

General Grant Narrative Components for NAACP Units

Cover Sheet

- Unit name, Unit EIN #, Unit ID #, logo, website
- Purpose of grant (1-2 sentences)
- Amount requested
- Project budget period
- Contact person, title, email, phone

Narrative

- Organization Mission
- Organization History
- Unit Goals/Objectives
- Unit Capacity
- Summary of Project
- Specific issue(s) addressed
- Tactics used to address issue(s)
- Key Targets
- Project impact on issue(s)
- Short and Long-term Results
- Project contribution to organization's broader mission
- Expertise organization has this issue area(s)
- Evaluation method for effectiveness

Attachments

- Timeline
- Executive Committee & Key Staff Bios
- Financials
 - Project Budget
 - Unit Budget
 - Unit Financials
 - IRS tax-exempt determination letter