

budget; third column(s), non-Federal budget; and last column, total budget. The budget justification should be in narrative form.

Submission Guidelines

Project Summary Abstract: Provide a one page (or less) summary of the project description with reference to the funding request.

Full Project Description and Evaluation Criteria: Describe the project clearly in 30 pages or less (not counting supplemental documentation, letters of support or agreements) using the following outline and guidelines.

Applicants are required to submit a full project description and must prepare the project description statement in accordance with the following instructions. The pages of the project description must be numbered and are limited to 30 typed pages starting on page 1 of "Objectives and Need for Assistance". The description must be doubled-spaced, printed on only one side, with at least 1/2 inch margins. Pages over the limit will be removed from the competition and will not be reviewed.

It is in the applicant's best interest to ensure that the project description is easy to read, logically developed in accordance with the evaluation criteria and adheres to page limitations. In addition, applicants should be mindful of the importance of preparing and submitting applications using language, terms, concepts, and descriptions that are generally known to the targeted youth and broader youth services fields. The maximum number of pages for supplemental documentation is 10 pages. The supplemental documentation, subject to the 10-page limit, must be numbered and might include brief resumes, position descriptions, proof of non-profit status (if applicable), news clippings, press releases, etc. Supplemental documentation over the 10-page limit will not be reviewed. Applicants must include letters of support or agreement, if appropriate or applicable, in reference to the project description. Letters of support are not counted as part of the 30-page project description limit or the 10-page supplemental documentation limit. (**Note:** Applicable agreements are those between grantees and sub-grantees or sub-contractors or other cooperating entities which support or complement the provision of mandated services to children of prisoners.)

Objectives and Need for Assistance (15 Points)

In determining the need for assistance for the proposed project, the following factors are considered:

- The conditions and characteristics of youth and families affected by incarceration in the service delivery area. The description must demonstrate an awareness of the special needs of this population, including service delivery gaps and the magnitude of the problem within the service delivery area. (5 points)
- Calculate the number of children with parents in prison and project the number of mentor-child matches proposed to be established and maintained annually under the program. (5 points)
- The extent to which there are existing support services for this population of youth, with specific references to coordination of courts, health and mental health care, social services, school and child welfare. It must be clear that the mentoring program will complement and enhance, not duplicate available services and that the mentoring program will work in conjunction with these services to produce better outcomes for children and families. (5 points)

Results and Benefits Expected (20 Points)

In determining the quality of expected benefits the following factors are considered:

- The extent to which goals, objectives and outcomes to be achieved by the proposed project are clearly specified and measurable. (10 points)
- The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes. (5 points)
- The extent to which outcomes reflect gains in positive social behaviors, youth engagement and asset acquisition. (5 points)

Approach (30 Points)

In determining the quality of the project design or approach the following factors are considered:

- The detailed plan designed to identify, screen and recruit mentors. Provide detailed volunteer screening procedures to ensure that the mentor poses no safety risk to the child and has the necessary skills to participate in a mentoring relationship. Preferences will be given to programs that plan to recruit and train mentors within the service delivery area. (10 points)
- The resources that will be dedicated to supporting the needs of caretakers

and other children in the family setting. Also, when appropriate, the extent that the program proposes to work with incarcerated parents and addresses their re-entry. (5 points)

- The training process for mentors which will ensure their ability to successfully mentor this special population. The extent that training is based on best practices supported by research. (5 points)
- The quality of the mechanism that will be used to match children with mentors, demonstrating sensitivity to the diverse needs of the children and the support provided for mentors in order to sustain long-term mentoring relationships. (5 points)
- The level of supervision, oversight and monitoring of the child and mentor relationships and activities. State the expected ratio of staff to mentors. Provide a detailed plan for collecting, on a monthly basis, data documenting meetings and activities by trained volunteer coordinators to ensure personal oversight and safety of the children and their mentors. (5 points)

Staff Position Data and Organizational Profiles (25 Points)

In reviewing the required staff and position data and the organizational profile, the following factors are considered:

- A demonstrated history of providing services to youth and families in disadvantaged situations, along with the ability to partner and build coalitions at the community level. (10 points)
- A specific definition of the area where services are to be delivered. (Maps and graphic aids may be attached as part of the supplementary documentation) (5 points)
- The extent to which community stakeholders, including parents, incarcerated parents, local community organizations, schools, government, caretakers and children, have participated in the project design. List and describe how these partners will participate in the mentoring network. Include an organizational chart. (5 points)
- Quality of skills, knowledge and experience of the project director and project staff. Job descriptions should be included, as well as a description of staff training and specific cultural diversity training related to mentoring the target population. (5 points)

Budget and Budget Justification (10 Points)

In determining the soundness of the budget and budget justification, the following factors are considered: