



**GREENPOINT
COMMUNITY
ENVIRONMENTAL
FUND**

gcefund@northbrooklyn.org
www.gcefund.org
718.389.9044 ext. 15

**Large and Legacy Grant
Full Proposal Narrative Template**

Instructions: Please complete all sections of this document. The narrative may not exceed fifteen (15) pages, with a font size no smaller than 12 point. Excess pages will not be reviewed. Please do not refer to websites or online tools in your narrative as the review will only consider the information provided. Use the narrative template as provided herein. Do not reformat or revise it or place it on your letterhead. You may remove the instructions from your final narrative. You may, if you require more space, remove the specific questions which follow the major categories of the application, but retain the major category headings. For example, retain the word **Overview** and remove the “describe the specific objectives of the project...” You must however answer all the questions as requested. When you have completed the narrative upload it back into the Easygrants online system in the “Uploads” section of the application.

1. **Overview.** Describe the specific objectives of the project and how it will protect, improve, or restore environmental media (i.e., air, water, land) for the purpose of improving public health and/or the environment in Greenpoint.
2. **Environmental Results.** List and, as possible, quantify the *primary* environmental benefit(s) of the project and the project’s benefit to the Greenpoint public.
3. **Project Need and Significance.** Describe the specific environmental area(s) of concern to be addressed by the project and how the project will specifically and discernibly address those environmental concerns. Include a detailed and specific description of the projected number of Greenpoint residents who will benefit from the project and how they will benefit from it.

For Legacy Grant proposals, in addition to the above, provide a detailed and specific description of the specialized characteristics of the project (e.g., project size or scale, need to acquire land for the project, number of Greenpoint residents served by the project, expected project life, level of community support for the project) that justify more funding than a GCEF Large Grant.

4. **Work Plan.** Provide a detailed work plan, including: a) a description of the overall methodology or approach to achieving project objectives; b) a description of methods to be used to track environmental results (results or deliverables to be achieved at the end of the project performance period); c) a detailed description of each activity to be undertaken (including long-term project maintenance); d) the parties responsible for each activity; and e) a schedule for conducting and completing each activity to be



undertaken.

5. **Project Team Qualifications.** Briefly describe: a) your organization, its relevant qualifications and experience to deliver the proposed project; and b) the roles and responsibilities of all key project participants and their qualifications and experience to deliver the project.
6. **Partnership.** List all project partners, especially community members and/or community-based organizations based in Greenpoint, and describe their specific roles in the project. Provide a detailed and specific description of the anticipated level of community support for the project.
7. **Communications.** Provide a detailed communications plan describing: a) the specific communication tools to be used to deliver information related to the project; b) the type of information to be communicated; and c) the audiences who will be communicated to about the project.
8. **Quality Assurance and Quality Control.** Does your project involve the collection or use of environmental data? Please check one: () Yes or () No

If “Yes,” please complete the supplemental document entitled *Data Quality Assurance and Quality Control Narrative Template* and when you have completed this narrative upload it back into the Easygrants online system in the “Uploads” section of the application.
