

Template for Full Project Narrative - Open and Discretionary Grants

The Project Narrative is the core of all Virginia Humanities Grant applications. We don't require a specific format for this portion of the application, but most proposals should include the following:

- 1) A statement of need or opportunity, including the origins of the project idea and the need(s) it is designed to serve; why the project is important or especially timely now.
- 2) A brief history of the project, with any relevant background on the current request.
- 3) A concise description of the specific work or activities/programs for which funding is requested. How are the humanities central to the work being proposed?
- 4) Information on key project personnel and their roles, especially the roles of the humanities scholars who will be contributing to the project—as speakers/presenters, consultants, or otherwise. Our definition of “humanities scholar” is not limited to university-based professors or researchers: it also includes community historians who have developed strong expertise and knowledge in a particular field of the humanities—local history, traditional arts or cultural studies, for example.
- 5) A work plan for the project, which may include a project schedule or timeline. How will the work of the project move forward from the point of funding to the completion of all the programs/activities for which funding is requested? Who is responsible for the various parts of the work plan?
- 6) A discussion of the intended audience(s) for the project and a detailed promotion plan that normally includes both general and targeted strategies for reaching out to these audiences. For some projects (script development for a documentary film, for example) there may not be an immediate audience. In cases like this, instead of outlining specific promotion strategies, the proposal should identify the eventual targeted audience(s) and include a brief explanation of how those audiences will be reached (local/regional broadcast and community screenings, for example).
- 7) Information on outcomes, benefits, and short and long-term impact. How will your community/Virginia/the nation be better as a result of our having supported this project? What are its contributions? Will this project lay the foundation for other programs to follow?