**Wake Partners**

**Reentry Project Grants**

*\*Applications due February 11, 2022 by 5:15 p.m.*

**Scope of Work**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organization:** |  |  | **Budget Request:** |  |

|  |
| --- |
| **Mission**: |
| **Experience with Returning Citizens** |

**Project Proposal:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Program Description**: |  | Number Served: |  |
|  | | | |

**Outcome Measures – Reporting Requirements**

|  |
| --- |
| * Outcome measures * Goals for each outcome measure |

**Budget Request**

| # | Expense Category | Amount Requested | Narrative |
| --- | --- | --- | --- |
| 1 | Contracted Services |  |  |
| 2 | Equipment |  |  |
| 3 | Materials and Supplies |  |  |
| 4 | Education/Training Costs |  |  |
| 5 | Emergency/Temporary Housing |  |  |
| 6 | Permanent Housing |  |  |
| 7 | Client Transportation |  |  |
| 8 | Childcare |  |  |
| 9 | Clothing |  |  |
| 10 | Other Expenses (specify) |  |  |
|  | Total Request: |  |  |

**Guide to Your Writing Narrative**

*This is a guide to assist with writing your narrative. Narrative does not have to be in this format, but all required components must be included.*

* **Project Description**

Provide a narrative description of the service. Aim for between 150 and 300 words per service.

When drafting the service narrative description, consider the following questions:

* What specific actions are you doing for the targeted populations/customers?
* How are the services delivered/provided to your customers (office visits, a phone or internet interaction, or providing a deliverable)?
* How often do you provide the service?
* **Target Population**

Who are your target populations/customers? Be specific, responses such as “the general public” are too broad. Aim for 100 to 200 words. When writing this section, consider the following:

* Who do we create value for?
* What are our customers’ needs?
* Who are your most important users?
* How are you reaching your target populations?
* Why are they using your services?
* **Performance Measures**

What are the desired outcomes? How do the outcomes affect the target population/customer?

When drafting your desired outcomes, consider:

* What problem are we trying to solve?
* What value do we deliver?
* How does the outcome affect the target population/customer?
* How are we meeting the needs of the target population/customers?

Identify the key performance measures for each core service.

* Performance measures (effectiveness, satisfaction, productivity) are strongly preferred.
  + Example: % of participants in stable housing after one year, % of participants employed after one year,
* Set goals for each performance measure
  + Example: 20 participants will secure stable housing in year 1