## **Sample Proposal Narrative Template**

<u>Instructions</u>: Applicants have the option to submit either the standard proposal narrative (see the <u>Formatting and Technical Requirements</u> section) or this sample proposal narrative template to meet the Proposal Narrative requirement for this NOFO.

Within each section, there are numbered questions that correspond to the questions in the <u>Proposal Narrative</u> section of the NOFO. Enter responses to each question in the corresponding text box. **Do not remove or change the text of the questions.** 

When answering questions in the narrative template, applicants must follow the <u>Formatting and Technical Requirements</u> described in the NOFO:

- Double-spaced text (charts may be single-spaced)
- Arial font, type no smaller than 11-point, except for footnotes, which may be 9point
- No more than 20 pages
- Number all pages

This sample narrative template has one-inch margins on  $8\frac{1}{2}$  x 11-inch pages that are numbered. Please do not adjust the size of the margins or the orientation of the pages.

While following these formatting and technical requirements, applicants may write as much or little as they wish in response to each question. To shorten the length of a text box, click within the box and tap the backspace key. To extend the length of a text box so that you can record a longer response, click within the box and tap the enter/return key.

Remove this instruction page and submit the completed narrative template as a Word or PDF file in JustGrants with the rest of the application. The file should be saved as: APPLICANTNAME RURAL NARRATIVE.

## **Purpose of the Proposal (10 points)**

- 1. Describe the populations in the service area and the needs the project will address.
- 2. If applicable, describe how the proposal will address priority one (human trafficking and transnational crime) and/or priority two (under-resourced rural and remote areas, Tribal nations, and small towns).
- 3. Describe the current services offered by the applicant or proposed partners to victims in the targeted rural service area(s).
- 4. Describe gaps in services for victims of domestic violence, dating violence, sexual assault, and/or stalking within the targeted rural service area(s).
- 5. Identify the statutory <u>purpose area(s) and strategies</u> the project will address. This should match what is reported on the Summary Data Sheet.

## What Will Be Done (45 points)

The application must provide a clear link between the proposed activities and the need identified in the "Purpose of the Proposal" section above. This section should not include any of the activities listed as unallowable costs in the Program Description section of this NOFO.

- 1. Describe how the proposed project will address the needs identified in the Purpose of the Proposal section above.
- 2. Describe the services that will be provided through this project and the crimes they are meant to address (i.e., domestic violence, dating violence, sexual assault, and/or stalking). If services will be provided to both adults and children, specify the services that will be provided to children through this project.

Crimes	Services	Adults/Children
Domestic violence		
Dating violence		
Sexual assault		
Stalking		

3. Describe the measurable goals and objectives for the proposed project and the tasks and activities necessary to accomplish them. Include a timeline that identifies when the tasks and activities will be accomplished. This detail should include expected outcomes and outputs of the tasks and activities (e.g., number of victims served, number of trainings to be provided, number of individuals trained), as well any deliverables (brochures, ads, posters, billboards, curricula, etc.) that will be developed with grant funds. (Note: Applicants proposing activities for the <a href="Rural SANE Initiative">Rural SANE Initiative</a> must include an up to nine-month planning period in their timeline.)

l asks/Activities	
Outcomes/Outputs	
Deliverables (if applicable)	
Timeline	
Goal/Objective 2	
Tasks/Activities	
Outcomes/Outputs	
Deliverables (if applicable)	
Timeline	
Goal/Objective 3	
Tasks/Activities	
Outcomes/Outputs	
Deliverables (if applicable)	
Timeline	
Goal/Objective 4	
Tasks/Activities	
Outcomes/Outputs	
Deliverables (if applicable)	
Timeline	
Goal/Objective 5	
Tasks/Activities	
Outcomes/Outputs	
Deliverables (if applicable)	
Timeline	
• •	nore than one county and/or defined area, specifically be accessed and how activities will be implemented within area.
and non-rural areas, describ	in a non-rural area and/or is an agency serving both rural be how the proposed project and requested funding, ties and costs, directly benefit only rural area(s) and/or
describe how the proposed	onsideration for meaningfully addressing sexual assault, project will focus 75% or more of proposed goals, udget on responding to sexual assault.
7. Describe how the project will be trauma-informed.	will provide safety planning to survivors and how services

Goal/Objective 1

- 8. Describe how the applicant and collaborative partners will ensure victim safety and confidentiality when sharing information and coordinating services.
- 9. For applicants proposing to provide direct legal services, provide a supervision and mentoring plan for attorney staff involved in the project.
- 10. Describe how the proposed project will address the unique needs of the populations identified in the Purpose of the Proposal section above.
- 11. Describe what steps the applicant and any proposed partner(s) will take to make proposed services accessible to people with disabilities, people with limited English proficiency, and people who are Deaf or hard of hearing.

## **Who Will Implement the Proposal (15 points)**

- 1. Identify the key people and organizations, including project partners involved in the proposed project.
- 2. Demonstrate that the people and organizations identified have the capacity to address the stated need and can successfully implement the proposed project activities. Job descriptions of all key personnel must be attached but will not count toward the page limit.
- 3. Identify all project partners, specify their respective roles and responsibilities, and describe the collaborative relationship to be developed or enhanced.
- 4. Describe the experience and expertise of key staff that will provide direct services to victims of sexual assault, domestic violence, dating violence, and stalking.
- 5. Clearly demonstrate that staff, partners, and consultants have knowledge or experience relevant to the populations that will be served.

**Rural SANE Initiative Applicants Only -** In addition to responding to 1-5 above, applications for the Rural SANE Initiative must include responses to the following:

- 1. Describe the expertise of the organization that will be providing SANE services.
- 2. Discuss any previous or current experience providing victim services using multidisciplinary partnerships.
- 3. Describe the criteria for individuals hired as SANEs.