

The following outlines the questions in the online application form for the CVIPI grant. Submissions will only be accepted online using [this link](#). We suggest that applicants develop their responses to the questions prior to starting the online form submission.

**Application for the Wisconsin Community Safety Fund (WCSF)
Community Violence Intervention and Prevention Initiative (CVIPI)**

Welcome to the application process for the Wisconsin Community Safety Fund (WCSF) Community Violence Intervention and Prevention Initiative (CVIPI). Please review the following instructions before you begin. Your completed application will be evaluated based on the content and thoroughness of your responses, attestations, and attachments. Incomplete or missing responses may affect your eligibility.

You may exit and return to the survey at any time before the due date but will need to use the same computer and browser to return to the survey. Your progress will be automatically saved. If you have issues returning to the survey, email wcsf@mcw.edu for assistance.

Applications are due October 15, 2025, at 11:59 pm CST.

The application is organized into the following sections: Organization Information, Capacity Self-Assessment, Project Narrative, Budget and Budget Justification, Project Workplan, Letters of Support, Attestations and Required Signature.

Please note: As part of this process, you will need to download a template and then upload your completed documents for the 1) workplan and 2) budget/budget justification. The templates are available for download in their respective sections of the application but can also be found on the website with the RFA.

SECTION 1: APPLICANT ORGANIZATION INFORMATION

Organization Legal Name: _____

Doing Business as (Optional): _____

Organization Street Address: _____

City/Town/Village: _____

County: _____ State: WI Zip Code: _____

Website (If Applicable): _____

Please select the category that best describes the community-based organization (CBO) that will be carrying out the project work:

____ Nonprofit, nongovernmental with current 501(c)3 tax-exempt status with the IRS.

____ Native American tribal organizations (other than federally recognized tribal governments).

____ Public housing authorities/Indian housing authorities.

Contact Information for Individual Authorized to Complete and Submit this Application

First Name: _____

Last Name: _____

Title: _____

Agency Affiliation (If different from above): _____

Phone Number: (____) _____ - _____

Email address: _____

Is the applicant organization applying as a fiscal agent to a community-based organization (CBO) that will utilize this funding for capacity building goals and participate in the training and technical assistance program of the CVIPI grant?

___ Yes ___ No

(IF YES) Please provide the following information about the CBO:

COMMUNITY-BASED ORGANIZATION INFORMATION

Organization Legal Name: _____

Doing Business as (Optional): _____

Organization Street Address: _____

City/Town/Village: _____

County: _____ State: WI Zip Code: _____

Website (If Applicable): _____

Brief explanation of why the CBO is requesting to utilize a fiscal agent. (200 words)

Contact Information for Primary Contact at the Community-Based Organization

First Name: _____

Last Name: _____

Title: _____

Phone Number: (____) _____ - _____

Email address: _____

SECTION 2: Community Based Organization Capacity Self-Assessment Survey

This portion of the application will not be scored but provides a framework to assess organizational strengths and opportunities and identify capacity building opportunities. The following seven areas are domains critical to effective CVI programming. Read each domain description and rate your organization using the four-point Likert scale below.

- 1 – The program does not meet the standard of practice.
- 2 – The program partially meets the standard of practice.
- 3 – The program meets the standard of practice.
- 4 – The program exceeds the standard of practice.

CVI Program Standards of Practice

Program Leadership

Strong program leadership is critical to successful CVI program implementation. Leadership not only sets the direction and culture of the program, but they also represent the needs of the community to external stakeholders including local government authorities and donors. Therefore, it is critical that in all spaces, program leadership not only represents the interests of their organization and staff, but also and most importantly, the communities most directly impacted by gun violence. Due to a history of misalignment between public safety strategies and the desires of people living in the communities with the greatest safety challenges, leadership must approach their role thoughtfully and collaboratively. Strong CVI program leaders can represent their community with authenticity, steer their program with credibility and integrity, communicate with internal and external stakeholders effectively, and sustain effective interventions through partnerships and resource mobilization.

Please indicate how you would rate your program from the options below.

- 1 – The program does not meet the standard of practice.
- 2 – The program partially meets the standard of practice.
- 3 – The program meets the standard of practice.
- 4 – The program exceeds the standard of practice.

Program Design

The most impactful CVI program designs are grounded in robust understanding of the drivers of violence and facilitators of safety in their service communities. They leverage evidence informed practices and incorporate community input. They reflect a clear understanding of their priority service population, contain activities with clear objectives, and have a mechanism to monitor the outputs and outcomes of those activities. Strong program design goes beyond merely engaging highest-risk individuals by reducing their likelihood of violence involvement and enhancing their overall well-being.

Please indicate how you would rate your program from the options below.

- 1 – The program does not meet the standard of practice.
- 2 – The program partially meets the standard of practice.
- 3 – The program meets the standard of practice.
- 4 – The program exceeds the standard of practice.

Program & Performance Management

Many CVI programs operate under resource constraints. Insufficient and/or inconsistent funding limit programs' ability to build up adequate operational infrastructure and invest in talent development. Additionally, violence intervention involves frequent emergencies. The nature of the work requires CVI professionals to constantly navigate several competing, time-sensitive priorities. Therefore, addressing immediate needs may be prioritized over building systems and processes to improve operational efficiency and staff accountability. Despite these challenges, CVI programs with strong program and performance management may be better positioned to achieve consistent, high-quality results.

Please indicate how you would rate your program from the options below.

- 1 – The program does not meet the standard of practice.
- 2 – The program partially meets the standard of practice.
- 3 – The program meets the standard of practice.
- 4 – The program exceeds the standard of practice.

Staff Management

Proper staff-to-participant ratios and workload assignments can promote a productive, safe, and healing-centered work environment. The way supervisors plan and monitor activities, implement and enforce systems, policies, and procedures, and assign responsibilities can all affect the quality of the staff experience. This, in turn, impacts the quality-of-service delivery. Programs that pay particular attention to supporting and monitoring direct service staff may be more likely to see strong outcomes.

Please indicate how you would rate your program from the options below.

- 1 – The program does not meet the standard of practice.
- 2 – The program partially meets the standard of practice.
- 3 – The program meets the standard of practice.
- 4 – The program exceeds the standard of practice.

Staff Wellness

Social services programs that have high staff retention and high staff engagement are more likely to produce strong outcomes. There are significant challenges to retention and engagement. A history of operating with insufficient resources has left many CVI programs without an intentional approach to preventing worker burnout. Frontline CVI professionals often deliver programming in the very same communities they are from. Additionally, the nature of the work means that employees may be exposed to both direct and vicarious trauma. CVI programs that adopt an intentional and robust approach to preventing burnout, limiting trauma exposure, and providing direct support to their employees may see better outcomes.

Please indicate how you would rate your program from the options below.

- 1 – The program does not meet the standard of practice.
- 2 – The program partially meets the standard of practice.
- 3 – The program meets the standard of practice.
- 4 – The program exceeds the standard of practice.

Data, Monitoring, and Evaluation

CVI programs often deal with highly sensitive information that warrants a careful approach to documentation. CVI practitioners are often cautious about collecting and sharing data that could create vulnerabilities for program participants. CVI programs can bolster their impact by leveraging the insights afforded by data and evaluation while taking steps to gain buy-in from their staff and stakeholders. Many CVI programs also face resource limitations that constrain their options related to data systems or evaluation strategies. Strong CVI programs navigate these challenges, ensuring that they can access reliable data that can help them understand their strengths and challenges, guide program decisions, and demonstrate their effectiveness

Please indicate how you would rate your program from the options below.

- 1 – The program does not meet the standard of practice.
- 2 – The program partially meets the standard of practice.
- 3 – The program meets the standard of practice.
- 4 – The program exceeds the standard of practice.

Partnerships, Engagement, and Development

CVI programs require consistent and diverse funding to ensure they can effectively respond to the complex challenges of community violence. Historically, many have operated under financial constraints that have hindered their growth and long-term sustainability. The most successful CVI programs take steps to ensure the sustainability of their programs and operations.

Please indicate how you would rate your program from the options below.

- 1 – The program does not meet the standard of practice.
- 2 – The program partially meets the standard of practice.
- 3 – The program meets the standard of practice.
- 4 – The program exceeds the standard of practice.

SECTION 3: PROJECT NARRATIVE –Completed by the CBO (Total Points: 85 points)

This section provides an opportunity for the CBO applicant to detail the intent, focus, design and desired impact of their capacity building project. Capacity areas addressed through the CVIPI grant program include:

- **Grants management:** obtaining funding for programs, including eligibility, management, and allowability
- **CVI Programming & Implementation:** developing the capacity to plan and implement CVI strategies
- **Training and Evidence-informed practices:** receiving training to use research and data to implement CVI strategies
- **CVI Program Data Collection & Evaluation:** measuring program outputs and outcomes
- **Strategic & Academic Partnerships:** leveraging tools and expertise from a network of experts.

Use the capacity building areas and results of the Capacity Self-Assessment to give specific information about how the CVIPI grant will be used to increase your program's ability to prevent and reduce community violence for those at highest risk for involvement. This information will be vital to the process for reviewing grant applications.

This portion of the application will be scored so please answer all questions completely and concisely. Applicants shall adhere to the word limit for each response. The weight of each section is listed in parentheses.

1. Applicant Organization Mission (5 points)

Describe your organization's mission and overall experience promoting community safety and wellbeing with a specific focus on community violence prevention and/or intervention. (250 words)

2. Community Violence (CV) and Community Violence Intervention (CVI) Experience (15 points)

2A. Describe the populations that are disproportionately impacted by community violence in your focus community(ies). Include any available data that illustrates the scale of the community violence issue in your city. Any data or research referenced in the narrative should include the source of the data and/or a citation. (400 words)

2B. Describe your CVI program. This includes the organization's direct experience with implementing a CVI response to community violence. Identify the approach to CVI you have implemented and how the CVI team has been trained. If you have implemented a national CVI model, please include a website address. (400 words)

2C. Describe how your agency reflects the population most impacted by community violence in terms of staff and leadership. (200 words)

3. Project Description (20 points)

3A. Using the examples described above (Grants management, CVI Programming & Implementation, Training and Evidence-informed practices, CVI Program Data Collection & Evaluation, Strategic & Academic Partnerships), describe the type of CVI capacity building that is needed for your organization to **better prevent and reduce community violence for those most impacted by it**. Explain how the increased capacity will reflect evidence-informed practices and a public health approach, with an emphasis on addressing issues of health equity. (500 words)

3B. Explain the capacity building that is needed to **enhance support for your CVI team members** and their ability to work directly with individuals at high risk for involvement in community violence. (400 words)

3C. Describe 3 specific goals that your project aims to achieve within the grant period and the associated objectives you aim to achieve to support the goals. *Please note, you will provide associated objectives, tasks, deliverables and timeline within the project workplan.* (400 words)

3D. Outline the specific activities that are needed to achieve the goals and objectives described in the previous question. Include how you would define success at the end of the grant period if the goals and objectives were met. (400 words)

3E. Describe any conditions and dynamics in your community that may hinder the implementation or results that your program aims to achieve. (250 words)

4. Community Engagement, Support, and Partnerships (20 points)

4A. Describe the current level of community engagement, support, and partnerships you have for your community violence work and the ways you hope to expand that through this CVIPI grant program. Include how your work has been informed by the voices of the impacted population. *(250 words)*

4B. Describe any community, nonprofit, government, healthcare, social service, or other organizations that are important partners in the implementation of your CVI work, including their role and deliverables. Is there capacity building that can help you better partner across systems and organizations to leverage additional resources for the focus population of your program? Highlight any previous or current partnerships that you anticipate drawing on to support this work. *(400 words)*

4C. Explain how your organization has or plans to approach hiring team members with strong community ties and/or lived experience with community violence to act as “credible messengers” within the program. *(400 words)*

4D. Describe how your program will prioritize the development and/or implementation of policies and practices that support staff development and wellbeing. *(250 words)*

5. Capacity for Project Management, Implementation, and Reporting (15 points)

5A. Describe the applicant organization’s current experience and capability to manage and implement the proposed project and grant reporting requirements. Describe the size and type of grants managed by the applicant agency and any specific experience with grant or contract compliance, reporting, and invoicing. If applicable, in what ways will this grant help you build capacity in this area? *(400 words)*

5B. Describe your agency’s experience with managing reimbursable grants or contracts that require the agency to pay for project activities first and submit the required documentation with invoices for reimbursement. Does your organization have funds available while awaiting reimbursement? *(400 words)*

5C. Please provide a list of key staff within the agency that will be responsible for each of the following: project management, financial reporting, data collection, performance measurement and evaluation and indicate whether these are existing staff or will need to be hired for the purpose of the project. In what ways will this grant help staff build capacity in these areas? *(400 words)*

6. Plan for Tracking Progress and Evaluating Results (10 points)

6A. Describe how you currently document and track CVI program goals, activities, outcomes, and results and who is responsible for managing that process. What aspects of the data collection and evaluation process would you like to improve with training and technical assistance through this grant? *(500 words)*

6B. All grantees will complete a capacity assessment in order to develop an individualized technical assistance plan for the duration of the grant period. Describe your experience with completing assessments, developing and implementing work plans and reporting progress. Identify who will be responsible for coordinating the organization's participation in this assessment and workplan implementation. (500 words)

SECTION 4: PROJECT BUDGET and BUDGET JUSTIFICATION (5 points) - Attachment

Please download and complete the budget worksheet using the link below, then upload your completed budget worksheet which includes the justification to detail eligible expenses for which grant funding is requested. This budget and justification should pertain to the CBO who will be utilizing the funding. Please note: upload the completed worksheet in the same format as an Excel file.

SECTION 5: PROJECT WORKPLAN (10 points) - Attachment

Please download and complete the project workplan using the link below, then upload your completed workplan and timeline identifying key objectives and how they relate to the goals and deliverables anticipated by the CBO during the project period. Please note: upload the completed workplan in the same format as a Word file.

SECTION 6: LETTERS OF SUPPORT – (Not Scored) - Attachment

Include up to 3 letters of support from agencies or organizations that are partners with the CBO who will be utilizing the funds to build capacity for CVI work. The letters should be from organizations that are familiar with the CBO's ability to perform community violence work with those most impacted. The letters should express support for the program and, if appropriate, a statement of willingness to participate to achieve the capacity building goals. If the partner will be directly involved in program activities, the letter can also describe the current role and responsibilities in the planning process and expected responsibilities when the program is operational. Please note: upload the letters of support as either a Word or .pdf file.

SECTION 7: RFA ATTESTATIONS AND REQUIRED SIGNATURE

Applicant Attestations

In accordance with applicable provisions of the Bureau of Justice Assistance (BJA), Office of Justice Programs (OJP), US Department of Justice (USDOJ) Grant No 15PBJA-24-GK-03113-CVIP through the FY24 Community Based Violence Intervention and Prevention Initiative (CVIPI) Site-Based Grant, Category 4: CVIPI Capacity Building for CBOs via Intermediary Organizations Grant Announcement provisions, eligible applicants must certify the following:

Provision	YES	NO
The organization is a nonprofit/nongovernmental organization with current 501(c)3 tax-exempt status registered with the IRS and the Wisconsin Department of Financial Institutions with one of the following statuses as of the RFA deadline date: “in good standing”, restored to good standing”, “incorporated/qualified/registered”, “organized”, or “registered”		
Native American tribal organizations (other than federally recognized tribal governments)		
Public housing authorities/Indian housing authorities.		
Conduct operations in Wisconsin and have an administrative presence in Wisconsin, In operation since at least January 1, 2024		
The organization has exercised reasonable care and made all reasonable efforts to obtain and submit accurate information.		
The organization will maintain for at least five years records sufficient to demonstrate that the expenses were compliant with Grant No 15PBJA-24-GK-03113-CVIP.		

Applicant Organization Authorized Representative

The signatory below certifies that, to the best of his/her knowledge and belief, the information contained in the Community Violence Intervention and Prevention Initiative (CVIPI) Application, including all attestations and attachments, is true, accurate and complete. The undersigned has the authority to make the above attestations and the intent and legal authorization to agree to them on the organization’s behalf.

Executive Director/CEO

Signature: _____ Date: _____

Print Full Name: _____

Title: _____ Phone: _____

Email: _____

If your application is complete, please press submit. If you need to make changes prior to the submission, please exit the survey and you can return to make edits using the same computer and browser that was used to start the survey. Please be sure to submit your application by October 15th, 2025 at 11:59 pm.