Small Business Anti-Displacement Network: Case Study Proposal Narrative Template

[INSERT NAME OF ORGANIZATION]

**EXECUTIVE SUMMARY** (One Page Maximum)

* Includes description of tool and/or strategy to be highlighted in the case study

**CASE STUDY DESCRIPTION (**2.5 Pages Maximum)

* Project Background- Community context, i.e.: basic description of geographic focus of the case study
* Evidence of impact and contribution in advancing anti-displacement policies and practices
* Proposed research and evaluation strategy, including plans for data collection
* List of links and short description of potential supplementary material; i.e.: maps, data, and graphics
* Staff roles, highlighting key staff responsibilities for research data collection, and preparing submission

**INDIVIDUAL AND/OR ORGANIZATIONAL CAPACITY, RELATIONSHIPS, AND EXPERIENCE** (2 Pages Maximum)

* Capacity to complete scope of services requirements
* Key relationships in the community, including business, public sector, and community-based organizations
* Experience in developing case studies or similar work

**IF YOU ARE APPLYING TO HOST A SITE VISIT: SITE VISIT DESCRIPTION (**3 Pages Maximum)

* Narrative description describing the purpose of the site visit and direct relation to the case study
* Expected local guests
* List of sites to be visited
* Statement of experience with similar site visits
* Organizational capacity to manage the logistics of the site
* Statement providing evidence of capacity to and interest in hosting site visit