BULLYING PREVENTION NOTICE OF FUNDING OPPORTUNITY

**PROGRAM NARRATIVE**

**NOFO # 2118-2204**

Program narrative may not exceed 8 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: |

**Program Summary** (10 points)

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| 1. Provide a one-paragraph summary of your proposed program which includes the main elements of the program, the community\* (ies) that will be served, population (including general demographic information) and services that will be provided. Also include estimated numbers to be served. |
| Response: |

**Statement of the Problem: Community\* Description and Need** (15 points)

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| 2. Describe the proposed community to be served, including but not limited to bullying. Include at least one challenge and one strength. Include your agency’s role in the community. (15 points) |
| Response: |

**Project Implementation** (30 points)

The program design has two recommended components. See pages 5-6 in the NOFO for more details. Grant awards resulting from this opportunity will have a target period of performance of October 1, 2022, to June 30, 2023 (9-month performance period).

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| 3. Describe the proposed school climate and/or community level programming. Include program activities, and how the program activities will meet target population needs. (15 points) |
| Response: |

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| 4. Describe the proposed Supportive Services program. Include program activities, and how the program activities will meet target population needs. (15 points) |
| Response: |

**Project Management and Agency Capacity (15 points)**

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| 5. Discuss your agencies’ experience conducting bullying prevention. Be specific such as types of programming, population served, and impact. (5 points) |
| Response: |

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| 6. Describe how this program will collaborate with other agencies, communities, and/or schools. (5 points) |
| Response: |

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| 7. If your proposal includes the use of subawards, please describe your agencies capacity to serve as “pass-through” entity and justify the need for the subaward. (Not Scored) |
| Response: |

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| 8. List and describe all staff positions involved in the proposed project (regardless of funding source). Include at minimum: staff position, roles, and responsibilities. Identify the position that will work with ICJIA on grant execution and compliance. (5 points) |
| Response: |

**Implementation Schedule** (6 points)

Complete the table below, defining each step in the implementation and operation of the proposed program and detailing the staff position 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** | **Date Due** |
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| Submit quarterly data report to ICJIA. |  | Jan 15, April 15, July 30 |
| Submit timekeeping certifications at the end of each quarter (if personnel are listed in the budget). |  | Jan 15, April 15, July 30 |
| Submit monthly financial status reports to ICJIA. |  | 15th of each month |
| Submit closeout financial status report and closeout data report to ICJIA. |  | July 30, 2022 |

**Goals and Performance Metrics** (4 points)

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| 9. Please describe the goal(s) of your program. What outcome(s) do you aim to achieve throughout the grant period by implementing the program or project |
| Response: |

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| 10. Please describe short-term activities that must be completed in order to achieve your program’s objectives/goals. For example, do you need to hire new staff? Conduct a climate survey? Purchase programming materials? |
| Response: |

**Budget** (20 points)

See Excel Budget document, example, and guidance in the NOFO. This section can be completed on a separate Excel document.

**EQUITY QUESTIONS**

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| 1. State the agency headquarter address. Describe where it is in the community to be served (5 points) |
| Response: |

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| 2. Describe how the agency includes staff with lived experience and/or are who are reflect the community\* to be served. (5 points) |
| Response: |

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| Completed NOFO Application materials should be zipped in a single folder. Each individual document should be named following naming conventions listed on page 8-9 of the BULLYING PREVENTION NOFO INSTRUCTIONS NOFO # 2118-2204 and emailed to [CJA.StateViolencePrevention@illinois.gov](mailto:CJA.StateViolencePrevention@illinois.gov). Please review the submission checklist on page 1 in NOFO Instructions. All materials must be received by: 4:59 p.m. July 20, 2022. |