**Directions:** Your Proposal Narrative should fill in each section below using the **Bold Face** headings, with your responses to the number categories in normal text.

**Background (one page or less):**

1. Your organization’s history and accomplishments.

1. Your current programs and activities. Include the demographics you serve, and how they benefit from your organization's work.

1. Your organization’s relationships – both formal and informal – with other organizations working to meet the same need. Tell us how your work differs from that of other organizations focusing on the same objectives.

**Funding Request:**

1. Describe in more detail the need or problem your project will address.

1. In a short paragraph, tell us your project’s goals and the specific outcomes you expect for the grant period (i.e. primary beneficiaries, humanitarian need met, number of people served, behavior or attitudes changed, capital [building or equipment] project, etc.).

1. Describe your project or the capital items requested, including:

• Whether the project is new, ongoing or an expansion

• Target audience, including specific demographic information

• Activities/strategies that will be used to meet your stated outcomes

• Provide a general timeline for the main objectives of your project

1. Tell us how Rotarians may be involved in this project and any recognition the Rotary Club will receive relating to it.

1. If this is a request for General Support, please let us know about your organization’s most pressing needs.

1. If the Rotary Foundation has previously provided funds to your organization for this or other projects, please tell us how those funds were used.

1. Tell us how you plan to evaluate the effectiveness and efficiency of the project.

1. Summarize the skills and relevant experience of key staff/volunteers essential to the project’s success.

1. If other organizations are collaborating on this project, note which ones and in what ways.

1. If full funding is not available, tell us about your contingency plan for securing additional support, or how can you modify your proposal.

1. Provide any other information you believe is important to understanding this proposal.