

National Institute for Criminal Justice Reform Community Violence Intervention Request for Proposals

Proposal Deadline: May 6, 2024, 5 PM PDT

Submission Method: Email to rfp@nicjr.org

Email questions to rfp@nicjr.org

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Grant Overview

Award Amount: \$250,000

Number of Awards: 5

Grant Term: 7/1/24–6/30/26

The National Institute for Criminal Justice Reform (NICJR) is seeking proposals from grassroots nonprofit organizations engaged in community violence intervention (CVI) work with populations at the highest risk for committing or becoming a victim of gun violence. Through this request for proposals (RFP), NICJR will award 5 subgrants of \$250,000 each.

This funding is a part of the federal Office of Justice Programs Bureau of Justice Assistance (BJA) [Community Violence Intervention and Prevention Initiative](#) (CVIPI). BJA recognizes that many grassroots organizations that are crucial to CVI cannot effectively compete for and manage federal funding. To address this, in 2023, BJA selected three intermediary organizations (including NICJR) to award subgrants and provide training and technical assistance (TA) to grassroots CVI organizations.

Geographic Priorities

NICJR welcomes applications from nonprofit organizations in all parts of the United States. However, awards will be prioritized in the following regions:

- Mid-Atlantic (DC and Maryland areas)
- Midwest (Indiana and Wisconsin)
- Deep South (Mississippi, Alabama, and Louisiana)
- Pacific Northwest (Oregon and Washington)
- California

Grant Activities

Awardees will be expected to use this funding to: 1) implement or expand effective CVI strategies serving highest-risk individuals and 2) increase their organization's capacity to employ CVI strategies. Funding may also be used to support the professional development and well-being of CVI workers.

Along with providing funding, NICJR will assess the capacity building needs of each awardee. Based on this assessment, NICJR will provide custom training and TA that will strengthen the awardee's ability to: 1) prevent and interrupt cycles of violence and 2) connect high-risk individuals to community resources that can address underlying causes of violence and improve

well-being. Training/TA will be delivered through a mixture of virtual and in-person engagement.

Awardees will also participate in a monthly virtual cohort meeting with all other NICJR awardees, creating opportunities to learn with and from other CVI organizations throughout the country. In addition to the \$250,000 award, they will also receive funding from NICJR to attend a national CVI convening as a cohort.

Every six months throughout the grant performance period, each awardee will be required to report to NICJR on their use of funds and progress in their proposed grant activities.

Funding Use Examples

Examples of allowable funding uses include:

- Salary support
- Equipment and materials
- Training opportunities
- Travel costs associated with obtaining training and TA
- Developing curricula and assessment tools
- Developing organizational policies and procedures (such as wellness plans) to support CVI staff
- Other costs associated with implementing/expanding CVI strategies serving highest-risk individuals

Proposal Timeline

All dates are subject to change. Please monitor the [RFP webpage](#) for updates.

3/22/24	RFP released
5/6/24, 5:00 PM PDT	Proposals due via email to rfp@nicjr.org
5/10/24	Eligibility screening complete
5/24/24	Review panel scoring complete
5/31/24	Final award determinations
6/7/24	Proposers notified

Questions will be accepted up to the proposal deadline and should be submitted via email to rfp@nicjr.org. NICJR will respond to each question via email. At least once a week throughout the proposal period, NICJR will also add new questions and responses to the [RFP webpage](#).

Proposers are responsible for regularly checking the RFP webpage for updates.

Eligibility Criteria

To be eligible for this grant, proposers **MUST**:

- Propose activities focused on people who are at the highest risk for committing or becoming a victim of violence.
 - Proposers can work in coordination with other community prevention and early intervention strategies that target at-risk youth or adults, but the work funded by this grant must **focus on** highest-risk individuals.
- Have the ability to participate in regular virtual meetings (via Zoom or a comparable platform) with NICJR and other awardees.
- Be a registered 501(c)3 nonprofit organization.
- Obtain a unique entity ID (UEI) number through the [System for Award Management](#) prior to award.
- Be able and willing to comply with all applicable [Part 200 Uniform Requirements](#).
 - These include, among other things, requirements related to financial management, internal controls, cost principles, allowable costs, indirect costs, and records retention and access.
- Disclose any actual or potential conflict of interest relative to this RFP, including any existing relationship with NICJR and/or its employees.
- NOT be a current or past CVIPI grantee.

Proposal Guidelines

Proposals must:

- Be in Word or PDF format.
- Not exceed 6 pages of narrative content (does not include required attachments).
- Be typed in no less than 10 point font.
- Respond to all prompts and provide all required attachments.

Narrative

Proposers should answer each bolded question as clearly and fully as possible.

The bulleted prompts that follow each question are offered as suggestions to guide proposal responses. They are not meant to be exhaustive, and not all prompts will be relevant to every organization or proposed project. However, proposers should consider the prompts carefully when formulating responses.

Organization Name:

Year Founded:

Number of Full-Time Staff:

Number of Part-Time Staff:

Current Fiscal Year Budget:

Mission:

1. What does the violence problem look like in the community you serve?

- For example, what are the leading drivers of gun violence in your community: gang/group conflicts, personal disputes, robberies, social media, others? Has violence increased or decreased in recent years?

2. Where do you work, and who do you serve?

- For example, what geographic area do you serve? What is the overall racial/ethnic makeup of that area? What racial/ethnic population(s) do you primarily serve? What age group(s) do you primarily serve?

3. What CVI strategy or strategies do you plan to begin or expand with this funding? (Primary section; no less than 1.5 pages)

- You must identify at least one strategy. Proposed CVI work must focus on highest-risk individuals. You may also propose activities to support the well-being and professional development of CVI staff. (Note: Capacity building funding uses will be discussed under question 6)

4. What experience do you have that shows you are capable of implementing your proposed strategy or strategies?

- What similar work has your organization completed or is currently engaged in? What is the relevant experience of the staff who will lead this work?

5. What capacity does your organization have to complete this work?

- For example, how many staff will support the work, and in what roles? What does your organizational infrastructure (HR, fiscal, IT, etc.) look like? How do you currently track and organize information? What platform(s) do you use for virtual meetings?

6. What additional resources (staff, materials, subscriptions, equipment, etc.) do you need to effectively implement your proposed strategy or strategies? What additional resources do you need to build your organization's capacity overall?

- For example, do you need to hire new staff and/or purchase new equipment to complete this work? Do you need new or better infrastructure (software, data tools and processes, etc.) to support this work?

7. What training and/or technical assistance do you need to effectively implement your proposed strategy or strategies? What training and/or technical assistance do you need to build your organization’s capacity overall?

- How are you hoping to grow as an organization in the near future? What training would help your staff to better engage in the proposed work? What training would your organization’s work as a whole? Are there key staff who would benefit from coaching on certain topics? If so, which staff and what topics?

8. Do you, your organization, and/or your staff have any actual or potential conflict of interest relative to this RFP?

- For example, do you, your organization, and/or your staff have any existing relationship with NICJR and/or its employees? If yes, what is the nature of the relationship, and how will you ensure that it does not pose a conflict of interest in carrying out the proposed work?

Required Attachments

- Goals and Objectives (see Goals and Objectives template; email rfp@nicjr.org if you need support completing the Goals and Objectives template)
- Budget (see Budget template; email rfp@nicjr.org if you need support completing the Budget template)
- Proof of 501(c)3 status
- One to three years of audited financial statements (unaudited is acceptable if audited financials are not available)
- Brief bios for organizational leadership and key project staff
- Any other relevant materials you wish to share

Scoring Rubric

An external review panel of CVI experts will review proposals and assign a score according to the following rubric. These scores will inform final funding decisions, which will be made by NICJR in partnership with BJA.

NICJR is willing to provide feedback to unsuccessful proposers upon request.

Category	Description	Maximum Possible Points
Eligibility	Does the organization meet the eligibility criteria outlined in the RFP?	Pass/Fail

Geographic	Does the organization serve one of the priority regions?	Yes/No
Need	Has the respondent clearly demonstrated the need for CVI among the community and/or population(s) they serve?	15
Organizational Experience	Does the proposal clearly demonstrate relevant organizational experience comparable to the proposed work?	20
Organizational Capacity	Does the proposal clearly demonstrate that the organization has sufficient capacity to undertake the proposed work?	20
Strategy/Strategies	Does the proposed strategy/strategies align to the CVIPI priorities articulated in the RFP?	25
Goal/Objectives	Are the proposed goal, objectives, outputs, and outcomes 1) realistic, 2) relevant to the proposed strategy/strategies, and 3) aligned to the priorities outlined in this RFP?	10
Budget	Does the budget align to the proposer's stated capacity needs?	10
TOTAL		100

Attachments

Goals Guidance

“Goal,” “objective,” “output,” and “outcome” are often treated as interchangeable terms, but in reality, they each tell a different piece of the story of a project or program.

Why do these things matter? Clearly defining these components up front and then tracking them throughout implementation allows an organization to:

- More effectively focus its time and resources
- Measure progress and improve a project/program if it is off track¹
- Prove to funders that the project/program is a responsible use of their funding and aligned with what they hope to achieve

Goal: One statement/sentence that articulates the overarching, long-term change that a project or program seeks to achieve

Objectives: Statements outlining what, specifically, the project/program intends to achieve

Outputs: The measurable program/project activities that will help reach those objectives

Outcomes: The specific, measurable changes resulting from program/project activities (typically short-term and/or medium-term)

Example:

Goal: Increase housing stability in Cityvilletown, CA by improving the outcomes of individuals experiencing homelessness.
Objectives: <ul style="list-style-type: none"> • Decrease recurrences of homelessness among individuals who have a history of housing instability • Increase well-being among individuals with a history of housing instability • Increase financial security among individuals with a history of housing instability
Outputs: (How much will you do? What will happen in the project/program?) <ul style="list-style-type: none"> • 3 new staff hired and trained • 75 housing unstable individuals enroll in program over 12 months • At least 100 hours of case management provided to each participant • 100% of participants placed in transitional or permanent housing • 40% of participants receive job coaching • 60% of participants enroll in substance abuse disorder treatment
Outcomes: (What specific, measurable things will <u>change</u> because of the project/program?)

¹ Outputs and outcomes are estimates, and there are many factors that can influence actual numbers once a program/project is underway. Even so, it is useful to begin with a sense of what the project aim to achieve.

- At the end of 12 months, 85% of participants remain stably housed
- 75% of unemployed participants gain employment
 - Of those, 70% retain employment for at least 3 months
- At the end of 12 months, at least 30% of participants enrolled in substance abuse disorder treatment have remained free of substance use

Strategies for Measurement:

- Case file notes
- Participant self-assessment pre/post surveys

Proposal Writing Best Practices and Resources

When writing a proposal:

- **Use data**
 - Use external data from reliable sources to demonstrate the need for your services.
 - Use your own data to prove your ability to do the work and create positive results.
 - Use the most current data possible, and use local data whenever available.
- **Be consistent**
 - Think about how all your individual responses add up to a unified message.
 - Make sure you're consistent across proposal sections.
- **Be clear**
 - Avoid unnecessarily complex or flowery writing. Be straightforward.
 - Define all acronyms the first time you use them.
- **Check your work**
 - Ask someone else to edit your proposal once you've finished writing.
 - If you plan to edit your own writing, take time away before re-reading what you've written.

Proposal Writing Resources

- <https://www.nonprofitready.org/grant-writing-classes>
- <https://learning.candid.org/training/introduction-to-proposal-writing/>

Data Resources

- [US Census Bureau](#): Great source for up-to-date data on any jurisdiction in the US, including data on topics such as poverty, employment, race/ethnicity, age, educational attainment, and more.

- [Gun Violence Archive](#): Online archive of gun violence incidents collected from over 7,500 sources daily in an effort to provide near real-time data about the results of gun violence.
- [National Gun Violence Memorial](#): Online archive providing specific details and news links for every fatal shooting in the United States, with the goal of memorializing and humanizing those lost to gun violence.
- [National Institute for Criminal Justice Reform](#): NICJR has published various reports highlighting best and promising practices in community violence intervention and justice system reform, analyzing gun violence and the CVI service landscape in specific communities, and more.
- [Cost of Violence Reports](#): Studies that detail the cost of each fatal and non-fatal shooting in jurisdictions across the country, with detailed data and references.

Funding Identification Resources

- [Foundation Directory Online](#): Searchable directory with extensive details on thousands of US funders. The Directory requires a paid subscription, but you can access it for free through most public library systems.
- [Philanthropy News Digest RFP Bulletin](#): Searchable directory of current and upcoming RFP opportunities, organized by subject. You can also sign up for free email digests tailored to your funding interests.
- [Grants.gov](#): Catalog of all available federal funding opportunities.