NARRATIVES SECTION

- Executive Summary
- Program Design
- Organizational Capability
- Cost Effectiveness
- Evaluation Plan
EXECUTIVE SUMMARY

Fill in the blanks **ONLY**. There is nothing else you need to do!

The **[NAME OF THE ORGANIZATION]** will have **[NUMBER OF]** AmeriCorps members who will **[WHAT THE MEMBERS WILL BE DOING]** in **[THE LOCATIONS THE AMERICORPS MEMBERS WILL BE]**. 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 an additional **[NUMBER OF LEVERAGED VOLUNTEERS, IF APPLICABLE]**
Who will be engaged in **[WHAT THE LEVERAGED VOLUNTEERS WILL BE DOING]**.

This program will focus on the CNCS focus area(s) of **[FOCUS AREA(S)]**. * The CNCS investment of $**[AMOUNT OF REQUEST]** 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.

* - if the program is not operating in a CNCS’ focus area, omit this sentence.
1. **PROBLEM/NEED**
   - Describe how you will address the community problem/need by your proposed project.
   - Describe how the community problem/need is widespread and has been documented as a need with relevant data.

2. **THEORY of CHANGE & LOGIC MODEL**
   - Describe the proposed intervention. (include the roles of the ACMs and leveraged volunteers)
   - Describe how the proposed intervention will lead to the outcomes.
   - Describe how the ACMs will produce contributions to existing interventions that are also addressing the same problem/need.
   - All the basics of the logic model are logically aligned.
3. **EVIDENCE BASE**

- Documented evidence that the proposed intervention will lead to the outcomes.
- For sub-grantees required to submit an evaluation report - the evaluation reports is considered a part of the evidence base program.
- 5-tiered evidence levels:
  - No evidence
  - Pre-preliminary evidence
  - Preliminary evidence
  - Moderate evidence
  - Strong evidence
4. **NOTICE PRIORITY**
   - Describe how the proposed project includes one or more of the 2015 AmeriCorps funding priorities.
   - Describe how the proposed project meets all of the requirements outlined in the NOFO. (detailed on p.3 of the NOFO & in the Glossary)

5. **MEMBER TRAINING**
   - Describe how ACMs will receive training to be effective in service.
   - Describe how ACMs and volunteers will adhere to rules. (including prohibited activities)
6. MEMBER SUPERVISION
   - Describe how ACMs will receive the necessary support from their supervisor to be effective in service.
   - Describe how supervisors will be adequately skilled-up to follow AmeriCorps rules, program rules, and expectations of the program.
   - Describe how supervisors will guide and support ACMs during their term of service.

7. MEMBER EXPERIENCE
   - Describe what job skills/experience ACMs will gain as a result of their training and service.
   - Describe how ACMs will have access to meaningful experiences and opportunities for reflection.
Describe opportunities made available for ACMs to connect with each other and with other National Service Members to build morale.

Describe how ACMs will develop an ethic of and skills for active and productive citizenship to continue to engage in public and community service after their term of service.

Describe how ACMs will be recruited from the communities in which the program operates.

8. COMMITMENT TO AMERICORPS IDENTIFICATION

Describe how Members will know they are AmeriCorps Members.
Describe how staff and community members know who are ACMs.
Describe how ACMs will get and wear service gear displaying the AmeriCorps logo.
1. ORGANIZATIONAL BACKGROUND & STAFFING
   ✤ Describe how your organization has the ability to administer the proposed AmeriCorps project.
     ✤ Experience
     ✤ Staffing
     ✤ Management structure
   ✤ Describe your organization’s previous experience administering AmeriCorps projects or other federal projects.
   ✤ Describe how your organization has engaged community members and partner organizations in planning and implementing its intervention.

2. COMPLIANCE & ACCOUNTABILITY
   ✤ Describe how you will prevent and detect compliance issues.
   ✤ Describe the plan of how you, sub-contractors, and service site locations (if applicable) will be held accountable if instances of risk or non-compliance is identified.
   ✤ Describe the plan of how you, sub-contractors, and service site locations (if applicable) will comply with AmeriCorps rules and regulations? (i.e., do you have a system in place for checks and balances?)
3. **PAST PERFORMANCE (for Re-Compete Apps)**

- Describe how your organization achieved performance measurements targets anytime during the last 3 years of AmeriCorps program operation.
  - How successful were you?
  - Did you identify any problems? If so, how do you resolve them?
  - If you did not achieve your performance targets, why not? What is your plan for improvement?

- Describe how your organization achieved 100% Member enrollment (most recent year of operations); or if not achieved, what is your corrective action plan.
- Describe how your organization achieved 100% Member retention (most recent year of operations); or if not achieved, what is your corrective action plan.
- Describe any compliance issues or areas of weakness identified during the last 3 years of operations (if applicable). Also, explain the corrective action plan that was implemented.
  - What is your plan for continuous improvement?
1. **COST EFFECTIVENESS**

- Is the budget sufficient to carry out the program effectively.
- Does the budget align with the applicant’s narrative?
- Is the program design cost effective and the benefits justify the cost?
- Have you raised or described an adequate plan to raise non-CNCS resources to fully support your AmeriCorps project?
HOW SHOULD I WRITE MY NARRATIVE?

- Highlight your program strengths.
- Be clear and to the point.
- Avoid circular reasoning.
- Explain how the program actually works.
- DO NOT make assumptions.
- Use an open-minded proofreader.
- Follow the instructions.
QUESTIONS???