



PROJECT NARRATIVE GUIDELINES

Narrative may not exceed 4 pages in 12 pt. type.

1. Organization Information: Please give a brief summary of your organizational history and how you address and prevent child abuse in San Diego. Please include your mission statement.

2. Program/Project: Please state the specific use of requested funds. Describe the activities for the proposed program/project and how funding will make a meaningful difference to your organization and the youth you serve. Is this a one-time or on-going project? What makes your program unique?

3. Impact: Describe who will be served by this program/project. Provide the approximate number of children, families, and/or care providers served as well as the geographic area in San Diego County.

4. Collaboration: Describe other charitable organizations you partner with to address the needs of the community and how the proposed program/project is different than existing programs.

5. Evaluation: Please describe how you evaluate the outcome of this program. Specify the program/project goals and how you measure a successful impact.

6. Staff qualifications: Please outline key staff and volunteers' qualifications that are critical to the proposed program/project. Do you anticipate any staff changes in the next year?

7. Other funding: Please identify key funding sources including pledges for this program/project.

8. Sustainability: Describe how you intend to continue this program/project beyond the grant period. What circumstances would this program be delayed or discontinued?

Please send one electronic copy by Friday, February 9, 2018 with required attachments to both 2nd Vice Presidents of Philanthropy and the Grants Committee Chair:

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