**Chautauqua County Youth Development Programs**

**Funding Narrative Outline**

The following outline **MUST** be followed and every subsection included in the narrative in the order listed below. Please include headings for each section. **Proposals will be read and evaluated by the members of the Chautauqua County Youth Board, so please make them as clear and concise as possible.**

**1. Need Statement (Not to exceed 200 words):** Please describethe conditions, problems and community needs (as they relate to youth) that the program aims to address. Also, please describe the target population that will be served.

**2. Program Narrative (Not to exceed 500 words):**Please provide a detailed description of your proposed program. In addition to program elements specific to your proposal, please include information on the following components:

* How will the program serve youth in high-need and underserved neighborhoods?
* How will the program impact the target population?
* Typical hours of operation for proposed program.
* Months during which the program will operate (year-round, school calendar, summer).
* Length of time youth will participate. Is it open ended or do participants leave the program once the desired participant outcome has been attained?
* Describe any and all partnerships and/or collaborations with other agencies/service providers/institutions that serve to create comprehensive positive youth development opportunities.
* If this is a previously funded program, please specify what is new and/or different about your program this year compared to previous years. What have you learned from previous challenges and successes?

**3. Membership Fees (Not to exceed 200 words):** Please provide information on whether membership fees are collected. If membership fees are collected, please attach a fee schedule and describe the system in place to ensure that all youth have access to services regardless of ability to pay for services (this may include scholarships, tiered fee schedules and/or waiver policies).

**4**. **Participant Outcomes and Performance Measures (Not to exceed 300 words):** The performance targets are the measurable, verifiable improvements in the condition or behavior of the target population the project expects to achieve by the end of the contract period. They can be either an increase in positive behavior or condition or a reduction in negative behavior or condition.

* Identify one or more participant outcomes that youth will experience as a result of participating in the program that can be accomplished and measured at the end of the funding period.
* Describe the instrument(s) that will be used to measure your outcomes. These tools collect information and may include behavior checklists, satisfaction surveys, attitude questionnaires, pre-/post-tests, etc.
* Submit a copy of all tools being used to track outcome measures with your proposal.

\*Please note that use of a satisfaction survey alone cannot be used to document outcome attainment. It must be coupled with another instrument that measures actual achievement of the expected outcome(s).

**5**. **Monitoring** **(Not to exceed 200 words):**  Office of Youth Development expects funded programs to self-monitor their services and environments. In addition, the Chautauqua County Youth Bureau is also expected to monitor programs. These efforts are to ensure that programs are providing the services stated in the RFP in a safe and healthy environment. Please include the following information in your proposal:

* Who within your agency will be responsible for monitoring?
* How often will monitoring take place?
* How will monitoring be documented?

**6. Safety (not to exceed 200 words):** Please describe the safety plan the program has in place for keeping youth safe while participating in programming. Also include how this information is communicated to staff and the resources (trainings, equipment, etc.) available to staff regarding emergency response and basic first aid.

Please include your safety plan(s) as an attachment to your proposal.

**7.** **Budget Narrative (Not to exceed 200 words):** Provide a budget narrative justifying the various line items contained in the Chautauqua County Youth Bureau Program Budget. All items should be described in sufficient detail to enable reviewers the ability to determine if the costs are reasonable and allowable. If the total cost of the program (Total Program Budget column) is more than the Total Funds Requested column, please describe what methodology was used to determine costs for inclusion in the Total Funds Requested column.

**8.** **Board of Directors**: Provide a list of your Board of Directors including Name, Board Position, Home Address, Employers Name, and any relevant Professional or Community Affiliations. Identify any Youth Members (under 21 years of age).

**9**.  **Youth Voice (Not to exceed 300 words):** Describe a clear and concise strategy which constructively engages youth in your organization resulting in the attainment of community perceptions related to opportunities, barriers, and strengths as they pertain to youth in Chautauqua County.

**10. Youth Satisfaction (Not to exceed 200 words):** Describe a mechanism for evaluating the satisfaction of the youth who participated in the proposed program and how it will be recorded, reviewed and used for program improvement.      **11. Agency Mission/Past Accomplishments (Not to exceed 200 words):** Briefly describe the agency’s mission and past accomplishments in providing services to the target population or a similar program to another population. Discuss the agency’s unique organizational strengths (fiscal, administrative, staffing, networking, collaborative efforts, etc.) that qualify it to deliver the services described and to achieve the desired participant and program outcomes.

**12. Funding Sources**: List funding sources and pending/approved award amount (proposed program only).

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