

SECTION I

PROPOSAL SUMMARY

REQUIRED ELEMENT (No Scoring Points, but remainder of application cannot be scored if this section is not completed.)

DO NOT EXCEED THIS PAGE. This is a one-page summary that must provide an overview of the project.

A. Project Title:

B. Agency Name:

C. Project Type New Expansion/Enhancement Continuation

D. Level of Prevention Primary Secondary Tertiary

E. Provide a brief description of your project:

F. Target Age Group:

G. Projected Days and Times of Operation:

H. Referral Source(s):

I. Project Capacity:

J. Total Number To Receive Services During Grant Period (Show by Program Year & Total) :

K. The local council goal and/or priority this project will address:

SECTION II**STATEMENT OF DELINQUENCY PROBLEM****MAXIMUM 15 POINTS**

Identify the delinquency problem(s) or need outlined in the goals of the local prevention plan that this project is intended to address. (5 points)

Specify the risk factors or lack of assets that your project is intended to address. (10 points)

Research has identified risk factors and/or the lack of assets that exist within a community, school; the family and the individual are associated with the development of specific problem behaviors. Risk-focused prevention seeks to identify these known factors and reduce their effects on children. **State in clear and concise terms the risk factors related to the development of or the evidence of a delinquency problem which the project shall provide a solution or the need it will address. Discuss how these risk factors or the lack of assets is related to the specific behaviors your project will attempt to address. In addition, you will also need to think about the following issues: which youth are more likely to experience these risk factors or lack of assets and engage in the specific delinquent behaviors, when does the delinquent behaviors occur (what time of day or year), and where does it most often occur?**

Applications will not be considered for funding unless they respond to the goals and problems identified in the local prevention plan.

Note: Applicants are encouraged to refer to the list of known risk factors attached as Appendix A. Funding priority will be given to projects that address more than one delinquency problem since there are many risk factors or lack of assets that increase a youth's propensity to engage in a variety of delinquent behaviors and activities.

SECTION III**GOALS & OBJECTIVES****MAXIMUM 20 POINTS**

The Delinquency Prevention Council has established goals for this community. It is important that each project have goals and clearly stated, measurable objectives related to the Council's goal(s) that this project has chosen to address. The objectives will be used to assess the progress and effectiveness of project efforts. To help you in determining if your objectives are measurable, ask yourself this question: "How would one know if they are achieved?" There should be objectives for each related and identified risk factor or lack of assets discussed in Section II above. (6 points)

Please indicate your project's measurable objectives for each of the two years (i.e., those things that need to be achieved in order to reach project goals). Also, for each objective, indicate what data source could be used in helping you determine if the objective has been achieved. (12 points)

Complete and return one Objective Worksheet (Appendix B) for each proposed activity. (2 points)

Describe the project objectives for **each of the risk factors or lack of assets identified in Section II**. Project objectives must be short-term (2-4 years), measurable, and achievable and should be **specific to each risk factor or lack of assets identified in Section II**. Objectives are targets for specific action. They mark quantifiable interim steps toward achieving the goals. **They should be limited only to what the project has control over. A measurable objective defines what change will take place, what group will be affected,**

and what level or degree of change will occur. Objectives must identify the level of decrease in each of the risk factors identified in Section II.

SECTION IV

DATA COLLECTION AND EVALUATION

MAXIMUM 10 POINTS

Assessing the effectiveness of funded projects is integral to this grant program. Funded projects must provide documentation that proves that they have the ability to meet stated output and outcome measures as well as evaluate the effectiveness of their project. Each new grant application (first year) must include information related to the data collection tools and processes in the initial grant application. These tools and processes must be consistent with the project's objectives and stated outcomes. Projects that wish to apply for continuation funding must provide documentation providing evidence of their stated outputs, outcomes and the evaluation of their program. The definitions of outputs and outcomes are listed below:

- ◆ *Project Outputs – Indicators of level of activity for each project or project component, i.e. the number of youth served during each week, number of sessions provided of a designated curriculum.*
- ◆ *Project Outcomes - Measures of desired conditions or results that assist in tracking progress and success toward fulfillment of goals and objectives. These measures can be quantitative or qualitative.*
 - *Quantitative performance indicators are based on objective data (percentages, numbers, etc.).*
 - *Qualitative performance indicators are usually more subjective and measure customer satisfaction, service quality and project effectiveness (i.e. customer satisfaction surveys)*

In many instances, documentation related to effectiveness is provided only in terms of a project's output measures. This does not provide the entire picture. Both output and outcome measures will be required.

Applications will not be scored on both A and B below.

First year applicants must provide ONLY the information requested in A. First year grant applications will not include scoring for outcome data. Please be sure that your application is designated as first NEW or EXPANSION in Section I.

Applicants that are applying for continuation funding must provide the information requested in B. Please be sure that your application is designated as CONTINUATION in Section I.

- A. Identify the types of data you will need to collect in order to measure progress toward achievement of the project objectives. What information will you need to have in order to know if project objectives are being met? Include the following information:
- a. Provide information related to the tools to document project outputs. This information should include how the number of youth and families served, ages of youth, and evidence targeted population was served, etc. will be collected.
 - b. Provide information related to the tools to document project outcomes. This should include how the documentation of youth and/or families achieving the proposed objectives will be collected, measured and evaluated.
 - c. How the data collected will be used to evaluate the implementation and effectiveness of the program.

New applicants should strongly consider submitting with this application or being able to provide the data collection tools that will be used to determine the project's effectiveness immediately upon notification of the project being funded.

- B. Projects requesting continuation of funding are required to provide evidence of their effectiveness to continue to receive funding. New projects will not be required to provide this information.**
- a. Provide information related to project outputs. This information should include the number of youth and families served, ages of youth, and evidence targeted population was served.**
 - b. Provide information related to project outcomes. This should include documentation of youth and/or families achieving the proposed objectives (i.e. % or number of youth reducing unexcused absences, % or number of youth demonstrating gains in skill development, % or number of families demonstrating gains in skill development).**
 - c. If expected outcomes were not reached, then the project should describe what steps have been taken to review and revise the project design and/or implementation to reach established outcomes.**

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| SECTION V |
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| PROJECT DESCRIPTION |
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| MAXIMUM 20 POINTS |
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A. Describe the youth and/or families the project will serve. If your project will serve youth and families in a specific neighborhood or area, briefly describe the area (i.e., inner city, rural, high crime, etc.)

This should be described in as much detail as possible related to the risk factors or lack of assets discussed previously. Provide specific demographics such as: age, gender, race, etc. (2 points)

B. Total estimated number of youth and/or families to receive direct services for each of the two years. (1 point)

*Provide the total number of youth and/or families you estimate receiving direct services in your project. This should be an **accurate estimate** of your project's ability to serve the client population.*

C. Provide a description of the types of interventions, services and activities that project personnel will employ for each of the two years in order to achieve project objectives identified in Section III. These interventions, services, and activities should be directly related to research based interventions, services and activities proven to be effective with the population (youth and/or families) that you have identified in B above. Provide documentation or evidence that the interventions, services, and activities to be employed in this project are research based. (5 points)

D. Also describe the types of interventions, services and activities that partnering agencies will contribute toward helping you meet your project goals and objectives identified in Section III. The same information regarding relationship to risk factors or lack of assets and evidence of being a research based intervention should be provided. (5 points)

Include the services (activities) to be provided and who will provide them, frequency of each service, hours and days of project operation, and a description of the physical location of the project. You may also want to include the constituents that will be engaged in each activity, the number of individuals who will be engaged in each activity, and how often activities are provided. Partnering agencies must provide letters of participation

on official letterhead of their organization explaining how they will cooperate, collaborate, share and collect information to help you meet project goals and objectives. **Note: All project interventions, activities, and services must clearly relate to the objectives identified in Section III, as well as to requested budget items.**

D. Is the proposed project a new project, an expansion/enhancement of an existing project, or requesting a continuation of funds from last year? (1 point)

This section should state the design of the proposed project. If the project is new, state NEW (no pre-existing project). No discussion is needed. If the project is an expansion or enhancement, describe how the pre-existing project has been expanded or enhanced to provide the services, intervention, or activities to address the goal of the Council and the objectives described in Section III. If the project is requesting a continuation for funding, state this and provide the information requested on Item 2 of the Grant Application Cover Sheet.

E. Discuss how the project will identify and refer youth to the project for each of the two years. (2 points)

This section should describe how the project will select youth to be involved in the project. The description should include how the risk factors or lack of assets will be used to identify the youth referred to the project. Attach letters from referral agencies on official letterhead of their organizations explaining that they have agreed to refer youth to the project.

F. Describe how the proposed project will involve the youth's family and others if different than described above in C for each of the two years? (2 points)

This section asks you to describe family involvement. Describe how the project will involve the parents or guardians or other key people in the youth's life if different than described in C above.

G. Describe why your agency/organization is in the best position to provide these interventions, activities and services? (2 points)

This section should describe your experience and ability to serve project participants and their families. Include information related to physical proximity to project youth and/or families, staff, volunteers, facilities, or other resources such as availability of transportation vehicles.

SECTION VI

IMPLEMENTATION STRATEGIES

MAXIMUM 15 POINTS + 5 Bonus Points

(America's Promise Site of Promise Bonus: Maximum 5 Pts.)

A. What are the actions steps that need to be taken to implement the interventions, services and activities discussed in Section V(C)? Applicant must also include a timeline for the entire length of the project for which funds are being requested (for the two fiscal years). Include the your enrollment targets (e.g., how many participants do you expect to have involved at program start; by what date do you expect to have full enrollment; any intermediate enrollment expectations) (10 points)

What are the things that need to be accomplished in order to meet project objectives, when do they need to be completed, and who is responsible? Identify the order in which they need to occur? Note: This process will provide you with a comprehensive list of major action steps necessary to implement your project interventions. Semi-annual performance reports will monitor progress of these interventions and activities.

B. What are some potential obstacles that might hinder the successful implementation of any of these action steps? (2 points)

Projects often face a number of problems related to intervention design and implementation. Based on your experience with project development, discuss some of the potential problems that might hinder your ability to meet those objectives identified in Section III.

C. What are some resources that you might use in implementing these action steps and project interventions? (3 points)

Discuss internal and external resources available to help you meet your project's goals and objectives. These include information sharing, collaboration, in-kind match, volunteers, etc.

D. Clearly indicate if your organization is an America's Promise Site of Promise, or has signed a commitment with the Kentucky Department of Justice to become one, and how this is expected to affect program implementation. (5 Bonus points) Attach a copy of your certificate or commitment form to application.

SECTION VII

PROJECT CONTINUATION

MAXIMUM 5 POINTS

A. Describe a clear plan to continue to fund the project after CJJPG funding ends. (3 points)

This section is self-explanatory. However, it should be noted that state grant dollars only cover a 24-month funding cycle and can only be funded for a maximum of 48 months. The Community Juvenile Justice Partnership Grant Project is intended to be seed dollars (initial funds to start projects) and is not meant to fund projects for indefinite periods of time. This section should provide a specific plan and time frame to become independent of state grant dollars. While future planning does not commit an applicant to a specified direction, it does provide evidence to reviewers of the commitment to long-term implementation and planning for project development.

B. If the proposed project is or will receive any additional funding from any source other than the Kentucky Department of Juvenile Justice, please list all funding sources for this project by source, amount and grant period. Identify whether these funds are state, federal, or privately generated.

(2 points)

If being used as in-kind also include here and noted as such. Failure to list these funding sources could result in termination of any grant award if this information is withheld.

SECTION VIII

BUDGET SUMMARY

MAXIMUM 5 POINTS

COMPLETE THE FORM PROVIDED BELOW

These pages are an essential component of the grant application and must be completed in its entirety. Please **complete one for each fiscal year** of the two year grant cycle. Round amounts to the nearest dollar. If a budget category is not needed, indicate by marking \$0. Budget must be reasonable, appropriate to the program and mathematically correct.

It is generally a good practice to complete the budget narrative before completing the budget summary section.

Fiscal Year Budget

| <i>Budget Category</i> | <i>A.</i> <i>Grant Funds Requested</i> | <i>B.</i> <i>In-Kind Match* (Cash and Support)</i> | <i>C.</i> <i>Total Program Funding (Column A + B)</i> |
|--|---|---|--|
| 1. Personnel Total | | | |
| Salary | | | |
| Fringe | | | |
| 2. Travel | | | |
| 3. Contractual Services [include any evaluation here and in narrative] | | | |
| 4. Office Space and Utilities | | | |
| 5. Consumable Supplies | | | |
| 6. Miscellaneous | | | |
| TOTAL PROGRAM COSTS | | | |
| PERCENTAGE OF TOTAL | % | % | 100% |

***See the Funding Information guidelines located in the “Grants Solicitation Process” section for the local match required.**

IMPORTANT NOTICE: INDIRECT ADMINISTRATIVE SUPPORT FEES WILL NOT BE ALLOWED.

SECTION IX**BUDGET DETAIL and NARRATIVE****MAXIMUM 10 POINTS**

Provide a written detailed description for each line item in the budget in narrative format for each year of the two year grant cycle.

Worksheets are provided to assist you. Please follow the instructions carefully and be sure to include a complete detailed and descriptive narrative for every item listed. Clearly describe each budget category expense item, how it was calculated,, what the expense is to be used for in the context of the project, and a description for in-kind (cash and support) match. Be as specific as possible. All requested budget items must clearly relate to the activities described in Section V, Item C.

Provide a description for each line item in the budget.

GENERAL

The purpose of this section is to provide *full explanation and justification* for all items budgeted to support program activities. Provide the information required below in the order and format shown. Transfer totals to the Budget Summary page of the Grant Application.

1. PERSONNEL:

Salary – List each staff position by title and the name of the employee, if available. Show the annual salary and percentage of time to be devoted to the program, as well as funding source. List total wages to be paid.

| Name of Employee (if known) | Position Title | Total Annual Salary | % of Time on Project | In-Kind Match | Grant Funds Requested | Total cost allocated to program |
|-----------------------------|----------------|---------------------|----------------------|---------------|-----------------------|---------------------------------|
| | | \$ | % | \$ | \$ | \$ |
| | | | | | | |

TOTAL WAGES: \$ _____
 TOTAL IN-KIND: \$ _____
 TOTAL CJJPG GRANT: \$ _____

Fringe Benefits – List employer paid fringe benefits for each staff position listed above. Numbers reported should be based upon actual known costs or an established formula described in the narrative. Allocate fringe benefits for listed employees only for the percentage of time devoted to the project.

| Employee Name (if known) or Position Title | In-Kind Match | Grant Funds Requested | Total cost allocated to program |
|--|---------------|-----------------------|---------------------------------|
| | \$ | \$ | \$ |
| | | | |

TOTAL FRINGE BENEFITS: \$ _____
 TOTAL IN-KIND: \$ _____
 TOTAL CJJPG GRANT: \$ _____

2. TRAVEL:

Itemize travel expenses by program, personnel, and purpose. Show the basis for the computation (ex: 2 people to attend 3 day training at X hotel at \$X per night, \$X per diem, \$X travel). Consultant travel expenses shall be included as a part of the contract cost for the consultant reflected under the “Contractual Services” category. In the narrative, explain the need for travel as related to program activities in this application.

Travel is to be reimbursed at current state rates as follows:

Lodging: Actual cost, with receipt (must use most economical lodging)

Meals: Per diem as follows (includes tax and tips)

Breakfast = \$7 Lunch = \$8 Dinner = \$15

-Overnight lodging is required to claim meal per diem

-Per diem cannot be claimed for meals included in registration fees

-Out-of-state travel: NO out-of-state travel is allowable.

Mileage: Rate must not exceed \$.32 per mile

| Purpose of Travel | Location (if known) | Expense Item | Computation | In-Kind Match | Grant Funds Requested | Total cost allocated to project |
|-------------------|---------------------|--------------|-------------|---------------|-----------------------|---------------------------------|
| | | | | \$ | \$ | \$ |
| | | | | | | |

TOTAL TRAVEL EXPENSES: \$ _____
 TOTAL IN-KIND: \$ _____
 TOTAL CJJPG GRANT: \$ _____

3. CONTRACTUAL SERVICES:

Consultant Fees - List type and name (if available) of each individual consultant or firm to be engaged in program related activities. Include proposed fee rates, cost of expenses and travel, and the amount of time to be devoted to such services. Fees are limited to a proven reasonable rate. Staff paid by CJJPG funds may not also be included as consultants.

| Name of Consultant | Service Provided | Computation (service rate) | Consultant Expenses** | In-Kind Match | Grant Funds Requested | Total cost allocated to project |
|--------------------|------------------|----------------------------|-----------------------|---------------|-----------------------|---------------------------------|
| | | \$ | \$ | \$ | \$ | \$ |
| | | | | | | |

**List total affiliated consultant expenses that will be paid from the grant here. Provide detail of those expenses in the narrative.

The budget narrative should explain the relationship of the services provided by the consultant to the program activities. The narrative must also explain the basis for selection of the consultant.

Contractual Services – Provide a description of the product or service to be procured by contract and an estimate of the cost. If the contract is for a complete program of services, provide a summary of services to be provided through the program and the costs associated with services provided. *External Evaluator costs are included in Item 7.*

TOTAL CONTRACTUAL EXPENSES: \$ _____
 TOTAL IN-KIND: \$ _____
 TOTAL CJJPG GRANT: \$ _____

4. OFFICE SPACE AND UTILITIES:

List the address and square footage of space rented, the monthly rental cost and the term of the lease. Also list utilities affiliated with the use of space whether rented or provided as in-kind match (i.e. telephone, electricity, gas, water, trash disposal, etc.). If only a portion of the costs for office space and utilities will be borne by the proposed program, indicate the percentage allocated to the program and describe how the allocation was determined.

| Item | % Allocated to Project | Computation | In-Kind Match | Grant Funds Requested | Total cost allocated to project |
|------|------------------------|-------------|---------------|-----------------------|---------------------------------|
| | % | | \$ | \$ | \$ |
| | | | | | |

TOTAL OFFICE SPACE AND UTILITIES EXPENSES: \$ _____
 TOTAL IN-KIND: \$ _____
 TOTAL CJJPG GRANT: \$ _____

5. CONSUMABLE SUPPLIES:

List costs associated with office supplies, printing, copying, and other necessary supplies related to the CJJPG program activities. In the budget narrative, address the need for these items and how they will be used. CONSUMABLE ITEMS MUST BE SPECIFICALLY DEFINED.

| Item | Quantity | In-Kind Match | Grant Funds Requested | Total cost allocated to project |
|------|----------|---------------|-----------------------|---------------------------------|
| | | \$ | \$ | \$ |
| | | | | |

TOTAL CONSUMABLE SUPPLIES EXPENSES: \$ _____
 TOTAL IN KIND: \$ _____
 TOTAL CJJPG GRANT: \$ _____

6. MISCELLANEOUS:

List any anticipated costs that do not fall within one of the specific categories listed above. Including a description of the cost item, the cost per unit or for the service, the number needed or duration of service, the local in-kind match, funds requested, and total cost. In the budget narrative address the need for the listed item or service and how it will support program activities and goals. MISCELLANEOUS ITEMS MUST BE SPECIFICALLY DEFINED.

| Item | Cost computation | Quantity or duration of service | In-Kind Match | Grant Funds Requested | Total cost allocated to project |
|------|------------------|---------------------------------|---------------|-----------------------|---------------------------------|
| | | | \$ | \$ | \$ |
| | | | | | |

TOTAL MISCELLANEOUS EXPENSES: \$ _____
TOTAL IN-KIND: \$ _____
TOTAL CJJPG GRANT: \$ _____

7. EVALUATION:

List any anticipated expenses related to the data collection and evaluation activities described in Section V. In the narrative, include a description of the services, any external evaluator consultation fees, database development, development/purchase of assessment tools, etc.

| Item | Cost computation | Quantity or duration of service | In-Kind Match | Grant Funds Requested | Total cost allocated to project |
|------|------------------|---------------------------------|---------------|-----------------------|---------------------------------|
| | | | \$ | \$ | \$ |
| | | | | | |

TOTAL EVALUATION EXPENSES: \$ _____
TOTAL IN-KIND: \$ _____
TOTAL CJJPG GRANT: \$ _____

Fiscal Years 2005- 2006 Community Juvenile Justice Partnership Grant Program

GRANT APPLICATION CHECKLIST

As a final step before submitting your application, please use this checklist to ensure that your application is complete. The checklist is submitted for your convenience in preparing, completing, and submitting your grant application. It is for your use only and does not need to be submitted. The Council will automatically discard applications with incomplete information without consideration.

Have you included the following?

- Grant Application Cover Sheet (page 1 of grant application).
- Completed Grant Summary (page 2 of grant application).
- An Objective Worksheet for each program activity.
- A complete description of the proposed project and interventions in the format outlined on pages 3-15 of the application (*typed with minimum 12 point font or printed legibly*).
- Partnership letters of participation from partnering agencies and referral sources following your response to Section V, Project Description.
- Copy of America's Promise certificate or commitment form submitted to state DJJ office
- A completed budget summary
- A comprehensive budget narrative describing each line item in the budget along with any in-kind match (cash or support)

Make sure responses reference each section. Staple or clip applications in the upper left hand corner, do not bind. **DO NOT** include project, program or agency information not specifically requested (i.e. brochures, annual reports), these items will be discarded and not be considered as a part of the review process.

Submit the original application signed in RED and 6 unbound copies to the filing location identified on page 1 of the "Grant Solicitation Process" section by 4:30 p.m. EDT on Wednesday, April 14, 2004.

Application should not exceed 20 pages (excluding partnership letters from partnering agencies and referral sources, and evaluation instruments).

**ALL APPLICATIONS (with Copies) MUST BE DELIVERED TO THE
Office of the Hardin County Judge Executive
attn: Hardin County Adolescent Services
100 Public Square
Elizabethtown, KY
BY 4:30 p.m. ON Wednesday, April 14, 2004**