**Wake Partners**

**Reentry Project Grants**

\*Applications due November 7, 2022, by 5:15 p.m*.*

**Scope of Work**

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

1. **Mission**
2. **Experience with Returning Citizens**

Number served or enrolled \_\_\_\_\_\_\_\_\_

(Determine if you will serve or enroll. Use either.)

1. **Project Proposal: (Limit: 1000 words)**

Description

1. **Performance Outcome Measures – Reporting Requirements**

**All performance outcomes must be completed by December 31, 2023.**

|  |
| --- |
| List a minimum of 3 but no more than 5 measurable outcomes that would be a result of core services provided using requested grant funds) |
|  |
|  |

1. **Budget Request – Up to $25,000**

Use rows 6-10 for expense categories you are requesting but are not listed in 1-5).Do not request funding **for n**on-allowable expenses of: Any staff related expenses, food for staff, rent deposits, gift cards used as incentives.

| # | Expense Category | Amount Requested | Narrative |
| --- | --- | --- | --- |
| 1 | Contracted Services |  |  |
| 2 | Equipment |  |  |
| 3 | Materials and Supplies |  |  |
| 4 | Education/Training Components |  |  |
| 5 | Participant Supportive Services |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
|  | Total Request: |  |  |

**Guide to Your Writing Narrative**

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

* **Experience with Returning Citizens -Target Population**

What is your experience with the target population? When writing this section, consider the following:

* What are your customers’ needs?
* How are you reaching your target populations?
* Why are they using your services?
* **Project Proposal Description**

Provide a narrative description of the service.

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

* What specific actions are you doing for the targeted populations/customers?
* What are the products/services you will provide?
* 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 products/services?
* Specify served vs. enrolled. Will you serve individuals with no enrollment expectation? Will you enroll participants in your program/project to receive services? When establishing performance measures, determine what criteria you will use to be considered enrolled or served. If they aren’t enrolled, share how will you track individual outcomes.
* **Performance Outcome Measures –**What are the desired outcomes? How do the outcomes affect the target population/customer?

When drafting your desired outcomes, consider:

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

Identify the key performance measures for each core service.

* + Core services must be measurable. (Effectiveness and productivity are strongly preferred)
    - **Example 1**: % of participants in stable housing after X months,
    - **Example 2**: % of participants employed after X months,
    - **Example 3**: # participants will receive XYZ certification X days after enrollment
  + Determine how you will count outcomes and measures so as not to duplicate outcomes. For example, if in month 1 a participant attends training, but in month 2 the same participant is continuing in the same training, you would only count the participant in month 1.