**Information:**

**The purpose of FY ‘18** (July 1, 2017-June 30, 2018) **Restorative Justice Council Funding is to support restorative justice programs in providing services that will help keep juveniles out of the criminal justice system.**

The Juvenile Restorative Justice Diversion funding applications are due March 31st, 2017.

Please complete the application and **email it as a PDF to** [**deb.witzel@judicial.state.co.us**](mailto:deb.witzel@judicial.state.co.us) **by 5pm March 31st, 2017**. Please do not include any extraneous attachments. Please save your completed application as a PDF file with the pre-fix: **FY18RJ\_** Then add the name of your organization**. No late or incomplete applications will be considered.**

There will be five (5) regional 2 day trainings around the state between January 19th and March 10th to help potential applicants understand Implementation Science, Evidence-based Practices and Restorative Justice as well as how to apply for this funding. Please visit the Events Page on [www.rjcolorado.org](http://www.rjcolorado.org) to learn more about the dates, times and locations and to sign up.

An informational webinar on applying for this funding will take place February 23rd 11:30am – 12:30 pm MST and the recording of that webinar will be available via [www.rjcolorado.org](http://www.rjcolorado.org) after that time. There will be no information about Implementation Science or Restorative Justice in general as a part of that webinar. Participation is limited to 50 call lines per session. **Please limit one call from each agency or organization.** To register, please visit [www.rjcolorado.org](http://www.rjcolorado.org) on the Events page. A Frequently Asked Questions document will be provided on [www.rjcolorado.org](http://www.rjcolorado.org) after the webinar as well.

Funding decisions will be announced at the beginning of May 2017.

The funding recommendations are made by the Colorado Coordinating Council on Restorative Justice (RJ Council). Funds come from the Restorative Justice Cash fund, managed by the State Court Administrator’s Office of the Colorado Judicial branch.

A total of $800,000 is available for FY ’18 (July 1, 2017 – June 30, 2018). The RJ Council is committed to implementation science guidelines (more information is available at: <http://implementation.fpg.unc.edu/> ) which recommend supporting funded programs for 3-5 years and thus will first consider requests for continued funding from the currently funded Juvenile RJ Diversion pilot projects established by HB13-1254 but at no more than 60% of their FY ’16 funding level. The RJ Pilots are in their third year of data collection on juvenile diversion oriented restorative justice programming. Those programs funded for their first year in FY ’17 may apply for up to 80% of their FY’17 total funding.

Remaining funds (approximately $300,000) will be made available for restorative justice programs applying for funding for pre-file restorative justice efforts as new or existing projects, services or practices that divert juveniles from entering the juvenile justice system for behaviors that put them at risk for court filing. The restorative justice programs may be within governmental agencies, nonprofits (501.c.3) or schools that meet the priorities and requirements outlined below, up to $100,000 per proposal. The RJ Council places high value on keeping appropriate juveniles out of the justice system.

Through restorative justice practices, victims have a voice, harm to victims and the community can be repaired and offenders have an opportunity for learning and to reduce collateral consequences. Restorative justice practices provide options for school and justice system professionals to offer a satisfying and cost effective justice experience to victims, the community and offenders. For more information about restorative justice practices and definitions please visit <http://www.rjcolorado.org/colorado-restorative-justice-council.html> and review the RJ Models Definitions document.

The RJ Council places high value on restorative justice programs and practitioners that are registered in the RJ Directory and agree to adhere to the Facilitator Code of Conduct and Standards of Practice as well as Training Guidelines found on [www.rjcolorado.org](http://www.rjcolorado.org).

**Priorities and requirements for proposals that may receive funding:**

All funded programs and projects will be required to abide by the RJ Council data collection and evaluation guidelines and reporting requirements, as well as the financial management and reporting standards set forth by the State Court Administrator’s Office of the Colorado Judicial branch. These have not been finalized for FY ’18, but the FY ’17 Compliance Guidelines are available for review at <http://www.rjcolorado.org/colorado-restorative-justice-council.html>.

All funded programs and projects will be required to use an evidence-based screening tool to identify level of risk and need for offenders referred to their program or project. The intent is to better assess and understand the level of risks and needs of juveniles referred to restorative justice. (Example: CJRA – There are many possibilities. More information can be found on nicic.gov/library/files/027615.pdf) The RJ Council has an interest in substance use and mental health concerns of referred juvenile offenders as well. At this point in time no stalking, sexual assaults or domestic violence cases may be served with these funds.

All funded programs and projects will be required to send at least one representative to quarterly Implementation Team meetings within the state of CO. Travel to these meetings may be budgeted into the grant request. These meetings are generally held from 10am-3pm and dates and location are planned on a calendar year. Please see the Funded Programs page at [www.rjcolorado.org](http://www.rjcolorado.org) for details. Additionally, there are quarterly Implementation Team calls schedule that at least one representative from each funded agency must attend.

All funded programs and projects will be required to demonstrate that their RJ service provision will reflect the needs and demographics of their community with an emphasis on meeting the assessed needs of at-risk and underserved populations. For example: If the most significant percentage of cases filed in the judicial district are Hispanic non-white, males, age 16-17, then service provision should look similar. No one should be declined services for financial reasons.

The RJ Council will give priority to programs that are victim-centered in their restorative justice practices. The RJ Council holds victim-centered practices as the highest standard of practice. For more information see Victim Centeredness in RJ at <http://www.rjcolorado.org/colorado-restorative-justice-council.html>.

Collaboration and partnerships are encouraged. Where these relationships pre-exist and are successful, sustainable collaborations are documented in the application, the RJ Council will consider how well-positioned the community is to receive funding. A letter of commitment from each partner is required with the application and a Memorandum of Understanding will be required, if funded. Community readiness will be evaluated based on documented letters attached to the proposal showing commitment to referrals, screening/assessments, data collection, evaluation, and reporting as examples.

The RJ Council will consider geographic diversity within Colorado as funding decisions are made.

**Instructions:**

* Please complete each section of the application. Use 12pt font. 1 inch margins. Single spacing is permissible. Do not exceed page allotments in each section. The form will not automatically limit the space you have so you must pay attention to the limitations and actual space used. Include attachments at the end of the application. Do not include any attachments beyond those requested.
* Save your file with the pre-fix: FY18RJ\_ followed by your organization name.
* (ex. **FY18RJ\_**juvenileRJdiversion33JD)
* Please complete the application and **email it as a PDF to** [**deb.witzel@judicial.state.co.us**](mailto:deb.witzel@judicial.state.co.us) **by 5pm March 31st, 2017.**
* If you have questions please contact Deb Witzel by emailing [deb.witzel@judicial.state.co.us](mailto:deb.witzel@judicial.state.co.us). No phone inquiries please. A Frequently Asked Questions document will be developed and posted to [www.rjcolorado.org](http://www.rjcolorado.org) .

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| SCAO use only: | Score: | Recommendation: | Award Amount:$ |

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| *Section 1. Applicant Information* | | | |
| Agency/Organization Information: *Include the judicial district number(s) the program will exist within and the counties, municipalities and/or school districts served by the proposed restorative justice program. What type of agency/organization is requesting the funds? (ex. District Attorney’s office, 501.c.3/non-profit, school, etc.)* | | | |
| Click here to enter text. | | | |
| Primary Contact Name: Click here to enter text. | | | |
| Email: Click here to enter text. | **Phone:**Click here to enter text. | **Alt. Phone:**Click here to enter text. | |
| Mailing Address:Click here to enter text. | **City:**Click here to enter text. | **CO** | **Zip:**Click here to enter text. |
| Amount Requested: *How much funding are you requesting for FY 2018? (July 1, 2017 – July 1, 2018)* | | **$**Click here to enter text. | |

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| *Section 2. Juvenile RJ Diversion Program Information* | | | |
| Program Information: *Is this a new or existing restorative justice project, service or practice?*  *If existing: In one page or less write about the restorative justice project, service or practice’s development and progress. Describe the community and the demographics for juveniles in the community and the community in general. What have been the primary challenges and obstacles? What have been the key successes and learnings? What changes have been made from the original plan and why?* *How have harmed parties been included and to what extent? Has Implementation Science played into your program’s development? If yes, how? If not, why not?*  *If proposing a new project within an existing organization: In one page or less write about the project, project purpose or intention and general plan. Describe the community, and the demographics in the community. How does Implementation Science play into your new program/project’s development? What steps have been taken at the time of the application? What are the anticipated impacts on the community and anticipated challenges?* | | | |
| Click here to enter text. | | | |
| Referral Population to be Served: *Describe the program’s population of juveniles to be served including types of delinquent or school disciplinary behaviors, socio-economics and demographics, types of cases or behaviors to be addressed and anticipated changes for those to be served. 1/2 page or less*  *Complete the table below for anticipated program specific demographic data.* | | | |
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| Partner Organizations: *If applicable, identify any partner organizations or collaborators. Include name, main contact person, phone, e-mail, and mail address. (A Memorandum Of Understanding will be required if funded.)* | | | |
| Click here to enter text. | | | |
| Partner Organizations’ Roles and Responsibilities: *For partners identified above, describe any collaborative effort, partnership, or contract support that is directly related to this program. Include what services partners will provide and their qualifications for providing those services.* | | | |
| Click here to enter text. | | | |
| *Please include with this application as an attachment at the end a Letter of Commitment or MOU from each partner organization or collaborator, clearly stating their understanding of their role in the Juvenile RJ Diversion program.* | | | |
| Volunteers: *If applicable, identify any volunteer roles and responsibilities that will work with the Juvenile RJ Diversion program. Include in what capacity they will serve the program and the current status of the volunteer corps. Describe any training you provide for your volunteers and how that will delivered. How are volunteers supported by the organization? (½ page or less)* | | | |
| Click here to enter text. | | | |
| Provide a flow chart of the Juvenile RJ Diversion Program structure: *Include positions, names if available and relative FTE within the program. When referring to volunteers include role, number and approximate hours served. (You may attach actual flow chart as a separate document at the end of this application)* | | | |
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| *Section 3. Juvenile RJ Diversion Program Narrative* | | | |
| 1. Need for Juvenile RJ Diversion Program: *Help us understand the need for juvenile RJ diversion funding in your community. ½ page or less.* | | | |
| Click here to enter text. | | | |
| 1. Description of Juvenile RJ Diversion Project: *Describe the project, including how you are incorporating the principles and best practices of RJ. What are the eligibility criteria for participants? How is the program/project victim-centered? How will the needs and concerns of those harmed be identified and addressed? What is the implementation plan? What training is needed for staff? Explain the program’s capacity to meet the intended goals. How will program success be determined? For existing programs, summarize implementation & measures of success to date. What are the procedures and activities from referral to completion? Limit response to 2 pages or less.* | | | |
| Click here to enter text. | | | |
| Data Collection and Evaluation: *All RJ Council funded Juvenile RJ Diversion program/projects must conduct; offender screenings for suitability and subsequent risk/need assessments, data collection and evaluation for the program. Please identify what screening tools/assessments will be used with referred parties and what the assessments will measure. Access to the approved database will be provided if funded. Data collection will include demographics, level of offense and status of the offender participation among other things. Please identify how the program will enter and use this data. Describe your program protocols, technology and staff capacity to meet these specific mandates: 1) appropriate screening for eligibility; 2) administration of pre/post participant surveys for offenders and post-surveys for all other participants; 3) collection of data on participant demographics & case outcomes; & 4) timely (quarterly) reporting to the state of all required program information and financial information relative to the funded RJ program. Be specific as to how all required data will be collected & reported, including who will be responsible for this. Limit response to 1/2 page* | | | |
| Click here to enter text. | | | |
| 1. Goals, Objectives, Outcomes and Timeframes: *Please briefly note the juvenile RJ diversion program’s overarching goals. Use the form below and add goal/objective/outcome/timeframe sections as needed. Objectives are relative stepping stones with measurable outcomes and timeframes.* | | | |
| Program Goal:Click here to enter text. | | | |
| Objective:Click here to enter text. | Objective:Click here to enter text. | | Objective:Click here to enter text. |
| Outcomes:Click here to enter text. | Outcomes:Click here to enter text. | | Outcomes:Click here to enter text. |
| Timeframe:Click here to enter text. | Timeframe:Click here to enter text. | Timeframe:Click here to enter text. | |
| Program Goal:Click here to enter text. | | | |
| Objective:Click here to enter text. | Objective:Click here to enter text. | | Objective:Click here to enter text. |
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| Program Goal:Click here to enter text. | | | |
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| Timeframe:Click here to enter text. | Timeframe:Click here to enter text. | | Timeframe:Click here to enter text. |
| 1. Long Term Plan: *What plans does the organization/agency have to sustain the Juvenile RJ Diversion program? What will happen in the event RJ Council funds are not available, reduced over time or later become unavailable? In particular identify other funding sources that will support this program. Limit your response to a ½ page.* | | | |
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| *Section 4. Juvenile RJ Diversion Budget* |
| FINANCIAL MANAGEMENT: *The applying organization/agency will be responsible for financial management and reporting for all funds granted and expended for this project. The State Court Administrator’s Office expects there to be supporting documentation available upon request for all expenditures. FY ’18 grant funds will be distributed on a reimbursement basis only.* |
| Budget Narrative: *Provide justification and a detailed explanation of the budget items listed in the Budget Table below. The budget narrative must use the same category sub-headings (e.g., 1. Personnel, 2.Training, Supplies and Operating, etc.); and explain the basis for prorating where applicable. No indirect costs are paid for with these funds. Describe the criteria or formula used to compute budget figures. All budget figures should be justified and explained. The budget narrative should show the relationship between budget figures and proposed program operations. (For example, if an expense is for training, an explanation of the professional benefits and the need for consultants to provide the training and the hourly cost of the services to be provided.)* All costs must align with the state fiscal rules and limits. *(more information can be found at* <https://www.courts.state.co.us/Administration/Division.cfm?Division=finan>) *It is important that you describe how maximizing resources will be accomplished. If this is an existing program, how will this new money help continue RJ services without supplanting existing funds? What other sources of funding or in-kind contributions are available? What fees, if any, will be charged to the referred party/offender? What happens if the referred party/offender/family cannot pay the fee? What is the anticipated cost per referral; include your formula for this estimate? (Limit your response to 2 pages or less)* |
| Click here to enter text. |

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| **BUDGET TABLE:**  ROUND ALL AMOUNTS TO THE NEAREST WHOLE DOLLAR.  Make sure all figures are justified in your Budget Narrative.  \*Personnel formula   1. + (2) = (3) times the % of the FTE that will be dedicated to the Juvenile RJ Diversion project = $Total | | | | | | | |
| **1. \*PERSONNEL** | **(1)**  **Annual Full-time Salary** | **(2)**  **Annual Fringe**  **Benefit Cost** | **(3)**  **Sub-Total** | **(4)**  **% of time for This Project** | **TOTAL** | **Funding Source** | |
| **RJ Council $** | **Other Funds** |
| Click here to enter text. | 50000 + | 5000 | 55000 | 100 | 55000 | 27500 | 27500 |
| Click here to enter text. | Click here to enter text. + | Click here to enter text. | =Click here to enter text. | X Click here to enter text.% | $ Click here to enter text. | Click here to enter text. | Click here to enter text. |
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| **TOTAL PERSONNEL COST** | | | | | $ Click here to enter text. | Click here to enter text. | Click here to enter text. |

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| **2. TRAINING, SUPPLIES AND OPERATING (BE SPECIFIC)** | **TOTAL** | **Funding Source** | |
| **RJ Council $** | **Other Funds** |
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| Click here to enter text. | $Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **TOTAL TRAINING, SUPPLIES AND OPERATING COSTS** | $Click here to enter text. | Click here to enter text. | Click here to enter text. |

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| **3. TRAVEL (Designate purpose and specify in-state and out-of-state travel.)** | **TOTAL** | **Funding Source** | |
| **RJ Council $** | **Other Funds** |
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| **TOTAL TRAVEL COST** | $Click here to enter text. | Click here to enter text. | Click here to enter text. |

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| **4. CONTRACTED CONSULTANT AND PROFESSIONAL SERVICES**  **Attach a copy of each contract with a detailed budget.** | **TOTAL** | **Funding Source** | |
| **RJ Council $** | **Other Funds** |
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| **TOTAL CONTRACTED COST** | $Click here to enter text. | Click here to enter text. | Click here to enter text. |

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| **TOTAL OF ALL PROJECT COSTS**  **(section 1 through 4)** | **TOTAL** | Funding Source | | | |
| **RJ Council** | **% of Total** | **Other Funding Sources** | **% of Total** |
| **TOTAL COST** | $Click here to enter text. | **$**Click here to enter text. | Click here to enter text. | **$**Click here to enter text. | Click here to enter text. |