

REQUEST FOR CONCEPT APPROVAL

SECTION I: Identifying Information

DJJ Unit Applying: _____ Date Initiated _____
Applicant's Name: _____ Phone _____
Signature of Applicant's Unit Head: _____
Deadline for Submitting Proposal to Funding Source: _____

SECTION II: Type of Sponsorship (select only one of three)

Locally sponsored grant: _____
(Name of locality acting as fiscal agent)
Locally sponsored grant requesting future DJJ support: _____
(Name of locality acting as fiscal agent)
DJJ sponsored grant: Is a local waiver required? No Yes
If required, has it been obtained? No Yes

SECTION III: Technical Assistance Requested from DJJ

Check all that apply: grant application instructions; review of proposal draft; data; budget;
other (explain): _____

SECTION IV: Project Description

Project Name: _____
Funding Source: _____
Estimated Cost: _____ Projected No. of Years: _____
Match Requirements: _____ When Required? _____
Who Will Provide Match? _____
Target Population: _____
Funding Source Priorities Addressed? _____

Outcomes to be Achieved? _____

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Brief Description of Methods to be Used: _____

List defined roles and responsibilities of the DJJ unit in the grant proposals development and the projects implementation: _____

SECTION V: Concept Paper Approvals

1. Authority over the applicant unit - Regional Administrator, Chief of Operations, or Deputy Director

Approved Disapproved

Reviewer's Signature _____ Date: _____

2. Deputy Director for Community Programs

Approved Disapproved

Reviewer's Signature _____ Date: _____

3. Deputy Director for Institutions

Approved Disapproved

Reviewer's Signature _____ Date: _____

4. Deputy Director of Administration and Finance

Approved Disapproved

Reviewer's Signature _____ Date: _____

5. Chief Deputy

Approved Disapproved

Reviewer's Signature _____ Date: _____

6. DJJ Director

Approved Disapproved

Reviewer's Signature _____ Date: _____

Comments: _____

