

Set the stage

Writing a strong Statement of Need and Project Activities

The Statement of Need and Project Activities are two of the most important fields on the Stage 1 application. They show what you plan to do, and why it matters. Be sure to give clear answers to these fields. This will show us why we should fund your program. Here are some tips to help write strong responses.

- Your Statement of Need should be specific and describe the issue you plan to address as it relates to your community.
- National statistics or trends aren't helpful. Instead, give details about your community.
- These details should mostly be about the specific problem your project will target. Some general community information can also help. This shows alignment with the types of communities we aim to reach with this RFP.

Statement of Needs examples

Most helpful:

Include many examples

- "The nearest store with healthy food options is five miles away. There are few public transportation options for residents of XYZ community."
- "Though XYZ community has a few parks, the playgrounds and lawns in these are poorly maintained. No lighting fixtures function."

Somewhat helpful:

Include a few examples

- "Compared to their white peers, African American children in ABC state are more likely to be overweight or suffer from obesity."
- "The median income in XYZ community is significantly below the state average."

Not helpful:

Never include examples

- "Across the country, Hispanic children have an average of five minutes of daily physical activity."
- "Bullying is a national epidemic that affects children of all races, ethnicities and income levels."

Remember: Each detail you put in your Statement of Need should have a clear counterpoint in your Project Activities. That means if you've identified a need, you should include at least one activity intended to meet that need. Similarly, each activity you list should respond to at least one need.

We look for activities that are realistic given the timeframe and budget of your project. They should be a reasonable, justifiable response to the issues you plan to address. You should make it clear how each activity will solve the problems you've identified.

