

SHORT FORM NARRATIVE INSTRUCTIONS

TEMPLATE

A. Identification PROGRAM NARRATIVE (Short Form)

1. County:	2. Program Code (for County/OCFS use only):
3. Sponsoring Municipality/Implementing Agency:	4. Program Name:

B. Target Population:

1. Identify the characteristics of the youth who will participate, including age, sex, race/ethnicity, risk factors, strengths and the number of youth.

C. Program Description:

1. Describe the service methods or core feature of the program. **List each activity and include where and when it will take place.**

2. How does the organization attract and keep young people participating in the program?

3. How do you seek the input of young people when designing, implementing, and/or evaluating the success of the program?

(Attach a separate sheet if necessary)

D. Personnel/Volunteers

1. How will the program be **staffed**?

2. List **qualifications**, or attach job descriptions for positions being funded through this program.

3. Will volunteers be used? If so, how will they be **screened and supervised**?

E. Outcomes:

1. What Outcomes (benefits) are expected for the young people participating in the program? (See examples in Attachment A)

(Attach a separate sheet if necessary)

F. Evaluation:

How will you know the program is achieving success (meeting the outcomes/benefits described above)?

G. Monitoring: Describe the system for self-monitoring. Include:

1. **Who will be responsible** for determining the program is operating as designed and in a safe manner?

2. **How frequently** will self-monitoring take place?

3. **How will it be documented?**

H. Board of Directors: *Not required for Municipalities

Provide a list of your Board of Directors including Name, Board position, Home Address and Phone Number, Employer's Name, Employer's Address and Phone Number, and any Professional or Community Affiliations. Identify any Youth Members (under age 21)

(Attach a separate sheet if necessary)