

Application Instructions

2005 State Crime Prevention and Gang Grants

Funds Available and Limitations

You must submit a separate application for each grant program. However, you may not submit the same application to both grant programs. If you are unsure of which grant program best fits your project's focus, please contact Susan Burke (801-538-1921 or sburke@utah.gov) to discuss your program concept.

Crime Prevention Grants

Up to \$210,000 will be awarded for community crime prevention efforts. You may not request more than \$50,000 unless your program has a statewide impact or serves more than one community. Due to limited funding, it is highly unlikely that more than one grant exceeding \$50,000 will be awarded.

Gang Mini-Grants

Up to \$80,000 will be awarded for the gang mini-grant program. You may not request more than \$20,000 unless your program serves a high-risk population or is in a community highly impacted by gangs. Due to limited funding, it is highly unlikely that more than one grant exceeding \$20,000 will be awarded.

General Submission Requirements

1. All applications for 2005 funding must follow the required format and contain the required forms. One original and six (6) copies are required.
2. **Applications are due by 1:00 pm on Wednesday, April 13, 2005** to the Utah Commission on Criminal and Juvenile Justice, Utah State Capitol Complex, East Office Building, Suite E330, SLC, UT 84114-2330. No late applications, faxed applications or e-mailed applications will be accepted.
3. Your application must be signed by the appropriate officials. All sections of the application pertinent to the proposed project must be completed in full.
4. Letters of participation in the project are required and must detail the specific contributions being provided to the proposed project. Do not include letters of support.

5. A minimum 10% cash match is required. Cash match is considered “hard dollars” that are spent specifically to support your program activities. To calculate the 10% cash match, divide your requested grant amount by nine (9). The resulting figure represents the 10% cash match requirement. For example, the 10% cash match for a \$20,000 grant is \$2,222.

6. Your agency must assure its willingness to comply with all grant requirements for administration, monitoring, reporting, evaluation, and data collection by reviewing and signing all applicable Grant Conditions (Appendix 1). The signed assurances must be attached to and submitted with the original grant application.

7. Although an effort will be made to continue the funding of successful projects, each project must stand on its own merit annually. No project is guaranteed continuation funding.

Program Guidelines

There are separate guidelines you must follow for each grant program.

Crime Prevention Program Guidelines

The purpose of the Crime Prevention Grant Program is to reduce and prevent crime in Utah communities. Utah’s overall crime rate has begun to increase slightly over the last few years. Robbery, burglary, larceny and motor vehicle thefts all contributed to this increase.

Helping Utah citizens protect themselves and their property from crime is a priority for this grant program. Therefore, it is important for programs to analyze what is driving the crime rate in the community and then to develop strategies to prevent and reduce the crime problem.

There are two general types of crime prevention programs that will be funded.

1. **Universal prevention strategies** – This type of crime prevention program is for the general public. Examples of universal crime prevention programs are neighborhood watch, public education campaigns and youth educational activities.
2. **Targeted prevention strategies** – This type of crime prevention program targets individuals or specific groups because they are more likely than members of the general public to become involved in crime or be victims of crime. Examples of targeted prevention programs are case management services for high-risk families, outreach services to seniors, and multi-cultural parenting classes.

Preference will be given to the following types of programs (not in priority order):

- Crime prevention programs that teach citizens how to keep their property and themselves safe.
- One-time programs that train professionals on the latest crime prevention strategies or issues.
- Programs that reduce the stigma associated with substance abuse addiction and encourage individuals to seek appropriate treatment.
- Programs that prevent bullying behavior among youth.
- Programs to prevent teen dating violence and promote awareness of the problem among youth and parents.
- One-time programs that train professionals on how to work with individuals with co-occurring disorders.

Gang Mini-Grant Program Guidelines

The purpose of the Gang Mini-Grant Program is to prevent gang activity or to provide intervention services for gang-involved individuals. Gang activity is present across the state of Utah, with some communities dealing with deeply entrenched gang problems while others are experiencing emerging problems.

In this request for proposals, gangs are, “Any ongoing organization, association or group of three or more persons, whether formal or informal, which (1) has continuity of purpose, (2) often has a common name or common identifying sign or symbol, and (3) has members who individually or collectively engage in or have engaged in criminal activity.”

You must provide reliable data to show that a gang problem exists in your targeted community. The data should include, at a minimum, the number of active gangs, the number of gang members, the number of crimes attributed to gangs, and the breakdown of gang members by age, gender and race.

Your application will be rejected if you fail to show that a gang problem is present in your target community.

There are two types of gang programs that will be funded.

1. **Gang prevention through education, awareness and community mobilization** – This type of gang program is for communities where gangs are present. Examples of programs that qualify for funding in this category are life skills training for youth living in gang active neighborhoods, mentoring for siblings for gang members, and parent training on how to recognize gangs and prevent youth involvement in gangs.

2. **Providing alternatives to gangs** – This type of gang program is for individuals who are gang-involved or at high risk for gang involvement. Examples of programs that qualify for funding in this category are life skills training for gang-involved and/or court-involved youth, job training programs for gang-involved and/or court involved youth, and training for professionals on gang prevention, intervention or suppression.

Programs that provide services to K-12 students on school grounds during school hours will NOT be considered. Contact Verne Larsen (801-538-7713) with the Utah State Office of Education to inquire about school-based gang prevention and/or intervention funding.

Preference will be given to program for under-served populations such as females, ethnic minorities, non-English speaking populations and low-income.

Application Instructions

Your application is limited to 12 pages. Do not count the Grant Cover Sheet (Section 1) or the Budget Matrix Form in your 12 pages. Page length suggestions are provided. Maintain 1" margins and use a 12 pt font size. Your response can be single-spaced.

Section 1: Cover Sheet

Complete the Grant Cover Sheet and obtain the appropriate signatures.

Section 2: Agency Description (1 page)

Describe your organization's mission statement, purpose and goals. Explain why you are qualified to provide the proposed service(s) or program(s) and your experience working with your target population. Describe any past collaborative efforts.

Section 3: Problem Statement (2 to 3 pages)

Explain what problem or problems you are trying to address with your program by answering the following questions:

1. What are the specific crime and/or gang problems in your community and what factors are driving the problem? Provide data from the last three years to show that the problem exists.

You can obtain crime data from your local law enforcement agency or from the CCJJ website (www.justice.utah.gov).

2. Who will be served by your program and how is this population affected by the problem? Provide specific demographic data about your target population and explain why services are currently lacking.
3. Identify which funding priority area(s) your program will be addressing.

Section 4: Project Operations and Activities (2 to 4 pages)

This section should address each of the following areas.

1. Project Activities

Describe your project activities. Explain how the project will address the problem you described in Section 3. Explain what will make the program work and cite relevant research to show that this program strategy is effective.

2. Project Staffing

Describe who will be responsible for the project and identify any staff to be hired. For each person or position listed, provide a brief job description and qualifications. Do not attach resumes.

Grant funds cannot be used to supplant the existing salaries of any employees. In other words, you cannot use grant funds to pay someone who is already being paid from other sources to do the same work.

3. Collaboration

Describe what other organizations or programs are involved in your project. Specify what contributions they are making to your program. Each listed organization must provide a letter of participation, which should be placed in Attachment A. Do not include letters of support.

Programs that fail to demonstrate active collaboration with other agencies or organizations will not be funded.

4. Timeline

Include a timeline of steps needed to implement the project. The timeline should identify program activities for the entire grant year (July 1, 2005 to June 30, 2006).

5. Priority Area

Explain how your proposed program meets one or more of the funding priority areas.

Section 4a: Progress to Date (1 page)

If you are applying for funds to continue a program previously funded under these grant programs, you must provide information about your progress to date.

1. Explain how your program is successfully meeting its objectives and outcome measures. Provide data that verifies your program's activities and outcomes.
2. Provide information about your attempts (successful and unsuccessful) to find additional funding sources for your program.

Section 5: Project Goals, Objectives and Performance Measures (1 to 2 pages)

If you are awarded funding, your project will be monitored to ensure that you are meeting your project's goals and objectives.

This section should contain the following information.

1. Project Goal(s)

A project goal(s) is what you hope your project will accomplish in the long-term. For example, your goal may be to prevent drug and alcohol use by teenaged drivers. Or your goal may be to reduce residential and car burglaries.

2. Project Objectives

Project Objectives describe the short-term results of your project. Objectives describe the specific activities of your project. Objectives must be measurable. For example, your objective may be to provide a 2-part DUI awareness training for all driver's education students at the local high school. Or your objective may be to reduce by 5% residential and car burglaries by forming and training eight new neighborhood watch areas.

3. Performance Measures

Performance measures tell how you plan to measure your project's success in achieving your objectives. Identify what type of data you plan to collect and how you will collect that data. For example, if your objective is to provide a 2-part DUI awareness training to all driver's education students at the local high school, your performance measures would be the number of trainings provided and the percent of driver's education students who completed the 2-part training.

A table, such as the one provided here, may be used to show the above information.

Goal: <i>To prevent drug and alcohol use by teenaged drivers.</i>	
Objective	Performance Measures
To provide a 2-part DUI awareness training for all driver's education students at the local high school.	The number of trainings provided. The percent of driver's education students who completed the 2-part training.

4. Evaluation Plan

Complete this section by identifying who will be responsible for evaluating the project and how the evaluation plan will be developed.

Section 6: Budget Matrix and Narrative (1 to 2 pages)

Complete the Budget Matrix Form and attach the form immediately after Section 5 of your application. After the Budget Matrix, attach a Budget Narrative and explain how you plan to sustain the program financially after grant funding expires.

The Budget Narrative must explain how funds are being used in each budget category and how you arrived at those dollar figures. Review each budget category for specific budget narrative requirements. The narrative should clearly identify state grant expenses and those expenses being attributed to cash and in-kind match. Remember, a minimum 10% cash match is required.

Budget Categories

1. Personnel

List any full-time or part-time employees by job title and name (if known) who will be directly involved in your proposed project. Do not request grant funding for an employee who is already on the payroll unless the original position held by that person will be filled by a new employee.

Show the number of hours each employee will work on the project and the hourly wage of each employee. You can calculate the hourly rate of each person based on 8 hours per day, 40 hours per week, 174 hours per month, or 2088 hours per year.

You may not pay an employee more than the average hourly wage for a comparable position in the community. Paid vacation and sick leave are allowable, but must adhere to your agency's policies. All leave earned must be used or paid during the grant.

Fringe benefits are based on the employer's share only. Fringe benefits for part-time employees must be prorated according to the percentage of total time spent on the project. Show how you calculated fringe benefits.

2. Consultants and Contracts

Persons with specialized skills who are not on the payroll are considered consultants. When a consultant is known, a resume listing the consultant's qualifications must be attached to your application (label this Attachment B).

If you do not know whom you will hire as a consultant, you must describe the type of work the proposed consultant will do and explain why a consultant is needed. If you receive grant funding, you must get approval from CCJJ prior to hiring a consultant.

You must justify the consultant's fee in your budget narrative. You may not pay a consultant more than \$56.25 per hour or \$450 per day, for an 8-hour day, plus expenses unless you have received prior approval from CCJJ to exceed these amounts.

3. Equipment, Supplies and Operating

List all necessary project equipment and supplies. List supplies by type (e.g. office supplies, postage, training materials, copying paper, etc.) and show the basis of your computation. List any operating expenses associated with your project such as rent, telephone, photocopying and utilities.

CCJJ requires that all items purchased with grant funds must be done so in a manner to obtain the best possible price. For purchases under \$500, no competitive quotes are required; however, the best source and price should still be selected. For purchases between \$500 and \$2,000, quotes should be obtained (by phone, fax, or letter) from at least two vendors. You must use the vendor with the lowest quote who meets your minimum requirements and delivery date. For purchases exceeding \$2,000, a competitive sealed bid process must be conducted or purchases must be made through the "State Contract" with approved vendors.

It is CCJJ's policy not to use grant funds to pay indirect costs or grant management costs associated with these projects.

4. Travel and Training

In this section list all in-state and out-of-state travel and training.

For in-state trips, include the per-mile reimbursement rate, anticipated miles to be traveled and the number of people traveling.

For out-of-state training, list the actual conferences to be attended, the conference site and date, and estimated costs for travel, registration, lodging

and per diem. Identify how many individuals will attend. Explain how the information acquired at the conference is necessary and beneficial to your project.

If training or conference information is not currently available, list the types of training desired, number of people needing the training, and the estimated costs. If your grant is approved, you will need to obtain pre-authorization from CCJJ to attend any conferences that were not pre-identified in your application.

Expenses for travel and training must adhere to your organization's policies.

5. Other Expenses

You should be able to fit all your project expenses in one of the above grant categories. If not, list those expenses here and provide a detailed description of why these expenses are needed and how you calculated the costs.

Appendices and Attachments

Review the Grant Conditions (Appendix 1) and obtain original signatures. The Grant Conditions are only required to be attached to your original grant application. It is not necessary to include them with your copies.

Obtain the necessary Letters of Participation (Attachment A) and attach them to your grant after the Budget Narrative (Section 6). Include, if applicable, Consultant Resume(s) (Attachment B).