

**ATTACHMENT B**  
**SAMPLE APPLICATION**

**Application Questions**

Applicant must complete and submit a narrative addressing all questions and all bullets in the questions. The narrative must not exceed the word limits as noted. Applicant should use definitive verbs in the Application Narrative to describe what Applicant “will” do rather than aspirational verbs such as “hopes”, “expects”, “intends”, “plans”, or similar verbs that do not express a firm commitment to undertake a specific action.

**Evaluation Item 1: Youth Population (400 word limit, 80 points, 20% weighted)**

- Describe the population of Eligible Youth who will participate in this proposed Reengagement Program. Include demographics, age range served, and any other information that describes the population served.
- Identify factors or characteristics that create barriers to positive educational and/or career outcomes, or otherwise impact the well-being of the youth served by this program. Provide information and data specific to population and/or community to be served, including disparity data. The 2021-23 YDD Youth Grants Key Data Points Chart (Attachment F) can be referenced as a cited source to describe the disparities that Applicant proposes to address.

**Evaluation Item 2: Reengagement Program Services and Activities (500 word limit, 100 points, 25% weighted)**

- As required in Section 2.4.1 and Section 2.4.3, describe the Reengagement Services and activities provided by your proposed program in detail.
- Why were these Reengagement Services and activities chosen? Identify how your proposed services and activities will address the needs of the population served with attention to barriers and disparities described in Evaluation Item 1.
- Indicate if these Reengagement Services and activities are based on or aligned with promising practices, evidence-based practices, and/or cultural practices. How have/do these services and activities impact outcomes for youth?

**Evaluation Item 3: Service Area (300 word limit, 40 points, 10% weighted)**

- Specify the Service Area for youth served through this Grant Application. You may use a combination of jurisdictional and geographical boundaries (county, city, school district, neighborhood, etc.).
- Identify factors or characteristics within the Service Area that contribute to barriers to positive life, career, and/or educational outcomes. Use information and data specific to population being served.
- Reference the 2021-23 YDD Youth Grants Key Data Points Chart (Attachment F) or other data sources related to Service Area.

**Evaluation Item 4: Equity and Voice (400 word limit, 80 points, 20% weighted)**

- Identify culturally responsive and/or community specific approaches embodied within the organization and the Reengagement Services being provided.
- How are staff and partners – particularly individuals providing direct service – reflective of the youth and/or community served? What experiences or training give them an understanding of the population served?
- How does the Reengagement Program ensure safe, affirming, and inclusive spaces for all participants?
- Describe the role that youth, families, and the community play in the design, decision making, and evaluation of Program Reengagement Services.

**Evaluation Item 5: Reengagement Partnerships (350 word limit, 60 points, 15% weighted)**

- As required in Section 3.2.6, identify who you will partner with to deliver the proposed Reengagement Services as it pertains to Youth Reengagement.
- As required in Section 3.2.6, describe the role partner organizations play in program activities and service delivery.
- How do the identified Reengagement Partners contribute to the Reengagement Program’s ability to identify, engage, and/or serve youth?
- Upload partnership documentation.

**Evaluation Item 6: Organization Description (300 word limit, 40 points, 10% weighted)**

- Briefly describe your organization and explain its experience and effectiveness in serving youth who have or are at risk of disengaging from school.
- Describe your organization’s and staff capacity to collect and manage complex and sensitive data and to report data to Agency and/or in Agency’s Consolidated Collections.

**2021-2023 Biennial Budget Narrative (300 word limit)**

The budget narrative explains or justifies the estimated costs by line item or category in the budget. Proper budget narratives should explain how the costs associated with each line item or category relate to the implementation of the program and or services as outlined in the proposal being submitted. Include how equity, diversity, and inclusion are reflected in your budget.

Narratives should be written in such a way that someone not specifically familiar with the project can conceptually understand the rationale, purpose, and calculation of the anticipated costs identified.

At a minimum, the budget narrative must include the following elements:

- Description of how each budget line item was determined;
- Identification of roles and responsibilities for any staff funded by the Grant; and
- Explanation of increased need if budget reflects a request of more than \$3,000 per youth.

**Executive Summary (50 word limit)**

Applicant must provide a short description of proposed ROG program.

**Outcomes**

The YDD has identified a set of Key Performance Measures (KPM) for Reengagement Programs. The Applicant’s Work Plan must reflect strategies, and actions aligned with these targets. Complete the following chart with the projected number of youth served by proposed programming for the two (2) year Grant period; **or write “NA” (not applicable) where Reengagement Program or Reengagement Partner will not provide the service under this Grant proposal.**

KPMs	Number of Youth Served Provided by Applicant Directly	Number of Youth Served Provided by Applicant’s Reengagement Partner
1. Number of youth to be contacted by or referred to Reengagement Program		
2. Number of contacted Eligible Youth who will enroll in the Reengagement Program		
3. Number of Eligible Youth who will stay enrolled for the duration of one or more quarters or until completion		
4. Number of Eligible Youth who will receive one-on-one coaching, mentoring, or case management		
5. Number of Eligible Youth who will receive other supportive services, (e.g., mental health counseling, referrals to basic needs, etc.)		

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6. Number of Eligible Youth who will receive college and career readiness services, (e.g, noncredit Soft Skills workshops, mentoring, job placement, internship placement, etc.) (Do not count enrollment in post-secondary education and training in this item)		
7. Number of Eligible Youth who will enroll in post-secondary education or training		
8. Number of Eligible Youth who will earn high school credits or pass one or more GED tests		
9. Number of Eligible Youth who will earn a high school diploma or GED credential		
10. Number of Eligible Youth who will receive follow-up services after completion of high school diploma or GED credential		