

GRANT PROPOSAL NARRATIVE

The proposal narrative should not exceed three pages and should seek to address the elements and questions below. The following outline is a guide. In your narrative, please be as clear as possible and provide information in the order of how it is laid out below.

Organizational Background and Information

- Provide a brief summary of your organization's history.
- Describe your key achievements as an organization.
- Describe the financial health of your parish or apostolate. What portion of regular financial support comes from parishioners vs. another audience? What financial support trends have you seen over the years – offertory trends, appeal trends, etc.?
- What impact has the COVID-19 pandemic had on your parish community and what steps did you take to mitigate the effects, i.e., telephone calls, Mass, daily prayer, etc.
- For parishes, explain the enrollment trends of your registered households.
- How does your organization align with the mission and identity of CFGP?
- Please list your short-term and long-term goals. Consider areas such as ministry and outreach work, religious education, engagement of youth, enrollment, capital plans, etc. How do they strengthen our Catholic faith?

Purpose of Grant

- What issues and needs will be addressed through this project?
- What are the key goals of this project?
- How will this grant assist with sustainability?
- How will your target population and the overall community be impacted?
- What will the organization do if given more or less funds? How will it impact the program/ project or your organization?
- Why is it important to fund this now?
- How will you define success?
- How will the results be measured and communicated to the community?
- Please provide an impact statement that measures the success of your program or project. If your request is for a program that receives national ratings, accreditations, etc. for its field, please provide its most recent results.
- How will your fundraising and development plan assist you with this project?

Funding

- What additional funding has been or will be sought?
- How have you communicated this need with parishioners and what was the response?
- What is the cost for the program/project?
- Will outside vendors be used, and if yes, what is the cost? Please explain why this vendor was chosen and what research you completed to come to this conclusion.
- What are additional anticipated costs?
- What is the program timeline?
- What factors of your project/program make it sustainable?