

Sample Program Narrative Checklist

| Does My Program Narrative— | Yes | No | |
|---|-----|----|--|
| Clearly identify the issue/problem to be addressed? | | | The problem is— |
| Include goals and objectives? | | | List the goals and objectives: |
| Include a strategy for implementing the project? | | | |
| Include a list of staff who will work on the project and their capabilities, competencies, and prior experience? (Résumés can be included, but they take up valuable space; only brief summaries are needed.) | | | |
| Clearly describe the anticipated measurable impact of the project? | | | The anticipated impact is— |
| Describe how the project activities are tied to the funding program's goals and objectives? | | | |
| Include a plan for measuring the success of the project? | | | |
| Include a plan for sustaining the project after federal funding ends? | | | Where will funds be obtained to sustain the project? |