Every RFSI Project Proposal must include a Project Title and Executive Summary.

**Project Title:**
- should concisely describe the project with a unique and descriptive title
  - consider **keywords** that describe the project’s purpose/goal
- must be 15 words or less
- will be shared with the public as part of a funding announcement if the project is selected for funding

**Project Summary:** provides a very brief description of your project
- should include:
  - the **name of the applicant organization** that if awarded a grant will establish an agreement or contractual relationship with the State Applicant to lead and execute the project,
  - the project’s **purpose, deliverables, and expected outcomes**
    - be sure to include the deliverables/outcomes listed within the project
    - description of the **general tasks/activities** to be completed during the project period to fulfill this goal
- must be 250 words or less
- will be shared with the public as part of a funding announcement if the project is selected for funding

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**Quick Tip:** brainstorm the project’s scope, objectives & and goals as you start your application, but finalize the Title & Executive Summary at the end of your writing process. This may help ensure clarity and consistency as you describe your project purpose and impacts across the entire application.

- rachelgomezacosta@pinnacleprevention.org  
  rfsi@azda.gov
- pinnacleprevention.org/rfsi  
  bit.ly/azrfsi

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