

PLUMAS COUNTY COMMUNITY CORRECTIONS PARTNERSHIP
APPLICATION FOR FUNDING

General Instructions

Each application should include an Application Face Sheet for each project for which you are requesting funds.

Each application must:

- Be typewritten or computer generated on 8 ½ X 11 white paper in landscape format.
- Have font size no smaller than 10 no larger than 12.
- Have all pages sequentially numbered.
- Have the name of applicant/organization at top of each page.
- Submit an original and two copies of the Application.

Please submit only the information requested.

Applications are due to the Plumas County Probation Department, 270 County Hospital Road, Suite 128, Quincy, CA 95971.

If you have any questions please call Monica Richardson at (530) 283-6200 or email monicarichardson@countyofplumas.com.

CCP FUNDS APPLICATION FACE SHEET

Name of the agency submitting the proposal (direct grantee) along with the mailing address, phone number, and fax number.

Name of the Director of the agency submitting the proposal.

Name of the person who will be in charge of the proposed project and who should be contacted for operational information.

Name of the person who will be in charge of billings and accounting and who should be contacted for fiscal information.

Name of the proposed project.

Is this a new or continuing project? Please indicate any prior funding from the CCP and/or other sources if this is a continuing project.

What is the total amount of funding being requested from the CCP for this project?

Program Narrative

Description of Applicant Agency: Briefly describe the agency's mission, the type of services provided, and the and the relationship of the proposed project to other projects operated by the agency. Please attach an organizational chart, which may be used to provide part of the requested information.

Problem Statement: Describe the nature and scope of the problem the proposed project will address. Include relevant data and facts and statistics specific to the service area and/or target population to support the need for this type of service.

Project Overview: Briefly and concisely address the following areas in the order they are given. **Not to exceed 2 pages.**

- Goals: State the overall goal of this measurable project (an over arching statement about what the project hopes to achieve logically linked to a problem and its causes). This section should clearly communicate the intended results of the project.
- Clients to be served by the Proposed Project: Describe the client group that will be served in the proposed project. State how many clients will be served and how they will be recruited.
- Service Area: Describe the specific geographic area (i.e. town) or location (i.e. school) where the proposed services will be delivered.
- Proposed Project Staff: Describe the staff needed for the proposed project including administrative, direct service, and support positions as well as

volunteers to the extent possible. Include a summary of the major duties of each position involved in direct service.

- Collaboration for the Proposed Project: Identify the collaborative efforts that are most critical to the success of your proposed project. List the collaborations and how it will improve the service to clients. Please note that letters of cooperative agreements may be required for partnering agencies listed if this proposal is selected for funding.