**Technical Assistance – Grant Writing Skills 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 target audience with whom you will work and who will benefit from your work
* In one paragraph, explain your approach to addressing the issue/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 and Funding**

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

## **2.3 Grant Writing Support Needed by the Targeted Audience**

# **3 Objectives (1 page)**

## **3.1 Novel Strategies for Recruiting Attendees and Promoting Grant Writing Skills**

List the objectives of the proposal (**what you plan to achieve**). 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 Grant Writing Skills and Resources**

What kind of useful, creative, culturally appropriate, and accessible grant writing skills training opportunities and resources will you develop?

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

What partnerships will you develop to support your target audience (with non-governmental organizations, community-based organizations, extension, food hubs, farm cooperatives and/or others who typically work with owners and operators of small and/or medium-sized farms, beginning farmers, underserved farmers, small processors, and small fresh fruit and vegetable merchant wholesalers).

**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., what kind of interactive curricula or resources to reach, support, and engage non-traditional grant writers will you develop, how many and what kind of new materials will you develop, what kind of technical assistance will you provide, etc.)

Task 1.1:

Task 1.2:

…

Task #.#:

**4.2 Outreach and Communication Plan**

What steps will you take to establish a broad outreach and communications plan for recruiting and promoting events and tools utilizing the FSOP Regional Centers?

## **4.3 Reporting and Evaluation Plan**

Describe how you will evaluate the outcomes of the project, collecting outcome data, and reporting project outcomes to the respective Regional Center. How will you ensure close collaboration with the respective Regional Center to report project outcomes?

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

## **5.1 Roles and Responsibilities**

Add an org chart, define the roles and responsibilities of key staff in the overall management of the project; 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

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

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