

Department of Workforce Services – TANF Grant
Grant Application Narrative

Organization:

Directions: **One service per application.** 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 including a needs assessment of the community and population to be served (supported by data), and an overview of programming offered to meet the needs.

2. TARGET POPULATION

Describe the target population and how the program intends to identify, market, recruit, and engage participants.

3. PROGRAM SERVICE

Describe the scope of the service to be offered and explain how the program supports one or more of the TANF purposes. Include a description of the evidence-based program model or practice to be utilized. Describe the collaboration with other organizations and/or Community partners.

4. ELIGIBILITY (Must be answered if providing services under Purposes 1 and 2, requiring income eligibility)

Programs will be required to determine eligibility based on the following:

- a. Families receiving services must be at or below 200% of Federal Poverty Level (FPL).
- b. Families receiving services must have an eligible child under the age of 18.
- c. Organization will be responsible for verifying eligibility by filling out Form 300.
- d. Organization will be responsible for entering participant information in TEVS.

Describe how the organization intends to address the TANF eligibility requirements.

5. STAFFING

Describe the organizational staff positions and provider qualifications, licenses, or certifications.

6. MEASUREMENTS AND OUTCOMES

Describe the intended service measurements, outcomes and data collection method(s) to support these outcomes.

APPLICATION ATTACHMENTS

I. Collaboration Letter(s) - Attach letter(s) from outside collaborative agency/entity(s)* referenced in question 3 (Program Services). The letter(s) should provide a brief description of the involvement with the services provided. The letter(s) should include specific detailed information about how the organizations will partner. Interagency agreements, memoranda of understanding or other comparable documents are encouraged. These are not letter(s) of support.

II. 501(c)(3) Letter! "ZUdd`JWV`Y"

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** Contracted fee-for-service individuals or organizations cannot be considered collaborative partners unless a significant discount is provided.*