**Project Narrative Club Name:**

Your project may be simple or complex. Please use the questions below to describe the details of the project and how the grant would be utilized to make it possible.

**Transformative Impact**

1. Describe the goals that you hope to achieve as part of your grant program. Be sure to emphasize how the achievement of your goals will have a transformative impact on your group, Amateur Radio operators around you, and your community. Please indicate the Grant Category or Categories that you program will address and be sure to outline your goals in each Grant Category. Also please note, in the questions which follow, the number of people outside your club that you expect to serve for each Grant Category.

Answer:

1. Describe your plans to provide training and skills development for hams and the public beyond the membership of your club. Explain how your project will enable and be coupled with your training and mentoring plans. Include an estimate of the number of people you plan to train within the first 2 years of your project.

Answer:

1. Describe your plans to deliver Amateur Radio based STEM education in your community through your project. Please include an estimate of the number of groups you hope to serve with STEM education and the average size of the groups within the first 2 years of your project.

Answer:

1. Explain the steps that you are planning to involve minorities in your project and how your program will help to improve diversity in Amateur Radio within your group and your community?

Answer:

1. Estimate the potential number of people (hams and non-hams) that would benefit from the proposed grant program within the first 2 years of your project.

Answer:

1. Estimate the potential of your program to create growth in the number of licensed and active amateur radio operators within the first 2 years of your project.

Answer:

1. How will your project benefit members of your community who are not hams? Estimate the scope (numerically if possible) of the benefit to the public.

Answer:

1. Discuss the potential of your project to protect and utilize amateur radio spectrum.

Answer:

1. What are your plans to create positive public awareness and support for Amateur Radio in your community as part of your project?

Answer:

1. Would you be willing to create content to help promote the ARRL club grant program? Please describe plans that you would be willing to commit to in this area. Please outline how you would utilize multiple channels including social media, Video, Print, Television, and other media outlets

Answer:

**Execution Capability**

1. Explain the number of volunteers that are required to execute your grant program. Please explain the source of the needed volunteer help and the level of committed volunteers that you have in place currently. Also, please explain your plans to secure necessary volunteer help that is not currently in place.

Answer:

1. Outline the role of and process used by key members of your club's leadership team in the following areas: 1) Securing volunteer participation in projects, 2) Administering and keeping records pertaining to the use of funds, 3) Developing plans and executing projects and schedules.

Answer:

1. Describe a project or program that you have successfully executed during the previous 5 years of similar scope, financial value, volunteer levels, and complexity. Describe the goals that you achieved, and the scope and makeup of the people served.

Answer:

1. Provide a detailed plan including a schedule with key milestones identified, a budget breakdown for the use of grant funds, and the numbers of and roles for the volunteers required to execute your project. Please use the budget and schedule templates provided.

Answer:

1. Please identify any dependencies that you have for support by third parties from outside your club for the successful execution of your project. Please secure and attach letters outlining each required third party's commitment to supporting your project.

Answer:

1. Discuss the risks associated with achieving the goals stated in your proposal. Also discuss the top risks you face in executing your program on schedule and within the planned budget. For each risk, outline your plans to mitigate or limit negative impacts.

Answer:

1. Does you project require funding beyond what is outlined in your grant application? What other funding sources are you pursing and what is the probability you will receive the additional funds? Have you applied for funds that duplicate or overlap those requested in your grant application? If so, please list the sources and requested amounts.

Answer:

1. Discuss the funds that will be required to operate and sustain the project in your grant after the funds you are requesting have been exhausted. What level of on-going funding do you require and what is your plan for securing the necessary funding to sustain your project? If you are going to charge use fees to use the resources funded by your grant or existing resources directly enhanced by your grant, please explain these fees in detail and specifically relate the fees to ongoing costs directly associated with operating your project. Note that ARRL club grants may not be used for profit activities, commercial activities, or revenue generation beyond covering the direct costs for ongoing sustaining operations of the funded project.

Answer: