



PROPOSAL NARRATIVE TEMPLATE

Lewis-Houghton Civics and Democracy Initiative
Awards for 2027-2029
Notice of Funding Opportunity 030ADV26R0050

Please use this template for the cover page and details portion of the proposal narrative. Additional documents should be included as appendices. The cover page is a single page, and the project details may be up to 15 additional double-spaced pages in 11-point font.

COVER PAGE

Notice of Funding Opportunity Number

Working Title of Proposed Project

Applicant Name

Applicant Phone Number

Applicant Mailing Address

Applicant Email Address

SAM Number or EIN/TIN (as applicable)

Date of Submission

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PROJECT DETAILS

You may respond to the prompts below in the spaces provided or submit a separate narrative which addresses the prompts in-text.

This section of the Narrative should be no longer than 15 pages, double-spaced, and in 11-point font.

1. **Project Abstract:** Applicant must provide a summary of no more than 250 words of the proposed project.
2. **Description of organization, relevant expertise, and specialized knowledge:** Applicant must provide a description of the organization, including configuration, staffing, expertise, experience, regional or national reputation, affiliations and networks, and other characteristics that would allow your organization to create the curriculum, instructional materials, and/or tools described in the proposal.
3. **Detailed description of the proposed project:** Applicant must provide a detailed description of the project for which funding is sought. Describe the proposed project's targeted audience; methodologies and formats; the process by which it will be designed, developed and tested – including the timeline, from inception to completion, and all involved participants and their roles. Explain the rationale (referring to the available literature and research, where appropriate) for the approaches proposed in the application.
4. **Proposed use of Library resources:** Provide examples of digitized music and arts-related primary sources from the Library's collections that will be central to the proposed project, including why they are uniquely valuable to meet the project's learning and product goals related to history, civics, or democracy education. Proposals should name the Library division(s) whose collaboration is necessary to complete the proposed project, if applicable, and how teaching methods and materials from loc.gov/teachers might be incorporated into the project.
5. **Articulated need and impact of your project:** Applicant must provide evidence that the intended project will meet a significant need identified in a segment of the educational community. Describe the impact the proposed curriculum, app/online interactive or instructional materials is expected to have on teachers and student learning. Include the methodology you will use to assess this impact. In addition to immediate impact, address potential future adaptations of your project materials by other educational organizations.
6. **Projected distribution targets:** Applicant must provide distribution targets the project is expected to reach. Include the projected numbers and types of teachers and students reached through distribution outlets over which the applicant organization has direct control. Please include information about the strategies, and dissemination partners, to be used to meet these targets.
7. **Description of past activities:** Applicant must provide brief descriptions of past activities relevant to the project proposed. Applicants must provide links (as applicable), user testimonials, reviews, featured articles, research findings, etc., pertaining to previously created curricula, apps/online interactives and instructional materials. Descriptions of the process by which previous tools and materials were created and distributed (who was involved, collaboration, processes established, etc.).

APPENDICES

Include the following as appendices as applicable:

- **Appendix A – Logic Framework:** Provide a logic framework that describes your proposed 3.25-year project from start to finish, that includes at a minimum: project priorities, inputs, activities outputs, short and long-term outcomes, and impact. Applicants should identify key variables of success, assumptions, and need inputs.
- **Appendix B – Descriptions:** Descriptions, links, user testimonials, reviews, featured articles, research findings, etc., pertaining to previously created curricula, instructional materials and tools. Descriptions of the process by which previous tools and materials were created and distributed (who was involved, collaboration, processes established, etc.).
- **Appendix C – Previous Activities:** List and description of the applicant’s role played in similar federal, state and/or foundation-funded projects. List of previous and active Federal grant awards. List of previous and active Library of Congress grant awards.
- **Appendix D – Proposed Staff:** Provide names of the project director and other key staff with half-page descriptions for each person who will work on the award, if awarded.
- **Appendix E – Letters of Support:** Letters of support from senior staff of organizations identified as partners and subsidiaries in the proposal that clearly articulate the nature of their collaboration under the award proposal.
- **Appendix F – Intellectual Property Rights:** Applicant must describe how they will ensure that materials created under the awards pursuant to this Notice of Funding Opportunity (NOFO) (“Project Content”) will meet the Library’s intellectual property license requirements as stated in Section B.2.1 of the NOFO. To that extent, applicants must describe any known limitations on any intellectual property rights that could affect applicant’s performance of the proposed project or the Library’s (or the public’s) subsequent use of any Project Content. In particular, the applicant must: describe the intellectual property in sufficient detail; clearly state any limitations of rights; and describe how (and to what extent) the Library and the public can use the Project Content given the limitations described. This information must be included in the Proposal.
- **Appendix G – Accessibility:** Applicants must describe how they will ensure that materials created with the funds provided will meet the Library’s accessibility requirements as stated in Section B.2.2 of the Notice of Funding Opportunity.
- **Other information** as described in the Attachment to the Notice as applicable.