**SLIDE 54: GRANT APPLICATION:** OVC 2019 Direct Services to Support Victims of Human Trafficking

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| **Project Abstract** |

400 words or less

Written for general public audience

Name file “Project Abstract”

Single-spaced

12 pt Times New Romaman

1 inch margins

Legal name of CMC

Specific description of geographic area

Number of victims served each year

Amount federal funding requested

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| **Program Narrative** |

Double spaced & 1 inch margins

12 pt Times New Roman

25 pages

Pages numbered

Sections included as headings

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| 1. **Description of the Issue** |

Identify nature and scope of the problem

Key words to use: trauma informed care

Demonstrate human trafficking problem within targeted region

Include data regarding investigations, prosecutions and the number of victims in proposed geographic area

Previous or current attempts to address the problem

Documentation of victims served in 2015, 16, 17

Outstanding gaps in services

Why CMC is best suited to meet needs & gaps

How will the funding address the problems

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| 1. **Project Design and Implementation** |

Clearly state goals, SMART objectives and primary activities

How are the goals, objectives and activities aligned with the Purpose and Focus areas

Describe how “trauma informed care” will be delivered

Is the Logic Model attached mentioned

Describe all services to be provided

Describe target population

Staff names and positions providing direct services

How will the performance of the partners be monitored

How victim safety and confidentiality will be addressed

Mention MOU, Letter of Intent or other agreements that are included

Describe plans for working in collaboration with law enforcement and other organizations

Implementation plans for conducting local training and public awareness

Mention project timeline

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| 1. **Capabilities and Competencies** |

Staffing structure of the program

How will the program be managed and who are the key staff

Include organizational chart

Describe roles and responsibilities of key staff

Mention that a list of key personnel is attached and their resumes and job descriptions are attached

Demonstrate that personnel have prior victim service experience

Describe CMC’s experience in providing services for victims

Demonstrate expertise and organizational capacity

Describe experienced managing federal grants

Include a completed table of the Comprehensive Services Model and how those services will be implemented in the project

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| 1. **Plan for Collecting the Data Required** |

A plan for collecting all the performance measures

Submitting to the TIMS system

Examine key performance measures and required client data in Performance Measures Table.

Describe qualifications of key staff collecting data and using TIMS

Demonstrate understanding of performance data reporting requirements

How will the data be collected

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| 1. **Plan for Research** |

Plan for Action Research

Collaboration between program staff and researcher

Timely analysis

Demonstrate knowledge of collection, analysis, evaluation literature and program operation

Describe how CMC will provide OVC with annual action research reports

Include a description of the proposed action research consultant

Description of qualifications of consultant

Key staff involved in action research

Explain basic methodology and timeline for action research

Will these activities be included in the budget

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| **Attachments** |

Budget Detail Worksheet

Budget Narrative

Information of Proposed Subawards/Contracts

Financial Management and System of Internal Controls Questionnaire

Disclosure of Lobbying Activities

Application Disclosure of Pending Applications

Research and Evaluation Independence and Integrity Statement

Disclosure of Process Related to Executive Compensation

Logic Model

MOU, Letters of Intent, Subcontracts list

Letters of Support from Law Enforcement

Project Timeline

Position Descriptions and Resumes

Privacy Certificate