

Suggested Grant Application Narrative Format

Title Page

Project Summary

Goals and Objectives

Work Plan

- Specific program activities
- Cooperating organizations
- Staffing and administration
- Work plan and timetable

Project Budget (Narrative portion of project proposal analysis worksheet)

- Information must support the work plan
- Must provide enough detail to determine if costs are reasonable and allowable. You may need to refer to the OMB circulars to determine if your costs are allowable.
- Separately list what is to be attributed to federal funds, non-federal funds, and in-kind contributions.

Project Outcomes