

Narrative Questions

Project Proposal Narrative Guidelines

SUBMISSION REQUIREMENTS

File Type: Microsoft Word or PDF

Page Limit: 5 pages (excluding supporting documents)

Supporting Documents: Photos, letters of commitment, etc.

Recommendation: Copy and paste the questions below as an outline in your narrative.

1. PHYSICAL ALTERATION

- Does your project propose to PHYSICALLY ALTER a DC Public School? YES or NO

If YES: Complete Appendix B Initial Project Feasibility Form and submit to DCPS Central Office. Allow at least 10 business days for review and be prepared for follow-up questions.

2. DEPARTMENT OF PARKS AND RECREATION LAND

- Is your project on Department of Parks and Recreation land? YES or NO

If YES: Complete Appendix C DPR Initial Project Feasibility Form and submit to DPR contacts listed on the form. Allow at least 10 business days for review and be prepared for follow-up questions.

3. STORM SEWER SYSTEM

- What is the storm sewer system(s) where your project will take place?

Options:* CSS (Combined Storm Sewer) or MS4 (Municipal Separate Storm Sewer System)

Determine the watershed:* [[Click here](#)] and add the address.

4. PROJECT AREAS

Highlight each project area your project addresses:

Project Area 1: Equitable access to natural areas along the Anacostia River and its tributaries

Project Area 2: Small-Scale Green Infrastructure Projects &/or maintenance

Project Area 3: Pathways to green jobs

Project Area 4: Natural Habitat Restoration and Outreach

Project Area 5: Project-based Educational Programming for District of Columbia Public and Charter School students

Project Area 6: Transitioning from single use to reusable food service ware at restaurants and institutions

Project Area 7: Small Events at Kingman and Heritage Islands

Special Focus Area 1: Advance stewardship, environmental education, restoration, community engagement, and maintenance efforts in neighborhoods within the Oxon Run watershed and Oxon Run Park corridor in the District or Fort Dupont watershed and Fort Dupont Park.

Special Focus Area 2: Conduct Targeted Pet Waste Disposal Education/Outreach strategies in the Fort Chaplin catchment area

5. PROJECT GOAL AND JUSTIFICATION

- Project Goal: What is the goal of your project? How does it align with the RFA goals? (Educate, increase knowledge, or lead to behavior change improving District's waterways health.)
- Justification: Why is this project needed? Explain the problem and potential benefits.
- Previous Efforts: How does the project build on or learn from past efforts?
- Organizational Goals: How does this project support the broader goals of your organization?

6. INTENDED MESSAGE

- Message: What is the intended message of the project?

7. ACTIVITIES PROPOSED, METHODS, AND EVALUATION

- Activities: Describe the proposed activities.
 - Methods: Describe chosen methods and their effectiveness.
 - Metrics: Outline clear metrics to monitor progress and evaluate results.
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8. BUDGET

- Justification: Briefly justify your budget including personnel, contractual costs, materials, field trips, and indirect costs. Keep indirect costs to 10% of direct costs.
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9. PARTNERSHIPS AND COMMUNITY

- Priority Audience: Who is/are your priority audience(s)?
- Demographics: Describe the community or population involved.
- Experience: Describe your organization's experience with the prioritized communities or your plan to address any gaps.
- Partners: Have you selected partners?
- Community Involvement: Is the community involved or going to be involved?

Note: The Trust encourages partnerships with local organizations with greater cultural competencies.

10. SUSTAINABILITY

- Impact: How will your work have a continued impact after the grant period?
 - Maintenance: For installations, how will the project be maintained during and after the grant period? If not an installation, address the impact of the work.
 - Watershed Stewardship: How does the project fit into other watershed stewardship activities?
 - Financial Resources: If ongoing financial resources are needed, provide an abbreviated plan to sustain the project.
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11. CONSULTANTS

- Consultant/Contractor: Has/will a consultant be hired or contractor selected?
 - Selection Process: Describe the selection process and background of the consultant/contractor.
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12. CREATIVE SOLUTIONS

- Creativity: How will the project use art, placemaking, dance, oral histories, or other creative solutions to engage the priority audience?
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13. ORGANIZATION INFORMATION

- Disputes: Has your organization had any disputes, investigations, or audits with the District of Columbia? Describe the nature and resolution.
- Previous Grants: Have you previously received a Community Stormwater Solutions Grant?