**OVW Fiscal Year 2025** **Grants to Prevent and Respond to Domestic Violence, Dating Violence, Sexual Assault, Stalking, and Sex Trafficking Against Children and Youth Program (Children and Youth Program)**

**Children and Youth Program Narrative** **Template**

Grants.gov Opportunity Number: O-OVW-2025-172291

Deadline to submit Standard Form/SF-424 in Grants.gov: June 30, 2025, by 11:59 PM Eastern Time

Deadline to submit application in JustGrants: July 2, 2025, by 8:59 PM Eastern Time

Instructions: You have the option to submit either the standard proposal narrative (see the Formatting and Technical Requirements section) or the Children and Youth Program narrative template to meet the Proposal Narrative requirement for the FY 2025 Children and Youth Program notice of funding opportunity (NOFO).

The Children and Youth Program narrative template is organized in three sections:

* Purpose of Proposal
* What Will Be Done
* Who Will Implement the Proposal

Within each section, there are numbered questions that correspond to the questions in the Proposal Narrative section of the NOFO. In the text box beneath each question, record your answer to that question. **Do not remove or change the text of the questions.**

When answering questions in the narrative template, you must follow the below Formatting and Technical Requirements 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 9-point
* Correctly numbered pages
* No more than 20 pages

The narrative template has one-inch margins on 8½ 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, you can write as much or little as you 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 to JustGrants with the rest of your application. The file should be Saved As: APPLICANTNAME\_CY\_NARRATIVE.**

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| PURPOSE OF THE PROPOSAL: 10 POINTS |
| 1. Describe the populations in the service area and their challenges and needs. Provide any relevant data that demonstrates the challenges and needs.  |
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| 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).  |
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| 3. Describe the current prevention, intervention, treatment, and response resources that are available in the service area for the age group that the project would serve. Identify a) available services and programs and b) gaps in and barriers to services and programs.   |
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| 4. Describe the existing training and/or educational programs provided for those working with children and youth in the service area, such as law enforcement, prosecutors, school resource officers, schools, advocates, health care providers, parents or caregivers, juvenile justice system, foster care, homeless shelters, or youth-serving programs. |
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| 5. Describe how the project will address the challenges and meet the needs identified in the service area. Indicate the purpose area that the project will address, specify the age group that the project will serve, and explain how the applicant and required partner(s) meet the partnership requirement for the purpose area. If the applicant is a current grantee of the Children and Youth Program, describe the challenges and successes of the current project and how a continuation project would build on the current project.   |
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| WHAT WILL BE DONE: 40 POINTS |
| Describe the project’s objectives and the activities that the project will implement to reach these objectives, including the role and activities performed by the required project partner(s). The description must include how the applicant would implement the program requirements for the selected Purpose Area and a 36-month timeline. The 36-month timeline should include three to six months for planning phase activities. |
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| 2. Describe how the proposed project will establish, support, or expand a multidisciplinary coordinated community response (CCR) for children or youth impacted by domestic violence, dating violence, sexual assault, stalking, and/or sex trafficking. This should identify current and prospective members of the CCR, the frequency of the CCR meetings, and the organization or program that leads the CCR. Applicants should describe how they will ensure that the CCR team is broad enough to represent the community and includes the expertise needed to meet the objectives of the proposed project. Continuation applicants must describe the CCR for the initial award and how it would build on its work under a continuation award. |
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| 3. Describe the direct victim services that will be provided for the children or youth. If applicable, describe the services that will be provided for the non-offending parent or caregiver. Examples include crisis counseling, mental health and therapy services, victim advocacy, mentoring, legal services, education and work support, family strengthening services, building social capital, and transportation. If providing legal services, the applicant must submit a Delivery of Legal Assistance Certification. |
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| 4. Describe the prevention education and programming that will be provided for children or youth. |
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| 5. Describe the training that will be provided to other professionals. |
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| 6. Describe how the impact and success of the project will be measured and evaluated. |
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| 7. Describe all products, if any, that will be developed or acquired with grant funds.  |
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| 8. Describe what steps the applicant and the required partner(s) will take to make proposed services accessible and activities to people with disabilities, people with limited English proficiency, and people who are Deaf or hard of hearing.  |
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| WHO WILL IMPLEMENT THE PROPOSAL: 20 POINTS |
| 1. Identify the key people and organizations, including project partners involved in the proposed project. For each person, include their name, job title, organization, and role implementing the activities described in the What Will be Done section. Indicate any key staff positions that have not yet been filled. “Key staff’ refers to people paid by the grant to implement proposed project activities. |
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| 2. Demonstrate that the people and organizations identified have the capacity to address the stated need and can successfully implement the proposed project activities. For each person, describe their relevant experience and qualifications addressing domestic violence, dating violence, sexual assault, stalking, and/or sex trafficking. For any key staff positions that have not yet been filled, describe the qualifications that candidates must meet. Job descriptions of all key personnel must be attached but will not count toward the page limit. |
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| 3. Demonstrate that the applicant and its project partner(s) are based in the community where the project will be implemented and describe the experience of the applicant and its partner(s) serving this community. |
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| 4. Describe how the applicant and its project partner(s) will support the professional development, well-being, and success of key staff implementing this project. |
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