# **Executive Summary Template**

Project Title: Descriptive title of the project

Project Grantee: Applicant’s legal name

Counties Served: Name and economic status (e.g., transitional, distressed) of each county in the service area

Basic Agency: Administering agency (construction projects only)

Goal/Strategy: Primary ARC goal and state strategy the project will address

Purpose: One-sentence statement describing the purpose of the proposed project

Funding: Amount Percent Source

ARC $ % Area Development, Distressed Counties

Federal $ % RD Grant

State $ % CDBG

Local $ % RD loan = $ grantee = $ .

Private $ % (Foundation grant; in-kind, etc.)

Total $ 100 %

Project Description: (one–two paragraphs maximum) Describe major activities to be conducted. The description should address who, what, when, where, and how for each major activity.

Strategic Rationale: (one paragraph maximum)

• Identify the problems and/or opportunities the project will address.

• Explain the critical circumstances that compel the project to be funded by ARC.

• Describe how the project supports a regional strategy or plan.

Collaborative Partnerships: (one paragraph maximum)

• Identify local, regional and/or state partnerships that will support the project.

Project Sustainability & Capacity: (one paragraph maximum)

• Describe your capacity to undertake the proposed activity by describing previous experience with a similar activity.

• Explain how the project will be sustainable once ARC support is no longer available.

Impact Measures:

• Identify quantifiable output and outcome measures, consistent with ARC guidance

(include any leveraged private investment resulting from the project).