



FY 2023 INSPIRE Initiative

Appendix 6: FY 2023 Implementation Grant Template

Template Overview & Usage Guidelines:

- This **template is required for use for submission** to the INSPIRE initiative, and is provided for ease of writing, organizing, and ensuring that all required sections and information are included in your final proposal for an implementation grant.
- Each header indicates a required section that must be filled out by the applicant, as referenced in the FY23 INSPIRE Request for Proposal.
- **Before you submit the final application, remove this [boxed] section and all sample bullets and language that are included below, as these are simply here to remind you of what is required in each section. Keep headers and your project narrative as relevant for each required section.**
- Ensure that you contextualize your answers to each required section. See grant writing resources in [Appendix 5](#) of the RFP for additional information.
- Ensure that you contact your State Program Manager throughout the project application process.

Executive Summary

- [Executive Summary template located here.](#)
- Attach as separate document to the final application.

Statement of Need

- Describe the service area.
- List ARC counties impacted by the project.
- Describe the target population, why this population was selected, and how the applicant plans to recruit this population. Note: Whether your project targets adults and/or youth, the overall program design must address the economic impact of SUD and tie back to workforce entry or reentry.
- Describe community needs as they pertain to the expansion, creation, or improvement of a recovery ecosystem.
- Describe the needs of businesses.
- Identify economic and workforce-related challenges to workforce participation in the proposed service area.
- Identify any gaps in behavioral health services, training, employment, and provision of support services, including wraparound services for those in recovery, available in the service area. Explain your community's capacity to create a recovery ecosystem to respond to these gaps and connect these responses to the priorities of the INSPIRE Initiative.

- Identify any anticipated challenges related to COVID-19 that may affect or hinder program delivery and the planning process.

Project Description

- Describe the project's primary purpose, main activities, and expected deliverables.
- Project proposals must have multiple stakeholders engaged in project implementation from the private, public, and nonprofit sectors, and from multiple disciplines.
- Applicants must describe community and regional commitment to the proposed project by combining ARC resources with other public, private, and philanthropic resources.
- Description of the applicant's organizational mission and work.
- Connect the mission of the organization to the seven priorities of the INSPIRE Initiative.
- Develop a work plan and timeline. [See here for a template.](#)
- Describe how the proposal aligns with the needs of businesses and organizations that provide wraparound services for those in recovery.
- Explain how the proposed project will assist employers in meeting their workforce and business needs, including how the target population will acquire the necessary training and skills in order to be placed in appropriate and in-demand employment opportunities.
- Explain how the project expands or creates linkages between workforce development organizations, training providers, organizations that provide wraparound services for individuals in recovery, employers, and any other partners.
- Submit at least three letters of engagement from partners who will participate in the proposed project.

Project Outputs and Outcomes (Performance Measures)

- Identify the anticipated long-term benefits to the participants, employers, and communities served by the grant, explaining how the activities and investments made under the grant continue to benefit the workforce and the economy five years after the end of the project. See ARC's Guide to Performance Measures for accepted project outputs (activities and deliverables) and project outcomes (measurable impacts and results).
- Implementation Grants: Outcomes achieved by the end of the grant period **must include** the number of individuals who obtain new or improved employment opportunities (e.g., internships/apprenticeships, part-time positions, full-time positions, etc.) and retain employment for a period of time that is appropriate for the project and employment opportunity.
- See [Appendix 7](#) for additional information on how to understand and frame your measures.

Strategic Alignment

- Explain how your project aligns with the goals of the ARC Strategic Plan AND the strategy statements of the state(s) in which you will be operating.
 - See ARC's strategic plan, [Appalachia Envisioned: A New Era of Opportunity](#), and [State Plans and Strategies](#), respectively.

Budget, Budget Narrative, and Match Funding Requirements

- The Standard Form (SF) 424A Budget forms are available on the [ARC website](#).
- All items included on the SF424A Budget form and in the budget narrative, including personnel, equipment, and minor construction, must align with the project as described. Please ensure that when submitting your SF424A that all columns and rows accurately add up.
- Provide a detailed budget that lists the sources and uses of ARC funds and all non-ARC matching funds.
- The budget narrative must include a detailed explanation of expenditures by the line items listed on the SF424A Budget form. A sample budget narrative is available on the [INSPIRE website](#).
- Ensure that your requested amount from ARC, as well as your match rate calculation, are accurate according to [ARC's match requirements](#).
- As appropriate, include information on your organization's procurement procedures and submit a copy of the procurement policy. [See Appendix 3](#) for federal procurement information.
- See [Appendix 1: Budget Narrative Template](#) and [Appendix 8: Tips for Completing your Budget](#)
- **Note: When creating a budget for your proposed project, the maximum amount an applicant may receive for an implementation grant is \$500,000 across three years (not \$500,000 each year for three years).**

Feasibility

- Ensure that, and describe how, the work plan, timeline, budget, and staff resources are consistent with the project description and expected outputs and outcomes of the project.

Organizational Capacity

- Demonstrate the project team's qualifications to undertake/accomplish the proposed scope of work including, but not limited to, the project teams' expertise and experience managing sizeable grants and federal awards; familiarity with federal grant regulations; and organizational policies, procedures, and systems.

Required Forms

- As appendices, submit the following required forms with your final Implementation application:
 - [ARC Memorandum of Understanding \(MOU\)](#)
 - [Application for Federal Assistance \(SF424\)](#)
 - [Budget Information for Non-Construction Programs \(SF424A\)](#)
 - [Assurances for Non-Construction Programs \(SF424B\)](#)