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2025–26 OAL Community Sports Support Grant Narrative Template

Organizations are required to submit a narrative addressing each of the topics below in the following order.

*Please respond to the topics and prompts below in a Microsoft Word or Google Document format. Once typed and completed, please save and submit your narrative document in PDF format, along with the other required information outlined in the 2025–26 OAL Community Sports Grant Cycle and the Grant Worksheet and email to youthsportsgrants@positivecoach.org.

Some important formatting notes:

- Narrative format should follow the template below to allow the **OAL Grant Review Committee** seamless review; narratives submitted in any other format will not be reviewed.
- All narratives should be no more than four pages, excluding the required appendices: Example: Board of Directors, timeline, budget, IRS letter, W9, and logo.

**If additional documents are required that are not listed here, we will follow up directly with the organization contact.*

1. Administration

This section should be brief and concise.

- a) State the year the organization was established, provide a brief history, and include the mission statement (4 sentences max).
 - b) List the organization's current operations, programs, and/or services (use bullet points with brief descriptions).
 - c) Provide a mission alignment statement explaining how your organization aligns with the mission and values of OAL/Eat. Learn. Play.
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2. Proposal

This section should comprise most of the narrative. After reviewing, the OAL Grant Review Committee should have a clear and complete understanding of what your organization does and

of your specific request for support. The proposal should include a well-defined, detailed plan of action.

Proposals must address an evident need in a compelling manner and clearly align with the [OAL mission](#) to expand equitable youth sports access across Oakland public schools. You will be asked to provide a detailed timeline in the appendices of the application.

The timeline should outline the operational period of your proposed program or project — specifically focused on the ***Winter and Spring Seasons for Basketball, Softball, Boys Volleyball, Baseball and Track and Field.***

IMPORTANT: *The SY 2025-2026 OAL Community Sports Support Grant is intended to support youth sports program delivery exclusively (not capital projects, excess administrative costs, or other unrelated initiatives).*

Please answer the following questions about your proposed program for Winter and Spring 25-26:

1. What is the name of the program?
2. Why are you uniquely qualified to offer this program?
3. What is the specific goal of the program?
4. What is the total budget (monetary figure) of the program?
5. Describe the program from start to finish, including the planned sport (Basketball, Softball, Boys Volleyball, Baseball and Track and Field).
6. Briefly explain the needs of your program and how the requested grant funding would support your efforts.
7. Identify your clientele, including the number of individuals served, the Oakland Unified School District sites served, and any relevant demographic information.
8. Describe how your program ensures equity (racial, gender, etc. as applicable), accessibility for all youth, and cultural relevance.

3. Partnership & Activation

This section should provide OAL with a clear visual for collaboration and partnership. The timeline included in the appendices should reflect the proposed partnership activation.

Use the who, what, where, etc. format to outline the creative activation plan in detail, and how your organization intends to involve OAL in the grant funding implementation.

Examples (not limited to): volunteer opportunities, program showcase night, cross-promotion with schools, family engagement, site visits, on-field events, etc.

a) WHAT: Outline the creative activation plan in detail, including how your organization intends to involve OAL in the implementation of the grant. Provide specific numbers/impact where possible. Costs associated with this activation should be built into your proposed budget.

b) WHO: State the number of OAL representatives or volunteers expected to participate (range or approximate number is sufficient). Clearly describe what they will do, complete, or participate in.

c) WHERE: Indicate the preferred location(s) of the activation.

d) WHEN: Provide the exact or estimated date/timeframe for the activation (aligned with Winter or Spring 25-26 seasons).

e) HOW: Explain how your organization plans to recognize OAL//Eat. Learn. Play. as funding partners and how you intend to share news about the partnership.

f) Media Access and Storytelling:

To support storytelling and public awareness efforts, we request that grant recipients provide access to photography and videography opportunities during funded activities. This includes the ability to capture images and footage of participants, staff, and the program in action for use in public-facing materials such as news media, social media, websites, and reports. Please confirm whether all participants involved in the activation can be photographed and/or filmed for these purposes.

4. Financial Information

The budget should be well-researched, with all costs vetted and approved by your organization's leadership.

OAL grant funding should be allocated to specific items or needs that support direct program delivery for Oakland public school youth. Budgets must be clearly defined and reflect financial stability.

You will be required to provide a line-item budget (template provided) in the appendices, detailing revenue and expenditures and clearly noting which costs will be covered by the OAL Community Sports Support Grant.

a) State your requested funding amount.

b) Provide a detailed description of all costs associated with your proposal and explain exactly how the OAL grant will be used. Your submitted budget should include costs associated with your proposed activation outlined in the Partnership & Activation section above.

c) Individually list other funding sources for this proposal, including the amount(s) and whether each source is confirmed, committed, or pending.

**Please download and complete the budget template. Then submit in PDF format with the required documents listed in the Grant Overview and Grant Worksheet.*

5. Evaluation

The goals, evaluation process, and measures of success must be clearly defined, realistic, and quantifiable.

Demonstrating impact—both quantitative and qualitative—is essential. This section should articulate how Eat. Learn. Play.'s investment on behalf of the OAL will benefit your organization and the broader Oakland community.

- a) Specify the goals of your funding request. Define outcomes in terms of youth experience, community engagement, and equity advancement (e.g., 85% weekly attendance, 60% girls' participation).
- b) Is this a new program (yes or no)? If yes, describe any anticipated implementation challenges and how you plan to address them.
- c) What future financial assistance, if any, may be needed for your proposal, and how might OAL/Eat. Learn. Play. continue to contribute? If none, please elaborate.
- d) Describe the evaluation method and the specific measures of success that will be used.
- e) Explain how you define and measure return on investment (ROI), and how you will report this information back to OAL/Eat. Learn. Play..
- f) Outline expected reporting commitments:
 - Describe how your organization will report on program progress and outcomes.
 - Include frequency of reports (e.g., mid-season, end-of-season).
 - Identify key deliverables such as:
 - Attendance records
 - Narrative summaries or stories of impact with data
 - Youth or family feedback
 - Visual documentation (photos, videos, testimonials, and quotes)
 - Data tied to your stated goals and ROI

