# Grant Narrative Planning Worksheet

This worksheet helps organizations outline the four main narrative sections — need, program design, outcomes, and capacity — with prompts to connect each to the funder’s scoring criteria.

## How to Use This Worksheet

Use the prompts in each section to start drafting your proposal content. Each section includes a Notes/Outline space to connect your narrative to funder expectations and scoring criteria. You can write a few bullet points, start sentence drafts, or just note a few ideas to refine later.

## 1. Problem / Need Statement

What is the issue you are trying to solve? Why is it urgent or important?

### Prompts:

* What (local) data shows this need is real and current?
* Whose voice or story supports this need?
* How does this connect to the funder’s stated priorities?

Scoring Connection: Does this clearly demonstrate understanding of the issue and community context?

### Notes/Outline:

## 2. Program Design

What will you do? How will it work? Why is it the right approach?

### Prompts:

* What are your key activities, and who will do them?
* What’s your timeline and flow?
* Why does this design make sense for your population?

Scoring Connection: Is the approach clear, feasible, and aligned with program goals?

### Notes/Outline:

## 3. Outcomes

What good will come from this work? How will you measure success?

### Prompts:

* What will change — and for whom?
* How will you track and evaluate results?
* What’s your timeline or measurable target?

Scoring Connection: Are the outcomes realistic, specific, and aligned with the program objectives?

### Notes/Outline:

## 4. Organizational Capacity

How do you know your team is ready and able to do this work?

### Prompts:

* What experience, systems, or partners support your readiness?
* Who will lead this work and why are they qualified?
* What infrastructure do you have for managing funds or tracking progress?

Scoring Connection: Does this build reviewer confidence that you can deliver results?

### Notes/Outline:

## Tip: Use Your Rubric!

Funder rubrics tell you what matters most. Try writing each section with the rubric side-by-side. Use the same language, answer the exact prompts, and don’t leave points on the table!