

PROJECT NARRATIVE LOGIC MODEL

Please present a “logic model” of the project for which you are seeking funding. A logic model is a logical description of how your project theoretically works to benefit the target group. The narrative description of your project should tie purpose, inputs, activities, outputs and outcomes together in a logical fashion. For projects requesting multi-year funding, this description should detail how the project goals, activities, outputs and outcomes are expected to progress over the contract period. See Section VI below.

I. PURPOSE – 25%

In this section you should document the problem/needs to be addressed and the goals of your project.

A. Problem/Needs Statement (10%)

Describe the problem exactly as it exists in your community. Define the nature and magnitude of the problem to be addressed through your proposal. What geographic area will your project cover? What is the need for such a project in this geographic area? . Your problem description should be stated in terms of communities, clients or constituents, rather than the needs or problems of your organization. Analyze the causes of the problem, not the systems or solutions to the problem. Document needs with valid, up-to-date data, identifying the source and date of your information to clearly demonstrate why the problem exists

B. Goals (15%)

This section should include the *goals* of the project. Goals should directly link to the problem statement above. Goals are the general statements of long-range benefits to the client that you are seeking to accomplish, e.g., victims will be knowledgeable of available services. Relate the goals of this project to the needs identified above.

II. INPUTS – 10%

Budget: A Budget Summary and Budget Detail Worksheet are required to be submitted as part of the grant application.

Staffing: Describe the proposed staffing of your project. If not full-time positions supported by the grant, provide the percentage of staff time allotted for each individual to be funded by this project. Provide job descriptions, including special degrees or experience that are necessary to perform the activities of the project. The following positions will be funded by this grant:

III. ACTIVITIES – 15%

Program Activities: Program activities are what the project will do to fulfill its purposes. Activities include the strategies, techniques, and types of treatment that comprise a project's services and methods. This section should describe the planned activities/ services/major interventions or program elements designed to accomplish the goals of the project. Activities start with words like...

- To provide...
- To establish...
- To create...

You should describe the activities to be employed by the project to achieve the desired results. The activities should clearly relate back to the goals specified in the purpose statement.

Collaboration Activities: Collaboration is defined as a mutually beneficial and well-defined relationship entered into by two or more organizations to achieve results they are more likely to achieve together than alone. All applicants are strongly encouraged to collaborate with other agencies to achieve similar goals. This includes program integration and enhancement activities, and joint funding efforts.

Describe how you are collaborating with other agencies in your community to improve the response to violence against women/victims of crime. Explain the nature of your relationships and what results your relationships are expected to achieve. Include the name, address, and phone number of those agencies you are working with and the name of contact persons for those agencies.

IV. OBJECTIVES – 30%

State the anticipated results or objectives that will support the goals in your project. Objectives should be specific, quantified statements of expected outputs and outcomes of the project. These performance measures should be described in terms of events that can be realistically expected under time constraints and available resources. They should also be related to the problem you described above.

A. Intended Outputs (10%)

This section should describe the outputs or internal measures of the amount of work done within the project. Outputs are the direct products of program activities and usually are measured in terms of the volume of work accomplished. Outputs are the information you will gather to demonstrate that you have implemented your project as intended, e.g., number of people serviced, number of classes taught, number of people trained, etc. There should be a direct connection between outputs and project activities.

B. Intended Outcomes (20%)

Outcomes indicate the extent to which a project meets its stated goals. They assess the impact of project actions on clients or constituents. Outcomes represent the actual results achieved and the resulting effects on the people being served. OCJP has established a set of required core outcome indicators for each project type. However, additional outcomes may be needed to measure the impact of your project based on its specific design. Outcomes are a statement of benefits resulting for the participants from the program activities. Outcomes should describe some change in the participant's condition, knowledge, behavior, etc. The key is to show the impact the services provided are having on the purposes (needs and goals) of the grant. Outcomes establish the benefits of the funding in measurable terms. They describe the results of the services being provided. There should be a direct connection between the Purpose and Outcome sections. There should also be a relationship between outcomes and outputs and a demonstrated understanding of the difference between the two.

V. DATA COLLECTION PROCEDURES – 20%

Describe the data collection procedures you will undertake to collect and report the outputs and outcomes of your planned services or interventions, e.g., stakeholder questionnaires, client satisfaction surveys, exit interviews, etc. Please attach a copy of the survey or other tools you will use to collect data.

Describe the internal system you will implement or have implemented to collect and manage your project's output and outcome data. How will you collect the data, who will you collect it from, where and when will you collect it, and what will you do with it once it is collected? If different tools will be used to collect data from different sources (i.e., client surveys, community surveys, telephone surveys, etc.) include a detailed description of each.