**DSACF Grant Application Narrative Questions**

***Please be aware that this document is provided only to make copying and pasting responses into the portal easier and will not be accepted outside of the portal.***

*If applying to the Duluth Public School Endowment Fund, the questions and required documents vary from those listed below.*

***Attention:***In an effort to make proposal writing less time consuming, we've tried to reduce the burden of character limits.**Please use the instructions for length of responses as described above each text box, rather than the character limit shown below the text box.**Bullet points and other approaches for brevity and clarity are acceptable.

One suggestion is to type your responses in Word and use this [instructions page](https://support.microsoft.com/en-us/office/show-word-count-3c9e6a11-a04d-43b4-977c-563a0e0d5da3) for viewing character counts (scroll to the bottom of the page). Tip: In Word, find the number of characters, paragraphs, and lines by clicking on the word count in the status bar.

**Project Overview**

**Executive Summary**

Please provide a brief overview of the key elements of the request. The Executive Summary is a short summary of the proposal. Think of this as a written elevator speech telling someone, very quickly, the overall key points about the proposal. A thorough executive summary can include:

* opportunity/need,
* the goals, objectives and, briefly, the actions connected with them,
* the expected outcomes

*This response should be no more than one short paragraph (i.e., 3 - 4 sentences or approximately 80 words / 500 characters).*

**Community Inclusion**
How will this work carry out the values, beliefs and community context of the people and communities being served? Examples could include a participant advisory council, utilizing previous evaluation results that centered the people served, organization staff and leadership are members of the populations served, etc.

*This response should be no more than two paragraphs (i.e., 3 - 4 sentences each or approximately 175 words / 1,000 characters).*

**Project Description
Background**
Please describe the opportunity, need or challenge within the community that this application addresses.

This response should be no more than three paragraphs (i.e., 3 - 4 sentences each or approximately 300 words / 2,000 characters).

**Goals and Objectives**
Please describe the goal(s) and the objectives of this application and how those relate to the community context referenced earlier.

This response should be no more than two paragraphs (i.e., 3 - 4 sentences each or approximately 175 words / 1,000 characters).

**Activities**
Please describe the specific activities for which funding is sought.

This response should be no more than four paragraphs (i.e., 3 - 4 sentences each or approximately 500 words / 3,000 characters).

**Evaluation Plan**
lease describe the criteria for the success of this work, how these will be measured, and how the results will be used. Using both qualitative and quantitative approaches is encouraged.

This response should be no more than two paragraphs (i.e., 3 - 4 sentences each or approximately 175 words / 1,000 characters).

**Alignment with Fund Guidelines**
Please explain how this request aligns with the mission and priorities of the **FUND** as described in the fund's guidelines.

This response should be no more than two paragraphs (i.e., 3 - 4 sentences each or approximately 175 words / 1,000 characters).

**Documents required to upload in the application:**

1. Project budget (here is a [Project budget template](https://www.dsacommunityfoundation.org/wp-content/uploads/2023/02/DSACF-Project-Budget-Template.xlsx) for optional use if you do not already have your own)

2. Most current organizational budget

3. Most current filed IRS Form 990 or audited financial statement