

Narrative Guidelines

- Name of Proposing Organization
 - Title of Program/Service
 - Program Year: October 1, 2024– September 30, 2025
 - Client Population/Number to be served
- 1) **Narrative Description of Proposed Services:** Briefly describe the benefit(s) or need(s) which the proposed program is intended to address. Include information about the youth characteristics and demographics and the boundaries or geographic areas.
 - 2) **Program Services and Outcomes:**
 - A. **Outcomes** - State what you hope to accomplish or change through this program.
 - B. **Monitoring Methods** - Describe the process to be used to monitor on a regular basis. Include who will be responsible, frequency, and documentation of monitoring activities.
 - C. **Evaluation Methods** – Describe the process to be used to evaluate the attainment of the objectives. Include what will be measured, who will conduct the evaluation, where and how the results will be used.
 - 3) **Program Design and Staffing:** Discuss the Services, Opportunities, and Supports (Coding document for OCFS-5003) to be used as they relate to the objective cited above. Be specific about activities, number of youths to be served, day/hours of operation, average attendance, and facilities to be used. Include information about recruitment, intake, referrals, termination, and follow-up procedures as applicable. List the duties and required qualifications of all staff to be involved in the program. If volunteers will be used indicate how many, their responsibilities and qualifications, how they will be recruited, selected, trained and supervised. If no volunteers are used, please indicate such.
 - 4) **Total Program Budget:** Please use the attached form (OCFS-5005 Budget Form) and be sure to note other proposed funding sources.