**PROPOSAL NARRATIVE TEMPLATE – CCVI APPLICANTS**

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| **Instructions: Applicants seeking funding to support Coordinated Community Violence Intervention (CCVI) Initiatives are required to complete and upload a Proposal Narrative as part of their online SurveyMonkey request form submission to be considered for funding.** This template provides the necessary elements that must be included in the submission of the applicant’s CCVI Grants Proposal Narrative. All sections are required. Submitted Proposal Narratives must be no more than 15-pages in length in total (12-point font, double-spaced, 1-inch margins). If needed, applicants can submit additional attachments to complement their proposal. Note: The Budget Tables & Narrative will not count against the 15-page total; however, applicants should limit this information to no more than 3-pages each (not including any Budget Tables).  The attachment must be submitted in either PDF or Word (DOC/DOCX) file formats using the designated section of the online SurveyMonkey request form. You may copy and paste the questions to use your own document format or download this template to build your Proposal Narrative using this format. Please SAVE THIS DOCUMENT TO YOUR COMPUTER prior to uploading as part of your SurveyMonkey application. If your organization does not use Microsoft or Adobe software, applicants are encouraged to use Google Docs (or similar platforms) then export into a PDF or Word format for upload.  **Please Note:** As you work on completing this template, please ensure you are as detailed as possible in your responses as best you can given the page limit. The goal is to provide a comprehensive project plan. Applicants should reference the [funding announcement](https://prdpccd.pwpca.pa.gov/Funding/Documents/Funding%20Announcement%20Q-A%20PDFs/FY23-24%20VIP%20Competitive%20Grants%20Funding%20Announcement_Final.pdf) when developing responses, including requirements for CCVI projects identified in the Appendix. |

1. **CCVI Lead Organization Background.** Please provide a brief overview of your organization, when you were founded, what your organization does, and the individuals or communities you serve. This section should also include any examples of CVI work your organization has engaged in previously, as well as, a description of how your organization will ensure coordination between all the project partners.

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1. **CCVI Project Partners.** Please identify the individuals and organizations who will serve as project partners supporting planning and/or implementation efforts, including their history and experience working with and within the community where project activities will take place. Applicants should describe any prior collaborative efforts that have taken place with named partners, including any documented successes. If new partnerships are being proposed, please explain why the organization(s) were identified as partners for this proposed initiative.Please also explain or confirm how their services under this CCVI effort is not just a continuation of their existing services. *(Note: CCVI initiatives are collaborative in nature and must include documented partnerships as part of the application. Letters of commitment/support or other documentation of awareness and willingness to partner with applicant/project lead are required for all listed project partners as part of the grant application.)*

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1. **Organizational Experience, Capacity & Capabilities.** Describe your organization’s ability to coordinate and implement CVI efforts. This should include the experience, current staffing, community support, and capabilities of your organization and project partners to implement the proposed strategy. Applicants should also use this section to describe the organization’s plan for staffing the proposed initiative, including plans for recruiting, hiring, and onboarding any new staff. Capabilities should also include an explanation of the organization’s administrative or back-office infrastructure to support the administration and management of grant funds.

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1. **Project Location(s).** Where will the proposed project activities primarily take place? Please be as specific as possible and include information at the “neighborhood level” if available. This includes naming specific cities within a county, zip codes within a city, etc. If specific facilities or program locations will be used (e.g., a community center, school, etc.), please note those as well.

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1. **Target Population(s).** Please describe the target population(s) who will be served/engaged by the project. Given the CVI approach, applicants must describe how proposed activities will focus on individuals at highest risk of experiencing or perpetrating community violence in the near term. Applicants should also describe their experience (or partners’) serving the target population(s), including any past successes or ‘lessons learned’ that will be incorporated in the proposed CCVI project’s design/implementation.

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1. **Community Need.** Describe the need(s) in the target area and/or target population. This description should:

* Detail how the applicant/partners approach community engagement and collaboration, including whether project partners engaged community members in the planning and/or design of the proposed CCVI initiative.
* Describe historic, recent, and current violence in the targeted area, noting whether gun and/or group-related violence incidents have increased in recent years.
* Identify the primary factor(s) that contribute to community violence in the specific area(s) and/or population(s) the proposed project will serve.
* Provide qualitative and quantitative data in support of the identified factor(s), citing available data sources.
* Identify service and/or resource gaps that are connected to the identified factor(s) and/or contribute to violence in the specific community the project will serve.
* Describe any past efforts to address community violence, including any initiatives that the applicant and/or project partners have been involved with, the outcomes of those efforts, and any other relevant information.

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1. **Project Goal(s) & Expected Outcomes.** This description should provide an overview of the proposed CCVI project, including the goal(s) of the project, objectives, and any anticipated outcomes, impacts, and/or measurable achievements that will be associated with the funded activity. How do these goals and anticipated outcomes address the ‘Community Need’ described previously? (Note: Applicants are encouraged, but not required, to include a [Logic Model or Theory of Change](https://ctb.ku.edu/en/table-of-contents/overview/models-for-community-health-and-development/logic-model-development/main) as part of this section of their proposal. Additionally, a resource on how to right SMART goals can be found [here](https://www.atlassian.com/blog/productivity/how-to-write-smart-goals#:~:text=What%20are%20SMART%20goals%3F,within%20a%20certain%20time%20frame).)

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1. **Project Design & Implementation Plan.** CCVI Strategies should be designed to provide intensive investments and supports for collaborative community violence intervention and response strategies within focused service areas. Applicants should describe how their proposed project meets the definition and criteria of being ‘coordinated,’ as outlined on page 14 of the [FY 23-24 VIP Funding Announcement](https://prdpccd.pwpca.pa.gov/Funding/Documents/Funding%20Announcement%20Q-A%20PDFs/FY23-24%20VIP%20Competitive%20Grants%20Funding%20Announcement_Final.pdf). Applicants should explicitly address how their proposed project design aligns with CVI guiding principles and approaches (see U.S. Department of Justice Bureau of Justice Assistance [*Community Based Violence Intervention and Prevention Initiative Implementation Checklist*](file:///C:/Users/sakoch/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/6DA9SWL0/CCVI%20applicants%20are%20encouraged%20to%20review%20the%20Bureau%20of%20Justice%20Assistance%20Community%20Based%20Violence%20Intervention%20and%20Prevention%20Initiative%20Implementation%20Checklist)). This should include a detailed discussion of how the project’s design will be community-centered, [equitable and inclusive](https://assets.aecf.org/m/resourcedoc/AECF_EmbracingEquity7Steps-2014.pdf), evidence-informed, and effective/sustainable. Applicants should describe how the proposed project’s design will enhance coordination of violence intervention and response efforts as well as minimize duplication of services within the proposed service area/community. This section of your Proposal Narrative should include a detailed description of the outreach, engagement, and referral process(es) your organization (or your partners) will use and/or the method(s) that will be used to make programming or services available and accessible for individuals at highest risk of experiencing community violence. Applicants must also describe their project ‘action plan’ identifying the project’s activities, deliverables, and/or outcomes related to each goal and objective identified previously. This section should identify the specific activities that will take place in each stage of the project, including who will be responsible for completing those activities (staff, partners), and start/end dates for each activity. This section can be formatted in a narrative approach or using other formats (e.g., tables, Gantt charts, etc.).

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1. **Project Staffing, Management & Operations:** Building on the information provided in the ‘Project Design & Implementation Plan’ section, applicants should describe their planned approach for supporting the people who will be instrumental to the proposed project’s success. For new positions that will be created and hired if a grant is awarded, please describe the process and criteria for recruiting, selecting, hiring, and onboarding those staff/consultants. As part of this discussion, applicants should describe any current workforce or staffing challenges they are experiencing, as well as strategies they have used to recruit and/or retain employees. Applicants should also describe any training, professional development, and other supports that will be provided to key personnel, including how the project will prioritize staff wellbeing (e.g., mental health/counseling services, activities promoting wellness and addressing trauma, etc.). How will the project ensure cultural competence of staff/consultants, including current/past/ongoing experience working in the community/ies and/or population(s) to be served? Applicants should identify the project’s management structure, as well as describe how this structure will allow for making necessary [program changes and adaptations](https://www.acf.hhs.gov/sites/default/files/documents/prep-making-adaptations-ts_0.pdf) over time, if needed.

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1. **Need for Funding & Plan for Sustainability.** Applicants should describe why grant funding is necessary to support the proposed project activities. Applicants that have previously, or are currently, receiving funding from PCCD to support violence intervention, prevention, and response efforts are required to describe the impact of those initiatives. How will your organization and partners plan for sustainability? This section should include information about the required match funding for CCVI projects as well as any strategies the applicant/partners will employ to build relationships and assess/devote fiscal resources to sustain CVI efforts.

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1. **Data Collection & Measuring Success.** Applicants should describe how they will measure, track, analyze, and report data and progress indicators relevant to the proposed project’s goals, objectives, and deliverables. How will the proposed project measure program quality as part of performance measurement and evaluation? What data will be used to assess and analyze CVI programs’ outcomes? Will the project work with any research partners or experts who will contribute to these efforts?

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**TEMPLATE - BUDGET TABLES & NARRATIVE**

***(Budget Tables & Narrative Page Limit: 3 pages or less)***

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| **Instructions for Budget Estimates.** Please input your ‘best estimate’ costs by budget category, year, and total. Please provide a separate table per project partner (for example, if grant funds will support a partner organization, you will need to build a budget table for the applicant organization as well as one for the partner organization describing the types of expenses that grant money would support). To add a new table, click anywhere in the table. Once you do, you will see the table selection symbol and can copy and paste the table.  The page limit is for each Budget Table(s) and related descriptions/justifications. The ‘Grand Total’ dollar amount should equal the total budget request in the SurveyMonkey form.\* If including project partner(s) as proposed subrecipients, the total of all agencies’ budgets cannot exceed the total budget request maximum ($3,000,000).  This budget document must be filled out completely and accurately. Applicants are strongly encouraged to double check all entries. A brief description of what is included in the expenses by category is required. These expenses must be clearly justified on how they relate to the project. In your description, please also demonstrate how the amount of grant funds requested is commensurate with the scope of the proposal. |

**BUDGET TABLE – [Organization Name]**

**Project Dates:** Click or tap to enter a date. **to** Click or tap to enter a date.

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| --- | --- | --- | --- | --- | --- | --- |
| **By Category** | **Year 1**  **(Grant Funds)** | **Year 2**  **(Grant Funds)** | **Year 3**  **(Grant Funds)** | **Total**  **(Grant Funds)** | **Match-**  **Year 2 (10%)** | **Match-**  **Year 3 (25%)** |
| **Personnel** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** |
| **Employee Benefits** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** |
| **Travel (Including Training)** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** |
| **Equipment** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** |
| **Supplies & Operating Expenses** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** |
| **Consultants** | **$0** | **$0** | **$0** | **$0** | **$0** | **$0** |
| **Other** | **$0** | **$0** | **$0** |  | **$0** | **$0** |
| **Total** | **$0** | **$0** | **$0** | **Grant Total**  **$0\*** | **$0** | **$0** |

**Proposed Budget Descriptions:** *Applicants should provide detailed descriptions of the activities, personnel, or expenses that make up the estimated costs included in the Budget Table above.*

* Personnel: Click or tap here to enter text.
* Employee Benefits: Click or tap here to enter text.
* Travel (Including Training): Click or tap here to enter text.
* Equipment: Click or tap here to enter text.
* Supplies & Operating Expenses: Click or tap here to enter text.
* Consultants: Click or tap here to enter text.
* Other: Click or tap here to enter text.

**CCVI Match Requirement.** CCVI Strategies must describe their plan to meet funding match requirements (at least 10% match funding in Year 2 and 25% match funding in Year 3). Match funding may be cash, in-kind, or a combination of both. (Please see Appendix in [FY 23-24 VIP Funding Announcement](https://prdpccd.pwpca.pa.gov/Funding/Documents/Funding%20Announcement%20Q-A%20PDFs/FY23-24%20VIP%20Competitive%20Grants%20Funding%20Announcement_Final.pdf) for more information about this requirement.)

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