**Small Grants Fund: Application Narrative Template**

Instructions: Type your responses below the numbered questions shown in blue font. Keep the questions in the document. Your responses should be in black, Arial, 14-point font, not bold, and single spaced. Follow the word limits shown per question.

# **Please describe your organization’s mission, history, and the populations you serve. (300 words)**

*(Type your response here; delete these words)*

# **How do you involve the population you serve in your work? (150 words)**

*(Type your response here; delete these words)*

# **Please tell us about the program you want PCL to fund. (400 words)**

* Describe the population to be served and the number of children to be served annually.
* Explain your experience serving the population and provide at least 2 examples.
* Describe the program activities, length of time and frequency of the activities, and where the activities take place.
* Explain how the program activities are staffed and the ratio of staff to participants.
* Please share any other relevant information that explains your program activities. How do these program activities fit with the PCL funding priority you chose?

*(Type your response here; delete these words)*

# **Please write two specific and measurable outcomes or changes you hope your program participants will achieve through your program. (150 words)**

*(Type your response here; delete these words)*

# **Please describe how your program activities are relevant and responsive to the population you will serve. List one goal for improving participant access, engagement, or participation in program activities. (400 words)**

*(Type your response here; delete these words)*

# **Using the amount of funding you requested for Year 1 of the grant, July 1, 2026- June 30, 2027, please explain the costs and calculations for each category. If you don’t have costs for that category, state “not applicable” in your narrative. (300 words)**

## **Personnel**

*(Type your response here; delete these words)*

## **Contractor costs**

*(Type your response here; delete these words)*

## **Other program costs**

*(Type your response here; delete these words)*

## **Administration. Applicants may budget up to 15% of the annual grant budget to administrative costs. If you are applying with a fiscal sponsor, your organization and the fiscal sponsor must decide how to split the 15% administrative rate allowed for the budget. You may not budget 15% to each entity.**

*(Type your response here; delete these words)*