**DELETE THESE INSTRUCTIONS BEFORE SUBMITTING:**

Use this template to complete your Application Narrative. Narratives Cannot be more than 10 pages total using the following format: Font- Georgia. Line Spacing- 1.5 Margins- 1 inch

Please Note:

* Content over 10 pages when correctly formatted will not be reviewed
* Upload the final narrative document as a Word or Google Doc document with your application submission. Use the following naming convention: PROGRAM NAME.NarrativeTemplate.doc”
* If you have trouble using or formatting the form, send questions to Jjones@mass-service.org.

General Tips:

* Be sure to address ALL criteria listed in each section in the RFA document and focus on helping reviewers award your application points. In some cases, this may mean mirroring language from the criteria.
* Use the criteria listed in the RFA to craft each section. Each section includes assessment criteria and the total % of points the application is worth. These are not fixed limits, but applicants are strongly encouraged to use these % as general guides for the length and detail of each section.
* The Community and Logic Model are together worth 28% of the total value of the application but form the heart of the proposal. Limit the Narrative portion to ~25% of the total application and focus on establishing your community problem and the appropriateness of your intervention. Use the Logic Model to detail specific program information and flesh out the model, being sure to address all listed criteria as specifically as possible. Readers should clearly understand exactly what members will be doing, why they are doing it and what the results of those activities will be.
* The Budget Narrative sections are collectively worth 25% of the total application score- a very significant portion. Do not neglect the criteria in this section of the RFA even if it means adding expenses to your budget. MSA suggests having at least 2 items called out directly in your budget for each section. You may want to use this section to cover activities or structures you do not have space to address elsewhere in the application.
* The Evidence Base section of the application plays a larger role in the national competition than in MSA’s review. The section is NOT a list of accolades your organization or program have received, it is focused on specific evidence for the model you have selected and has specific reporting requirements. Be sure to read the instructions carefully.
* Use language that is accessible and neutral wherever possible. Avoid phrases that may be misinterpreted as being partisan or at odds with current priorities or requirements of the federal government.

The AmeriCorps Agency offers the tips below to all applicants:

* **Lead from your program strengths and be explicit.** Do not make the mistake of trying to stretch your proposed program description to fit funding priorities and special considerations articulated in the regulations or the *Notice.*
* **Be clear and succinct.** Do not use jargon, boilerplate, rhetoric, or exaggeration. Describe clearly what you intend to do and how your project responds to the selection criteria.
* **Avoid circular reasoning.** The problem you describe should not be defined as the lack of the solution you are proposing.
* **Explain how.** Avoid simply stating that the criteria will be met. Explicitly describe how the proposed project will meet the criteria.
* **Don’t make assumptions.** Even if you have received funding from AmeriCorps in the past, do not assume your reviewers know anything about you, your proposed program, your partners, or your beneficiaries. Avoid overuse of acronyms.
* **Use an impartial proofreader.** Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.
* **Follow the instructions and discuss each criterion in the order they are presented in the instructions.** Use headings to differentiate narrative sections by criterion.

Executive Summary

“The [Name of the organization] will have [Number of] AmeriCorps members in [the locations the AmeriCorps members will serve, e.g. – City, State or State(s)]. AmeriCorps members will [service activities the members will do]. At the end of the first program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage [number of leveraged volunteers, if applicable] who will be engaged in [what the leveraged volunteers will be doing].

**Cost Reimbursement grant applicants add:**

The AmeriCorps investment will be matched with $[amount of projected match], $[amount of local, state, and Federal Funds] in public funding and $[amount of non-governmental funds] in private funding.”

**Fixed amount grant applicants e.g., EAP, Full-Cost Fixed, No Cost Slots add:**

In addition to the AmeriCorps investment, $[amount of local, state, and Federal Funds] in public funding and $[amount of non-governmental funds] in private funding will support the project.”

1. Community and Theory of Change (28%)

Enter Text

2. Evidence Base (20%)

Enter Text

3. Member Experience (6%)

Enter Text

4. Organizational Background and Staffing (15%)

Enter Text

5. Member Supervision (6%)

Enter Text

6. Budget Narratives

MEMBER RECRUITMENT (8%):

Enter Text

MEMBER RETENTION (9%):

Enter Text

DATA COLLECTION (8%):

Enter Text