

2027 TMF Project Narrative Template

1. Organization Background and Partnerships (10 points):

Explain what your organization does and how you will partner with other organizations to support digital equity in your community. Attach Letter of Commitment from Community Partners below under Narrative Documents.

Key Information

- What your organization does and your role in digital equity
- Groups your organization helps and services provided
- Barriers your organization works to reduce or remove
- Programs that support your mission
- How digital equity connects to your mission and everyday work
- Formal partnerships related to digital equity
- How your work fits with other service providers in the community

Key Scoring Criteria

- Organization's role in digital equity
- Partnerships

2. Project Summary (20 points): Describe the digital barriers your community faces and how you identified community needs. Explain how your project will help overcome barriers and address needs. Attach Reports and Curriculum/Lesson Plans below under Narrative Documents.

Key Information

- Digital barriers your community faces

- Evidence or data showing community need (include sources)
- Rationale for choosing project location
- Who you plan to serve and where they live
- How the project will improve daily lives of Seattle residents

Key scoring criteria

- Community needs identified
- Population served (location, demographic) and why

3. Project Plan (30 points): Explain how your project will be carried out, including who will be involved, what steps you will take, and how you will reach the community. Attach Project Timeline below under Narrative Documents.

Key Information:

- Whether this is a new program, continuation, or expansion
- Roles, experience, and qualifications, onboarding of project staff/volunteers/consultants
- Key steps, milestones, and deliverables with dates of programs/services (type, dates, times)
- Outreach team, recruitment strategies, and addressing challenges
- Device distribution and use
- Digital skills and topics taught (one-on-one, small groups, classes)
- How residents will access the internet and technology used to provide connectivity

Key scoring criteria:

- Staff/volunteer/consultant expertise
- Timeline

4. Project Impact (20 points): Describe the goals of your project, how you will measure success, and how the results will help your community. Attach Participant Intake Form below under Narrative Documents.

Key Information

- How the project will improve participants' lives
- Long-term goals participants hope to reach
- How the project will be evaluated and how data will be collected
- What data will be collected and who will track/analyze it
- Tools or methods used to measure success
- Explanation of how the data collected is realistic, useful, and equitable

Key scoring criteria

- Long-term outcomes
- Data collection

5. Budget & Community Match Narrative (20 points): Describe how your requested budget and community match will work together to support and complete your project. Complete Project Budget and Community Match sections below.

Key Information:

- How each major part of the budget will be used
- Resources, services, or funding included in the community match
- How the community match strengthens or expands project impact
- Why requested costs are necessary and reasonable
- How spending will be tracked and monitored
- Cost-saving steps, shared resources, or partnerships

Key scoring criteria

- Reasonable costs
- Budget monitoring