

2026 Community Policing Programs

Project Narrative Template

The COPS Office is providing this template as a voluntary tool to assist your organization or agency in developing your project narrative, which is required by this program. Instructions are in italics. If you choose to use this template, please make sure to delete the instructions before submitting so that they do not count against you in the page count.

For more information about the project narrative or the subcategory-specific requirements, please see the appropriate funding opportunity materials at <https://cops.usdoj.gov/grants>.

FY26 CPA Project Narrative Template

Insert COPS Office Program Name

Insert Subcategory

Insert Organization Name

Project Narrative

Submission Date

Problem Identification and Project Description

Instructions: Applicants must select one application subcategory (for funding opportunities with more than one category) and clearly identify the issue to be addressed, the gap in existing knowledge, and why this project is necessary to fulfill a specific public safety need. Applicants must clearly describe how this project is responsive to the funding opportunity and explain how the initiative will help agencies reorient their mission toward community-oriented policing or enhance their involvement or commitment to community policing. Applicants must provide a comprehensive, logical, and clear description of how each task will be implemented and completed. Applicants must provide a clear description of deliverables, how deliverables respond to the funding opportunity, and how they will be feasibly developed, including content, process steps, and outcomes within the project parameters. Applicants must describe a level of innovation or originality in the proposed project.

Project Reach and Impact

Instructions: Applicants must identify the approximate number of law enforcement agencies and communities that will directly benefit from the deliverables (for example, number of agencies receiving technical assistance, number of agencies and/or individuals receiving training, or number of agencies who may replicate programs). Applicants must explain why this project is necessary to address a gap in knowledge or practice. Applicants must identify any applicable governmental or community initiatives that complement or will be coordinated with the proposed initiative. Projects must not result in unnecessary duplication of other efforts by the COPS Office or other DOJ components. Applicants must identify relevant performance measures and clearly describe the approach for collecting, analyzing, and reporting performance measures. Applicants must include a description of a marketing plan for the deliverable(s) to ensure broad dissemination of the product(s) to the target audience(s), where applicable.

Management and Implementation

Instructions: Applicants must identify how their strategy advances the goals and requirements of the funding opportunity. Applicants must include a project management plan that is aligned to funding opportunity goals and requirements. The project management plan clearly identifies project-specific risks and proposes methods for addressing risks; it details quality control measures to ensure successful completion of the project that are clearly linked to key processes and deliverables associated with the project. The project management plan should also address any applicable consultation with community groups and appropriate private and public agencies in the implementation of the proposed initiative. Applicants should provide a detailed breakdown linking key personnel to clearly defined roles, tasks, and deliverables; this breakdown should be supported by feasible timelines, align with the proposed budget, limit unnecessary redundancies, and make efficient use of resources. Applicants must provide a detailed timeline with a list of key deliverables, activities, and milestones to take place within the award performance period (24 months for all awards under this funding opportunity), grouped by month or quarter.

Experience and Capacity

Instructions: Applicants should detail the capacity of their agency or organization to carry out the proposed plan in the proposed timeframe of the project and explain their experience with other similar efforts. This must include a discussion of key staff, what roles they will play, their education and experience in similar projects, and their understanding of community policing and related subject matter expertise. Applicants should include resumes or curricula vitae for key staff (up to three) and should identify any key partners or stakeholders who will play a role in the implementation of this project and their responsibilities. Applicants should not expect that application reviewers will infer such expertise from resumes or curricula vitae submitted as attachments. In addition, for all proposed in-person training, applicants should identify the instructor(s), provide examples of the subject matter expertise and training experience of the instructor(s), and do so expressly within the project narrative. Applicants should attach resumes or curricula vitae for all instructors.