
Required Narrative Questions Template
TRACK 1: Community Stewardship

Throughout this RFP, the Narrative Questions, Evaluation Criteria, and Applicant Tips all follow a framework.

Need → Goals → Activities → Partnerships → Measurement → Long-Term Success

Section 1. Project Need, Goals and Activities

1.1 Project Summary

Provide a brief overview of your project (consider this a very general overview of 2 paragraphs maximum; the details of your project will be developed below).

Include:

- What you propose to do.
- Where the project will occur.
- Who will benefit.
- The primary environmental and community outcomes.

1.2 Project Need

Describe the need your project will address.

Consider the following:

- What environmental or community issue, challenge, or opportunity does your project address?
- What information, data, or community input helped identify this need?
- Why is this project important now?
- How does this project support your organization's mission and the goals of Track 1?

1.3 Project Goals

List each project goal.

For each goal describe:

- Activities
- Expected Results
- Measurement
- Timeline

This is the main design of your project and ties to your expected results and how you will measure success, so whenever possible, include measurable targets. You may use a table like the example below or another preferred format.

Goal	Objective	Activities	Expected Results/ Outputs	Expected Results/ Outcomes	Measurement	Timeline
Increase community stewardship of a neighborhood park through habitat restoration and environmental education.	Restore native habitat while engaging local residents and youth in stewardship activities.	- Organize community planning meetings - Recruit volunteers - Remove invasive plants - Install native trees and shrubs	4 volunteer events held 75 volunteers engaged 150 native trees and shrubs planted 2 educational workshops delivered	- Increased community participation in stewardship activities - Improved habitat and biodiversity - Increased knowledge of native plants	75 volunteers 150 native plants installed ½ acre restored 80% of workshop participants report increased environmental knowledge	April–October 2027

Section 2. People and Partnerships

2.1 Priority Community

Describe the community your project intends to engage.

- Who will participate?
- Why was this community selected?
- Does this community include under-engaged or underserved populations?

2.2 Community Partnerships and Participation

Describe how community members and partners will participate throughout the project and how community knowledge, perspectives or cultural considerations have been considered.

Consider:

- How will they participate or contribute to the project?
- Are partnerships helping ensure that projects activities are culturally informed and responsive to the community being served?

2.3 Community Ownership

If applicable, describe how leadership and stewardship of the project will continue.

Section 3. Expected Results & Measuring Success

Describe in a few sentences the environmental and community benefits you expect. Whenever relevant you can briefly include the measurable outcomes you created in the table in section 1.3. This level of information is enough, however, you may also consider this space to include additional information such as:

- Evaluation methods
 - Data collection
 - How results will be used
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Section 4. Long-Term Success

Describe how project benefits will continue after grant funding ends. Some things you can consider are:

- Is there long-term stewardship?
 - Are partnerships continuing after the grant period?
 - Is there maintenance beyond the funding period?
 - Does the project need/have or will pursue future funding
 - If applicable, will there be a transition to community ownership?
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Section 5. Budget & Cost Effectiveness

Very briefly justify your budget and include information such as:

- Are budget items in line with the proposed activities?
 - Are costs consistent with the scope of the work?
 - Are match and partner contributions included?
 - Is the success of the work contingent upon other funding being awarded?
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EVALUATION CRITERIA FOR TRACK 1

Throughout this RFP, the Narrative Questions, Evaluation Criteria, and Applicant Tips all follow a framework.

Need → Goals → Activities → Partnerships → Measurement → Long-Term Success

Reviewers will score each criterion based only on information contained in the application. Points will be awarded based on the extent to which the proposal provides evidence addressing the elements listed under "Evidence Reviewers Should Consider."

Applicable to Track 1

Evaluation Criteria	Evidence Reviewers Should Consider	Score
Project Need, Goals and Activities	The proposal identifies the need or problem to be addressed and explains why the project is a15 priority; demonstrates alignment with the objectives of the selected funding track. The proposal describes the activities to be completed; demonstrates a period in which activities are achievable; and explains how grant funding will enable the proposed work.	25
People & Partnerships	The proposal identifies the intended audience, describes the roles of project partners; identifies partnerships with organizations or groups that have established relationships with the communities the project intends to serve and if applicable, explains how relevant communities or stakeholders will be involved and/or that they have contributed to project planning and/or that they will be ongoing community engagement through and beyond the project.	15
Expected Results & Measuring Success	The proposal explains the anticipated environmental, community or organizational benefits; how results will be measured, and where applicable describes the methods and how results will be used.	25
Long-Term Success	The proposal explains how project benefits will continue after the grant period, including future funding, stewardship, maintenance, organizational capacity, partnerships, or transition of ownership where appropriate.	15

Evaluation Criteria	Evidence Reviewers Should Consider	Score
Budget & Cost Effectiveness	The budget aligns with the proposed activities; the budget items are explained or justified; costs are consistent with the scope of work and partner contributions are identified, if the success of the work is contingent upon other funding being awarded it is described in the narrative.	20