

## Handout 3-4: Project Description

- What is the mission of our organization?
- Why and how is our organization suited to provide the activities in this funding announcement?
- What is the funder requesting?
- What is the purpose of this grant program?
- How does our mission fit with the purpose of this grant announcement?
- What resources are available for our project?
- Are our target population and service area defined?
- What are the logical reasons this grant application should be supported?
- Have we found and incorporated literature published within the past 5 years?
- What does the literature (published in the past 5 years) say about this issue?
- Does the literature reference any gaps in knowledge that our project addresses and that the funder wants to address?
- How does our project address those gaps? (If we propose to expand a pre-existing program, how many people are we currently serving? What are the results to date? Is this a fundable activity for this RFA?)
- Have we discussed the community demographics and problems?
- Have we clearly described the target population?
- Have we documented the rationale for serving this population?
- Have we documented the population's need for the service we provide?
- What is our rationale for choosing this population?
- What are the cultural dimensions of the project presented in the literature?
- What specific RFA requirements for data exist?
- How does our project meet these requirements?
- Have we included sources of local data?
  - State and county public agencies
  - School systems
  - Court systems
  - Planning councils
  - Community health assessments
  - United Way organizations
  - U.S. Census Bureau and other Federal Agencies
  - Hospitals
- Have we expressed any solution to the problem in terms of goals, objectives, and methods?