**PROPOSAL NARRATIVE TEMPLATE – VIP APPLICANTS**

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| **Instructions: Applicants seeking** [**VIP Grant funding**](https://prdpccd.pwpca.pa.gov/Funding/Documents/Funding%20Announcement%20Q-A%20PDFs/FY23-24%20VIP%20Competitive%20Grants%20Funding%20Announcement_Final.pdf) **are required to complete and upload a Proposal Narrative as part of their online SurveyMonkey request form submission in order to be considered for funding.** This template provides the necessary elements that must be included in an applicant’s VIP Grants Proposal Narrative. All sections are required. Submitted Proposal Narratives must be no more than 10-pages in length in total (12-point font, double-spaced, 1-inch margins). If needed, applicants can submit additional attachments and supporting content to complement their proposal. Note: The Budget Tables & Narrative will not count against the 10-page total; however, applicants should limit this information to no more than 3-pages (not including any Budget Tables).  The attachment must be submitted in either PDF or Word (DOC/DOCX) file formats using the designated section of the online SurveyMonkey request form. You may copy and paste the questions to use your own document format or you can download this template to build your Proposal Narrative using this format. Please SAVE THIS DOCUMENT TO YOUR COMPUTER prior to uploading into SurveyMonkey. If your organization does not use Microsoft or Adobe software, applicants are encouraged to use Google Docs (or similar platforms) then export into a PDF or Word format for upload.  **Please Note:** As you work on completing this template, please ensure you are as detailed as possible in your responses as best you can given the page limit. The goal is to provide a comprehensive project plan as well as address requirements and any relevant priority criteria identified in the written funding announcement. |

1. **Organization Background.** Within this section, please provide the following:
   * A brief overview of your organization, when you were founded, what your organization does, and the individuals or communities you serve.
   * Describe your organization’s experience, current staffing, community support, and capabilities related to violence intervention or prevention programming.

Click or tap here to enter text.

1. **Community Need.** Within this section, describe the location and need(s) of the proposed project’s geographic area(s)/communities and/or target population(s). This description should:

* Describe historic, recent, and current violence in targeted area, noting whether gun and/or group violence incidents have increased in recent years. If available, please provide qualitative or quantitative data, including sources.
* Identify the primary factor(s) that contribute to community violence in the specific area(s) and/or population(s) the proposed project will serve.
* Identify service and/or resource gaps that are connected to the identified factor(s) and/or contribute to violence in the specific community/ies the project will serve.

Click or tap here to enter text.

1. **Project Implementation Plan.** Within this section, please provide the following information as part of your narrative:

* Provide an overview of the proposed project, the goal of the project, and measurable achievements that will be associated with grant-funded activity.
* How does the proposed project’s design address the community need you previously described? How do the funds you are requesting contribute to the overarching goal of reducing gun and/or community violence within the places and/or populations your project would serve?
* Describe the project’s activities in detail. Provide a detailed description of the outreach, engagement, and referral process(es) your organization (or your partners) will use and/or the method(s) that will be used to make programming or services available and accessible for potential participants.
* Outline any key partners in your proposal or key individuals (staff, consultants, contractors, project partners, volunteers) involved and their responsibilities in the implementation of the program.
* Describe the steps you will take to implement the project, including the specific activities, the timeframes for those activities, and the person(s) responsible for the activity for the full length of the project (i.e., first three months, 3-6 months, 6-12 months, 12-18 months, 18-24 months, etc.). Describe what will change or be different (i.e., expected outcomes) because of the project’s activities in the short-, mid-, and longer-term.

Click or tap here to enter text.

1. **Need for Funding.** In this section, applicants should describe why grant funding is necessary to support the proposed project activities. Applicants that have previously, or are currently, receiving funding from PCCD to support violence prevention/reduction efforts are required to describe the impact of those initiatives. If requesting ‘continuation’ funding, applicants should explain why funding is needed to continue services/ programming. If not requesting continuation funding, applicants should explain how these are new activities, or how grant funding would expand or enhance current programming.

Click or tap here to enter text.

**TEMPLATE - BUDGET TABLES & NARRATIVE**

***(Budget Tables & Narrative Page Limit: 3 pages or less)***

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| **Instructions for Budget Estimates.** Please input your ‘best estimate’ costs by budget category, year, and total. Please provide a separate table per project partner (for example, if you are planning to use grant funds to support a partner organization, you will need to build a budget table for your organization as well as one for the partner organization describing the types of expenses that grant money would support). To add a new table, click anywhere in the table. Once you do, you will see the table selection symbol and can copy and paste the table.  The page limit is for each Budget Table(s) and related descriptions/justifications. The ‘Grand Total’ dollar amount should equal the total budget request in the SurveyMonkey form.\* If including project partner(s) as proposed subrecipients, the total of all agencies’ budgets cannot exceed the total budget request maximum (e.g., 50% of your organization’s operating budget or $950,000, whichever is less).  This budget document must be filled out completely and accurately. Applicants are strongly encouraged to double check all entries. A brief description of what is included in the expenses by category is required. These expenses must be clearly justified on how they relate to the project. In your description, please also demonstrate how the amount of grant funds requested is commensurate with the scope of the proposal. |

**BUDGET TABLE – [Organization Name]**

**Project Dates:** Click or tap to enter a date. **to** Click or tap to enter a date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **By Category** | **Year 1** | **Year 2** | **Year 3** | **Total** |
| **Personnel** | **$0** | **$0** | **$0** | **$0** |
| **Employee Benefits** | **$0** | **$0** | **$0** | **$0** |
| **Travel (Including Training)** | **$0** | **$0** | **$0** | **$0** |
| **Equipment** | **$0** | **$0** | **$0** | **$0** |
| **Supplies & Operating Expenses** | **$0** | **$0** | **$0** | **$0** |
| **Consultants** | **$0** | **$0** | **$0** | **$0** |
| **Other** | **$0** | **$0** | **$0** |  |
| **Total** | **$0** | **$0** | **$0** | **Grant Total**  **$0\*** |

**Proposed Budget Descriptions:** *Applicants should provide detailed descriptions of the activities, personnel, or expenses that make up the estimated costs included in the Budget Table above.*

* Personnel: Click or tap here to enter text.
* Employee Benefits: Click or tap here to enter text.
* Travel (Including Training): Click or tap here to enter text.
* Equipment: Click or tap here to enter text.
* Supplies & Operating Expenses: Click or tap here to enter text.
* Consultants: Click or tap here to enter text.
* Other: Click or tap here to enter text.