## PROPOSAL GUIDELINES & TEMPLATE

*The following document will provide you with the instructions and guidance for submission of a proposal for the new* ***Domestic Violence Prevention Initiative (DVPI)*** *funding cycle.*

*This document serves as a* ***TEMPLATE for the DVPI proposal****.*

**DIRECTIONS: HOW TO USE THIS TEMPLATE**

1. *Save this template document with a new file name that includes your program name. Throughout the template, you are provided instructions and guidance in ‘italics’. Please delete all text in ‘italics’ from this proposal template when you begin entering your text.*
2. *Please keep the proposal section titles on each page (in bold). They will serve as your section titles in the proposal template.*
3. *Type in the requested information in each section. Refer to the funding announcement for details about required/requested information.*
4. *Please delete this instruction page (page 1 of the template) of the proposal template.*
5. *Other formatting guidelines:*
	* *Use single spacing between lines (unless otherwise specified).*
	* *Consecutively number pages.*
	* *Use black type font not smaller than 12 characters per one inch (12 pt. font).*
	* *Tables may be done in 10 point fonts.*
	* *Print on one side only of standard size paper (8½” x 11” paper).*

**ADDITIONAL TEMPLATES**

*Additional templates are referenced throughout this document and you can find them on the* [*DVPI website Funding Opportunities page*](http://www.ihs.gov/dvpi/fundingannouncement)*.*

**PROPOSAL COMPONENTS & requirements**

*The proposal should have the following components:*

* 1. Cover Letter
	2. Table of Contents
	3. Abstract
	4. Statement of Need
	5. Project Narrative:
		+ Goals & Objectives
		+ Project Activities
		+ Timeline Chart
		+ Organizational Capacity & Staffing/Administration
		+ Local Data Collection Plan
	6. Budget & Budget Justification
	7. Appendix (if needed)

## I. COVER LETTER

*The cover letter includes the Tribe or Tribal or Urban Indian organization, or Federal facility/organization contact information and the title of the proposed project.*

*Typically the cover letter is 1-page and is on the Tribe, Tribal or Urban Indian organization, or Federal facility/organization letterhead. You may insert the cover letter in place of this page, but must include the following information:*

* **Proposed Project Title:**

* **Name of Tribe/Tribal or Urban Indian organization or Federal facility/organization:**
	+ **Organization Address:**
* **Name of Main Contact:**
	+ **Phone Number:**
	+ **Fax Number:**
	+ **Email:**
* **DUNS Number:**
* **Eligible Entity:**

*Using the criteria outlined in Section III, Eligibility Information, in the funding announcement, explain how the applicant is an eligible entity.*

* **Total Funds Requested:**

*Specify the total amount of funds you are requesting for this proposed project.*II. TABLE OF CONTENTS

*Once you complete the proposal, create a table of contents that references the required proposal sections listed on page 1.*

## III. ABSTRACT

*The abstract should be a concise summary of all the key information for the proposed project. It is a summary off the content and scope of the project. Remember that your abstract is a description of your project (what you are planning to do) and* ***not*** *a description of the topic or issue you have chosen.*

*The Abstract may* ***not*** *exceed 1-page and must be single-spaced.*

## IV. STATEMENT OF NEED

*The statement of need provides the facts and evidence that support the need for the project and establishes that the Tribe, Tribal or Urban Indian organization, or Federal facility understands the problem and can reasonably address it. The statement of need identifies the community or communities being served by the project and provides the population demographics. Data, both qualitative and quantitative, are provided on the issue(s) that is being addressed in the project to support the need of the project.*

*This section also includes background information on the Tribe, Tribal or Urban Indian organization, or Federal facility, and typically includes information on the culture of the community or communities the mission of the Tribe, Tribal or Urban Indian organization, or Federal facility/organization (if there is one), describe the Tribe, Tribal or Urban Indian organization, or Federal facility/organization structure and programs, and affirm that the goals of the project are consistent with priorities of the Tribal government or board of directors and that the governing bodies are in support of the proposed project. This section would also describe the behavioral health service system, gaps, barriers, and other systemic challenges related to the need for planning and infrastructure development and coordination of behavioral health and wellness services. A description of potential project partners and community resources in the community or communities being served that can participate in and support the project.*

*This section is succinct and persuasive. Consider the following 6 points when writing this section:*

1. *Use facts & statistics that best support the proposed project;*
2. *“Paint a picture” that shows an investment in the proposed project solution(s) will be worthwhile;*
3. *Will you use a current project as a “model” (i.e., if the project is currently on-going in community and serves as a ‘model’, for example: WE R NATIVE);*
4. *Determine whether it is reasonable to portray the need as “acute” (present or experienced to a severe or intense degree);*
5. *Does your proposed project demonstrate the need differently than what has already been done? How does the proposed work compliment, but not duplicate, the work of others?*
6. *Avoid “circular reasoning” (i.e., stating your claim then rewording it as your reason).*

*The statement of need should* ***not*** *exceed 2-pages and must be single-spaced.*

## V. PROJECT NARRATIVE

*The Project Narrative is the ‘nuts & bolts’ of the project – the plan of how the project will be implemented. The Project Narrative should include the following required sections:*

* *Goals & Objectives*
* *Project Activities*
* *Timeline Chart*
* *Organizational Capacity & Staffing/Administration*
* *Local Data Collection Plan*

*The Project Narrative should* ***not*** *exceed 10-pages and must be single-spaced.*

* ***Goals & Objectives***:

*It is important that you address the* ***required objectives listed in the funding opportunity announcement*** *in this section. This is a requirement of the application. If you do not address the required objectives the application will be deemed in eligible and will not be reviewed.*

 *Goals are the “what”: What will the project accomplish?*

* *Objectives are the “how”: Objectives are the specific statements that support the goals.*
* *Goals and Objectives should be SMART:*
	+ *S = specific (well-defined; clear to anyone that has a basic knowledge of the project)*
	+ *M = measurable (know if the goal is attainable; know when it has been achieved)*
	+ *A = attainable, achievable, action-oriented*
	+ *R = realistic, relevant, results-oriented (within the availability of resources, knowledge, time)*
	+ *T = time-based, trackable (enough time to achieve the goal)*
* ***Project Activities***:

*You are outlining what activities will take place to meet your proposed, outlined goals and objectives. Show a clear relationship between the project activities and the required objectives.*

*For example, you can use the following outline to list activities, showing each activity associated with the required objective is relates to:*

*Objective 1: Expand crisis intervention, counseling, advocacy, behavioral health, and case management services to victims of domestic and sexual violence.*

 *Activity 1.1:*

 *Activity 1.2:*

 *Activity 1.3:*

*Objective 2: Foster coalitions and networks to improve coordination and collaboration among victim service providers, health care providers, and other responders.*

*Activity 2.1:*

 *Activity 2.2:*

 *Activity 2.3:*

*Objective 3: Educate and train service providers on trauma, domestic violence, and sexual assault and its impact on victims.*

 *Activity 3.1:*

 *Activity 3.2:*

 *Activity 3.3:*

*Objective 4:*  *Promote community education for adults and youth on domestic and sexual violence.*

 *Activity 4.1:*

 *Activity 4.2:*

 *Activity 4.3:*

* ***Project Timeline Chart:***

*The Timeline Chart should depict a realistic time frame for the* ***full 1-year project period****, showing key activities, milestones, and responsible staff. Keep the following items in mind when creating your timeline chart:*

* + *Understand that this timeline is meant to be used for proposal planning purposes and may be revised over time. For example, some activities will be dependent upon the completion of prior activities (i.e., one cannot train staff members until the staff is hired; if the hiring process takes four months versus two, the training timeline will also need to be adjusted).*
	+ *It is fine to show multiple items with the same completion date.*
	+ *Remember that all activities in the timeline will shape your budget request.*

*The Timeline Chart should* ***not*** *exceed 1-page.*

*See ATTACHMENT 1 for the Timeline Chart TEMPLATE.*

* ***Organizational Capacity & Staffing/Administration****:*

*Describe the plans for administration of the project (number of staff, qualifications, and assignments) and develop a staffing plan specifically for the proposed project. For staff that will be paid via the project funds, describe which staff will work full-time and part-time on the proposed project. Identify staff that are already* *employed by the Tribe, Tribal or Urban Indian organization, or Federal facility/organization and describe what their role(s) will be and how much time they will spend on project activities. Include a complete list of key staff positions for the project, showing the role of each and their level of effort and qualifications.*

*Describe the management capability and experience of the applicant Tribe, Tribal or Urban Indian organization, or Federal facility/organization and other participating organizations in administering similar grants and projects. Discuss the organization’s experience and capacity to provide culturally appropriate/competent services to the community and specific populations of focus. Describe the resources available for the proposed project (e.g., facilities, equipment, IT systems, and financial management systems). Describe how project continuity will be maintained if/when there is a change in the operational environment (e.g., staff turnover, change in project leadership, change in elected officials) to ensure project stability over the life of the grant.*

*Position descriptions and biographical sketches for key staff (Project Director, Project Coordinator, etc.) should be included in the Appendix (see information below).* ***Do not*** *include resumes, curriculum vitae, or any document that includes any personally identifiable information (PII).*

*A position description should contain the following:*

* + *Title of position*
	+ *Description of duties and responsibilities*
	+ *Qualifications for position*
	+ *Supervisory relationships*
	+ *Skills and knowledge required*
	+ *Personal qualities*
	+ *Special conditions or requirements (e.g., travel)*
	+ *Salary range*
	+ *Hours per day or week*

*Position Descriptions should* ***not*** *exceed 1-page.*

*Biographical Sketches should* ***not*** *exceed 1-page.*

*See ATTACHMENT 2 for the Biographical Sketch TEMPLATE.*

***Local Data Collection Plan:***

*In this section, applicants should describe a plan for gathering data relevant to the DVPI Purpose Area 1 or 2 objectives to which you are applying. This includes a plan for each activity that details:*

* + *A data collection method, a data source, a data measurement tool, identified staff for data management, and a data collection timeline.*
	+ *In addition, a narrative section after the template should describe how the applicant will submit the required data, how the applicant will monitor the data, and outline the applicant’s ability to ensure accurate data tracking and reporting (e.g., submission of annual progress reporting requirements that will be collected annually through the project period on the web-based MSPI data portal).*

*Funded projects are required to coordinate data collection efforts with the regional technical assistance (TA) provider for evaluation on the required local data collection. The regional TA Provider for evaluation are funded by IHS and will coordinate with each local project and will assist in the regional and national evaluation for DVPI. The TA provider(s) are housed at the Tribal Epidemiology Center within each IHS Area. If you are an Urban Indian organization, the Urban Indian Health Institute is identified as your TA provider for evaluation. The awardees will work with the TA provider to evaluate the core processes, outcomes, impacts, and benefits associated with DVPI. Awardees shall collect local data related to the project and submit the data via the annual progress reports. The data collected and submitted through the progress reports will be made available to IHS. The purpose of the regional and national evaluation is to assess the extent to which the projects are successful in achieving project goals and objectives and to determine the impact of DVPI related activities on individuals and the larger community.*

*Progress reporting will be required on national and regionally selected data elements related to program outcomes and financial reporting.* *Progress reports will be collected annually throughout the project on the DVPI online portal. Progress reports include the compilation of quantitative (numerical) data (e.g., number served; screenings completed, etc.) and of qualitative or narrative (text) data. The regional and national evaluators will also coordinate the narrative data collection and provide an analysis of projects’ responses to open-ended questions about “program accomplishments,” “barriers to implementation,” and description of partnership and coalition work provides critical process data that illuminate the significance of quantitative findings in context for each DVPI project, for DVPI projects in different IHS regions, and for DVPI projects in the aggregate across the country.*

*The DVPI online portal will be open to project staff on a 24 hour/7 day week basis for the duration of each reporting period. Reporting form formats allow awardees to report outcomes and include open-ended questions about current accomplishments and barriers during the reporting period.*

## VI. BUDGET & BUDGET NARRATIVE

*Once you have drafted the detailed information for your goals and objectives, and project activities you will have the foundation for your budget request. You will now need to assign corresponding dollar amounts to staff positions and activities.*

* ***BUDGET***

*You will include a line item budget for all expenditures identifying reasonable and allowable costs necessary to accomplish the goals and objectives as outlined in the project narrative. The line item budget should match the scope of work in the project narrative. Applicants are to submit a budget and budget narrative for* ***Project Year 1 only****.*

*Look back through the proposal for all personnel and non-personnel items, listing not only the NEW COSTS, but also those ONGOING COSTS that will be incurred if the project is funded. It is important to be realistic about the size of your project and its budget. Be certain that the expense estimates are neither too low nor too high. If you choose to include IDC in your budget, make sure to include your indirect cost rate (IDC) in your project budget. You will also be required to submit the current IDC agreement paperwork with your proposal submission as a separate attachment.*

*You must also include a description of existing resources and other support you expect to receive for the proposed project. Other support is defined as funds or resources, whether federal, non-federal or institutional, in direct support of activities through fellowships, gifts, prizes, in-kind contributions or non-federal means.*

* ***BUDGET NARRATIVE***

*The budget narrative is required for each proposed project to further justify the items in the line item budget. In this section you must explain the proposed costs in a narrative format on a separate page from the line item budget. Applicants are to submit a budget and budget narrative for* ***Project Year 1 only****.*

*Consider contacting your Tribal Finance Office or organization Finance Officer for assistance and guidance on the budget and budget narrative.*

*The Budget and Budget Narrative must be single-spaced and should* ***not*** *exceed 4-pages for both documents combined.*

*See ATTACHMENT 3 for the Budget and Budget Narrative TEMPLATE.*

## VII. APPENDIX

*Any documents that you have referenced in the proposal that may include but are not limited to the following examples:*

* + *Copy of current/approved IDC rate documentation;*
	+ *Biographical Sketches of Current Key Staff;*
	+ *Work Plan;*
	+ *Logic Model;*
	+ *Project Objectives Timeline;*
	+ *Organizational Chart;*
	+ *Board of Director’s list or Advisory Board list;*
	+ *Letter(s) of Support – Tribal, Community, Organizational (local, regional);*
	+ *Memoranda of Agreement (MOA) or Memoranda of Understanding (MOU);*
	+ *Map of Community/Communities Identifying Project Locations;*
	+ *Additional Documents to Support the Project Narrative (i.e., data tables, key news articles, etc.).*

*Ensure that all appendix documents are properly listed (beginning with the letter “A” with subsequent documents in alphabetical order) and titled appropriately for quick and easy identification.*

*Examples: “Appendix A: Organizational Chart”*

 *“Appendix B: Biographical Sketches of Key Staff”*

 *“Appendix C: Memoranda of Agreement (MOA) with XYZ Tribal College”*