# Capacity Narrative Builder

This worksheet helps organizations craft a compelling capacity narrative, even if they’re small or emerging. It includes sentence starters, example prompts, and tips for describing readiness, infrastructure, partnerships, and people in clear and confident ways.

## How to Use This Worksheet

Each section includes guiding prompts and sentence starters. Use them to tell your story of readiness. If a prompt doesn’t apply, skip it or adapt it.

## 1. Past Experience

### Prompts:

* Have you done similar work before?
* What were the results?
* What lessons did you learn?

### Sentence Starters:

* Our organization has successfully managed...
* In the past, we implemented a project that...
* From that experience, we learned the importance of...

## 2. Staff and Leadership

### Prompts:

* Who will lead this work?
* What qualifications or experience do they have?
* What support systems are in place?

### Sentence Starters:

* Our Program Manager, [Name], brings [X years] of experience in...
* This project will be overseen by our [Title], who has led...
* Our team includes... and is supported by...

## 3. Partnerships

### Prompts:

* Are you working with other groups?
* How do they strengthen the work?
* What are their roles?

### Sentence Starters:

* We partner with [Organization Name] to...
* This project builds on our collaboration with...
* Our partner will provide [specific service], which ensures...

## 4. Systems and Infrastructure

### Prompts:

* How do you manage grants, budgets, or data?
* What tools or systems do you use?
* How do you track progress or compliance?

### Sentence Starters:

* We use [System Name] to track...
* Our administrative processes include...
* For grant management, we rely on...

## 5. Scalability and Readiness

### Prompts:

* Why are you ready to take this on?
* How will you ensure success?
* What makes now the right time?

### Sentence Starters:

* We are ready to launch this project because...
* Our readiness is demonstrated by...
* The timing is right due to...

## Wrap-Up Tip

Use the content you develop based on the prompts and sentence starters above to draft a capacity narrative. Once you complete your draft, read it back with fresh eyes. Ask someone unfamiliar with the project to read it as well. Ask: Does this sound confident, clear, and specific? Would a funder believe you’re ready to do this work—and do it well?