



**GREENPOINT  
COMMUNITY  
ENVIRONMENTAL  
FUND**

**Greenpoint Community Environmental Fund 2013**  
Small Grants Full Proposal Narrative

**Instructions:** This is the narrative portion of the small grant application for the Greenpoint Community Environmental Fund. Please complete all sections of this document. The final narrative should not exceed five (5) single spaced pages total; excess pages will not be reviewed. Please do not refer to websites or online tools in your proposal as the review will only consider the materials provided in the application. Use the narrative template as provided herein. Do not reformat or revise it. When you have completed the narrative upload it back into the Easygrants online system in the “Uploads” section of the application.

- I. **Overview.** Describe the objectives of the project and how it will result in improvement, restoration, protection or reduction of risk to public health or the environment in Greenpoint.
- II. **Project Need.** Describe the specific area(s) of concern to be addressed by the project and how it will specifically address the area(s) of concern.
- III. **Environmental Benefit.** List and, as possible, quantify the *primary* environmental benefit(s) of the project to the Greenpoint community.
- IV. **Work Plan.** Provide a detailed work plan, including: a description of the overall methodology or approach to achieving project objectives; a description of each major activity to be undertaken, including long-term project maintenance; the parties responsible for each activity; and a schedule for completion of each major activity to be undertaken.
- V. **Partners.** List all partners, including those based in Greenpoint, for the project, and describe their roles and responsibilities in the project.
- VI. **Communications.** Describe how information related to the project (e.g., benefits, partners, sources of funding) will be communicated to the Greenpoint community and other audiences.
- VII. **Qualifications.** Briefly describe your organization, its relevant qualifications and experience, and staff to be assigned to the project. Also, as applicable, describe the qualifications of key partners to be involved in the project.