

Proposal Narrative Template for the FY 2021 Justice for Programs Grant Program

This template is for the FY 2021 Justice for Families Program.

Introduction: This template is designed to support you in successfully completing the proposal narrative section of the above referenced solicitation. This template guides you through each question that is part of the peer review process.

Formatting Requirements: The following pages have been properly formatted for you. Please do not change any of the formatting. Points may be deducted for applications that do not adhere to the following requirements:

1. Double-spaced. (If you need to insert a table, your table may be single spaced).
2. 8½ x 11-inch pages.
3. One-inch margins.
4. Type no smaller than 12 point, Times New Roman (TNR) or Arial font, except for footnotes, which may be in 10-point font.
5. Page numbers.
6. Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
7. Headings and sub-headings that correspond to the sections identified in this section of the solicitation.

Page Limits: Your proposal narrative may not exceed 20 pages. The following sections are part of the proposal narrative:

- a. Purpose of the Proposal
- b. What Will Be Done
- c. Who Will Implement the Proposal

Your program narrative should be numbered “1 of 20,” “2 of 20,” etc. Until you erase the text in red, your application may exceed 20 pages. Keep that in mind during your initial review.

How to Use This Template as the Grant Writer: To maximize the chance that you score well in peer review, it is important to answer every question in this template in the order it appears. Do not rearrange questions in any way. If questions are repetitive, you must still answer them.

Have a colleague review your answers against the question asked to ensure that your answer makes sense to an external reviewer other than yourself. Once you are comfortable with your answers, erase this front page and all text that is red and/or highlighted. Double check to make sure you have not exceeded 20 pages once you have removed all the red text and this front page.

You should allocate your 20 pages in a way that reflects the scoring of each section. You should allocate several pages of your applications to sections worth the highest percentage of your score.

Purpose of the Proposal

This section accounts for 10 points of your overall score.

The challenge or need faced by the community and how the goal/vision for the proposal will meet that need.

The communities to be served, including the geographic location, the populations in the service area, and any available, relevant victimization rates.

The purpose area(s) the applicant is proposing to address.

The gaps in services and how the proposed project will complement and not duplicate existing services.

Any previous or current efforts (OVW-funded or not) to address the problem(s) the proposed project targets, and the effectiveness of those efforts.

What Will Be Done

This section accounts for 45 points of your overall score.

The approach to addressing the challenge or need identified in the Purpose of the Proposal section above.

How the applicant will measure its progress in achieving the proposal's goal(s)/vision. Identify targeted outcome(s) and describe any tool(s) the applicant will use to track those outcomes and report them to OVW. Tools may include OVW performance progress reports and logic model templates (both available at <https://www.vawamei.org/tools-resource/resources-available/>),

How the applicant will move to project sustainability; continuation applicants must provide specific details.

The safety needs of victims of domestic violence, dating violence, sexual assault, and stalking, and the applicant's commitment to addressing those needs through the proposed project.

Project goals, objectives, activities, and products (if applicable), and provide a corresponding 36-month timeline.

If applicable, how the proposed project will reduce violent crime against women and promote victim safety through activities under purpose area 5(a).

If applicable, how the proposed project will increase resources for courts and tribes to register protection orders in NCIC and give access to tribes to crime information systems under purpose area 5(d).

If applicable, how the proposed project will increase efforts to combat stalking.

How the project will address the victimization rates identified in the Purpose of the Proposal section.

How the proposed project will reach each population identified in the Purpose of the Proposal section.

For applicants proposing projects under purpose area 1 – supervised visitation and/or safe exchange services:

Using concrete examples, describe the extent to which the applicant's or a project partner's supervised visitation and/or safe exchange services align—or will be aligned—with the OVW's Supervised Visitation Guiding Principles.

If applicable, describe the applicant's or a partner's previous experience providing supervised visitation and exchange services to families affected by domestic violence, dating violence, child sexual abuse, sexual assault, or stalking.

Provide a detailed statement of how the applicant will ensure that adequate security measures, including adequate facilities, procedures, and personnel capable of preventing violence, and adequate standards are, or will be, in place. Describe the layout and security features of the facility and where in the community the facility is located. Describe how the applicant will develop protocols or policies to ensure that confidential information is not shared with courts, law enforcement agencies, or child welfare agencies unless necessary to ensure the safety of any child or adult using the services of a program funded by OVW.

For applicants proposing projects under purpose area 4 and/or 5 – court programs and services:

Describe any specialized docket or court infrastructure that is currently in place or will be established as part of this project.

Describe how the project will improve the judicial handling of domestic violence, dating violence, sexual assault, and stalking, and cases involving child sexual abuse; ensure offender accountability; and promote informed judicial decision-making.

If the applicant is proposing to use any technology, explain how the project will address any victim safety concerns that could arise from the use of technology, such as confidentiality, safety planning, and informed consent.

For applicants proposing projects under purpose area 6 – civil legal assistance:

Describe the extent to which the applicant will provide legal services to victims of domestic violence; and/or to nonoffending parents in matters that involve allegations of child sexual abuse and relate to family matters, including civil protection orders, custody, and divorce, and in which the other parent is represented by counsel.

Describe how the applicant or project partner will provide a supervision and mentoring plan for attorney staff supported by this project.

If the applicant is not a domestic violence or sexual assault victim service provider, explain how it will coordinate with a local domestic violence or sexual assault victim service provider.

For applicants proposing projects under purpose area 3 or 8 – training:

Describe any training program or curriculum that is currently in place or will be established as part of this project.

Identify the agencies that will be trained, the estimated number of trainings and attendees for each training, and the purpose of the trainings.

Describe how the project will improve training and education for court-based and court-related personnel on the dynamics of domestic violence, dating violence, sexual assault, and stalking and/or improve training and education for those within the civil justice system.

Provide a detailed statement of how the applicant will reach the intended audience for training and education, including efforts MOU partners will engage in to encourage identified participants to attend the trainings.

Who Will Implement the Proposal

This section accounts for 10 points of your overall score.

Identify the key individuals and organizations, including project partners, involved in the proposed project.

Demonstrate that the individuals and organizations identified have the capacity to address the stated need and can successfully implement the proposed project activities; attach job descriptions of all key personnel.

Demonstrate that the applicant and/or project partner(s) include a domestic violence and/or sexual assault victim service provider and a court.

Describe the applicant's expertise in the areas of domestic violence, dating violence, sexual assault, stalking, and child sexual abuse, as appropriate.

Describe the project partner(s)' expertise in the areas of domestic violence, dating violence, sexual assault, stalking, and child sexual abuse, as appropriate.