Please include the name of your organization and the page number at the top of each page.

### **1. Organization and Administration**

- a. Briefly describe your organization's history and mission.
- b. List current operations, programs and services.
- c. Identify leadership and staffing structure (including volunteers) for those that will be responsible for this program/project. Briefly list pertinent qualifications or experience.
- d. Provide the names and affiliations of each board member in the appendices.

The organization should be well-established, with a mission and services that show a clear alignment with the mission of the Sharks Foundation. The leadership and staff consist of individuals who are highly qualified to plan and administer the proposed program/project and ensure its sustainability.

### **2. Proposed Program/Project**

- a. Identify a need.
- b. Describe the program/project and how this need will be addressed.
- c. State which focus area of giving your group is applying for and how your program fits within this area.
- d. Identify your clientele, providing number of individuals and area served and any relevant demographic information. How are they selected?

The proposal is clearly defined with a detailed list of objectives and plan of action. The need is evident and compelling. The proposal directly addresses the need and clearly falls within the selected focus area of giving (i.e. Healthy & Safety, Education or Character Development).

### **3. Evaluation**

- a. Identify the goals of the program.
- b. Describe the evaluation process and the measures of success that will be used.
- c. If this is an existing program or service, discuss your organization's achievements thus far.
- d. If this is a new program or service, discuss the potential issues you might face in implementation and how you plan to address them.

The goals, evaluation process and measures of success are clearly defined, quantifiable and realistic. Overall, the proposed program/project seems likely to maintain a high performance standard because of the evaluation process.

### **4. Financial Information**

- a. Provide a detailed description of costs associated with this program/service and describe how the Sharks Foundation grant will be utilized.
- b. Individually list other funding sources for this proposal, denoting amounts and whether they are confirmed, committed or pending.
- c. Line-item budgets for the overall organization and for this proposal specifically should be included in the appendices, clearly and specifically outlining revenue and expenditures.

The Foundation grant is going towards very specific items or needs within the program. Budgets are clearly defined and demonstrate financial stability. The grant request is proportionate to the overall budget and will be utilized in accordance with the Sharks Foundation's funding priorities.