**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.***

***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 this Word document 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.*  
  
If the text wrap style does not paste correctly, please paste as plain text.  If you don't have the option to paste as plain text, you may use this converter:  
<https://webegin.us/tools-and-resources/plain-text-converter/>

**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 Impact**  
Please describe how this work will impact the community. Include the number of people, populations served and depth of impact (minimal to long-lasting).   
  
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.   
Goals are the longer term outcomes sought through this work.   
Objectives are accomplishments for realizing the goal.  
  
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**  
Please 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/2024/12/DSACF-Project-Budget-Template.xlsx) for optional use if you do not already have your own)

2. Most current organizational budget

3. Organization Financial Documentation

Your organization is in one of the following categories based on the prior year’s reported total revenue:

* $50,000 or less
* IRS Form 990 ePostcard
* Balance Sheet or Profit & Loss Statement (only one of these is required)
* $50,000 - $750,000
* IRS Form 990 (all pages)
* $750,000 or more
  + Audited Financial Statement (all pages)

\*Please do not upload .heic or .numbers documents to upload questions as these file formats are not compatible with our system. Convert .heic to JPEG or PDF.  
Instructions on how to convert .numbers to Excel or PDF can be found here: <https://support.apple.com/guide/numbers/export-to-excel-or-another-file-format-tan3b922d4ad/mac>