

APPENDIX III
Department of Workforce Services – TANF III Grant
Grant Application Narrative

Program Name:

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

1. PROGRAM OVERVIEW

Provide a program description. This should include an overview of how the program will serve the intended population, any prior history the organization has with the programming or population and other relevant background information.

2. PROGRAM SERVICE

A. Describe the service(s) that will be provided. This may include a breakdown of each service if multiple services are offered or details of how the organization intends to meet the requirements of the service(s).

B. Describe how outreach for the targeted population will be conducted. Include partnering organizations and how you will engage with them.

3. STAFFING

Describe the organizational staff positions that support the program proposal. Include any required provider qualifications, licenses, and/or certifications. Note: Do not include specific employee information.

4. TANF PURPOSE

A. Describe how your programming ties to the selected TANF purpose and service (Financial Capacity/Asset Building or Youth Development).

B. Proposed design must identify and be based in existing research. Please describe the evidence that shows correlation and/or causation between program practices and the selected TANF purpose.

C. Describe the need in your area and what data verifies the need.

5. OUTCOMES AND METRICS

A. Describe three (3) SMART (specific, measurable, attainable, realistic, and time-bound) outcomes expected by the program.

i. Outcomes should demonstrate how many customers you intend to serve, how quality will be assessed, and how customers will be better off by receiving the proposed services.

B. Indicate how the outcomes will be collected and reported, including mechanisms for administering pre and post-tests in compliance with grant requirements.

C. Describe how the proposed outcomes tie to the TANF purpose(s) selected.

*Specific outcomes may be included in the final grant agreement Scope of Work.

6. IDENTIFIED BARRIERS TO PROPOSED SERVICES

Describe barriers and how they will be mitigated. Barriers should be related to successful completion of grant requirements and outcomes, population served, or other barriers that would prevent the applicant from achieving their proposed metrics and outcomes.

Barrier 1:

Mitigation Plan:

Barrier 2:

Mitigation Plan:

Barrier 3:

Mitigation Plan:

7. COST INFORMATION

A. Justify the program's financial need and how the need aligns with Appendix IV. Budget Narrative & Itemization

B. Provide a summary of how the funds will be appropriately utilized over the three-year period of the grant.

C. Identify key financial staff that will be involved with the invoice preparation processes and fiscal management of the program.

8. SUSTAINABILITY PLAN

Provide a detailed description of how you intend to sustain the program once this grant expires. Description should include a timeline with benchmarks.

9. QUALITY ASSESSMENTS

A. Describe how your program's quality has been measured in the past.

B. Describe how your program plans to assess quality during the grant period.

10. LOGIC MODEL

Use the diagram below to complete a logic model for your program site. This is intended to provide a snapshot to program activities that are critical to outcomes. Applicants should ensure this logic model is consistent with other details provided throughout application

Inputs	Outputs		Outcomes		Impact
	Strategies	Participants	Short Term	Mid Term	Long Term
<i>What are your resources? (ex. Staff, curricula, funding, partnerships)</i>	<i>How will you achieve your outcomes? (ex. Prevention components, program models, dosage of classes, etc.)</i>	<i>Who is the population you serve? (ex. # of students, age/grade, etc.)</i>	<i>What are the short term goals? (yearly)</i>	<i>What are the medium term goals? (last year grant cycle results)</i>	<i>What will be the ultimate impact of your program? (How will this impact participants after the grant cycle is over?)</i>