

The Application can only be completed in SM Apply

ATTACHMENT H

SAMPLE APPLICATION NARRATIVE

SHEET

Evaluation Questions

Applicant must complete and submit a narrative addressing all questions and all bullets in the questions. The narrative must not exceed the word limits as noted. When describing planned activities, Applicant should use definitive verbs in the Application Narrative to describe what Applicant “will” do rather than aspirational verbs such as “hopes”, “expects”, “intends”, “plans”, or similar verbs that do not express a firm commitment to undertake a specific action – proposals should describe work that will take place if the proposal is funded.

Evaluation Item 4 logic model lists objectives, activities, output measures and short-term and long-term measures. The logic model includes target figures. The logic model identifies the federal Formula Grant program area. It includes the mandatory output and outcome measures. Outcome measures align with program objectives. It is clear that data sources will be available for collection as needed for outcomes and outputs reporting. A timeline is provided with a realistic implementation schedule that identifies tasks and responsible parties.

Evaluation Item 1: Project Youth Population and Service Area (1500 word limit, 25 points)

- Describe the population and specify the Service Area for youth to be served

Attachment B: Sample Applicant Information and Certification Sheet

The Application can only be completed in SM Apply

through your proposed grant project. Include demographics, age range, and any other information to describe the population served.

- You may use a combination of jurisdictional and geographical boundaries (county, city, school district, neighborhood, etc.) to describe proposed project service Area. Cite sources for any information or data presented.
- Identify factors, characteristics and barriers that contribute to negative life, career, educational outcomes/or justice involvement among youth served by this proposed grant project.
- Explain why presented data and analysis indicate there is a need in the population and service area to provide services to youth in the program area.

Evaluation Item 2: Project Services and Activities (1500 word limit, 25 points)

- Describe the services and activities provided by your proposed project in detail.
- Why were these activities and services chosen and are the expected project accomplishments clearly stated and reasonable?
- Identify how your proposed services and activities will address the needs of the population served, with attention to barriers and disparities described in Evaluation Item 1.
- Indicate if these services and activities are based on or aligned with promising practices, evidence-based practices as well as culturally appropriate, sexual orientation and gender specific practices.
- Describe the role partner organizations play in proposed program activities and service delivery and how do the identified partners contribute to the program's ability to identify, engage and/or serve youth.

Evaluation Item 3: Project Equity, Access, and Disparity Reduction (1500 word limit, 25 points)

- Identify community specific, culturally responsive and gender affirming approaches embodied within the organization and proposed services.

The Application can only be completed in SM Apply

- Are the efforts structured to specifically address disparities in outcomes seen between youth and does the applicant have demonstrated results in reducing disparities in outcomes?
- How are staff and partners – particularly individuals providing direct service – reflective of the youth and/or community served? What experiences or training give them an understanding of the population served? How does the program ensure safe, affirming, and inclusive spaces for all participants?
- Describe the role that youth, families and the community play in the design, decision making and evaluation of program services and its impact.

Evaluation Item 4: Project Logic Model Narrative (1500 word limit, 20 points)

- **Logic Model:** Does the logic model list objectives, activities, short-term and long-term measures? Does the logic model include target figures? Do the objectives fit with the target population?
- **Project Description and Activities:** Are the expected project accomplishments clearly stated and reasonable? Does the proposal specify how the project is designed to implement the program area activities? Are the proposed activities evidence-based, research-based and/or practice-based as well as culturally appropriate, and sexual orientation and gender specific?
- **Outcome and Outcomes Measures:** How does the Applicant intend to collect data and report on all mandatory and at least two additional output measures and two additional outcome measures required by the OJJDP for Formula Grant Specific Program Areas?

The Application can only be completed in SM Apply

- Activities Outcomes: Do selected activities support reduction in recidivism and improved results in education, work, and crime prevention.

Evaluation Item 5: Project Budget and Narrative (1500 word limit, 5 points)

- Does the budget narrative explain and justify requested funds?
- Does the budget include a detailed proposed budget that clearly identifies reasonable costs associated with fulfilling the RFA?
- Is there evidence of local partnerships and commitment?
- To what extent are the budget line items allowable based on RFA guidelines? Is there a sustainability plan provided?
- Provide a budget detail narrative that explains the proposed costs and justifies requested funds. Complete and upload the program budget summary form. Additionally, please download, review, and sign federal assurances. When done, upload below.