**LUK’s New Program Development Initiative (NPDI)**

**Project Narrative**

A complete application consists of no more than 12 pages of narrative in response to the application questions, using Times New Roman 12-point font, 1.5 line spacing, with 1-inch margins all around. Text in tables may be single spaced Times New Roman 10-point font.

Required application attachments include a cover sheet, line-item budget, logic model, and timeline (not included in the 12-page narrative limit).

1. **Summary:** In no more than one paragraph, briefly summarize your project, including need for the project, activities planned, outputs/outcomes to be achieved, and any other additional information. Be sure to include the name of the project and note any ways in which the project addresses historic marginalization and inequities.
2. **Needs To Be Addressed:** What problem or issue is your project intended to address? Include relevant information such as root causes and consequences of the issue, population(s) impacted, scope of the problem, and why this issue is important to address at this time. Please include relevant data with sources to document the need.

1. **Project Description:** Describe your project. Include details on the models or methodology to be implemented, strategies to be used, and any evidence that exists to support the project’s initiatives.
2. **Goals and Project Evaluation:** What is the overarching goal of your project? How will you know that you are making progress toward achieving that goal? What are your project’s outputs? What are your project’s proposed outcomes? How are the outputs and outcomes related to the goal? How will you measure the success of the project?
3. **Fit Within LUK:** How does the project support LUK’s Mission, Vision, and Core Values? Considering LUK’s organizational and division structure, where does this project fit the best? Have you discussed this project with leadership of the division where it best fits? Why is this division the best to carry out this project?
4. **Capabilities and Competencies:** What staffing resources are needed to carry out the project? How will staffing resources be addressed? What capacity already exists to implement your project, such as staff, partnerships, space, etc.?
5. **Sustainability:** How can we continue this project after the initial NPDI funding comes to an end?
6. **Budget Narrative:** Describe your budget here. Why did you include specific items in your budget? Please be sure to check your calculations and use the Description column in the budget form to note the formula used for each line item.
7. Is there **anything else** you would like the review committee to know about your project? *(Not scored.)*