**VIP GRANTS PROPOSAL NARRATIVE TEMPLATE**

**VIP TRACK 2 (START-UP GRANTS) APPLICANTS**

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| **Instructions: Applicants seeking** [**VIP Grant funding**](https://www.pccd.pa.gov/Funding/Documents/Funding%20Announcement%20Q-A%20PDFs/FY23-24%20VIP%20Competitive%20Grants%20Funding%20Announcement_Final.pdf) **under Track 2 (Start-Up Grants) are required to complete and upload a Proposal Narrative as part of their online SurveyMonkey request form submission in order to be considered for funding.** This template provides the necessary elements that must be included in an applicant’s VIP Grants Track 2 Proposal Narrative. All sections are required. Submitted Proposal Narratives must be no more than 15-pages in length in total (12-point font, double-spaced, 1-inch margins). If needed, applicants can submit additional attachments and supporting content to complement their proposal. Note: The Budget Tables & Narrative will not count against the 15-page total; however, applicants should limit this information to no more than 3-pages (not including any Budget Tables). *(Applicants are strongly encouraged to follow the format and page limits as this may impact your application score.)*The attachment must be submitted in either PDF or Word (DOC/DOCX) file formats using the designated section of the online SurveyMonkey request form. You may copy and paste the questions to use your own document format OR you can download this template to build your Proposal Narrative using this format. Please SAVE THIS DOCUMENT TO YOUR COMPUTER prior to uploading into SurveyMonkey. If your organization does not use Microsoft or Adobe software, applicants are encouraged to use Google Docs (or similar platforms) then export into a PDF or Word format for upload. **Please Note:** As you work on completing this template, please ensure you are as detailed as possible in your responses as best you can within the page limit. The goal is to provide a comprehensive project plan as well as address requirements and any relevant priority criteria identified in the written funding announcement. |

1. **About Your Organization.** Within this section, please provide the following:
	* A brief description of your organization, including why and when it was founded, its mission, vision, and current programs and services.
	* Description of your organization’s operations, including information about your organization’s leadership (staff, board members, key volunteers).
	* Are there other sources of funding or resources that will support this program or your overall operations? If so, please describe them.
	* Describe the community or population(s) your organization serves. What are the primary needs or challenges faced by this community?
	* Other information you think would be helpful to introduce your organization to individuals who might not be familiar with your work and why you exist.

Click or tap here to enter text.

1. **Community Need and Partnerships.** Within this section, please provide the following:
	* Describe the community or population(s) your organization serves. What are the primary needs or challenges faced by this community? How does your organization work to address these issues?
	* Has your community experienced an increase in violence or safety concerns (e.g., gun violence, domestic violence, youth violence)? If so, how is your organization addressing or planning to address this issue?
	* How does your organization collaborate with other local groups, agencies, and community members?

Click or tap here to enter text.

1. **Program/Project Proposal.** Within this section, please address the following questions:
	* What specific program(s) or project(s) will this grant support? Provide details about the program’s goals, activities, and what you hope to achieve with grant funding.
	* How does this program address the needs of your community and the people the program serves?
	* What changes or improvements do you hope to see in your community as a result of this program?
	* How does your organization evaluate its effectiveness? If your organization doesn’t have a formal system or process for measuring impact, how do you informally track the success of your program? (e.g., feedback from participants, stories from the community, increased participation in programs or events, etc.)

Click or tap here to enter text.

1. **Technical Assistance and Coaching.** This grant includes participation in required technical assistance and coaching activities. Within this section, please address the following questions:
* If your organization has previously participated in technical assistance or coaching supports, please describe those activities (e.g., workshops, one-on-one coaching, consulting, strategic planning, etc.). Were those supports beneficial to your organization? Please share any specific ways in which they helped (or didn’t help) your organization grow or improve.
* What specific areas (e.g., financial management, governance, program management, data collection, etc.) would you like additional support in? How do you think this technical assistance can help your organization meet its goals?
* If you’ve participated in technical assistance programs before, what would you like to see done differently this time? How can this support be more impactful for your organization?

Click or tap here to enter text.

1. **Measuring Success and Impact.** Within this section, please address the following questions:
* If you’re new to measuring program outcomes, what kind of support would help your organization better track success in the future (e.g., training, tools, templates, technology, etc.)?
* Are there any specific challenges or barriers your organization faces in measuring program success? How would additional resources help you overcome them?

Click or tap here to enter text.

**TEMPLATE - BUDGET TABLES & NARRATIVE**

***(Budget Tables & Narrative Page Limit: 3 pages or less)***

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| **Instructions for Budget Estimates.** Please input your ‘best estimate’ costs by budget category, year, and total. Please provide a separate table per project partner/subrecipient (for example, if you are planning to use grant funds to support a partner organization, you will need to build a budget table for your organization as well as one for the partner organization describing the types of expenses that grant money would support). To add a new table, click anywhere in the table. Once you do, you will see the table selection symbol and can copy and paste the table. The page limit is for each Budget Table(s) and related descriptions/justifications. The ‘Grant Total’ dollar amount should equal the total budget request in the SurveyMonkey form. This budget document must be filled out completely and accurately. Applicants are strongly encouraged to double check all entries. A brief description of what is included in the expenses by category is required. These expenses must be clearly justified on how they relate to the project. In your description, please also demonstrate how the amount of grant funds requested is commensurate with the scope of the proposal.  |

**BUDGET TABLE – [Organization Name]**

**Project Dates:** Click or tap to enter a date. **to** Click or tap to enter a date.

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| --- | --- | --- | --- |
| **By Category** | **Year 1** | **Year 2** | **Total** |
| **Personnel** | **$0** | **$0** | **$0** |
| **Employee Benefits** | **$0** | **$0** | **$0** |
| **Travel (Including Training)** | **$0** | **$0** | **$0** |
| **Equipment** | **$0** | **$0** | **$0** |
| **Supplies & Operating Expenses** | **$0** | **$0** | **$0** |
| **Consultants** | **$0** | **$0** | **$0** |
| **Other** | **$0** | **$0** |  |
| **Total** | **$0** | **$0** | **Grant Total****$0\*** |

**Proposed Budget Descriptions:** *Applicants should provide detailed descriptions of the activities, personnel, or expenses that make up the estimated costs included in the Budget Table above.*

* Personnel: Click or tap here to enter text.
* Employee Benefits: Click or tap here to enter text.
* Travel (Including Training): Click or tap here to enter text.
* Equipment: Click or tap here to enter text.
* Supplies & Operating Expenses: Click or tap here to enter text.
* Consultants: Click or tap here to enter text.
* Other: Click or tap here to enter text.

**Please Note:** The budget table and narrative are scored; expenses in this section should align with the activities described in your narrative.