



New York City Environmental Fund (NYCEF)
Full Proposal Narrative Template 2018

Instructions: Please complete all sections of this document. The narrative may not exceed 10 pages, with a font size no smaller than 12 point. Excess pages will not be reviewed. To save space, you may delete these instructions as well as the instructions under each subject heading. *Do not remove* the subject headings, i.e., Problem/Solution/Program Priorities, Technical Merit, etc. *Do not* place the narrative on your own letterhead or otherwise alter the template. **You must use this template and respond to all questions on it to be considered for funding.** *Do not* embed links to external electronic references in the body of the narrative. When completed upload this narrative back into the Easygrants online system in the “Uploads” section. Thank you.

Select **only one** in terms of primary project location/activities:

- NYCEF Newtown Creek
- NYCEF North River
- NYCEF Other

Select **only one** in terms of primary project purpose:

- Protect, preserve, restore, benefit, or improve the environment
- Facilitating public access to and enjoyment of natural resources
- Increasing public stewardship of natural resources benefitting local communities
- Enhancing public awareness, knowledge and understanding of ecology, natural resources, and other environmental issues

Problem/Solution/Program Priorities. Describe: a) the specific problem(s) to be addressed by the project; b) how the project will help address or solve the problem and the desired result of the project (goals); and c) why the problem and solution is relevant to the program priorities of the NYCEF Request for Proposals.

Technical Merit. Provide a work plan, including: a) a description of each major activity to be undertaken by the project and the method used to carry out that activity. (*For programs proposing water quality monitoring, please also upload Quality Assurance/Quality Control documentation as described in the Request for Proposals and Tips sheet. (The project activities narrative must be detailed enough for reviewers to make a clear connection between the activities and the project costs)*); and b) a timetable indicating when activities are to be accomplished (see table below; the timetable should not propose specific dates but instead group activities by month or quarter over the entire proposed project period).

Activity	Time Period (express in months or quarters)

Qualifications. Describe: a) your organization and its relevant qualifications and experience to deliver the proposed project; and b) the roles and responsibilities of all key project participants in



project delivery and their experience to deliver the project. *Do not* provide or upload Curriculum Vitae or resumes.

Community Partnerships. Describe locally-based organizations involved in the project, and their specific role(s) in development and delivery of the project.

Communication. Describe: a) the content to be communicated related to the project; b) how this content will be communicated (i.e., websites, social media, signs, workshops/trainings, etc.); and c) target audiences within the community to be served by the project and other appropriate audiences.