Mission Statement

{Insert mission statement here}

TIP:

FIRST - Work fast and furious. Don't get hung up on the details. The best ideas come to most people when they aren't even thinking about the problem.

SECOND – Work from the bottom up. Start with activities, methods and objective first. Then move onto the stuff you already know like, the problem, projects, and your goal of successfully fulfilling the mission.

Project Narrative

1. Organizational History

Tip: use background info, include accomplishments and qualifications.

2. Project Description

Tip: be innovative, unique, and impactful, include who will be involved to execute the project.

3. Justify the Problem

Tip: answer these questions: What is the problem? Start a sentence with; There is a need, We are experiencing, Our program is demonstrating, use words like loss, increase, decline, significant.

Justify the Problem with

- Key Informants-Quotes from people who know about the problem or are experts in the field
- Community Forum-Public meetings to get testimony.
- Case Studies-Examples of clients in need.
- Statistical Analysis-Use of data from public records
- Survey-Random selection of population; related to need.
- Studies-Literature search of published documents

4. Statement of Need
   a. WHO is affected?
   b. WHAT is happening?
   c. WHERE is it a problem?
   d. WHY is it a problem?
   e. WHAT else can you tell us about the situation?
   f. Who else thinks it is a problem?
   g. What are the underlying causes?
   h. What are the effects of this problem?

Goals

1. Stay true your Mission
2. Streamline your goals with the problem or needs statement.

Tip: start with Our goal or The goal is to, use words like educate, develop, improve, grow, build, expand, provide, prove.

3. Distinguish the population(s) that will benefit from the project.
4. Identify the impact or success of that is to be met.

Objectives/Outcome

1. Who will benefit? (Focus)
2. What will happen?
3. Is the program new, existing, or expanding?
4. When will the project start/completed?
5. Can project be completed in reasonable timing, minimal expense, and with limited amount of people, or responsible parties
6. Measurable or quantifiable

Methods/Indicators

1. What is measured?

Tip: use people, places, clients, measurable numbers, percentages, statics, service areas, or locations) Use words like; provide, transport, house, rehabilitate, people, individuals

2. Who will help you and how will they help?

Activities/Projects/Special Events

1. The condition in which things are happening or being done.

Tip: show action or change

2. Describe sequence of events or activities.

Tip: use work plans, timelines, deadlines, start/completion dates, use words like; plan to create, will use, have developed, is placing, change, install, implement

Good Project Outcome Measurements

- Stay true to mission
- Spread awareness of the organization
- Demonstrate program strength and growth
- Help justify existence
- Benefit the families and people that use the program
- Focus on unique and innovative projects that make an impact
- Be a great investment to the donor
- Gain community support and involvement
- Develop a useful decision-making process
- Validate methods and perfect skills for grant writing
- Benefit board members current and new
- Be accountable and cost-effective
- Take pride in accomplishment and quality
- Complete and submit qualifying grant applications!!!