

PROPOSAL NARRATIVE INSTRUCTIONS

In a Proposal Narrative not to exceed eight pages (single-spaced in 12-point type), please address the following areas of the proposed program's design and services. If this is a collaborative proposal, the narrative may be 11 pages (single-spaced in 12-point type).

Program Goal

What is the goal of the proposed program?

Target Population and Outreach

Describe the characteristics of the target population that the proposed program will serve. Describe outreach strategies to reach that population and provide detail on how the program will target outreach to community members of color.

Need

Describe the need **in the City of West Hollywood** for this particular program.

Service History

What is the total number (including West Hollywood community members) of unduplicated people served by the program in the most recent 12-month period? What 12-month period does this number cover? What was the number of unduplicated West Hollywood community members served during this time period? How is this information documented? If this request is for a new program, please provide service history numbers for a similar or comparable program.

Program Description

1. Summarize exactly what, where, and how services will be provided.
2. Describe how prospective clients access the program and what provisions will be made for crisis intervention and non-business hour access, if applicable.
3. Describe your service location, how it is reached by public transportation or other means, whether you own or rent the property, and any factors that may affect your agency's ability to maintain services in this location.
4. Describe how program progress and success will be evaluated, including the role of the participant in the evaluation of service and the agency's grievance procedures.
5. List the program outcome objective that reflects changes to behavior, status, or well-being.

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Cooperation and Collaboration

Describe how the proposed program will collaborate with programs within the agency and at other agencies. Provide specific examples of current cooperation and collaboration efforts.

Urgent Funds

If the program provides case management services, the program can apply for urgent funds to provide emergency assistance for clients. Describe the target population's need for these funds and provide some examples of the types of anticipated expenditures.

Project Readiness and Staffing Plan

Describe whether project staff members and locations are in place, or whether there will be a start-up period before services commence. What is your plan for staff training and staff development? How will you ensure continuity of services when staff vacancies occur? How are individuals with lived expertise incorporated into staffing at all levels of the organization?

Collaborative Proposals

If this is a collaborative proposal, list the participating non-profits and identify the fiscal agent. Describe the collaboration and explain why the proposal is presented as such. Explain the service roles of each member of the collaborative. Provide letters of commitment from each collaborating agency or a signed Memorandum of Understanding detailing the relationship.

Innovation and Creativity

If your agency or program has innovative or creative characteristics, please describe them. If your agency has programs or strategies that may be relevant to the City's funding priorities, please describe them.