

**COMMUNITY GRANT PROGRAM  
RFA 2023 - CROSSWALK TO PROGRAM DEFINITIONS AND GUIDELINES**

**This document provides helpful supportive information to assist in providing complete answers to application questions. In addition, program definitions are also provided to provide clarity in the use of common program terms.**

<b>GRANT APPLICATION QUESTIONS</b>	<b>SUPPORTIVE INFORMATION: ENSURE A COMPLETE RESPONSE</b>
<p><b>Application Question #16 -</b></p> <p><b>A)</b> Focus Areas (1) Youth and Family Support, (3) Protecting Vulnerable Youth, and (4) Victim Support, please provide a description of the proposed program, including proposed services to be provided.</p> <p><b>B)</b> Focus Area (2) Environmental Justice, provide a description of the environmental justice project to be completed.</p>	<p><b>A)</b> Include in your description specific information regarding <b>WHAT</b> services or activities will be carried out throughout the program.</p> <ul style="list-style-type: none"> <li>• State the intended goal(s) for the program and the anticipated impact on your Target Population.</li> <li>• Provide a General Roadmap describing the process that would be followed in providing your program.</li> <li>• Identify any curriculum used in your program, if applicable.</li> </ul> <p><b>B)</b> Include in your description specific information regarding <b>WHAT</b> activities will be carried out throughout the project.</p> <ul style="list-style-type: none"> <li>• State the intended goal(s) for the project and the anticipated impact on your Target Community.</li> <li>• Provide a General Roadmap describing the process that would be followed in completing the project.</li> <li>• Identify efforts to include the community in your project, such as local artists or community input.</li> </ul>
<p><b>Application Question #17 –</b></p> <p><b>A)</b> Focus Areas (1) Youth and Family Support, (3) Protecting Vulnerable Youth, and (4) Victim Support, provide a description of the identified need and target population(s) the program intends to serve. Also</p>	<p><b>A)</b> Include in your description <b>WHO</b> you intend to serve and <b>WHY</b> you selected the target population, including details of the identified gaps in service/need of the population. Describe your program’s planned outreach methods to ensure equitable access to your program.</p>

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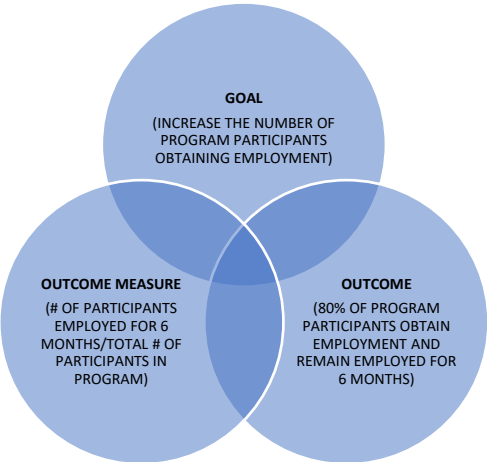
<p>describe how the program will perform outreach and identify Participants in need of supportive services.</p> <p><b>B)</b> Focus Area (2) Environmental Justice, provide a description of the need for, and benefit of the beautification and/or safety enhancements project.</p>	<p><b>B)</b> Include in your description <b>WHAT</b> area you intend to serve and <b>WHY</b> you selected that community/area. Describe the project’s intended benefits, including how it impacts the surrounding community.</p>
<p><b>Application Question #18 -</b></p> <p><b>A)</b> Focus Areas (1) Youth and Family Support, (3) Protecting Vulnerable Youth, and (4) Victim Support, provide a description of the estimated number of individuals to be served monthly and the total to be served during the 12-month grant period.</p> <p><b>B)</b> Focus Area (2) Environmental Justice, provide a description of the estimated timeline for the completion of the project during the 12-month period.</p>	<p><b>A)</b> Include in your description the anticipated number of individuals to be served and the method of counting those individuals for reporting purposes. For example, a mentor program where 10 mentees meet with their mentors four times per month may choose to count using one of these two options:</p> <ul style="list-style-type: none"> <li>• 4 mentees served per month or</li> <li>• 40 mentor/mentee meetings per month</li> </ul> <p><b>B)</b> Provide a timeline for the stages of the project(s) and your method for classifying a project as complete. For example, a project where 3 murals will be completed during the 12-month period may choose to outline the timeline for each mural as follows:</p> <ul style="list-style-type: none"> <li>• 3 planning meetings with project staff (month 1)</li> <li>• 2 community meetings with each respective community to gather input (month 1 &amp; 2)</li> <li>• 1 month to gather supplies (month 2)</li> <li>• 2 months for the artist to fully execute each mural (month 3 &amp; 4)</li> </ul>

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	<ul style="list-style-type: none"> <li>• Community reveal (month 4) – project completion</li> </ul> <p>Or an ongoing project may report completion of projects as follows:</p> <ul style="list-style-type: none"> <li>• 5 safety enhancements per month or</li> <li>• 2 beach community clean ups per month</li> </ul>
<p><b>Application Question #19 –</b></p> <p><b>A)</b> Focus Areas (1) Youth and Family Support, (3) Protecting Vulnerable Youth, and (4) Victim Support, provide a description of where and how services will be delivered.</p> <p><b>B)</b> Focus Area (2) Environmental Justice, provide the location(s) where project(s) will be completed.</p>	<p><b>A)</b> Include the location(s) <b>WHERE</b> services will be provided and <b>HOW</b> services will be rendered, including details such as mobile services and in-home services.</p> <p><b>B)</b> Include the address <b>WHERE</b> the project(s) will be completed or other descriptive information such as cross streets and/or building names.</p>
<p><b>Application Question #20</b> - Focus Areas (1) Youth and Family Support, (3) Protecting Vulnerable Youth, and (4) Victim Support, provide a description of when services will be provided, i.e., hours of services.</p>	<p>Include a description of <b>WHEN</b> services will be provided, including the frequency the target population will be engaged in your program. Also describe any anticipated follow-up and/or aftercare to provide a warm handoff that may assist the participant in ongoing treatment after program completion.</p>
<p><b>Application Question #21</b> - Does your organization have the ability and willingness to meet the Community Grant Program monitoring and evaluation requirements as described above? If no, please describe any potential barriers and/or challenges to meeting requirements.</p>	<p>Include details of any potential organizational or programmatic barriers such as staffing or participant disclosure issues.</p>
<p><b>Application Question #22</b> - Please describe how grant funding will be spent in support of the proposed program or project?</p>	<p>Provide details of <b>HOW</b> you will spend funding in support of your program/project.</p>

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**DEFINITIONS**

<p><b>Outcomes and Outcome Measures</b></p>	<p>Outcomes represent a specific anticipated result a program/project is intended to achieve. An outcome is <b>not</b> what the program actually produced itself (the output), but the <b>measurable</b> consequences or impacts the services or project had on participants or community. Each outcome should have the ability to be measured to determine if a program or project is effective at reaching your program goals.</p> <p style="text-align: center;"><b>EXAMPLE OF GOALS, OUTCOMES AND OUTCOME MEASURES</b></p> 
<p><b>Target Population</b></p>	<p>Population or community identified as vulnerable or at risk that may benefit from program/project to address and improve outcomes.</p>
<p><b>Vulnerable or at-risk individual</b></p>	<p>Persons with risk factors that may include but are not limited to those experiencing behavioral health challenges, substance abuse, poverty, disability, homelessness, low literacy, victims of abuse or persecution, secondary victims, and/or persons living in under resourced communities.</p>
<p><b>Intended Goals and Objectives</b></p>	<p>A goal describes the final impact or outcome that you wish to bring about. In the case of goals for a grant proposal, make sure they are linked back to your identified need. Use words such as decrease, deliver, develop, establish, improve, increase, produce, and provide.</p>

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<b>General Process Roadmap</b>	Process roadmap describes the major steps (A to Z) in your program process that are required to reach your goal.
<b>Case Management</b>	Coordination and management of participants progress in engaging in needed services. This includes regular and consistent meetings, setting realistic achievement goals, and monitoring participants' engagement and progress toward such goals to achieve a desired outcome.
<b>Cognitive Behavioral Therapy (CBT) Course</b>	A problem-specific, goal-oriented therapeutic treatment approach utilizing curriculum designed to help participants find new ways to behave focusing on their present-day challenges, thoughts, and behaviors.
<b>Individual-Based Treatment</b>	Individual needs-based treatment with a counselor and including individual and group counseling sessions, and crisis intervention incorporating trauma informed care.
<b>Family-Based Treatment</b>	Family-based treatment with a counselor focusing on addressing the needs of the individual family members as well as their collective needs to assist in mediating conflict and addressing any trauma that may be impacting the healthy functioning of the family.
<b>One-on-One Mentoring</b>	Mentoring programs pairing the participant and a culturally appropriate caring adult, who may serve as a positive role model for the participant, providing a caring and supportive relationship. At a minimum, mentors and mentees should meet on a consistent and regular basis to address the needs of the participant and improve the participants circumstances and perspective.
<b>Skill-Building Programs</b>	Skill-building programs to include pro-social positive development programs including anger management, parenting, financial literacy/self-sufficiency, healthy relationships, internships, job readiness, apprenticeships/employment training, truancy interventions and other educational services, and life skills training. Program will be offered on a consistent and regular basis and will include the use of curriculum, if applicable, and the tracking of attendance.
<b>Reentry Programs</b>	Programs providing strong linkages to treatment and continued care after release from custody to reduce the likelihood of recidivism, including peer support or in other capacities fostering safe and healthy re-integration back into the community.
<b>Educational Advocacy</b>	Educational advocacy to include assessment of education status, identify participant's basic needs, connect participants to resources, provide educational advocacy, assist with post-secondary enrollment, and ensure participants are connected to appropriate tutoring programs and resources, when necessary. Advocacy will also be addressing engagement and attendance in school and collaborating with participant and family on special education and creation of Individualized Education Plan (IEP) to ensure accommodations are in place to support participants long-term educational success.