

# 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.]

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## 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.