

Norman Y. Mineta Japanese American Confinement Education Grants Project Narrative

National Park Service
U.S. Department of the Interior

Note: A Project Narrative is required as part of the Japanese American Confinement Education (JACE) Grant Application Package. This Project Narrative template is optional, and provided for applicants who may want to use it for the preparation of the narrative. Applicants are not required to use this template and may provide the Project Narrative information in any format of their choosing, including word-processing documents. Please read the Notice of Funding Opportunity announcement for more information. ***Save this template to your computer before filling it out.**

1. PROJECT INFORMATION

Project Name _____

Summarize Project (limit to 1-5 sentences)

Federal Amount Requested \$ _____

Non-Federal Cost Share \$ _____

Requesting a Waiver to Non-Federal Cost Share

Yes

No

*If you answer YES, a cost share waiver justification statement must be provided as part of the project narrative. See **Section 6.) COST SHARE WAIVER JUSTIFICATION** for additional information.*

2. APPLICANT AND PROJECT DIRECTOR

APPLICANT AGENCY / ORGANIZATION

Authorizing Officials Name _____
Title _____
Organization _____
Street Address (No PO Box) _____
City _____ State _____ Zip Code _____
Phone _____ Fax _____
Email _____

PROJECT DIRECTOR (if different from Authorizing Official above)

Name _____
Title _____
Organization _____
Street Address (No PO Box) _____
City _____ State _____ Zip Code _____
Phone _____ Fax _____
Email _____

3. ORGANIZATIONAL PROFILE

The National Park Service (NPS) encourages proposals from applicants who identify as a Japanese American organization as defined in the authorizing legislation (Public Law 117-328), "...a private nonprofit organization within the United States established to promote the understanding and appreciation of the ethnic and cultural diversity of the United States by illustrating the Japanese American experience throughout the history of the United States."

An organizational profile is required as part of the Project Narrative.

Mission statement. (If the organization does not have a mission statement, provide a short statement of the organization's focus and priorities.)

Year Founded _____

Tax Exempt Status

Yes

No

Eligible Applicants must submit proof of non-profit status with this application by providing a copy of the Federal IRS letter indicating the applicant's eligibility for nonprofit 501(c) 3 status under the applicable provisions of the Internal Revenue Code of 1954, as amended.

Annual Operating Budget \$ _____

Number of Employees (full-time and part-time) _____

Accreditations or Affiliations (if applicable)

List of Federal grants received within the last 4 years (if applicable)

Days and Hours of public operation (if applicable) _____

Average annual audience or attendance for the previous year _____

Geographic Region Served _____

Examples of educational or interpretive programming offered by the organization.

Additional information may be shared about unique qualities pertaining to outreach, audience, and region (i.e., the region being home to the largest Japanese American community on the West Coast, or programs offered for underserved youth).

4. PROJECT SUMMARY

Briefly summarize the proposed project, listing all key activities and project deliverables to be supported by this grant. Limit your response to the space below (please use an 11pt. or larger font).

5. EVALUATION CRITERIA

Answer the following questions. Limit your response to the spaces provided on each page (please use an 11pt. or larger font). Use space as efficiently as possible.

A. **Project Need & Outcome:** Describe the critical need that exists, and how the project outcomes will address that need.

- What is the critical problem that needs to be addressed?
- What is the desired outcome of the project, and how will it address the critical problem (identified above) with an appropriate solution? (For example, explain how the project will educate the public about the Japanese American confinement experience during World War II.)

- **Project Work Plan and Activities:** Describe the project work plan, timeline, activities, methodology, and use of technology, as well as the project's plans for mitigating risk, to demonstrate how the project will meet the identified need and accomplish its proposed outcome.
 - How will the project be effectively managed and completed? (For example, explain any pre-project planning or research that has been completed. Describe methodologies, procedures, and proposed actions. Provide a timeline for project completion, including each major activity and the final deadline date. Projects must be completed within an established grant period.)

- B. **Project Budget:** Discuss how the project budget is reasonable.
- If provided, explain how the Federal funds and non-Federal share will be leveraged to meet project needs, and demonstrate how this use of funds is allowable, reasonable, and directly relevant to the project. Explain your strategy for providing the non-Federal share.

- C. **Qualified Personnel:** Describe how selected personnel have the qualifications and ability to complete the project in a timely and professional manner.
- List key personnel and briefly describe their qualifications. If personnel have not been selected, describe the qualifications you will require.

- D. **Audience Reach** – Discuss how the project will effectively convey the historical importance of understanding Japanese American confinement during World War II to audiences in large numbers. Define the project’s distribution and overall audience reach and describe related digital and/or nondigital project components to maximize impact.
- What impact(s) will the project have on educating the public about the Japanese American confinement experience during World War II, and what audience(s) will the project reach? How widespread will the impact be and how will the project be publicized and shared with others?

- E. **Sustainability:** Discuss how the project will result in sustainable long-term educational experiences. Include your strategies to monitor and evaluate the long-term impacts of the project.
- How will the project be sustained over time? (Demonstrate that you have the ability for the long-term operation, distribution and/or follow-up of the project. For example, describe how your organization will meet the long-term objectives of the project, disseminate project results and/or follow up on planned subsequent phases of the project.)

- F. **Community Engagement:** Identify and describe the level of support from and engagement with the formerly incarcerated and their descendants, stakeholders, and/or the public.
- How much support does the project have and how will former incarcerated, stakeholders, and/or the public engage with the project? (Letters of support can be included and are shared with the Grant Program Review Panel. Letters should demonstrate a strong level of support and/or a commitment to the project.)

6.) COST SHARE WAIVER JUSTIFICATION (if applicable)

If a waiver to the non-Federal cost share is requested, please clearly state the cost share waiver amount being requested for the project. In the space below, provide a project waiver justification request narrative that addresses the following:

- Explain why there are no reasonable means available through which the applicant can meet the cost sharing requirement.
- Identify and describe how the benefit of the completed project clearly outweighs the public interest in the cost sharing requirement.

Cost Share Waiver Amount: \$ _____

