# Narrative Report - Outline

*This outline can be used to draft your responses to the sections of 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**

**What does success mean in your program?** Each SNAP-Ed program works to address a unique mix of community needs, assets, and barriers. Define what success looks like in your program and then describe how you either achieved it or took meaningful steps towards success. (2,000 character limit, including spaces)

**Health equity is at the core of SNAP-Ed’s purpose.** Think about the members of in your community who are marginalized because of their race, gender, language, education, ability, neurodiversity, mental health, housing, etc. How did you work to address these inequities (or a subset of them) in your programming? (2,000 character limit, including spaces)

**How did you engage community members in program design and delivery to address inequities and meet their needs?** (2,000 character limit, including spaces)

**Describe how you anticipate applying what you learned this year to your organization’s future SNAP-Ed work.** (2,000 character limit, including spaces)

**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)

**Direct Education (DE)**

**Thinking about the direct education components of your program, describe how your program adjusted to meet the needs of the community(ies) you served over the program year.** This could include adding new indirect channels to existing DE interventions, adjusting delivery methods for existing DE interventions, or adding new DE interventions to your program. (2,000 character limit, including spaces)

**Provide one example that illustrates how the adjustment(s) you made either worked or didn’t work to meet community needs.** We can collectively learn by sharing successes and what was not so successful. Think about an example to share where you learned the most – either when your adjustment(s) were successful or not so successful. (2,000 character limit, including spaces)

**Policy, Systems, and Environmental Change (PSE)**

**Thinking about the PSE change components of your program, describe how your program adjusted to meet the needs of the communities you served over the program year.** This could include adjusting how you worked with sites on PSE needs assessments and adopting changes or adding new PSE efforts to your program. (2,000 character limit, including spaces)

**What factors accelerated your PSE progress this year?** Consider how you adjusted (or not) your PSE efforts and what worked. (2,000 character limit, including spaces)

**What factors inhibited your PSE progress this year?** Consider how you adjusted (or not) your PSE efforts and what didn’t work. (2,000 character limit, including spaces)

**Describe a PSE partnership (Evaluation Indicator ST7) you’re particularly proud of in your PSE work.** What did this partnership achieve?  What was SNAP-Ed’s unique role in this accomplishment? Describe any lessons learned from this partnership (e.g., what knowledge was gained from this relationship that could be helpful for other’s doing similar work?). (2,000 character limit, including spaces)

**If this was your first year of programming, please skip this item. For programs with at least two years of implementation - Describe a multi-sector collaborative or coalition (Evaluation Indicator ST8) you’re particularly proud of in your PSE work.**What did the collaborative/coalition achieve? What was SNAP-Ed’s unique role in this accomplishment? Describe any lessons learned from this partnership (e.g., what knowledge was gained from this relationship that could be helpful for other’s doing similar work?).

(2,000 character limit, including spaces)

**The subsequent sections require file uploading:**

* **Executive Summary**
* **Equipment Inventory**
* **Key Program Successes (optional but encouraged)**
* **Additional Materials (optional but encouraged)**

**The combined limit for all uploads is 25 MB**

**Executive Summary**

**Upload** a one-page (not more than 500 words) Executive Summary of SNAP-Ed activities during FY 2021 This is reviewed by MFF, MDHHS, and USDA. Use this outline and cover both DE and PSE program components.

1. **Overall goals** (1-2 sentences about the purpose/objectives of your program)
2. **Program Interventions, Settings, and Populations**
3. **Program Innovations** (How did your program adapt to continue meeting the needs/meet new needs of the communities you served?)
4. **Major Achievements**

**Equipment Inventory**

**Upload** your Equipment Inventory.

**Key Program Successes**

**Upload** Key Program Successes. Optional, but encouraged!

Tell us your story!

This is your opportunity to highlight **up to 5 key program successes**, which could include narrative, photos, quotes, short anecdotes, etc. Include all in a single document. If you include photos, you may want to resize them in order to decrease the file size to stay within the combined limit of all uploaded materials of 25 MB.

**Additional Materials**

**Upload** up to two new or innovative program materials or resources developed in FY 2021 here. Optional, but encouraged!