**Illinois Criminal Justice Authority (ICJIA)**

**i2i Capacity Building Narrative**

**NOFO # 2762-0514**

**Program narratives must be submitted via AmpliFund. This document is for reference only. Applicants are highly encouraged to review the questions, draft responses on a separate document, and then copy and paste the response into the appropriate sections of Amplifund.**

**The AmpliFund system times out after 20 minutes of inactivity. Regularly clicking “save and continue” is encouraged.**

**The narrative should focus on activities to be conducted during the performance period, from September 1, 2025, to August 31, 2026 (a 12-month period).**

**Statement of Need (20 Points)**

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| * **Describe the specific challenges and limitations your organization faces in the violence prevention space. (5pt)** * **Explain how these challenges have hindered your ability to effectively implement violence prevention programs. (5pt)** * **Highlight the urgent need to address these challenges through capacity building and program development. (5pt)** * **Support your statement with data or evidence related to violence prevalence or specific issues in your target community. (5pt)** |

**Program Design (25 points total)**

**Provide a clear and accurate picture of the need for the project and the benefits to be gained. Include local statistics/data, whenever possible, and indicate the source of your data. Please make sure data is current within the last five years.**

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| * **Provide a comprehensive program design that outlines both capacity-building activities and/or violence prevention programs. (7pts)** * **Detail how capacity building will improve your organization's ability to plan, implement, and evaluate violence prevention initiatives. (6pts)** * **Specify the objectives, strategies, and activities for both capacity building and/or violence prevention efforts. (7pts)** * **Clearly explain how your program aligns with the priorities and goals of the grant program in both areas. (5pts)** |

**Budget and Financial Plan (15 points total): Please budget for expenses from September1, 2025, to August 31, 2026. The maximum budget must not exceed $250,000.**

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| * **Present a detailed budget that covers expenses related to capacity building and/or violence prevention. (4pts)** * **Break down the allocation of funds for capacity-building activities and/or violence prevention programs. (4pts)** * **Include a narrative explaining the rationale behind your budget decisions. (4pts)** * **Provide a financial sustainability plan that addresses both capacity building and/or ongoing support for violence prevention efforts. (3pts)** |

**Organizational Information (10 points)**

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| * **Offer a brief overview of your organization, emphasizing its mission and history in the violence prevention space. (3pts)** * **State any relevant experience, expertise, or achievements in both capacity building and/or violence prevention. (3pts)** * **Does the organizational information adequately reflect your organization's focus and commitment in the violence prevention space? (2pts)** * **Describe your organization’s experience managing state and federal grants. (2pts)** |

**Evaluation and Monitoring Plan – (10 Points)**

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| * **Develop a plan for measuring the progress and impact of both capacity-building and/or violence prevention components. (3pts)** * **Identify specific key performance indicators (KPIs) applicable to capacity building and/or violence prevention. (2pts)** * **Describe the data collection methods and tools you will use for evaluation. (3pts)** * **Explain how evaluation results will be used to improve both capacity building and violence prevention efforts. (2pts)** |

**Sustainability Plan– (10 Points)**

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| * **Discuss strategies for sustaining both capacity-building efforts and violence prevention initiatives. (4pts)** * **Include plans for securing diverse funding sources to support both aspects. (3pts)** * **Highlight your organization's commitment to the continued growth and sustainability of its focus. (3pts)** |

**Comprehensive Organizational Assessment– (10 Points)**

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| * Provide a copy of a organizational assessment that covers strengths, weaknesses, opportunities, and threats of your organization (2pts) * Identify specific areas requiring improvement or development in both aspects.(2pts) * Explain how the assessment findings have informed the design and priorities of your focused on capacity-building and/or violence prevention initiative. (4pts) * What technical assistance do you anticipate to be successful? (2pts) |

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| Completed application materials must be received by and in possession of the AmpliFund grant management system by 5:00 p.m., June 30, 2025, to be considered for funding. Applications must be submitted via AmpliFund <https://il.amplifund.com/Public/Opportunities/Details/13feacc9-1812-489f-9a99-900ad9e1ea7a>. Upon receipt, an automated confirmation will be emailed. Proposals will not be accepted by email, mail, fax, or in person. AmpliFund will not permit late submissions. Agencies are encouraged to submit their applications 24-72 hours in advance of the deadline to avoid unforeseen technical difficulties. Technical difficulties with the grant management system should be reported immediately to ICJIA at [**cja.info@illinois.gov**](mailto:cja.info@illinois.gov) |