

Grant Proposal Narrative

Directions: Narrative **must** be in the default size, spacing and space provided. Additional narrative attachments are not allowed.

1. **ABSTRACT**

Provide an overview of the program.

2. **NEED DETERMINATION**

Justify the need for an afterschool program serving high school age youth in the community. Support the determination of need with data.

3. PROGRAM SERVICES

a. Describe the goals for and intentional design of the program that support academic achievement and youth development. Include the program design, daily schedule, past successes, projected outcomes and plan for tracking outcomes.

b. Describe the program's connection with the school. How will the program and the school collaborate to increase high school graduation rates and support the afterschool programs outcomes as stated in '3a' above.

c. Describe the program's partnership and connection with the local community and other local resources supporting the projected outcomes (include connections made with DWS youth programs such as WIA Youth, Utah Futures, Key Train and the Office of Refugee).

4. **STAFF**

Describe the staff recruitment plan, education, and experience requirements for hiring qualified staff to support the program's intended outcomes. Provide plans for hiring a Licensed Educator to directly supervise the program. Include the training plan, staff evaluation and support provided.

5. **YOUTH RECRUITMENT and RETENTION**

Describe how the program intends to identify, recruit, and market to the targeted youth population.

6. **EDUCATION/PREVENTION**

a. Describe the program's plan for providing direct academic assistance/tutoring and credit recovery.

b. Describe the program's plan for education and career readiness. Include the curriculum or established program model the organization will utilize in providing education and career readiness support. Include how will the afterschool program supports existing programs implemented during the school day and the partnership between afterschool, school counselors and CTE classes.

c. Describe the program's plan for providing Healthy Relationship Education (programs are encouraged to including Pregnancy and STI Prevention). Programs providing Pregnancy and STI prevention must explain and describe the use of evidence based curriculum and/or contractors hired to provide the services.

d. The program must include at two prevention/education components from the following list:

- Addiction Prevention
- Civic Engagement
- Financial Literacy
- Physical Activity & Nutrition
- Self-Concept & Emotional Intelligence
- Violence & Gang Prevention

For each prevention/education component, the use of evidenced based curriculum and/or an established program are preferred. For each prevention/education component selected, address the following:

- Describe how the component was selected and the relevance to the population served.
- Describe how the program will track and measure the outcomes of the prevention/education components.
- Describe how the staff will communicate with parents regarding prevention and program focus.
- Describe how the program will address the prevention components (curriculum, ongoing programming, ensure attendance, etc.)

Part d continued:

Proposal Attachments

- I. **Calendar** - Attach a **calendar** outlining one proposed month (any month) of program activities including the three prevention components. Provide an example of the daily routine that displays both academic and enrichment activities.
- II. **Afterschool Organization Chart** - Attach an **afterschool organization** chart (see *Attachment C-Sample Organizational Chart*). Include duties as they relate to the afterschool program, such as training, grant oversight, fiscal responsibilities, etc.
- III. **Collaboration Letters** - Attach **two** letters of collaboration from outside agencies/entities*. The letters should provide a brief description of the involvement with the afterschool program. The letters should include specific detailed information about how the organization will partner. These are not letters of support.
 - a. Contributions from collaborators should be included on the *Budget Detail Form*.
- IV. **Building Administrator Letter** (i.e. Principal, Director, Executive Director, or other building authority) Letter documenting support of the program and that sufficient space will be provided.
- V. **501(c)(3) Letter**- If applicable

* Collaborative program, for purposes of the RFG, means a program where youth will receive services or resources from more than one entity in the same program. Some examples of community involvement/partnership are service clubs whose members volunteer in the program; a public school classroom or religious center shares space with another public or private youth prevention program; community health and safety networks that fund a specific project; or arts organizations that conduct special activities in the program. Collaboration must be documented in writing and outline specific tangible contribution to the goals of the proposed program. Contracted fee-for-service individuals or organizations cannot be considered as collaborative partners unless a significant discount is provided.