

Organizational Background

Legal Name and Contact Information

Organization Name: [Your Organization's Legal Name]

Address: [Mailing Address]

Email: [Contact Email]

Phone: [Contact Number]

Website: [Website URL]

Mission Statement

[Insert your organization's mission statement here. Briefly state the purpose and values that drive your organization.]

History and Overview

[Describe when and why your organization was founded. Include significant developments, growth, milestones, and highlights of your journey.]

Core Programs and Activities

[Summarize your primary programs and key activities. Highlight achievements and positive impacts made by your organization.]

Organizational Structure

[Briefly describe your structure—staff, leadership, volunteers, and governance (e.g., board of directors).]

Target Population and Service Area

[Define the population your organization serves and the geographic area covered. Include relevant statistics or demographic information if available.]

Track Record and Accomplishments

[Share key accomplishments, awards, recognitions, or grant successes. Provide outcomes and evidence of your organization's effectiveness.]

Partnerships and Collaborations

[List significant partnerships or collaborations that strengthen your mission and work.]

Important Notes

- Keep your narrative concise and focus on relevance to the grant proposal.
- Use current, accurate data and recent achievements.
- Customize details to match the interests and requirements of the funder.
- Highlight unique strengths and credibility factors (e.g., track record, partnerships).

- Ensure clarity and consistency in organizational facts and language.