

Community Prevention Partnerships Program (CPPP) Cohort 2026-2027 Project Narrative & Workplan



Applicant Organization: _____

Project Narrative

The Project Narrative is a written description of your workplan. Applicants must answer each of the following questions. Answers should be clear, thorough, and related to your workplan and budget. The Project Narrative must not exceed 10 pages. Do not include any images, links, or other supplemental material.

1. Organizational Overview (10 points)

- a. Mission statement and brief history of your organization:
- b. How does your project proposal fit within your organization's mission?
- c. Share your organization's past grant management experience (within the past five years) including names and types of grants the agency has managed, including: federal, state, county, foundation, and/or other types of grants. If you do not have experience with grant management – how will you ensure you will successfully manage this grant?

2. Prevention Experience (10 points)

- a. What is your organization's experience or history with implementing primary prevention programming?
- b. How do you describe and communicate primary prevention concepts and strategies to the communities you work with?
- c. What strategies, best practices and research inform your primary prevention programming?

3. Project Description (30 points)

- a. Briefly describe the proposed project.
- b. Describe how you aim to build capacity for primary prevention programming at your organization.
- c. Describe the ways in which your organization will collaborate across primary prevention and direct services programs.
- d. What partnerships and/or collaborations will be a part of your project?
- e. What evidence-based, promising or proven practices, or practice-based approaches will be incorporated into your project?
- f. Explain how your proposed project will address both sexual violence and oppression.
- g. Describe key staff positions in this project and how this staffing model enables the successful completion of grant objectives.
- h. Explain how your organization will center primary prevention across the agency.
- i. Describe how your organization will sustain consistent primary prevention programming across the grant period. How will your organization continue to sustain primary prevention programming after the grant period?

4. Target Population & Anti-Oppression Programming (20 points)

- a. Describe the demographics of the people you intend to serve (e.g., age, ethnicity, socio-economic background).
- b. How does the program address the needs of historically underserved populations?
- c. Describe training and development opportunities for staff that have already occurred or will be necessary to provide programming that is culturally informed and affirming of the lived experience of persons served through the grant.

5. Evaluation & Outcomes (10 points)

- a. Describe how you will measure the success and impact of your project.
- b. What specific metrics, data collection methods, data sources, and evaluation strategies will you use to increase capacity for primary prevention programming?
- c. How will participants be involved in shaping and evaluating the program?

Narrative

Narrative (continued)

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Project Workplan

The Project Workplan identifies the overall goal of your project and how you will achieve that goal through actionable activities and clear outcomes. Your workplan will be used as a guide throughout the grant period and be an aid for progress reporting. Applicants must use the provided template below for their project proposal.

The template provides explanations and examples of elements of the workplan. Text that is *italicized* gives a description of **bolded** elements. This includes descriptions and definitions of project goals, objectives, activities, and more. Text labeled in **red** provides an example of an element in the workplan. **Go to page 15 to enter your workplan.**

Sample Project Workplan

PROJECT GOAL: <i>Description of the overall project and how the activities outlined below relate to achieving the goal.</i> Example: Increase organizational capacity for prevention programming to meet community training and engagement requests on stopping grooming in the local K-12 school.						
Objective Number: 1	<i>Objectives demonstrate the impact your project intends to make. Objectives are clear and measurable changes that occur because of project activities.</i> Our organization gains insight into the training, needs, and structural changes it requires to center, expand, and sustain prevention programming.					
Activities resulting in outcome listed above (Strategies for achieving desired outcome)	Frequency of Activity (Monthly, quarterly, annually, etc.)	Number of Participants to be Served	Desired Outcome to be Evaluated (Outcomes should demonstrate the difference you expect to make by performing the activity)	Data Source (Session debriefs, survey data, strategic plan, registration counts, etc.)	Person(s) Responsible (Program Manager, Prevention Coordinator, Collaborative Partner, etc.)	Timeline (Month and year)
Develop an internal prevention capacity assessment.	Once	12 staff	(1) Add a prevention element to mission statement and next strategic plan. (2) Required prevention trainings for staff.	(1) Capacity assessment. (2) Staff surveys.	Prevention Program Coordinator, Executive Director, and MNCASA Evaluator	May – August 2026

Objective Number: 2	Local school officials have access to the education, training, support and resources they require to create safer and healthier schools by preventing and responding to grooming.					
Activities resulting in outcome listed above	Frequency of Activity	Number of Participants to be Served	Desired Outcome to be Evaluated	Data Source	Person(s) Responsible	Timeline
Create three modules on grooming: Strategies for School-based Personnel on Preventing Grooming, Policies to Prevent Grooming, and Responding to Grooming.	Once	35	(1) School staff increase their knowledge and skills to prevent and respond to grooming. (2) School incorporates anti-grooming policy.	(1) Training registration counts. (2) Policy tracker.	Prevention Program Coordinator and Collaborative Representatives from local school	July – December 2026

Objective Number: 3	Organization secures additional capacity for staff time and funding to enhance prevention programming. 1.0 new FTEs dedicated to prevention-based programming.					
Activities resulting in outcome listed above	Frequency of Activity	Number of Participants to be Served	Desired Outcome to be Evaluated	Data Source	Person(s) Responsible	Timeline
Compile a list of funding opportunities related to prevention locally, regionally, statewide, and nationally.	Ongoing	2 staff	(1) Organization increases their capacity by 1.0 FTE for prevention efforts. (2) Commitment to new prevention initiatives.	(1) Organizational databases. (2) Sustainability planning.	Prevention Program Coordinator and Collaborative Representatives from local school	January – August 2027

Project Workplan

PROJECT GOAL:						
Objective Number: 1						
Activities resulting in outcome listed above (Strategies for achieving desired outcome)	Frequency of Activity (Monthly, quarterly, annually, etc.)	Number of Participants to be Served	Desired Outcome to be Evaluated (Outcomes should demonstrate the difference you expect to make by performing the activity)	Data Source (Session debriefs, survey data, strategic plan, registration counts, etc.)	Person(s) Responsible (Program Manager, Prevention Coordinator, Collaborative Partner, etc.)	Timeline (Month and year)

PROJECT GOAL:						
Objective Number: 2						
Activities resulting in outcome listed above	Frequency of Activity	Number of Participants to be Served	Desired Outcome to be Evaluated	Data Source	Person(s) Responsible	Timeline

PROJECT GOAL:						
Objective Number: 3						
Activities resulting in outcome listed above	Frequency of Activity	Number of Participants to be Served	Desired Outcome to be Evaluated	Data Source	Person(s) Responsible	Timeline

PROJECT GOAL:						
Objective Number: 4						
Activities resulting in outcome listed above	Frequency of Activity	Number of Participants to be Served	Desired Outcome to be Evaluated	Data Source	Person(s) Responsible	Timeline

PROJECT GOAL:						
Objective Number: 5						
Activities resulting in outcome listed above	Frequency of Activity	Number of Participants to be Served	Desired Outcome to be Evaluated	Data Source	Person(s) Responsible	Timeline