

**ALLEN COUNTY COURT OF COMMON PLEAS JUVENILE DIVISION
PROGRAM NARRATIVE**

ACTIVITIES

Name of Agency		Program Name	
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Please Check Only One Category:

- | | |
|--|---|
| <input type="checkbox"/> Credible Messenger | <input type="checkbox"/> Parenting Skill Building |
| <input type="checkbox"/> Community Diversion | <input type="checkbox"/> Mentoring |
| <input type="checkbox"/> Pro-Social Activities | <input type="checkbox"/> Conflict Mediation |
| <input type="checkbox"/> Violence Intervention and Prevention | <input type="checkbox"/> Awareness |
| <input type="checkbox"/> Alternative Programming (Specify) _____ | |

Target Population

SEX	
AGE	
RACE/ETHNICITY	
ESTIMATED # TO BE SERVED IN A STATE FISCAL YEAR	

ACTIVITY DESCRIPTION

Respond to the questions listed below. Each response should not exceed 100 words.

- 1) Briefly describe the purpose of the program.

- 2) How are youth selected and referred to the program?

- 3) Describe what services are provided to the youth by the program. If a group process is used, include how many youth are typically involved in the group.

- 4) Describe the frequency and duration of youth involvement in the program (how often do youth participate and for how long).

- 5) Describe what the youth must accomplish to successfully complete the program.

PROGRAM CONTACT INFORMATION

Program Contact Name	
Name of Agency	
Agency Address	
Contact Phone Number	
Contact Email Address	
TOTAL FUNDING REQUEST	

Applicants must complete the RFP Narrative, to be considered for funding a proposal must score an 80 or higher.

Scoring will be based on the following:

Program Overview/Purpose (10 points) – The purpose of the program is clearly defined in terms of the strategies or practices that will be used. Applicant provides a brief description of the project’s activities that will be implemented to achieve its goals, the projected start date, and the number of youth to be served during the first year.

Target Population/Eligibility Criteria (10 points) – The target population for the program is appropriate and clearly defined with regard to sources of referrals and what types of offenses/behaviors will be eligible for participation in the program. Also provide an estimate of the target population to be served regarding race, gender, and age. Describe any screening or assessment tools that may be used.

Program Outcomes (10 points) – Applicant clearly describes how the program outcome measures will be tracked and identifies the database(s) that will be used to determine participant achievements. Describe any program outcomes that the program will measure.

Primary Intervention/Program Activities (20 points) – Clearly describe the interventions/activities that will be provided and explain why these interventions/activities have been selected for the identified target population(s). All program activities must be at least research informed. Also identify who will perform each of the described activities by position or job title.

Frequency and Duration of Program (10 points) – The designed frequency and duration of youth involvement is clearly defined and appropriate for the program.

Program Completion (10 points) – Criteria for successful program completion is clearly defined and appropriate for the program.

Participating Agencies/Organizations (10 points) – Program has identified participating agencies/organizations and provided letter(s) from each entity that clearly describe their role and participation in the program.

Quality Assurance (10 points) – Quality assurance processes are clearly defined and appropriate for the program.

Program Budget (10 points) – Budget is appropriate for the proposed activities.

The Court will fund programs based on the combined needs of the court and community. You will be notified if funding for your program becomes available.