**Proposal Narrative Template for the**

**BJA FY 21 Smart Probation: Innovations in Supervision Initiative**

This template is for the BJA FY 21 Smart Probation: Innovations in Supervision Initiative

# 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)
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 10 pages. The following sections are part of the proposal narrative:

a. Description of the Issue

b. Project Design and Implementation

c. Capabilities and Competencies

d. Plan for Collecting the Data Required for this Solicitation’s Performance Measures

Your program narrative should be numbered “1 of 10,” “2 of 10,” etc. Until you erase the text in red, your application may exceed 30 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 10 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.

 **Description of the Issue**

**This section accounts for 25% of your overall score.**

Describe why this project/these proposed activities are necessary (significance/value) and/or address a need and include supporting information.

**Project Design and Implementation**

**This section accounts for 30% of your overall score.**

Describe the strategy to address the needs identified in the Description of the Issue.

List the proposed program activities and describe how they relate to the stated objectives. *Activities are the specific actions to be undertaken to fulfill the program objectives and reach the program goal(s).*

Provide a detailed description of the method(s) to be used to carry out each activity.

Provide a timetable indicating roughly when activities or program milestones are to be accomplished.

**Capabilities and Competencies**

**This section accounts for 20 % of your overall score.**

Describe the capabilities and competencies to accomplish the goals and objectives of the project.

**Plan for Collecting the Data Required for this Solicitation’s Performance Measures**

**This section accounts for 5% of your overall score.**

Describe the process for measuring project performance.

Identify who will collect the data, who is responsible for performance measurements, and how the information will be used to guide and evaluate the impact of the project.

Describe the process that will be used to accurately report data.