Community-Based Violence Intervention and Prevention Program (CB-VIP)

**PROGRAM NARRATIVE and IMPLEMENTATION SCHEDULE**

**NOFO # 2117-0501**

Program narrative may not exceed 12 pages, this includes the questions and tables in this document. Responses must be written in Times New Roman 12-point font and **single-spaced.** Do not delete template questions in your response and do not change formatting of this document. Questions that require narrative response should be answered in the box that says: “**Response**” underneath each question. Failure to comply with formatting requirements may lead to application disqualification.

**Agency Information** (required)

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| Agency Name: |
| Agency UEI number: |
| Agency current budget: |
| Geographic Area (include County, City(ies), and Neighborhoods (if in Chicago): |

**Program Summary**

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| 1. Provide a one-paragraph summary of your proposed program, including the main elements of the program, the focus community(ies), population (including anticipated age range), and services that will be provided. **Indicate whether your program aligns with primary, secondary, and/or tertiary prevention strategies and briefly describe how**. (5 points) |
| Response: |

**Community Description and Need**

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| 2. Describe the proposed community to be served, including demographics, challenges and strengths. Include your agency’s role in the community. Clearly identify whether your services align with primary, secondary, and/or tertiary prevention strategies and explain how your activities fit within these categories. Be as specific as possible. (5 points) |
| Response: |

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| 3. Describe how you intend to engage underserved or marginalized populations. Examples of such populations can be a rural population, people with severe mental health issues, people who are gender fluid, immigrants, or racialized minorities. The response should include the population, justification for why the population is in need, a description of the outreach efforts, and how you’ve determined that these outreach efforts will be successful. Discuss how your engagement strategies align with your program’s primary, secondary, and/or tertiary prevention focus. (5 points) |
| Response: |

**Agency Capacity**

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| 4. Describe the history of your agency. Include experience in receiving private, foundation, and/or government grants. Explain how your program will sustain its violence prevention services over time (5 points) |
| Response: |

**Project Implementation**

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| 5. Discuss your agencies’ commitment to provide trauma informed practices and, if applicable, mention any restorative justice practices. (5 points) |
| Response: |

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| 6. Describe the proposed program, including its activities, services, and target population. Explain how these activities will address the needs of the target population. Additionally, discuss any evidence-based practices the program will incorporate and how client outcomes will be tracked. Specify whether the program conducts pre/post assessments or engages in other forms of research or data collection to measure effectiveness. (10 points) |
| Response: |

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| 7. Describe outreach efforts to ensure that the program will attract participants. Discuss community engagement strategies where participant feedback and input is incorporated in the program design and explain how these approaches also maximize engagement. (10 points) |
| Response: |

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| 8. List and describe all staff positions (both employees and contractual staff) involved in the proposed project. Include at minimum: staff position, roles, and responsibilities. Identify the position(s) that will work with ICJIA on grant execution and compliance. (10 points) |
| Response: |

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| 9. Funding will be for an initial 12 months and then a potential additional 24 months. If that occurs, how will you ensure sustainability of this program beyond the total 36 months of funding? (10 points) |
| Response: |

**Implementation Schedule** (5 points)

Complete the table below, defining each step in the implementation and operation of the proposed program and detailing the staff positions responsible for each task. Include a target due date. Do not use personal names/identifiers. If selected for funding, ICJIA will use the information in this chart to ensure grantees are adhering to the timeframes provided. Add additional lines, as needed.

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| **Task** | **Staff Position Responsible** | **Completion Date** |
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| Submit PPR (Periodic Program Reports) quarterly report |  | October 15, January 15, April 15, and July 15 |
| Submit PFR (Periodic Fiscal Reports) either monthly or quarterly |  | 15th of each month following the reporting period |
| Submit closeout financial status report and closeout data report to ICJIA. |  | July 30 |

**Performance Metrics (see attached)– 10 pts**

**Budget Detail – 10pts**

**Budget Narrative – 10pts**

**Bonus Equity Questions** – **20pts**

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| 1. Please describe how your agency leadership, including board members, directors, and managers, reflect the proposed community and residents to be served. (5 Points) |
| Response: |

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| 1. Describe at least one real-life situation regarding how your agency’s leadership has used their roots or lived experience in the community to be served to improve the organization’s programming. Be as specific as possible. (5 Points) |
| Response: |

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| 1. Please describe how your program employs mentors, credible messengers, practitioners, or other front-line program staff who are residents of the community being served. Please explain how they ensure their activities are responsive to the community they serve. (5 points) |
| Response: |

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| 1. Describe at least one real-life situation regarding how your program staff have used their connections and relationships in the community to be served to inform or improve their work with individuals in the community. Be as specific as possible. (5 points) |
| Response: |