**INDIVIDUAL CTR PROJECT NARRATIVE TEMPLATE**

**ORGANIZATION NAME**

Each individual project narrative should be no more than three pages in length (not including the separate budget documents). While there are no restrictions upon the number of project proposals that any one implementer may submit, these standalone projects must be consolidated into one over proposal submission per organization per CTR NOFO.

**CTR Unique Identifier:** Please assign each project a unique identifier based on the following convention: Implementer\_Country\_Fiscal Year\_001 (IMPL\_EFF\_YR\_001). Use the first four or five letters of your organization’s name or acronym for the implementer code.  Regional projects should use the following regional codes – South Central Asia (SCA), Middle East/North Africa (NEA), Sub-Saharan Africa (AF), East Asia and Pacific (EAP), Europe/Eurasia (EUR), Western Hemisphere (WHA), Global (GLO). Please include the year of the proposal as well. Please number each proposal you submit, beginning with 001.

**Project Summary:** Short narrative that outlines the proposed project, including project objectives and anticipated impact.

**Introduction to the Organization:** A description of past and present operations, showing ability to carry out the project, including information on relevant similar type projects from previous federal grants or from other donors. This section should not be used to list every grant received. Rather identify a few of the most recent, relevant projects and identify by title, agency or organization, brief description of the applicant was funded to do and the impact achieved in meeting the project’s goal.

**Project Title:** Please provide a one-sentence project title that succinctly describes the project and outcome.

**Problem Statement:** Clear, concise summarize the basis and reasons for implementing a program. Identify:

a. Who - Identify the group affected by the problem and/or the stakeholders involved

b. What - Describe the scope and subject of the issue

c. When - Describe the timing of the issue and what contextual factors might influence that timing

d. Where - Identify the location of the issue or problem

e. Why - Document the underlying root causes of the issue or problem

f. How - Describe how the issue affects the stakeholders

**Program Goal:** The goal describes the broader, long-range outcome or concept intended. Goals do not include timelines or methods for achievement. Rather, goals are general statements of a desired result. Programs generally have one goal that is only one sentence.

**Program Objective(s):** Objectives unlike goals, are brief, clear statements that describe what will be done within a specific timeframe to help achieve or advance a goal. Objectives are applicant focused, and should be SMART:

* Specific: Detailed and specifies what will be achieved
* Measurable: have associated metrics or measurements of success
* Attainable: appropriately challenging, objectives can be reasonably attained given the available resources
* Relevant: align with the policy/program goal and appropriate within the country or beneficiary audience
* Time-Bound: achievable within the timeframe of the program

**Program Activities and Deliverables:** Describe how the activity will be carried out. Should be clearly developed and sufficiently explain the resource and time requirements identified (inputs) and things done or produced (outputs). Where appropriate, identify target areas, or where actions are happening, participant groups or selection criteria for participants; how relevant stakeholders will be engaged; actions taken by consultants, sub-recipients or vendors as appropriate/relevant.

**Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal. If applicable identify complementarity efforts or lessons learned from past projects that will be used to achieve goals and objectives.

**Outcomes:** The results or effects of the objective(s). What are the detailed, measurable statements that outline the end results? Outcomes are intended audience focused. What will the benefitting individuals, countries or audiences have learned, accomplished or be able to do after the project has been completed? Collectively, outcomes advance or further the program goal.

**Risk Analysis:** Risks are unavoidable – all projects inherently contain both internal and external risks. However, with proper identification and management, risks can be prepared for, minimized, or mitigated. Identify assumptions followed by internal and external risks associated. Rate the likelihood of each risk as “high,” “medium,” or “low,” explain the potential impact of the risks on the project and identify actions that could help mitigate the risks. This can be provided in narrative or chart format.

**Proposed Project Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.

**Project Partners:** List the names and type of involvement of key partner organizations and sub-awardees.

**Future Funding or Sustainability:** This is not the same as Monitoring and Evaluation and should describe the applicant’s plan for continuing the project beyond the grant period, or the availability of other resources to continue, if applicable.

**Country of Impact:** If a project will provide assistance to more than one country, please specify the estimated percent of funds that will be provided to each country. Please note that a project is a “global project” or a “regional project” only if a project is not intended to benefit a particular country (i.e. course content that could be used in any country). Please include a description (no more than 100 words) of any relevant past performance your organization as in the proposed country. If your organization does not have any past performance, please include that information as well.

**Nonproliferation Objective and the Project’s Role in Meeting this Objective:** Please provide a specific explanation of how your proposed activities will meet the nonproliferation objectives outlined in the NOFO. Nonproliferation goals include, but are not limited to, preventing state and non-state actors from acquiring materials and expertise that can be used to develop weapons of mass destruction.

**Participant Review Acknowledgment:** If the proposal includes virtual or in person engagements your organization will need to submit participant information to CTR using the CTR participant review spreadsheet. Required participant information includes all of the following information: full name, institution, sex, email address, phone number, nationality, date of birth, and a government issued identification number. CTR must receive required participant information at least forty-five (45) business days before the implementer convenes any workshops or provides foreign assistance training or financial support of any kind to avoid cancellation or postponement. CTR approval is required prior to engagements and CTR reserves the right to remove participants from the project at any time.

**Project Budget:** Please include the top line total for the projects and complete the separate budget attachments. Please ensure that there is a clear link and justification between the scope of work and the budget figures. Travel by subject matter experts and participants should be justified as necessary in order to meet the project’s objectives. Please note that your budget similarly should span no more than 12 months.

**Point of Contact: [**Can be different from each project to project]

**Name:**

**Position:**

**Affiliation:**

**Address:**

**Office Phone Number:**

**Mobile Phone Number:**

**Fax Number:**

**Email Address:**