

## Program Narrative for Youth Bureau Funding

County ► Sullivan

Program code ► Youth Bureau to assign

Agency ►

Program name ►

Please insert your narrative in the cell ***below*** each question; the cell will expand to accommodate the text.

In the instructions, text in **bold** indicates required components that must be included as the narrative is written. Text not in bold indicates information meant to clarify or help put each section into context.

- 1. Target population:** Please provide information about the youth who will participate in the program, as well as a description of the community, county, or other geographic area where the program will take place. **Include anticipated number of youth participants; demographics: age, sex, ethnicity; risk factors; geographic location. Characteristics describing the target population in the narrative must be compatible with the information entered on the individual program application [OCFS-5002 and OCFS 5003].**

In addition, describe what STRATEGIES the proposed program will use to attract and retain the expected number of participants. ▼

- 2. Participant outcomes:** This section of the narrative provides the opportunity to describe the impact the program is expected to have on the target population, and how that impact will be verified.

List one or more participant outcomes stating the expected change, benefit, or improvement in the condition or behavior of the target population that can be accomplished and measured at the end of the funding period. Include language describing what will be measured in order to verify the degree to which the outcomes have been achieved. A model and examples are provided as Attachment A. ▼

- Before specifying individual outcomes below, please provide a brief statement of the overall benefits you expect the youth participants to experience, your overall goal as to what participating youth will gain from your program.

### Overall benefits/goal:

- Of the \_\_\_\_\_ youth who will participate in the \_\_\_\_\_ program, \_\_\_\_\_ will improve/achieve \_\_\_\_\_ by \_\_\_\_\_ percent as measured by \_\_\_\_\_.
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3. **Program design:** Describe the core features of the program in such a way that a reader would have a good understanding of how the program will operate, and how the program fits into the bigger picture of services available in the community. **Include specific activities; where the program will take place; length of time youth will participate; days and hours of operation for each activity; months of the year during which the program will operate. Also,**

- If applicable, discuss how coordination or collaboration with other community-based services will be accomplished.
- List any other important features of this program, and explain how they may differ from other similar programs or services available to the target population.
- Youth involvement or “youth voice”: Describe how the input of young people is considered when designing, implementing, and/or evaluating the success of the program. If not applicable, please explain why (e.g., a prenatal program).
- If the program has a family focus, describe how the input of families is considered when designing, implementing, and/or evaluating the success of the program.
- Does the program use an evidence-based program model? If yes, please identify the author or source (e.g., the Center for the Study and Prevention of Violence “Blueprints”). Does the program use research to affect the program design? If yes, please provide the name of the author or the source of the research.

Please include your overall program operating schedule [year-round, seasonal/summer, school year; days of the week, times of day, frequency].

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4. **Monitoring:** The OCFS Office of Youth Development expects program self-monitoring — as well as monitoring by the county Youth Bureau — to determine that program activities or services are being provided as stated in the application, that the program environment is safe for program participants, and that the program is accountable for the use of public funds. **In describing monitoring, please answer each of these three questions:**

- Who will be responsible for monitoring?
- How often will monitoring take place?
- How will monitoring be documented? ▼

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5. **Evaluation:** It is important to review whether or not the program is achieving its goals and outcomes. Evaluation will help determine if the program design is effective, or whether it needs to be modified for a better opportunity for success.

**Describe how evaluation will be carried out to track progress on participant outcomes. Include**

- What will be looked at for verification;
- Who will do this;
- When it will be done; and
- How the results will be used. ▼

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### 6. Personnel and volunteers:

List qualifications and/or job descriptions for positions being funded through this proposal. Also list other key positions that have an effect on program design. Be sure job duties and minimum qualifications are included. Indicate which staff are being paid with Youth Bureau funds, and the amount of their time assigned to the program.

Provide information on any volunteers who will be involved in the program. Include:

- How they will be screened and trained;
- What duties they will perform;
- How their work will be supervised.

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7. Agency mission and past accomplishments: This is the opportunity to demonstrate the strengths and qualities of your organization that show that you will have a good chance of being successful in engaging the youth you expect to serve, and in achieving the participant outcomes.

**Briefly state your agency's mission.**

**Briefly describe your agency and past accomplishments in providing services to the target population or providing a similar program to another population.**

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## Appendix A, Participant Outcomes: Format and Examples

**Format for stating outcomes:** Of the \_\_\_\_\_ (number of) youth who will participate in the \_\_\_\_\_ (name of) program, \_\_\_\_\_ (number) will improve/achieve \_\_\_\_\_ (outcome) by \_\_\_\_\_ (number or percent) as measured by \_\_\_\_\_ (means of measurement and documentation).

**Copy and use the format as needed. You may use one for each outcome anticipated from each component of the program:**

Of the \_\_\_\_\_ youth who will participate in the \_\_\_\_\_ program, \_\_\_\_\_ will improve/achieve \_\_\_\_\_ by \_\_\_\_\_ percent as measured by \_\_\_\_\_.

### Participant Outcomes: Examples

- Of the 30 youth who will participate in the work/study mentoring program, 25 will improve their school attendance by 20%, as measured by school attendance records.
- Of the 45 youth who will participate in the after-school tutoring program, 30 will improve their reading level by one grade, as measured by school report cards.
- Of the 50 youth who will participate in the summer recreation program, 40 will achieve one or more of the following:
  - (a) improve swimming skill by one level;
  - (b) work cooperatively with a partner to practice skill building;
  - (c) mentor a younger camper and teach a skill, as measured by program log.
- Of the 35 teen parents who will participate in the Teen Parent Support program, 25 will complete the eight-week program and demonstrate positive behavior change as measured by post-test and case-manager log.
- Of the 800 youth who will participate in the XYZ program, 700 will gain skills in career opportunities, as measured by pre-test, post-test, and team-leader evaluations.
- Of the 100 youth who will participate in our day camp, 75 will increase their skills in one or more of the following: computer technology, arts and crafts, physical fitness, and teamwork, as measured by documentation of presentations, projects, or demonstrations in week 8 of the program.
- Of the 200 girls who attend camp, 170 will be able to abide by the buddy system and demonstrate cooperation in their group, and identify five basic outdoor camping skills, as measured by team-leader log and pre-test and post-test.