The National Resource Center for Reaching Victims

Reaching Victims of Crime
Requests for Proposals

IMPORTANT DATES

Applications are due by October 12, 2018 by 11:59 PM Eastern Time, and can be submitted online.

An informational webinar about this opportunity will be held in English on September 26, 2018 from 2:30 – 4:30 p.m. Eastern Time/11:30 – 1:30 p.m. Pacific Time, and in Spanish on September 27, 2018 from 2:30 – 4:30 p.m. Eastern Time/11:30 – 1:30 p.m. Pacific Time

Applicants are strongly encouraged to send an email to reachingvictims@vera.org by October 5, 2018 stating an intent to apply.

Applicants will be notified by November 2, 2018 of the outcome of their application.

Awards will be made for a 9-month period, starting December 1, 2018 and ending August 31, 2019.

If you have questions about the *Reaching Victims* Grant Program, please email us at reachingvictims@vera.org.

Summary

Through a cooperative agreement with the U.S. Department of Justice, Office for Victims of Crime (OVC), the National Resource Center for Reaching Victims (NRC) – a collaborative effort to bring healing services and justice to more survivors of crime in the United States – is requesting applications for projects that seek to better identify, reach, and/or serve victims from communities that are frequently underrepresented in healing services and avenues to justice. Projects are eligible to apply for up to $50,000 for a nine-month funding period (December 2018 – August 2019). Through a competitive selection process, the NRC will fund up to 10 projects. Funding will be made through a subaward with the Vera Institute of Justice: the convener and lead agency for the NRC. Applications are due by **October 12, 2018 by 11:59 PM Eastern Time** and can be submitted online. An informational webinar about this opportunity will be held in English on **September 26, 2018 from 2:30 – 4:30 p.m. Eastern Time/11:30 – 1:30 p.m. Pacific Time**, and in Spanish on **September 27, 2018 from 2:30 – 4:30 p.m. Eastern Time/11:30 – 1:30 p.m. Pacific Time.**

About the National Resource Center for Reaching Victims

Funded by the U.S. Department of Justice, Office for Victims of Crime (OVC), the National Resource Center for Reaching Victims (NRC), is a one-stop shop for victim service providers, culturally specific organizations, criminal justice professionals, and policymakers to get information and expert guidance to enhance their capacity to identify, reach, and serve all victims, especially those from communities that are underrepresented in healing services and avenues to justice. The NRC is working to increase the number of victims who receive healing supports by understanding who is underrepresented and why some people access services while others don't; designing and implementing best practices for connecting people to the services they need; and empowering and equipping organizations to provide the most useful and effective services to crime victims. The NRC is a collaboration among Caminar Latino, Casa de Esperanza, Common Justice, FORGE, the National Children's Advocacy Center, the National Center for Victims of Crime, the National Clearinghouse on Abuse in Later in Life, Women of Color Network, Inc., and the Vera Institute of Justice (Vera). Our vision is that victim services are accessible, culturally appropriate and relevant, trauma informed, and that the overwhelming majority of victims access and benefit from these services.

Background

Each year, millions of people in the United States become victims of crime. Yet, according to the National Crime Victimization Survey, 9 out of 10 people who experience a violent victimization don't receive victim services.[1] OVC's *Vision 21: Transforming Victim Services Final Report* envisions that all crime victims can readily access a seamless continuum of evidence-based services and support that will allow them to recover. However, there are challenges to meeting this goal. For example, victim services are not always readily accessible to or designed for victims from all communities.

About the *Reaching Victims of Crime* Grant Program

To help achieve our vision, we have created the *Reaching Victims* program. The purpose of this program is to address unmet needs and close gaps that prevent survivors from underserved communities from accessing and benefiting from healing services and avenues to justice. We invite applications for projects that seek to better identify, engage, and/or serve survivors from underserved communities or who face particular barriers to accessing the help they need. Through an individualized selection process, we will make up to 10 sub-awards for up to $50,000 for a 9-month period, starting December 1, 2018 and ending in August 31, 2019. This funding is designed to support three levels of involvement:

- *Specific Project*: An award from the NRC is designed to support a specific project that will make a meaningful and lasting contribution to the crime victims field's efforts to identify, engage, and/or serve crime victims from underserved communities. Projects may build upon practices that have shown promise or already proven to be successful, or they can use innovative approaches that have not yet been tried.

- *Learning Community*: In addition to working on your project, organizations will participate in a learning community with other grantees and experts from the crime victims and related fields. The learning community is designed to build capacity through training, and to foster relationship building among colleagues working toward similar goals in the field. The experience will include a series of virtual meetings and trainings to support the work being done in each project and to share lessons-learned.

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[1] Bureau of Justice Statistics, National Crime Victimization Survey (NCVS), 2015.

- *Mentorship with Vera and the NRC*: We also envision a close partnership with Vera and the organizations that comprise the NRC. Each selected project will be paired with a representative from the NRC whose expertise most closely aligns with the project's focus. The NRC representative will meet with the project team on a monthly basis to learn about the project's work and how it is progressing; to provide guidance on any issues that arise; and to facilitate connections to other grantees or consultants who may be relevant to the project team. The NRC representative will also look for opportunities to share information about the project with the broader crime victims field and will facilitate those opportunities with the project team. Representatives from Vera will also be in frequent contact with the project and may meet, if needed, to help support the project with invoicing, reporting, and other subaward requirements.

Funding Priorities

While we will consider applications that focus on increasing services to survivors from any underrepresented community, we will prioritize funding for projects that seek to better identify, engage, and/or serve survivors from the following communities:

- Children and youth
- Boys and men of color
- Girls and women of color
- Individuals who are formerly incarcerated
- Immigrants and individuals with limited English proficiency
- Lesbian, gay, bisexual, transgender individuals
- Native Americans
- Older adults
- People with disabilities

We encourage projects that enhance services to survivors from multiple communities (i.e. older adults who are LGBT, or Native Americans with disabilities, etc.), but those focused on a specific community or group will be considered.

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Who Can Apply

Eligible applicants include 501(c)(3) organizations that serve or advance services for survivors of crime and organizations that serve or advance services for communities that are harmed by crime. **Organizations with fiscal sponsors are also eligible to apply**. Institutions of higher education; state, local, or tribal governments, and governmental agencies (such as police departments, prosecutor's offices, or probation offices) are also eligible to apply. Organizations must be located in States, Districts, or Territories of the U.S.A., and must commit to the following:

- Promote access, inclusion, and cultural relevance in the project.
- Achieve specific and meaningful progress towards improving victims' access to healing services and/or avenues to justice.
- Participate in the learning community, which consists of a welcome orientation, monthly network meetings, quarterly trainings, and one-on-one guidance (approximately 2.5 hours a month).
- Participate in monthly meetings with representatives of the National Resource Center (approximately 3 hours a month).
- Participate in meetings with Vera staff, as requested (approximately 1 hour a month).
- Share information about your project with the learning community and the broader crime victims field.
- Submit data and findings to Vera on a monthly basis.
- Complete a final report that summarizes your process, impact, challenges, successes, and lessons-learned.
- Grant Vera permission to publish blog posts, fact sheets, and other resources related to the *Reaching Victims* program and projects funded through it.

We encourage applications from eligible entities with demonstrable experience and passion for increasing services to crime victims from the underrepresented communities previously noted. While not required, we do encourage applications that include partnerships between two or more organizations, especially if one of the organizations included in the application considers itself a traditional victim services organization.

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Applications will be accepted in English and Spanish. Video-based components of the applications will also be accepted in American Sign Language. If you wish to submit an application in a different language than we've listed, please email us at reachingvictims@vera.org.

Other Important Information
- The Vera Institute of Justice serves as the convener of the NRC; sub-awards will be made between Vera and selected projects through an award from the U.S. Department of Justice's Office for Victims of Crime (OVC) that supports the NRC.
- Since funding for this program comes from a cooperative agreement from OVC, award recipients are required to comply with Federal rules regulating grants. This includes the requirements detailed in the Office of Justice Programs 2017 Financial Guide located at https://www.justice.gov/ovw/file/1030311/download. Please review sections 3.9 and 3.13 for specific information on allowable and unallowable costs.
- Award recipients are also required to adhere to all applicable uniform (grant) administrative requirements, cost principles, and audit requirements set forth in 2 C.F.R. § 200 and other applicable laws.
- The Federal funding supporting this program has specific requirements award recipients must meet if the project's activities include in-person conferences or events. These include but are not limited to financial caps on logistical and programmatic planning, room rental, and audio-visual costs, as well as prohibitions on food and beverage at events. Conferences and events meeting certain criteria require prior approval (through a conference approval process that takes a minimum of 90 days) and conference cost reporting. While we will consider applications that propose conferences and events that are covered within these guidelines, we strongly encourage applicants to propose activities that do not include hosting conferences or events.

How to Apply

Attend Our Information Sessions
We will host two informational webinars about this opportunity. The first webinar will be held in English, with American Sign Language interpretation and closed captions, on September 26, 2018 from 2:30 – 4:30 p.m. Eastern Time/11:30 – 1:30 p.m. Pacific Time, and the second will be held in Spanish on September 27, 2018

from 2:30 – 4:30 p.m. Eastern Time/11:30 – 1:30 p.m. Advanced registration is required to attend a webinar. To register, please complete the registration form:

Register for the September 26th Session

Register for the September 27th Session

Email Us Your Intent to Apply
To help us plan for the review process, we strongly encourage applicants to send us an email at reachingvictims@vera.org stating your intent to submit an application. In your email, please tell us the name and location of your organization and the group/community of underserved survivors your project is addressing. Emails of intent are due by October 5, 2018.

Submit Your Application
Applications to the *Reaching Victims* program will be accepted via **Submittable**, an online submissions service, at: https://vera.submittable.com/submit. To submit your application, follow these steps:

Step 1: Create a free **Submittable** account. To create an account, you will need to enter your name and email address, and to create a password.

Step 2: Login to your **Submittable** account.

Step 3: Complete the online application. Once you've started your application, you can save it on **Submittable** and return to it later. You can also edit your application on **Submittable** until the application due date. You will not be able to edit your application once you have submitted it or after the application due date (October 12, 2018 by 11:59 PM Eastern Time) has passed. NRC reviewers will not be able to see your application until you have submitted it.

We can provide the application in a Word, text-only, and large print electronic formats by request. If you prefer to complete a paper application, we will accept applications in the mail. Please email us at reachingvictims@vera.org to request the application in an alternative format.

Application Requirements

The application consists of the following six components:

1. Applicant Profile
2. Project Summary
3. Project Narrative
4. Budget Detail and Narrative
5. Work Plan
6. Letter(s) of Commitment

Each of these components is described in this section.

1. <u>Applicant Profile</u>: You will need to **complete a form** on Submittable that provides basic information about the organization applying, including the organization's name, EIN/TIN number, and DUNS number, as well as the contact information of the point person for this application at the organization. You will also be asked for a project name, the amount of funding requested, and the priority area(s) addressed in your application.

2. <u>Project Summary</u>: You will need to **upload** a summary of your project in Submittable. We would like a brief overview of who you are, what you are proposing to do, and the impact you hope to have through your project. You can either upload a written summary (no more than 1 page, using a 12 point font of your choice, double-spaced with one-inch margins) or a video (no more than 2 minutes long and smaller than 400 MB). Acceptable file formats include: PDF and Word for text files or documents and MP4, MOV, AVI, FLV, and WMV for video files.

3. <u>Project Narrative</u>: You will need to **upload** a project narrative in Submittable. Your project narrative should not exceed 15 pages, using a 12 point font of your choice, double-spaced with one-inch margins. Acceptable file formats include: PDF and Word.

   Your project narrative should include the following three areas:

A. Need: Tell us about the specific problem(s) your project is trying to address.

- What underserved community or communities is your project focusing on, and why?
- What experience do survivors from these communities have with victim services and criminal justice interventions, if any?
- What barriers prevent survivors from these communities from successfully accessing and receiving services and supports they need as they heal and/or pursue justice?

B. Project Design: Tell us about how you will address the problem(s) identified.

- What are the goals of your project?
- What strategies are you using to solve the problem(s) your project is addressing?
- What activities will you engage in to achieve the goals of the project?
- What impact do you want to achieve and how will you measure it along the way? If this is an area in which you need support, please include a brief description of the help you need.
- Explain how your approach to the project is culturally appropriate and trauma-informed for the specific communities being addressed. You may include strategies such as partnerships, community engagement, healing modalities, educational materials, evaluation approaches, etc.
- How will your project advance equity for survivors from communities prioritized in this program?

C. Capacity: Tell us about the organization(s) and people who will be involved in your project.

- Who is the lead organization? What is its mission? What is this organization's role?
- If you will engage partners to help you address this problem, who are they? How do your partners expand or complement your work around serving survivors from underserved communities? What is your experience or existing working relationship thus far? What is their role? What steps will

you take to ensure equitable partnerships (role, funding, other resources, etc.)?

- Who are key individuals who will be involved in the project?
- What opportunities do you have to build your internal capacity to address the problems you have identified? What do you need assistance with? What is your plan to receive the support you need?
- What are the qualifications and experiences (formal or informal) of the organizations and people involved in the project as they relate to the focus, goals, and activities of the project?

4. Budget Detail and Narrative: You will need to **upload** a budget detail and a budget narrative on Submittable. Acceptable file formats include: PDF, Word, and Excel.

    Your budget should display a clear link between the specific project activities and the proposed budget items. The *budget detail* should provide the detailed computation for each budget line item, listing the total cost of each and showing how it was calculated by the applicant. The *budget narrative* should explain how the applicant estimated and calculated all costs, and how those costs are necessary to the completion of the proposed project.

    Applications with budgets over $50,000 will not be considered.

5. Work Plan: You will need to **upload** a work plan on Submittable. Acceptable file formats include: PDF, Word, and Excel.

    Your work plan should include the primary activities and tasks involved in successfully completing your project, who is responsible, and when each will be completed.

6. Letter(s) of Commitment: You will need to **upload** one letter of commitment from each partner organization that is included in the application. If you application does not include partner organizations, you are not required to submit a letter of commitment.

Letters of commitment should be written on agency letterhead, signed by agency leadership, and describe the role the organization will play on the project and its commitment to the goals, activities, and success of the project.

Review and Selection Process

Complete applications will be reviewed by NRC staff. Outside experts may also be used, if needed. Applications will be scored based upon the quality of the response as it relates to closing gaps in services for survivors from underserved communities and the level of detail provided. Applications will be reviewed and scored based on the following scoring system:

1. Applicant Profile: not scored
2. Project Summary: not scored
3. Project Narrative
- Need: 10 points
- Project Design: 10 points
- Capacity: 10 points
4. Budget Detail and Narrative: 5 points
5. Work Plan: 5 points
6. Letters of Commitment: not scored

Recommendations from the review process will be made to the U.S. Department of Justice, Office for Victims of Crime for final approval.

Notification

We anticipate notifying applicants of the outcome of their applications by November 2, 2018.

Submission Checklist

- ☐ Applicant Profile
- ☐ Project Summary
- ☐ Project Narrative
  - ☐ Need
  - ☐ Project Design
  - ☐ Capacity
- ☐ Budget Detail and Narrative
- ☐ Work Plan
- ☐ Letter(s) of Commitment

Questions

For questions regarding the *Reaching Victims* Grant Program, please email reachingvictims@vera.org.