LONG ISLAND SOUND STEWARDSHIP FUND (LISSF) 2022
PROPOSAL NARRATIVE OUTLINE

Instructions: Please follow this outline and include all headings in your narrative. Prepare with 12-point Times New Roman font on 8 ½ by 11” paper. Narrative must not exceed 5 pages.

I. Select and indicate one application category (as described in the LISFF RFP):
   (1) Capacity  (2) Collaboration  (3) Piloting Tools & Strategies  (4) Small Projects/Big Impacts

II. Problem/Solution/Program Priorities:
   • Describe the specific problem(s) to be addressed by the project and its relevance to restoration and protection of Long Island Sound
   • State how the project will address the problem and the desired result of the project goals or outcomes. (Goals or outcomes are understood to be the results of specific project activities.)
   • Explain why the problem and solution are relevant to the priorities of the LISSF RFP.

III. Technical Merit:
   • Provide a work plan including:
     o a description of each major activity of the project and the method used to carry out that activity
     o a timetable indicating when major activities are to be conducted (show activity and time period)

IV. Qualifications:
   • Describe organizational and staff qualifications and experience to deliver the proposed project.
   • If relevant, describe partner organizations involved in the project and their specific formal role(s) in its delivery. We would expect to see such partnerships represented in the project budget. If partners are to be engaged in the project, please consider submitting Letters of Support confirming the nature of their participation.
   • Do not provide Curriculum Vitae or resumes.

V. Community Profile:
   • Provide information about the community(ies) where the project will take place.
   • Discuss who will benefit from the project.
   • What steps, if any, have been taken to engage the community in project development and implementation.