PROPOSAL NARRATIVE

Lewis-Houghton Civics and Democracy Initiative

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.

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1. **Description of organization**: Applicant must provide a description of the organization, including configuration, staffing, expertise, affiliations and networks, and other characteristics that would allow your organization to create and distribute the curricular or instructional materials you propose.

2. **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. Provide a sampling items from specific collection(s) from the Library of Congress 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.

3. **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.

4. **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.

5. **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.).