**Community Outreach Proposal Narrative**

# **1 Introduction (1-2 pages)**

* Identify the problem or issue your project will address,
* Describe its significance in measurable terms (life, health, money)
* Describe the stakeholders with whom you will work and who will benefit from your work
* In one paragraph, explain your approach to solving the problem
* Prepare a Logic Model describing your project, activities, outputs, and impacts

# **2 Rationale and Significance (1-2 pages)**

## **2.1 Current Status of Food Safety Education**

## **2.2 Impact on Community and Stakeholders**

## **2.3 Food Safety Education and Training Needs of the Targeted Audience**

## **2.4 Results/Products of Previously Funded Community or Pilot Projects**

Identify significant outcomes and impacts of the successful project and include a strong justification and detailed plans for expansion to a larger audience.

# **3 Objectives (1 page)**

## **3.1 Improving Food Safety Education and Outreach**

List the objectives of the proposal (**what you plan to do**). The objectives are the outcomes that you aim to achieve through your activities. SMART objectives are specific (need to be clearly defined in order to get useful results), measurable (know how you will measure whether your objective has been achieved), achievable (your objectives may be challenging, but they should be feasible), relevant (make sure that your objectives directly address the problem you want to work on), and time-based (set clear deadlines for objectives to ensure that the project stays on track – see the Milestone Table in Section 5.2).

**Objective 1**:

..

**Objective #**:

## **3.2 Building Partnerships with NGOs and Others Serving the Targeted Stakeholders**

Objective #:

# **4 Approach (2-3 pages)**

## **4.1 Planned Activities**

Describe the specific activities (tasks – **how you will do it**) that you will perform to achieve the stated objectives (e.g., how many, what kind of curriculum modifications you will you develop, what will you do to reach out to a greater number or new audiences, how many and what kind of new materials will you develop, what kind of new knowledge transfer methods will you introduce, etc.)

Task 1.1:

Task 1.2:

…

Task #.1”:

**4.2 Communication Plan**

Describe your plans on how to interact with respective Regional Centers and for reporting project outcomes to the Regional Centers

## **4.3 Evaluation Plan**

Describe how you will evaluate the outcomes of the project, collecting outcome data, and reporting project outcomes to the respective Regional Centers.

# **5 Key Personnel and Project Management (2 pages)**

## **5.1 Roles and Responsibilities**

Add an org chart, identify key personnel responsible for collecting project outcome data, reporting project outcomes, and interacting with staff at the respective Regional Center.

## **5.2 Milestone Table**

List all specific activities, measurable outputs, benchmarks/milestones, timeline – Template available

## **5.3 Feedback Mechanisms to Respond to Community Needs**

## **5.4 Coordination with Local Partners**

# **6 Summary of Previous Work (1 page)**

If applicable, list previous efforts, target audiences, results/products, impacts. Can be presented in table format