# **WRITING THE ORGANIZATION INFORMATION**

Information about Clayton State University should come at the end of the proposal narrative. It is better to sell the need for your program/project up front than talk about the organization’s ability to carry out the program/project activities.

Tell the funder information that will establish Clayton State University's credibility and ability to accomplish the goals of the proposed program or project. The organization’s information should include:

* The full legal name.
* The location - plus satellite sites.
* The relevant background history. When the university was founded, who founded it, for what purpose, the com- munity and/or students it serves and the mission statement.
* A summary of academic programs relevant to the proposed program/project.
* How the University is unique. Explain why Clayton State’s academic programs and services do and/or do not overlap with other similar services.
* The University's most important achievements that relate to the proposed pro- gram/project activities.
* Brief summary of the need for the pro- posed program/project.
* Brief financial information such as overall budget, and past and current funding from other sources received for similar programs/projects.
* Brief statement about the president, administrators, faculty, staff and students, as it relates to the proposed program/project, i.e., student demo- graphic information, administrative expertise, etc.

The organizational information section is all about reassuring the funder that you and the University are well qualified and best suited to carrying out the proposed program/project. The University’s position and role in the community. Mention any collaborating community-based partners.

<http://www.clayton.edu/Grant-Contract-Programs/Links>