# Narrative Report - Outline

*This outline can be used to draft your responses and verify word counts for the “Narrative Report” form before inputting them in the online Formstack form.* ***Do not submit or upload this outline****. Only submissions through the online Formstack form will be reviewed. Follow submission directions on the Final Report page on the* [*Partner Portal*](https://michigannutritionnetwork.org/mnn-login/)*.*

**Contact Information**

Please complete the following information for the person completing this report.

* First Name
* Last Name
* Email
* Organization (Drop-down menu)

**Program Overview**

1. **Describe your SNAP-Ed program as a whole, how program components implemented across audiences and settings fit together to address community needs, achieve program goals, and maximize impact in the communities you serve**. Be sure to include approaches to delivering DE interventions and PSE strategies as well as communities, settings, and populations served. (2,000 character limit, including spaces)
2. **Describe what success looks like for your program. Summarize key successes achieved and/or meaningful steps taken toward success.** Share successes or key steps that helped you advance your reach goals, program objectives, and PSE strategies/changes. (2,000 character limit, including spaces)
3. **What factors accelerated your progress this year?** (2,000 character limit, including spaces)
4. **What factors inhibited your progress this year?** (2,000 character limit, including spaces)
5. **Equity is at the core of SNAP-Ed’s purpose.** Think about the community members who are marginalized because of their race, gender, language, education, ability, neurodiversity, mental health, housing, etc. **Describe a) your efforts to reach diverse focus audiences and b) the factors that supported and the factors that limited their access to programming.** (2,000 character limit, including spaces)
6. **How did you engage community members in program design, delivery, and improvement to meet their needs?** (2,000 character limit, including spaces)
7. **Provide an example of how you adjusted programming to meet the unique cultural and/or contextual needs of the community(ies) you served over the program year.** For DE, thiscould include adding new indirect channels to existing DE interventions, adjusting delivery methods for existing DE interventions, or adding new DE interventions to your program. For PSE, this could include adjusting how you worked with sites on PSE needs assessments and adopting changes or adding new PSE efforts to your program.
8. **Describe how you anticipate applying what you learned this year to your organization’s future SNAP-Ed work.** (2,000 character limit, including spaces)
9. **If applicable, describe how you shared SNAP-Ed program learnings in presentations, journal articles, and other reports (include citations).** (2,000 character limit, including spaces)

**Success Story**

Your story should be a specific example of your SNAP-Ed program’s work that took place during fiscal year 2023. You’re only able to submit one, choose one you think best highlights a program success. This might be about your PSE work, DE efforts, or a partnership/coalition accomplishment. Note the word counts. Your responses may be featured in Michigan’s final report to USDA, so write for audiences that are unfamiliar with your SNAP-Ed program and the communities you serve (e.g., spell out abbreviations first).

1. Success Story Title:
2. Where did your success story take place? (e.g., neighborhood, city, tribal jurisdiction, or county)
3. Types of partners involved (select all that apply)
   1. Other USDA program(s)
   2. Non-USDA federal program(s)
   3. State organization(s)
   4. Community-based program(s) working with SNAP-Ed target audience
   5. Minority-serving institution
   6. Tribal organization
4. Name of site for success story (if applicable):
5. What is your story mainly about:
   1. Direct education
   2. Community-based Event/Parent Engagement Event
   3. PSE Change(s)
   4. Partnership or Coalition work
6. Describe key details related to your Success Story below, including the setting, focus audience, curricula or methods/strategies used, and key partners involved. **Limit your answer to 200 words.**
7. In the ‘Story Narrative’ item below, describe your success story and its impact on the participants. Provide specific details and observations. Conclude with a summary of your story that clarifies what readers should take away. **Limit your answer to 500 words.**
8. In the ‘Favorite Quotes’ item below, include 1 to 2 quotes or testimonials from participants or staff that exemplify the impact of the success story activity on individuals and/or the community. **Limit your answer to 150 words.**

OPTIONAL FILE UPLOADS

Using the ‘File Upload’ items below, upload up to two files related to this success story, such as pictures, graphics, and scans of media coverage.