# Program Support Narrative (Stage 2)

**ROBERT R.**
**McCORMICK**
**FOUNDATION**

*Applicant Instructions:*

o    *Start by saving this this form to your own files.*

o    *Be sure to complete all fields; incomplete forms must be returned, thereby delaying the application process.*

o    *Take note of recommended word limits. To check the word count for any response, select the text with your cursor and look at the status bar at the bottom left of the Word window.*

o    *If possible, please save this form as a PDF before uploading it to your online Stage 2 Application.*

● Required field

*Ensure the information you enter in this section exactly matches that which you entered in the online application form*

| | |
|---|---|
| Organization Seeking Grant:<br>(enter fiscal sponsor, if applicable) | ● |
| Are you using a fiscal sponsor to apply for funding? | |
| If yes, enter the name of the entity that will execute the proposed work: | |
| Project Title | ● |
| Request Amount: | ● |

*If you are applying through a fiscal sponsor, please answer all questions from your (the <u>sponsored entity's</u>) perspective.*

## A.  PROJECT DELIVERY

1.  ● **Project Outputs**
    How will you measure your progress in delivering this project? Describe the project outputs and the metrics you will be using to track each output.
    (*Recommended word limit: 500*)

2.  ● **Partnerships**
    What partnerships will you initiate or continue in order to achieve your project outcomes? Explain why each partnership is important for your work.
    (*Recommended word limit: 500*)

3. ● **Risks & Challenges**
   What risks and challenges might you encounter with the project? How do you plan to mitigate or overcome them? (*Recommended word limit: 250*)

## B. FUNDING

1. ● **Organizational Funding**
   List your organization's top five funders for the most recently completed fiscal year.

| Funder Name | Type (Foundation, Corporation, Individual Donor) | Amount | Purpose | Fiscal Year of Award |
|---|---|---|---|---|
| 1. | | $ | | |
| 2. | | $ | | |
| 3. | | $ | | |
| 4. | | $ | | |
| 5. | | $ | | |

2. ● **Project Funding**
   List the top five funders for *this work*.

| Funder Name | Type (Foundation, Corporation, Individual Donor) | Amount | Purpose | Fiscal Year of Award |
|---|---|---|---|---|
| 1. | | $ | | |
| 2. | | $ | | |
| 3. | | $ | | |
| 4. | | $ | | |
| 5. | | $ | | |

## C. EVALUATION

This section is designed to provide us with some insight to how you might use evaluation to inform and improve your practice.

If you are applying for more than $50,000, we encourage you to discuss these questions with our Director of Evaluation and Learning, Rebekah Levin, before submitting your application. She may be reached by phone at 312.445.5045.

1. ● **Questions**
   What question(s) would you like to answer or explore through evaluation?

2. ● **Information & Methods**
   What information will you need to answer your question(s), and what methods will you use to gather and analyze your data?

3. ● **Purpose**
   What is the purpose of the evaluation (e.g., program improvement, informing policy makers, assessing impact, informing staff or participants, etc.)?

4. ● **Planning & Execution**
   Who will be responsible for planning and conducting your evaluation work?

5. ● **Application of Learning**
   How will you apply what you learn from evaluation to inform and improve your practice?

6. ● **Knowledge Sharing**
   What external audiences could benefit from knowing what you learn, and how will you share what you learn with those audiences?

7. ● **Budget**
   What is your budget for evaluation?

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