

VJCCCA New Program/Service Concept Paper Template

Name of Proposed Program

Program Provider/Operated By

Program Coordinator/Contact Information

Program Physical Address

Program Projected Start Date

Program Description and Target Population

- Overall Description of the Program (can include logic model / theory of change)
- Evidence and Research-Base for Program Effectiveness / Reference for Listing Within Model Program Guide
- Program Goals/Expected Outcomes
- Program Content/Activities
- At Risk Need Areas and Protective Factors Program Designed to Target
- Identify the population to be served (age, gender, at-risk behavior(s) to be targeted, etc.)
- Program Capacity or Maximum Number of Participants
- Program Length/Duration
- Hours of Operation
- Program Staffing

Program Budget

- Please provide details regarding the planned budget for this proposed program.
- When applicable, please provide details regarding contracts (for purchased services from private or public providers; personnel costs; travel expenses; staff development; telecommunications; supplies and materials; and equipment/office space rental.
- Will this program be funded entirely by VJCCCA? If not, what other funding sources will be utilized?

For Prevention Programs ONLY

Assessment Tool

- What tool will be used to screen youth for risk, as well as to establish the need for the program?
- Who will administer the tool?

Referral Process Overview

- Referral Process
- Referral Sources

Data Collection and Tracking Plan

- Describe plan for collecting and reporting youth-specific and program data

Other

- Please provide any additional information to be considered.