

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)

Agency Name:
Agency UEI number:
Agency current budget:
Geographic Area:

Program Summary (10 points)

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)

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).

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:

*For the purposes of the NOFO, communities may be defined by characteristics other than geography. For example, programs may discuss the Native American, African American LGBTQIA and other communities.

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)

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

Response:

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

Response:

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:

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.

Task	Staff Position Responsible	Date Due
Submit quarterly data report to ICJIA.		Jan 15, April 15, July 30

*For the purposes of the NOFO, communities may be defined by characteristics other than geography. For example, programs may discuss the Native American, African American LGBTQIA and other communities.

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.		15 th of each month
Submit closeout financial status report and closeout data report to ICJIA.		July 30, 2022

Goals and Performance Metrics (4 points)

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:

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

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

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

<p>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. Please review the submission checklist on page 1 in NOFO Instructions. All materials must be received by: 4:59 p.m. July 20, 2022.</p>

*For the purposes of the NOFO, communities may be defined by characteristics other than geography. For example, programs may discuss the Native American, African American LGBTQIA and other communities.