


OVW FY 2026 Financial Assistance Grants for Victims Initiative Application Proposal Narrative Template

Instructions

Applicants may use the Proposal Narrative Template as a guide in creating their own proposal narrative in their application for grant funds. Applicants are not required to use this Proposal Narrative Template. This document contains two versions of a Proposal Narrative Template. Version One uses tables. Version Two uses headings and subheadings. Applicants may choose to follow either Proposal Narrative Template Version One or Version Two.

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|  | Please note that a complete proposal narrative must address all three sections. |
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Scoring information

| Narrative Section | Weight |
|---------------------------------------|---------------|
| Purpose of the Project | 30% |
| What Will Be Done | 35% |
| Who Will Implement the Project | 20% |
| Total Weight | 85% |

Formatting Requirements

Applicants must follow the formatting requirements when using the Proposal Narrative Template. The Proposal Narrative Template will contain all formatting requirements that applicants may reference when drafting their proposal narrative. Below are the formatting requirements:

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|-------------------------------------|---|
| <input checked="" type="checkbox"/> | No longer than 5 pages, single-spaced. |
| <input checked="" type="checkbox"/> | In a font no smaller than 11-point. |
| <input checked="" type="checkbox"/> | On correctly numbered pages with one-inch margins. |
| <input checked="" type="checkbox"/> | In a file format openable in Microsoft Word or Adobe Reader. |
| <input checked="" type="checkbox"/> | In a table format or use headings and subheadings that correspond to the sections outlined below. |
| <input checked="" type="checkbox"/> | Written in plain language. |

OVW FY 2026 Financial Assistance Grants for Victims Initiative Proposal
Narrative

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|--|
| Applicant Name: |
| Application Type: <input type="checkbox"/> New <input type="checkbox"/> Continuation |

Proposal Narrative Template Version One: Tables

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| Section 1: Purpose of the Project |
| Say why you are applying for the grant. |
| |
| Identify the project's goals/objectives. Summarize why the goals/objectives were selected, e.g., how the project complements other services, improves services, fills service gaps, and/or responds to a need. |
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| Describe the communities that will be served. |
| |
| Section 2: What Will be Done |

| For each project goal, describe: | |
|---|--------------------------|
| Activities and who is responsible for them | |
| <u>Activity</u> | <u>Staff Responsible</u> |
| | |
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| | |
| How the applicant will ensure victim safety, privacy, and confidentiality. | |
| | |
| Outcomes for knowing the goal was achieved, and how these outcomes will be tracked. | |
| | |

| Section 3: Who Will Implement the Project |
|---|
| Describe the capacity of the applicant to manage and implement a direct financial assistance project. |
| |
| Describe the applicant's experience with operating the same or similar project. |
| |
| Identify the people who will implement the project. Provide for each person their name, agency/organization, position/title, role in proposed project activities, and a description of their relevant experience. |
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Proposal Narrative Template Version Two: Headings/Subheadings
OVW FY 2026 Financial Assistance Grants for Victims Initiative Proposal
Narrative

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| Applicant Name: |
| Application Type: <input type="checkbox"/> New <input type="checkbox"/> Continuation |

Section 1: Purpose of the Project Narrative

- Say why you are applying for the grant.
- Identify the project’s goals/objectives. Summarize why the goals/objectives were selected, e.g., how the project complements other services, improves services, fills service gaps, and/or responds to a need.
- Describe the communities that will be served.

Section 2: What Will Be Done

- For each project goal, describe:
 - Activities and who is responsible for them;
 - How the applicant will ensure victim safety, privacy, and confidentiality; and
 - Outcomes for knowing the goal was achieved, and how these outcomes will be tracked.

Section 3: Who Will Implement the Project

- Describe the capacity of the applicant to manage and implement a direct financial assistance project.
- Describe the applicant’s experience with operating the same or a similar project.
- Identify the people who will implement the project. Provide for each person their name, agency/organization, position/title, role in proposed project activities, and a description of their relevant experience.