



## **Narrative Template**

Organizations are required to submit a narrative addressing each of the topics below in the following order.

### **Some important formatting notes:**

- Narrative format should follow the template below to allow the Sharks Grant Review Committee seamless transitional reading; narratives submitted in any other format will **not be reviewed**.
- All narratives should be no more than four pages, **excluding the required appendices**: Board of Directors, timeline, budget, IRS letter, W9, and logo.

### **1. Administration:** This section should be brief and concise.

- a) State the year the organization was established, provide a brief history, and include the mission statement (4 sentences max).
- b) List the organization's current operations, programs, and/or services (use bullet points with brief descriptions).

**2. Proposal:** Proposal: This section should comprise most of the narrative. After reviewing, the Sharks Foundation should have a clear and complete understanding of what your organization does and of your specific request for support. The proposal should include a well-defined, detailed plan of action. Proposals must address an evident need in a compelling manner and clearly align with one of the Sharks Foundation's grant focal areas. You will be asked to provide a detailed timeline in the appendices of the application. If you are requesting program support, the timeline should outline the operational period of the program and any key program dates. If applying for funding for a one-time project, the timeline should clearly define the project's start and end dates.

- a) Indicate which Sharks Foundation grant focal area you are applying for and how your proposal aligns with it.
- b) Is this funding request to support a program or to complete a project? (write program or project).

### **If you answered "program" complete questions 1-5 ONLY; if you answered "project" complete questions 6-10 ONLY**

1. What is the name of the program?
  2. What is the total budget (monetary figure) of the program?
  3. Describe the program from start to finish.
  4. Briefly explain the needs of your proposal and how the funding would support your efforts.
  5. Identify your clientele, including the number of individuals served, geographic area(s) served, and any relevant demographic information.
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6. What is the name of the project?
  7. What is the total budget (monetary figure) of the project?
  8. Describe the project from start to finish?
  9. Briefly explain the needs of your proposal and how the funding would support your efforts
  10. Identify your clientele, including the number of individuals served, geographic area(s) served, and any relevant demographic information.

**3. Partnership & Activation:** This section should provide the Sharks Foundation with a clear visual for collaboration and partnership. The timeline included in the appendices should reflect the proposed partnership activation. Use the who, what, where, etc., format to outline the creative activation plan, in detail, and how your organization intends to involve the Sharks Foundation in the grant funding implementation. Examples (not limited to): volunteer opportunity for construction or maintenance of a project or other on-site needs/repairs, volunteer opportunity with org's services/programs, onsite check presentation, kit packing, meal service, collection drive, etc.

- a) **WHAT:** Outline the creative activation plan, in detail, including how your organization intends to involve the Sharks Foundation in the implementation of the grant. Provide specific number(s)/impact where possible. Costs associated with this activation should be built into your proposed budget.
- b) **WHO:** State the number of Sharks representatives/volunteers expected to participate (range or approximate number is sufficient). Clearly describe what they will do, complete, or participate in.
- c) **WHERE:** Indicate the preferred location of the activation.
- d) **WHEN:** Provide the exact or estimated date/timeframe for the activation. The timing should align with the month of the grant focal area for which you applying under (ex: K-12 Education activation should take place in February).
- e) **HOW:** Explain how your organization plans to recognize the Sharks Foundation as a funding partner and how you intend to share news about the partnership. Additionally, outline any available branding opportunities (ex: Sharks Foundation logo included on program materials). Costs associated with recognition and/or branding opportunities should be built into your proposed budget.
- f) **OTHER:** Can all clients/participants involved in the activation be photographed/videoed for public-facing recognition (news media, social media, etc.)?

**4. Financial Information:** The budget should be well researched, with all costs vetted and approved by the organization's governing body. Sharks Foundation funding should be allocated to specific items or needs. Budgets must be clearly defined and reflect financial stability. The grant request should be proportionate to the overall budget and align with one of the Sharks Foundation's grant focal areas. You will be required to provide a line-item budget in the appendices, detailing revenue and expenditures and clearly noting which costs will be covered by the Sharks Foundation.

- a) State your requested funding amount (\$10,000-\$40,000).
- b) Provide a detailed description of all costs associated with your proposal and explain exactly how the Sharks Foundation grant will be used. Your submitted budget should include costs associated with your proposed activation outlined in the Partnerships & Activation section above.
- c) Individually list other funding sources for this proposal, including the amount(s) and whether each source is confirmed, committed, or pending.

**5. Evaluation:** The goals, evaluation process, and measures of success must be clearly defined, realistic, and quantifiable. Demonstrating impact—both quantitative and qualitative—is essential. This section should articulate how the Sharks Foundation's investment will benefit your organization and the broader community.

- a) Specify the goals of your funding request.
- b) Is this a new program/project (yes or no)? If yes, describe any anticipated implementation challenges and how you plan to address them. If no, please put "not new" or "N/A".
- c) What future financial assistance, if any, may be needed for your proposal, and how might the Sharks Foundation continue to contribute? If none, please put "none" or "N/A".
- d) If this proposal is for a project, who will be responsible for maintaining the project upon completion? If you are applying for funding for a program, please put "N/A".
- e) Describe the evaluation method and the specific measures of success that will be used.
- f) Explain how you define and measure return on investment (ROI), and how you will report this information back to the Sharks Foundation.