

**Musselshell Valley Community Foundation
Grant Narrative Guidance**

At a minimum please include answers to the following questions when writing your grant application?

1. Define the problem or need addressed by your request.
2. Give a complete description, including specifics.
3. Describe why the program/project is essential using statistics, facts and examples.
4. Explain how these funds will solve the identified problem or need.
5. Describe the total budget and the purpose of the requested funds. Include other grants, donations, fundraisers and program funds in the budget. Explain how these other funds support the defined program/project.
6. Specify the direct and indirect benefits to the community, expected from the requested funds.
7. Define the expected outcome of this program/project. How will you measure the success of the project?
8. If this is an ongoing program/project, how will you obtain funding in the future? How will you sustain the program/project?
9. Describe the community that this program/project will affect. Does the program/project address a widely shared community vision? What groups (youth, leaders, seniors and/or minorities, etc.) are involved with this program/project.
10. Provide names of officers and persons involved in implementing for this program/project.