

FY 2020 National Community Courts Site-based Initiative

Instructions for the Project Abstract

The following provides guidance on how to complete the Project Abstract for the above referenced solicitation.

You may use the [form](#) supplied by the funder to complete the Project Abstract or you can write your own in a Microsoft Word document. Your abstract should be saved with “Project Abstract” as part of its file name.

Formatting Requirements:

The abstract should be 400 words or fewer. Project abstracts should be:

- Written for a general public audience.
- Submitted as a separate attachment with “Project Abstract” as part of its file name.
- Single-spaced, using a standard 12-point Times New Roman font with 1-inch margins.

Content Requirements:

- Brief description of the problem to be addressed and target area and population
- Project goals and objectives
- Brief statement of project strategy or overall program
- Description of any significant partnerships
- Anticipated outcomes and major deliverables