

2012-2013 DHP Grant Project Application Narrative Form

Institution Name:	
Project Title:	
Project Type:	Topical Priority:

Using this form, and referring to in the instructions on pages 17-22, complete sections I - IV below. Follow Narrative Form page limits and specifications referred to in the instructions on page 18.

I. Project Description *[maximum 30 points]*

- a. **Description of Records:** Provide information about the records and describe their significance according to the Project Type of your proposal. *[10 points]*
- b. **Topical Priority:** Make the case that your project fits within one (and only one) of the topical priorities. *[15 points]*
- c. **Need for Project:** Explain the need for the project and why funding from DHP at this time is essential to its accomplishment *[5 points]*

Narrative:

II. Outcomes and Evaluation *[maximum 15 points]*

- a. **Project Outcome Statements:** Clearly and concisely articulate all four outcome statements required for your Project Type (**Documentation** - Outcomes 1, 2, 3, 4; **Arrangement & Description** - Outcomes 1, 2, 5, 6; see pages 32-34 for examples).
- b. **Evaluation:** Discuss methods you will use to evaluate all four predicted outcomes.

Narrative:

III. Project Implementation *[maximum 25 point]*

- a. **Plan of Work:** Describe the work that will be undertaken to accomplish project outcomes on time (by June 30, 2011) and with the personnel and other resources available. *[15 points]*
- b. **Key Project Personnel:** Provide requisite information for all Key Personnel including qualifications and the roles each would play. *(10 points)*

Narrative:

IV. Organizational Capacity *[maximum 5 points]*

- a. **Organizational Capacity:** Briefly describe how the work of the project relates to your mission, past experience and current capacity to carry out and sustain the project, and the project's repository.

Narrative: