

NEVADA JUVENILE JUSTICE COMMISSION  
REQUEST FOR PROPOSAL  
FORMULA GRANT  
CFDA # 16.540  
APPLICATION INSTRUCTIONS FFY10

**General Instructions**

Each application MUST INCLUDE AN APPLICATION FACE SHEET FOR EACH project for which you are requesting funds.

Please use the format of page 1, items 1 thru 12 for your application face sheet.

The proposal must be written using the order requested in the instructions for each informational item. For example, number 13 gives instructions for a description of the agency and so your number 13 must be a description of the agency; number 14 instructs on problem statement and so your number 14 will describe the identified problem and assessment of your needs.

Each application must:

- Be typewritten or computer generated on 8 ½ X 11 white paper in landscape format.
- Have font size no smaller than 10 no larger than 12.
- Have all pages sequentially numbered and stapled.
- Have the name of applicant/organization at top of each page beginning with the table of contents.
- Include a table of contents.
- Have proposal information in the order as listed in this request.
- Submit an original and six (6) copies of the proposal.

Faxed submissions will not be accepted.

Applications received after due date and time will not be accepted.

**Please submit only the information requested.**

**Applications are due May 3, 2010 by 5:00PM at the Juvenile Justice Programs Office, 475 West Haskell, #7, Winnemucca, Nevada 89445.**

If you have any questions please call Pauline Salla at 775-623-6555

Completing the Cover Sheet:

**Item 1**

Name of the agency submitting the proposal (direct grantee) along with the mailing address, phone number, and fax number.

**Item 2**

Name of the director of the agency submitting the proposal.

**Item 3**

Name of the person who will be in charge of the proposed project and who should be contacted for questions regarding reports.

**Item 4**

Name of the person who will be in charge of billings and accounting and who should be contacted for questions regarding billings.

**Item 5** Check one choice that describes the agency's legal status.

**Item 6** Record the agency's Federal Tax identification number.

**Item 7**

Answer yes or no as to whether the agency has a Board of Directors. If you answer yes, attach an appendix A listing the members of the board, and their affiliations.

**Item 8**

Record the name of the proposed project.

**Item 9**

Answer yes or no as to whether this proposal is for a new project. If you answer no, list the dates and amounts of prior funding for the project.

**Item 10**

Record the total amount of money being requested from the Nevada Juvenile Justice Commission for this proposed project.

**Item 11**

List the category that best describes the proposed project. (i.e. gender specific, mental health, substance abuse, etc.).

**Item 12**

The person authorized to enter into binding commitments on behalf of the applicant agency must sign here.

The Program Narrative must address the following areas, Items 13 – 17:

**Item 13**

Description of Applicant Agency: Briefly describe the agency’s mission, the type of services provided, the number and type of staff working in the agency and the relationship of the proposed project to other projects operated by the agency. Please attach an organizational chart as appendix B. The organizational chart may be used to provide part of the requested information. **Not to exceed ½ page.**

**Item 14**

Problem Statement: From the perspective of your community, describe the nature and scope of the problem the proposed project will address. Provide local facts and statistics specific to the service area and/or target population to support your contention that there is juvenile justice related problems in your area. Cite data such as planning studies, community master plan, census data, client needs assessments, and or school data to substantiate the need for this service. **Not to exceed 1 page.**

**Item 15**

Proposed Project Overview: Briefly and concisely address the following areas in the order they are given. **Not to exceed 2 pages.**

- Goals: State the overall goal of this measurable project (an over arching statement about what the project hopes to achieve logically linked to a problem and its causes). This section should clearly communicate the intended results of the project.
- Clients to be served by the Proposed Project: Describe the client group that will be served in the proposed project. State how many clients will be served and how they will be recruited.
- Service Area: Describe the specific geographic area (i.e. town) or location (i.e. school) where the proposed services will be delivered.
- Proposed Project Staff: Describe the staff needed for the proposed project including administrative, direct service, and support positions as well as volunteers to the extent possible. Include a summary of the major duties of each position involved in direct service.
- Collaboration for the Proposed Project: Identify the collaborative efforts that are most critical to the success of your proposed project. List the collaborations and how it will improve the service to clients. **NOTE**: Letters of cooperative agreements will be required for all agencies listed if this proposal is selected for funding.

**Item 16**

Using the Logic Model format provided, identify the intermediate outcomes to be achieved to reach the project goal, clearly stated and measurable. To be really useful, program objectives should tell who, what, when, how much, and how it will be measured. For example, “At the end of this project at least 10 youth will demonstrate a pre/post test gain of at least 25% in computer competency skills.” The activities are the necessary actions required to reach the intended objective. **The *output* measures and *outcome* measures need to include the required measures for each program area identified on OJJDP’s website: [http://www.dsgonline.com/performance\\_measures.htm](http://www.dsgonline.com/performance_measures.htm)**

**Item 17**

Funding Continuation Plan: Describe plan for identifying and pursuing continued funding for this project.

The Budget Section must include Items 18 and 19.

**Item 18**

Budget Summary: Provide the requested information for the first year of your proposed project. Make sure that the total revenue amount listed equals the total cost amount listed. This is necessary in order to ensure that you are submitting a balanced budget. Your budget is an estimate of what the cost will be for your project. The budget has two basic components: 1. Personnel Costs 2. Non-Personnel Costs. The budget summary is written after the budget is complete and presented at the beginning of the budget.

**Item 19**

Budget Detail: Complete the three-page budget section, and attach to your application. **NOTE**: Include only the costs being requested in this application, not all of the costs for the total project. Please be specific, also mileage, per-diem, and room rates cannot exceed the State of Nevada guidelines.

INCLUDE ALL ATTACHMENTS AND ASSURANCES PRESENTED WITH THIS APPLICATION OR REQUESTED IN THE “REQUEST FOR PROPOSAL” ACCOMPANYING THIS DOCUMENT.