

Council on Domestic Violence and Sexual Assault

Submission Requirements for Complete Application

Community Readiness and Capacity Building grant program

November 1, 2016-June 30, 2017

July 1, 2017-June 30, 2018 (funding permitting)

- o **Scanned/mailed, Postmarked or hand delivered by COB, Friday, October 21, 2016**
- o One bound original and three (3) bound copies (if postmarked or hand delivered)
- o Face Sheet or proposal cover must include the agency's name
- o Proposals must be written using a 12-point Times New Roman font, single spaced
- o *Scanned applications need to email the document only one (1) time.

Please note that proposals must be written in the following order and include all applicable information. Please use the following list as the headings for each section:

- o Application Face Sheet
- o Table of Contents
- o Project Abstract – not to exceed 1 page
- o Project Narrative– not to exceed 3 pages
- o Required Narrative attachments
 - Inventory of Organizational Practices to Improve Prevention Capacity (Part 1): Current Agency Capacity.
 - Community Prevention Plan with MOU's of current agency commitments; names and signatures. For communities without existing coalitions or partners please include a planned partner list. *In this instance you must also submit letters of support for this project from your proposed partners.
 - Resume and job description of existing/proposed prevention staff
- Project Goals and Objectives- not to exceed **three (3)** pages
- o Budget Detail-must use form provided by CDVSA
- o Budget Narrative– not to exceed 2 pages (no form provided)
- o Required New Applicant Information for applicants who are not presently grantees of CDVSA victim service programs.
 - **MOU with existing victim service provider**
 - Articles of Incorporation
 - By-laws
 - Determination of Non-profit status
 - List of Board Members
 - Resume and job description of executive director/project coordinator
 - Efforts to involve others
 - Letters of support

All items must be included for the proposal to be considered **COMPLETE**. Full points will not be awarded to applications not meeting the requirements.