Use this form to complete the Narrative portion of the online application. Once completed upload this document in the grant online system under the Narrative section.

**Project Information - Address each question below, in no less than three sentences. Total length of responses not to exceed 5 pages.**

**A) Project Description:**

1. **Goals and Objectives:** What are the big-picture goals and the specific objectives of the project?

2. **Background:** Describe the background of the project. Why is this project needed? How was it identified? Is this project an extension of an ongoing or recently completed project or plan?

3. **Impact and Value:** Please describe how your project connects to the restoration, protection, and/or stewardship of the local environment within the Chesapeake Bay region. Basically why does this project matter? What difference or impact will it make? And to whom?

4. **Audience:** Identify the priority audience you will educate, engage, and/or impact, and describe how you will reach them and why you’ve chosen that method.

5. **Demographic Information:** In light of the Trust’s commitment to the advancement of diversity in its grant-making, please provide demographic information regarding the community or population served by the project.

6. **Demonstration Value:** Describe how this project might be used as a model in other areas? How might lessons learned from this project be transferred to others? For on-the-ground projects, describe the project location(s), why it/they were selected, and how visible to others the project will be.

7. **Sustainability:** How will the future of the project be ensured and/or impacts of the project be long-lasting? Topics to discuss here include maintenance plans (for on-the-ground projects), long-term attitude or knowledge changes in a community, who at your Host or another organization will manage the project moving forward, etc.

8. **Evaluation:** Describe how you will assess the effectiveness of your project and determine success. How will you collect information to refine and improve your project?

**B) Attachments:**

**Required documentations for projects:** Are the following items included in your application where applicable?

**Required for Restoration-type Projects:**

- Site plan/ project design that includes species, area, spacing, etc.
- Native plant list. Funds may be requested for native plant species only.
- Photo of the site.
- A detailed maintenance plan for short-term (first growing season) and long-term (three years) maintenance. Applicants proposing work on private property should have a particularly strong maintenance description. Proposals that demonstrate long-term commitment to keep and maintain the project will receive more favorable review.
- Permits or other approvals: If permits or any other type of approvals are required, describe the status (i.e., permits pending review of application, permits secured).
- Letters of Commitment

*Recommended for Outreach-type Projects:*
- For workshops: a draft agenda
- Letters of Commitment