

Juvenile Justice Targeted Grant

Application Instructions



Title:	Juvenile Justice Targeted Grant
Issuing Agency:	Virginia Foundation for Healthy Youth (VFHY)
Contract Period:	Through June 30, 2024
Questions:	All inquiries should be directed to Director of Programs Michael Parsons at mparsons@vfhy.org

Juvenile Justice Targeted Grant

Purpose: To provide evidence-based tobacco, nicotine, and vaping prevention or cessation instruction directly to youth in the care of Virginia's Juvenile Justice System. Not to exceed \$150,000 in a three-year period. Per year, the award amount requested shall not exceed \$50,000.

Summary

The Virginia Foundation for Healthy Youth (VFHY) is partnering with the Virginia Department of Juvenile Justice (DJJ) to impact youth in Virginia's juvenile justice system. VFHY's Juvenile Justice Targeted Grant will fund DJJ Centers over the next three years.

A "Center" can include any of DJJ's Regional Juvenile Detention Centers (JDC) and its Correctional Center (JCC).

A *majority* of youth at a Center should be under 18 years of age and/or pursuing a high school diploma/GED. If this condition is met, a Center may offer grant-funded programming to all youth participants in its care regardless of age. Additionally, Centers may offer programming in multiple settings (e.g., Post-D, Community Placement, Re-Entry, etc.).

Application Process

VFHY maintains the *Curriculum Guide*, a collection of evidence-based youth tobacco, nicotine, and vaping use prevention or cessation programs. Grantees must implement at least one of these programs directly with Virginia youth. Centers will work with the VFHY Training and Resource Manager Charlie McLaughlin (cmclaughlin@vfhy.org) to select a program *before* they apply.

Each program is targeted to different age groups and requires different implementation procedures, so be sure to take time to find out which one is best for your organization. All programs require long-term engagement (ranging from four to fifteen sessions). While VFHY's full *Curriculum Guide* lists 15 programs, we have developed an [Abridged Curriculum Guide](#) for this Targeted Grant that includes 6 programs which are likely to be appropriate for youth in DJJ's care:

1. Botvin LifeSkills Training (LST)
2. CATCH My Breath
3. INDEPTH (includes Not on Tobacco)
4. Too Good For Drugs and Violence
5. Stanford Tobacco Prevention Toolkit
6. Residential Student Assistance Program

Each Center will submit a short online application, which includes a Year 1 Workplan, Year 1 Budget, and Year 1 Matrix.

Online proposals will be accepted on a rolling basis. Organizations can be funded through June 30, 2024.

Getting Started

1. Notify VFHY Director of Programs Michael Parsons (mparsons@vfhy.org) that you intend to apply.
2. Schedule a meeting with VFHY Training and Resource Manager Charlie McLaughlin (cmclaughlin@vfhy.org) who will help you select the best *Curriculum Guide* program for your Center.
3. Read this Application Instructions document to learn about the Workplan, Budget, and Matrix.
4. Click [here](#) and select **Juvenile Justice Targeted Grant** to register and complete the online proposal. If your organization does not already have a grant portal account, you will be prompted to create a new one before you can view the application.

Year 1 Workplan

The Workplan provides the roadmap for proposed grant activities in year 1, which ends on June 30, 2022. The Workplan can be downloaded [here](#). Workplans should remain in their original format (Microsoft Word) in case they need to be edited later.

Name: Add your organization's name at the top of the page.

Goal: Select the goal(s) (prevention or cessation or both) that correspond with the proposed *Curriculum Guide* program.

Measurable Objective/s: Write your own measurable objective, describing the overall objective of your work. You may write more than one objective in this space.

Example: By June 2022, (time bound) we will serve at least 40 youth (specific) through the implementation of the CATCH My Breath program, of which 80% of youth (measurable & achievable) will complete the program according to fidelity (relevant).

Example: By June 2022, (time bound) upon completion of the Too Good for Drugs program, 50% of participants (specific) completing the program will show an increase in knowledge (measurable & achievable) of curriculum concepts, as evidenced by the pre/post test (relevant).

Strategies/Activities: Include the strategies that you will need to implement in order to achieve your objective(s). Each strategy includes space for:

- **Responsible Staff:** Who is responsible for ensuring the strategy is completed?
- **Anticipated Start/Completion:** When will the strategy begin and end?
- **Expected Outcomes:** What will the result of this strategy be?

Most strategies will revolve around recruitment, training, program preparation, program instruction, and follow-up. In addition, *some* strategies may relate to:

- Enacting a tobacco prevention and control strategy, which get youth out of the classroom and involved in hands-on activities (examples [here](#)). If implementing these kinds of strategies would be difficult or impractical in your setting, you are permitted to leave this off your workplan.
- Nicotine Products Prevention Module: All proposals implementing programs with middle and high school age youth must include VFHY's *Nicotine Products Prevention Module (6-12)* as part of their programming. The PowerPoint (with script), handouts, and optional pre/post-test surveys can be downloaded [here](#). This 15-25 minute module should be inserted into the program sessions where deemed most appropriate.
- Public Relations (PR) – Grantees may utilize PR strategies to promote their programs and results to local communities (e.g., press releases, media alerts and outreach to the community).

We expect to see well-thought-out strategies each and every quarter of the grant. We have provided space for up to 12 strategies in year 1. You do not need to use all 12 rows. If you exceed 12, combine related strategies together. For technical assistance, contact your region's Regional Grants Administrator (RGA).

Year 1 Budget

The Budget Form for year 1 must be completed and uploaded to the online application. Year 1 ends on June 30, 2022. Use the Budget Form to list the amount of funding being requested for each line item. List anticipated in-kind or matching donations your organization or partners will provide. Where indicated, provide detailed explanations providing a narrative justification for each line item. Provide calculations for all funds requested or applied as match. Supplanting of current funding is not allowed. Supplanting is defined by VFHY as replacing funds already available in your organization to implement a program, including staff, equipment, materials and other items required for the implementation of the funded program. All equipment purchases requested must be thoroughly justified.

You can download the Budget Form [here](#). Budgets should remain in their original format (Microsoft Excel) in case they need to be edited later. All line items must be reasonable and adequately justified. Explain how each item was calculated and include formulas used to determine line item costs in the narrative justification. Provide an explanation regarding why the items are necessary for successful implementation of the program.

A maximum of 5% of a staff member's salary may be charged to the grant for the management of grant activities including, but not limited to, supervision of grant staff, preparation and submission of quarterly reports and invoices as well as the preparation for site visits. Fringe benefits must be listed separately from personnel salaries. The rate of fringe benefits may not exceed 30% of personnel salaries requested from VFHY. Applicants must state their organizational rate for fringe benefits, including the portion (if any) not covered by VFHY.

Indirect costs are defined as general operating expenses required for the program. They are allowable but cannot exceed *10% of the personnel costs requested from VFHY*. Indirect costs are those costs that cannot be assigned to a particular category but are necessary to the operation of the organization for the implementation of the grant program. Examples could include insurance, general office supplies, equipment maintenance, general purpose software and computer supplies, and peripheral administrative costs. Indirect costs cannot be included anywhere else in the budget.

Incentives are extra items, beyond the materials required to conduct a program. Incentive costs cannot exceed \$5.00 per participant. Incentives are ONLY for youth program participants.

Include travel expenses for a VFHY Conference for two (2) staff for two nights/two conference days (Spring, 2022). For budgeting purposes applicants should estimate travelling to and from Richmond, VA. When determining mileage, Applicants should use the rate allowable through their organization. However, VFHY will only reimburse up to the allowable state rate (currently 57.5 cents per mile). Anything above that can be included as match by the Applicant. Applicants should use a hotel rate of \$188/night and daily per diem of \$76 for budgeting purposes.

VFHY provides free training for Botvin LifeSkills Training, CATCH My Breath, Stanford Toolkit, and Too Good For Drugs and Violence. If you are using one of these programs, do not include trainer expenses in your budget. Other logistical costs associated with the training such as planning and facilities/refreshments are allowable. VFHY allows you to budget for applicable costs for other *Curriculum Guide* program training.

Budget Sections Overview

- a. **PERSONNEL:** Staff salary & benefits. Cost for the Supervisor's supervision of program staff cannot exceed 5% of Supervisor's salary.
- b. **CONSULTANTS:** Cost to utilize trainer, artist, evaluators or other contractor(s) for short-term work.
- c. **TRAVEL:** Cost for project staff's travel to implement programs and attend VFHY trainings.
- d. **RENTAL SPACE/EQUIPMENT:** With clear justification, one computer system with peripherals may be purchased, not to exceed \$1,000. Other equipment **MUST** be unavailable in the organization, related to the program and clearly justified.
- e. **MATERIALS:** Educational materials, program curriculum kits, products, supplies, incentive items for participants. Incentive costs cannot exceed \$5.00 per program participant per year.
- f. **OTHER COSTS:** Printing, copying, postage
- g. **INDIRECT** Cannot exceed 10% of the personnel costs charged to the grant.
- h. **TOTAL BUDGET**

Sample Budget

VFHY Budget Form (Year 1)				
ORGANIZATION NAME:	ABC County School System			
FUNDING TYPE	Youth Development			
VFHY BUDGET YEAR:	2021-2022			
A. PERSONNEL: Staff salary & benefits. Cost for the Supervisor's salary of program staff cannot exceed 5% of Supervisor's salary.				
Position Title	Annual Salary	Request from VFHY	Match Contributions/ If Applicable	Totals
Program Coordinator	\$30,000	\$30,000	\$0	\$30,000
Elementary Instruction Supervisor	\$60,000	\$0	\$3,000	\$3,000
				\$0
				\$0
				\$0
				\$0
Fringe Benefits for Personnel (FICA, Health, etc.) The rate of fringe benefits may not exceed 30% of personnel salaries requested from		\$9,000		
Totals		\$39,000	\$3,000	\$42,000
NARRATIVE DESCRIPTION FOR SECTION A. PERSONNEL				
A Too Good for Drugs Program Coordinator will implement the curriculum at three elementary schools with grades K-2 for 40 hours per week for 11 months. The coordinator will complete all VFHY reports and attend all required trainings. \$30,000 annual salary + fringe benefits (30% salary = \$9,000) Total Personnel Request = \$39,000.				
Total Personnel Match \$3,000 to oversee the program coordinator and monitor program fidelity.				

B. CONSULTANTS: Cost to utilize trainer, artist, evaluators or other contractor(s) for short-term work.				
Type of Expense	Rate/ Unit of Reimbursement	Request from VFHY	Match Contributions/ If Applicable	Totals
				\$0
				\$0
				\$0
				\$0
Totals		\$0	\$0	\$0

NARRATIVE DESCRIPTION FOR SECTION B. CONSULTANTS

C. TRAVEL: Cost for project staff's travel to implement projects or programs and attend VFHY trainings.

Type of Expense	Rate/ Unit of Reimbursement	Request from VFHY	Match Contributions/ If Applicable	Totals
Travel and lodging (if required) for VFHY Conference for two staff for two nights/two days. Estimate travelling to and from Richmond, VA.		\$1,286		\$1,286
Local Travel	57.5/mile	\$288		\$288
				\$0
				\$0
Totals		\$1,574	\$0	\$1,574

NARRATIVE DESCRIPTION FOR SECTION C. TRAVEL

Travel to statewide conference event for 2 people traveling in one vehicle to Richmond (400 miles roundtrip x .575/mile) = \$230 + per diem costs (\$76/per person x 2 days) = \$304 + lodging costs (\$188/night x 2 people for two nights) = \$752.
 Travel to implement programs at all elementary schools is estimated at 500 miles x 57.5/mile = \$287.50.

D. RENTAL SPACE/EQUIPMENT: With clear justification, one computer system with peripherals may be purchased, not to exceed \$1,000. Other equipment MUST be unavailable in the organization, related to the program and clearly justified.

Type of Expense	Request from VFHY	Match Contributions/ If Applicable	Totals
			\$0
			\$0
			\$0
			\$0
Totals		\$0	\$0

NARRATIVE DESCRIPTION FOR SECTION D. RENTAL SPACE/EQUIPMENT

E. MATERIALS: Educational materials, products, supplies, incentive items for program or project participants. For Youth Development Applicants, incentive costs cannot exceed \$5.00 per program participant per year. This limit does not apply to Community Innovation.

Type of Expense	Request from VFHY	Match Contributions/ If Applicable	Totals
Too Goods for Drugs teacher kits (grades K-2)	\$788		\$788
Too Good for Drugs workbooks (grades K-2)	\$1,079		\$1,079
Incentive items for all program participants	\$810		\$810
Program materials (markers, flip charts, storage containers)	\$100		\$100
			\$0
			\$0
			\$0
Totals	\$2,777	\$0	\$2,777

NARRATIVE DESCRIPTION FOR SECTION E. MATERIALS

Kindergarten, first and second grade teacher kits (Kindergaren \$245.95, first grade \$245.95, second grade 295.95 = \$787.85). Student workbooks for all K-2 classes at three elementary schools (workbook packs are \$39.95 for 30) Total of 27 packs at \$1078.65). (Qualifies for free shipping) Incentive items (string backpacks) to be distributed to each participant (810 students x \$1.00 each = \$810.) Markers, flip charts, storage containers for program implementation \$100

F. OTHER COSTS: Printing, copying, postage

Type of Expense	Request from VFHY	Match Contributions/ If Applicable	Totals
Printing and postage for program materials		\$500	\$500
			\$0
			\$0
			\$0
			\$0
Totals	\$0	\$500	\$500

NARRATIVE DESCRIPTION FOR SECTION F. OTHER COSTS

ABC Schools will provide all copying and postage related costs for the TGFD program.

G. INDIRECT Indirect costs cannot exceed 10% of the personnel costs charged to the grant.

Type of Expense	Request from VFHY	Match Contributions/ If Applicable	Totals
Indirect	\$3,900		\$3,900
Totals	\$3,900	\$0	\$3,900

NARRATIVE DESCRIPTION FOR SECTION G. INDIRECT COSTS

A total of 10% of personnel costs is requested for all general operating expenses (10% of \$39,000 personnel total request = \$3,900.

H. TOTAL BUDGET

	Amount Requested From VFHY	Match Contributions/ If Applicable	Totals
Total Amount of Funds	\$47,250	\$3,500	\$50,750

Year 1 Program Implementation Matrix

The Program Implementation Matrix must be completed for year 1 of the grant, which ends on June 30, 2022. The Matrix and separate Workplan will outline the major implementation components of the selected *Curriculum Guide* program(s). Information from this Matrix must correspond correctly with the information provided in the Workplan.

Use the Program Implementation Matrix to describe your implementation of the *Curriculum Guide* program(s). Applicants must provide information about the setting and method in which the program will be delivered, the age of the targeted youth, the number and size of groups, and length and frequency of sessions. The method of delivery lets us know if you plan on implementing lessons in person or if you will be using a virtual format (e.g., live via Zoom, pre-recorded lessons, etc.). You will calculate the total number of implementation hours based upon the formula provided in the Matrix. Several of the fields are drop downs.

Applicants are required to utilize the Program Implementation Matrix provided. The forms can be downloaded [here](#). Matrices should remain in their original format (Microsoft Word) in case they need to be edited later.

An example can be found below:

(A) Curriculum Guide Program	(B) Setting	(C) Method of Delivery	(D) Age/Grade of Youth	(E) # of Groups	(F) # of Youth Per Group	(G) Total # of Youth	(H) Sessions Per Group	(I) Session Length	(J) Total # of Implementation Hours*	(K) Session Frequency
CATCH My Breath	Location A	In Person	6-9 th grades	5	10	50	4	30 min.	5 x 4 x 30 min = 10 hours	1 time per week x 4 weeks
CATCH My Breath	Location B	In Person	11-12 th grades	3	25	75	4	30 min.	3 x 4 x 30 min = 6 hours	1 time per week x 4 weeks
Grand Totals						125			16 hours	