PROGRAM NARRATIVE TEMPLATE  
*Supplemental to SF-424*

**A- SUMMARY COVERSHEET**

|  |
| --- |
| **1 - Project Proponent:** Name of organization or individual. |
|  |
| **2 - Contact Information:** Please provide the proponent’s contact information below. |
| **2a - Phone Number:**  **2b - Email Address:**  **2c - Physical Address:** |
| **3 - Project Information:**Please provide the project information below. |
| **3a - Project Title:**  **3b - Project Period:** *(Project proposed start and end date)*  **3c - Amount requested in Local Currency** *(In Malagasy Ariary or Comorian Francs)***:**  **and in U.S. Dollar:**  **IMPORTANT:** Please detail the anticipated project costs in a separate budget document, preferably done as an Excel spreadsheet. We recommend using our “Detailed Budget Narrative (Supplemental to SF424A)” template that you can find on the [Grants.gov](https://www.grants.gov/) and the [U.S. Embassy](https://mg.usembassy.gov/education-culture/funding-opportunities/) websites. |
| **4 - Purpose of the Program:** *(In 1-2 sentences)* |
|  |
| **5 - Organization/Individual Profile:** Briefly describe the organizations or individual’s area of focus and major achievements in the sector of the proposed project. *(maximum of 100 words)* |
|  |
| **6 - Required Registration**  NOTE: Mandatory for all organizations submitting grant proposals for US$25,000 or more; *not required for individuals:* |
| **6a - DUNS Number** (<http://fedgov.dnb.com>). Enter DUNS Number here:  **6b - NCAGE/CAGE Code** Enter NCAGE/CAGE code here:  **6c - SAM.gov Registration** Enter SAM.gov Registration ACTIVE or INACTIVE: |

**B- DETAILED PROJECT NARRATIVE**

|  |
| --- |
| **1 - Project Leader/POC and Contact Information:** |
|  |
| **1a - Key Project Staff:** Include CVs for key project staff as an appendix.   |  |  |  | | --- | --- | --- | | Name | | Project Role | | 1 |  |  | | 2 |  |  | | 3 |  |  | | 4 |  |  | | 5 |  |  | |
| **1b - Previous Awards Received:** *(last 3, if any)*   |  |  |  |  | | --- | --- | --- | --- | | Project Title / Awarding Agency | | Amount US$ | Award Date / Status | | 1 |  |  |  | | 2 |  |  |  | | 3 |  |  |  | |
| **2 - Project Summary:** In 3-5 sentences, provide a short narrative that outlines the proposed program, including program objectives and anticipated impact. *(maximum of 150 words)* |
|  |
| **2a - Problem Statement:** State the key issue/s that the project intends to address. *(maximum of 150 words)* |
|  |
| **2b - Project Description:** State the methodology to be employed, the type of activities planned to address the problem identified, and the general benefits to be achieved by the project. Please discuss how the proposed activities will contribute to solving the issues to be addressed and why those activities are an appropriate response to the problem. |
|  |
| **2c - Audience:** State target audience/participants/beneficiaries, including target numbers of participants and locations, where possible. For example: 20 educators from Toamasina, 100 social media users in Antsirabe, etc. |
|  |
| **2d - Timeline:**   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Activities / Milestones** | | **Program Timeline** | | | | | | | | | Mos 1-3 | Mos 4-6 | Mos 7-9 | Mos 10-12 | Mos 13-15 | Mos 16-18 | Mos 19-21 | Mos 21-24 | | **EXAMPLE** | Benchmarking on current English proficiency levels completed in the 5 public high schools | x |  |  |  |  |  |  |  | | Meeting with the committee to complete curriculum and program development | x | x |  |  |  |  |  |  | | All 50 public high school teachers identified, trained and graduated on Module 1 |  |  | x |  |  |  |  |  | | 1 |  |  |  |  |  |  |  |  |  | | 2 |  |  |  |  |  |  |  |  |  | | 3 |  |  |  |  |  |  |  |  |  | | 4 |  |  |  |  |  |  |  |  |  | | 5 |  |  |  |  |  |  |  |  |  | | 6 |  |  |  |  |  |  |  |  |  | | 7 |  |  |  |  |  |  |  |  |  | | 8 |  |  |  |  |  |  |  |  |  | | 9 |  |  |  |  |  |  |  |  |  | | 10 |  |  |  |  |  |  |  |  |  | |
| **2e - Expected Output:** Outputs are the direct products or actions that result from the project activities. Outputs are usually countable. This section will also serve as one of the metrics of success of the project.  Examples:   1. *3 workshops from May-June* 2. *100 Zoom participants who are teachers/students.* 3. *3000 views of online discussion.* |
|  |
| **2f - Expected Outcome:** Outcomes are the changes that will be achieved as a result of the program activities.  Examples:   1. *Increase awareness in maritime issues.* 2. *Build capacity of educators.* 3. *Encourage students to be civically engaged.* |
|  |
| **3 - Other Partners and/or Sources of Support for This Project:** |
| |  |  |  | | --- | --- | --- | | Partner and Role in Project | | Amount of Support  *(include the value of both in-kind and financial support in local currency)* | | 1 |  |  | | 2 |  |  | | 3 |  |  | | 4 |  |  | | 5 |  |  | |
| **4 - Program Monitoring and Evaluation Plan:** *(How will the activities be monitored to ensure they are happening in a timely, effective manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?)* |
|  |
| **5- Future Funding or Sustainability:** *(Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.)* |
|  |

**By signing this application, I certify that the statements herein are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

|  |  |  |
| --- | --- | --- |
| Name of Project Leader/POC: | | |
| Title/Designation in Organization: | | |
| Organization Name (if appropriate): | | |
| Mobile Number: | E-mail Address: | |
| Signature: | | Date Submitted: |