<u>**Grant Narrative**</u>

Please complete the narrative questions in a word document and then copy and paste your responses into the grant portal.

For all application categories, applicants must answer the following questions

1. **Introduction-** Introduce the school/entity/organization to the reviewers. Include at least the following information:
    a. Describe the population that you serve overall and who will specifically benefit from this project if different.
    b. Describe any past and current farm to school initiatives, if applicable, and why the applicant is ready and able to begin or further programming.

2. **Project Explanation-** Explain in detail the project proposal and how it will contribute to the creation/furthering of a Farm-to-School program.
    • Please include details of what the project will accomplish and how it will be accomplished.

3. **Project Impact-** Identify at least one outcome you strive to achieve as a result of completing this project. Identify the activities necessary to meet the outcome(s) and how you will evaluate if the project outcome(s) were met? [Here](#) is a good resource developed by [CDFA](#) on what project outcomes are, please note these are not specific to this grant program.
    Outcomes: This is the intended impact of the project that can be evaluated. An outcome is measurable and observable, it can be quantitative or qualitative but <u>must</u> be impactful and specific.
    Ex. X number of students will have monthly planned activities centered on the school garden.

    Activities: Actions or measurable steps taken to reach an outcome
    Ex. A school garden will be built to be utilized in both classroom based lessons and in taste testing.

4. **Project Workplan** – Include all project milestones and related deadlines. Applicants must budget in three months to plan the project once the contract is executed, 18 months to execute and complete the project, and 30 days past project completion for all reporting. As a reminder no extensions will be given. No incomplete projects will be funded.

    The following template will need to be used to provide the project workplan. This template is on the third page of the Budget/Budget Narrative/Project Timeline excel worksheet which can be found on CTGrown.gov/grants

Activity	Anticipated Timeline

5. **Project Team and Stakeholder Support**

- Describe the team involved in completing this project and how you will work with any partners. Please also describe the community support that you have for this project from stakeholders relevant to the project and how they will be involved throughout it's lifetime (such as school/program administrators, students, educators, parents, etc).

6. **Sustainability Plan-** How will this project contribute to the longevity of a farm to school program? What steps will you take to ensure that the program continues beyond the timeline of this grant?