

Application Created: X:XX AM/PM, MM/DD/YYYY  
Application Submitted: X:XX AM/PM, MM/DD/YYYY

Drug, Gang, and Violent Crime Control –  
Recovery Act

## General Information

ACJC Grant Program:

Period Title: Cycle 23

Project Title: Examples: Aggravated Domestic Violence, Property Crime Task Force, Fill The Gap: (Jurisdiction), Gang Prosecution, Sexual Exploitation of Children, Identity Theft Task Force, Prosecution for the Identity Theft Task Force, etc.

Purpose Area: (See Application Instructions)

Is this a continuation request? No

Project Narrative

## Project Mission Statement

*Response is limited to 1,500 characters, including spaces.*

Enter narrative below:

Insert the agency's mission statement.

Example from Agency X –

Agency X protects the fundamental rights of all individuals by providing effective legal representation for indigent people facing criminal charges and mental health commitments, when appointed by Agency X's Superior and Justice Courts.

## Problem Statement

Identify the problem in your community that the grant funded program will address. Be very specific and include statistical data to define the severity of the identified problems. *Response is limited to 7,000 characters, including spaces.*

Enter narrative below:

State the problems faced by your agency as they relate to the grant. Usually the problems have already been identified through general conversation and office activities, formal analysis or study. Most of the time problems are brought to the surface during staff meetings based on problems, complaints, etc. from staff and/or the customer.

If the identified problems are not fully fleshed out use an outline (similar to the one included) or other brainstorming methods to identify the problems, specific key points/issues that support the problems, and the statistical evidence that describes the degree of disrepair and reinforce why the grant funding is needed.

Don'ts when defining the problem:

- Do not solve the problem in this section.
- Do not gloss over the details when describing the problem. Evaluators need to read about the supporting issues and statistical evidence that supports why the problem is the problem.

- Do not incorporate solutions or positives when describing the problem because then it seems like the problem is not as bad as it is or was solved.

#### *Use of Statistics:*

Statistics are very beneficial; use them as a tool to help demonstrate the impact of the problem. Make sure the statistics are verifiable and attributable to a reliable source. Where possible, include the source of the statistic. Qualitative examples are also valuable to help “paint a picture” of the problem with a real event.

Don'ts when using statistics:

- Do not insert a statistic in every sentence, but do make sure the right statistic is used that provides enough emphasis and support of the problem.
- Do not list statistics as they can overwhelm the evaluator and fail to demonstrate the impact of the problem.

#### *Writing the problem statement:*

When writing the problem statement, use a style that is comfortable to you. For instance, if you are a prosecution or defense agency, write as though you are presenting your case and the evaluators are the jury. Include the opening statement describing the problem and the issues that support the problem and include some evidence.

Example: The problem being argued is lengthy case processing. Explain to the evaluators the problem of lengthy case processing, the causes that support the issue and then examples of why it is a problem using statistics.

Don'ts when writing the problem statement:

- Do not include an official request statement for funding. With the submission of the application, it is understood there is a need and the problem statement describes the problem well enough that a definite need exists for the monies.
- Do not solve the funding issue by providing funding alternatives already used or would be used. Instead, save it for the Project Summary section.
- Do not solve the problem by describing activities currently in place or what will be done. Instead, save the solution for the Project Summary section.
- Do not lose focus on the real problem you are trying to address. Clearly identify the real problem. The lack of personnel or other resources, including monies being requested for in the budget is not the problem but a by-product of the real problem. For example, if lengthy case processing were not a problem then the need for monies and personnel would not be needed either. Therefore, the real problem is lengthy case processing, not lack of personnel or funding.

## **Project Summary**

Provide a summary of the program the ACJC grant funds will support. Include how the program addresses the problem in the community, what services are provided, the population served, why it is important, and how it is unique. *Response is limited to 7,000 characters, including spaces.*

Enter narrative below:

In this section, explain in detail to the evaluators how the problems (identified in the problem statement section) will be solved. Describe the activities that will be conducted to solve and/or assist in alleviating the problems.

If the identified solution activities are not fully fleshed out, use an outline (similar to the one included) or other brainstorming methods to identify the solution activities including specific actions that support the solution. Include statistical evidence or qualitative evidence supporting the effectiveness of the actions that will be used to solve the problems.

Don'ts when writing the solutions:

- Do not include solutions to problems that are not presented in the problem statement. It is very important to include solutions to problems described in the Problem Statement section.
- Do not forget to address all parts of the project summary section (i.e. how program addresses the problem, what services are provided, the population served, why the program is important, and how it is unique).

## **Project Collaboration**

Programs must demonstrate a strong collaborative effort in *each* of these areas: law enforcement, prosecution, service providers, community organizations and other social service agencies. List the public and private organizations your agency collaborates with in connection with your grant (excluding participating agencies already identified in the 'General Information' section).

Enter narrative below:

List any agency you work with in connection with assisting the indigent for their case.

A strong collaboration identifies at least one representative agency for each of the agency types listed. If there are no current collaborations with a specific agency type, could one be established to eliminate gaps in services or improve agency effectiveness?

Describe in detail a recent collaboration involving one or several of the agencies listed above. Discuss the purpose of the collaboration, your agency's contribution to process and the outcomes. *Response is limited to 4,000 characters, including spaces.*

Enter narrative below:

Allow the agency to shine by providing an activity/event involving the agency.

It is okay to brag about the good work and interactions with other agencies.

Provide an example of how your agency collaborates with another agency beyond normal or required interaction to accomplish some objective. For example, discussing a plea agreement with a prosecutor is not a special collaboration. Working with a judge and prosecutor on establishing a pilot drug court program would be a special collaboration.

## **Evaluation Plan**

How will you evaluate the effectiveness of the program activities? *Response is limited to 4,000 characters, including spaces.*

Enter narrative below:

Explain how your agency will ensure the goals, objectives and project is on track. There needs to be methods in place to track the performance of the project. The evaluation needs to provide detail on what aspects of the project are evaluated, how evaluations are administered and compiled, and what usefulness the evaluation provides to the project. Also, the evaluation process needs to have a strong connection to the selected goals and outcomes. Include the following:

- How often the data is retrieved and reviewed, i.e. monthly, weekly, quarterly, etc.?
- Whom the data is presented to, i.e. board, management, staff?
- How the data is collected, i.e. tic marks, paper questionnaires, database entry, etc.
- How the agency will get back on track if not meeting the goals and objectives.

## **Goals and Objectives**

Goals and objectives must correlate with the problem and solution stated in the application. Performance measures need to be realistic, challenging, and demonstrate strong program performance. Setting the bar too high or too low can adversely effect the evaluation of the project.

Review ACJC's grant manual if assistance is needed on how to write goals, objectives, and performance measures.

## **Budget**

The budget must be reasonable and justified based on actual need. At a minimum, the following questions should be considered concerning the budget:

- Do the requested budget items match the activities outlined in the project summary?
- Are the costs reasonable?
- Are the narrative sections complete and do they provide adequate justification?
- Do the match line items seem reasonable and are the sources of matching funds identified?

See the grant announcement and instruction for additional assistance in completing this section.