Narrative Template – a description of each section is in blue text. This blue text can be deleted before submission. Remember, submit no more than twelve pages (charts and graphs are a part of the page limitation), double-spaced, 12-point font that must include the following information in the order listed below utilizing the header.

**Statement of Need**: *Provide a description of the target population of students to be served (e.g., ethnicity, gender, socio-economic status, educational levels–high school equivalency/GED, workforce status, etc.). For career pathway or employment-based programs, the organization should identify the targeted industry sector, if applicable. Organizations should utilize and present data as evidence of need.*

**Project Goals:** *Identify a) projected unduplicated number of individuals to be served, b) other indicators of performance for the intended targeted population, and c) programmatic/system goals or deliverables. (Note that goals and objectives must be measurable.) Displaying this information in clearly delineated format such as a chart is encouraged.*

**Non-duplication chart:** Did your program receive an FY24 IBT grant? If no, leave this chart blank and continue to part IV. Project Work Plan. If your program did receive the FY24 IBT grant, complete the chart below.

|  |
| --- |
| Which objective did you select in FY24? |
|  |
| What was your overall goal of the grant? |
|  |
| What objective are you selecting this year in FY25? |
|  |
| What is different from last year’s grant? |
|  |

**Project Work Plan:** *Clearly describe the project activities and associated timeline for each activity to be carried out during the grant period. The activities should clearly relate to the goals of the grant. A chart or table is encouraged.*

**Partnerships:** *Provide a description of any partnerships and the role of each partner will play in the grant project.*

**Impact:** *Describe the impact of the project on students, the community, the institution, employers, etc.*

**Scalability and Replicability:** *Detail how the project could be scaled or replicated by others in the State. All resources and products developed with grant funds will be provided from the grantee to the ICCB to share with the field.*

**Applicant Capacity and Effectiveness:** *Outline the applicant’s capacity to execute the project including a description of previous experience in implementing successful Bridge or Transition Programs and related activities such as wrap-around services for the target population. Applicants should demonstrate past project performance as evidence of successful implementation and capacity. The ICCB will consider success of past project implementation and ability to carry out deliverables, including reporting requirements as indicators of capacity and effectiveness.*

**Sustainability:** *Detail the plan for sustaining the project. This may include identifying resources, timelines, and goals following the close of the grant.*