



## **2025 Subawards to Establish New Restorative Justice Programs**

**Application Due Date:** February 14, 2025 by 5pm ET

### **About the National Center on Restorative Justice**

The National Center on Restorative Justice (NCORJ) is funded by the Bureau of Justice Assistance (BJA) to improve criminal justice policy and practice in the United States through educating and training the next generation of justice leaders, supporting and leading research focused on restorative justice and addressing social inequities, and supporting implementation of restorative justice programs.

### **Goals and Objectives**

With this solicitation, the NCORJ seeks to support the development of new restorative justice programs or the expansion of existing restorative justice programs. The goal of the program implementation subaward is to increase access to restorative justice opportunities and services across different points of the criminal legal system continuum. Criminal justice agencies or community-based non-profit organizations are invited to apply for this subaward. This application requires detailed information related to restorative justice program design and the case referral process. Though only one entity will apply, we encourage applicants to work closely with their partner organizations to write a thorough application.

Awardees will receive \$250,000 in subaward funding to support restorative justice program implementation. Awardees will also receive a three-day in-person implementation training tailored to their programmatic needs and have monthly check-in calls to review case referrals and support case processes with the Center for Justice Innovation (CJI). Any additional training needs (such as facilitation training) will need to be included in the subaward budget.

Subaward recipients will be required to share quarterly updates on progress with the NCORJ for reporting purposes and to gather data on service delivery that could include measures such as (but not limited to) the number of cases referred, the number of people that participated in a restorative justice process, percent of participants who were satisfied with the restorative justice process, and others. The NCORJ will support subaward recipients with reporting and data collection processes.

**Anticipated Number of Awards:** 2

**Anticipated Maximum Dollar Amount of Awards:** \$250,000

**Period of Performance Start Date:** April 1, 2025

**Period of Performance Duration (Months):** 24

**Anticipated Total Amount to be Awarded Under Solicitation:** \$500,000

**Eligible Applicants:** criminal justice agencies or community-based non-profit organizations to plan for and establish new restorative justice programs or expand existing restorative justice programs.

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**Informational Webinar:** December 10, 2024 at 12pm ET

Applications submitted under this 2025 funding opportunity may be funded in future years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

### **Financial Management and System of Internal Controls**

Award recipients must comply with OJP standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information. The NCORJ will be available to answer questions and provide ongoing support to subaward recipients in meeting these requirements.

### **Components of Subaward Application:**

1. Proposal Abstract
2. Proposal Narrative
3. Timeline
4. Budget and Associated Documentation
5. Letter(s) of Support

### **Proposal Abstract**

A Proposal Abstract (no more than 400 words) summarizing the proposed project must be completed in the web-based application form. This abstract should be in paragraph form without bullets or tables, written in the third person.

The applicant should include the following in the Proposal Abstract:

1. Applicant's name, location, and the project's title
2. Summary of the program's design, goals, and expected outcomes. How specifically will this subaward funding be used to expand an existing program or establish a new program?
3. Proposed key partners on the project

### **Proposal Narrative**

The Proposal Narrative should be submitted as an attachment in the application form. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 10 numbered pages.

The Proposal Narrative must include the following sections:

- a. Description of the Issue: Briefly describe the need for restorative justice program implementation in your community.
- b. Project Design and Implementation: Describe the plan for developing and/or implementing the restorative justice program. Who are key partners, what is the anticipated timeline, and what are the key goals or results of the program? Include a description of the anticipated process of case referrals, process facilitation, and follow-up.

If this proposal is for an expansion of an existing restorative justice program, please make clear how additional funding and technical assistance support will change/expand the programming that is currently offered.

1. Identify the source(s) of program referrals and detail how individuals will be identified and referred to restorative justice processes.
2. Describe any existing or planned protocols, including a proposed meeting schedule that has or will be established with partner agencies/entities.
3. Describe the existing process in place or to be established to maintain ongoing communication with partnering agencies. Include any partnering agencies responsible for providing services in your program proposal. Describe the roles and responsibilities of all parties involved.
4. If applicable, describe how this program will complement or be integrated with other existing program offerings.
5. Describe the population(s) you plan to serve. Include in this description the system point(s) (e.g., pretrial, post sentence) at which participants may be referred and relevant eligibility criteria (i.e., risk level, age, criminogenic needs, etc.). Specify any criteria that would exclude individuals from participating or cases from being screened for your program.
6. Describe your proposed restorative justice process. Please include a thorough description of all related activities which may include but are not limited to: screening, intake, prep, process, agreements, and closing.

c. Capabilities and Competencies: Describe the key organizations and individuals involved in the proposed project and the relevant background, expertise, and role they bring in connection to the project/program. Please also briefly describe the financial systems of the organization and capacity to manage the subaward and respond promptly to annual subaward monitoring requests from the NCORJ.

### **Estimated Timeline**

A projected timeline is required and should outline what objectives will be accomplished over the course of the subaward period and when. This timeline should summarize the major milestones and activities anticipated to implement the restorative justice program.

### **Budget and Associated Documentation**

Use the provided template to submit a project budget for the 24 month subaward period of performance and upload the completed budget to the application form.

A description of allowable and unallowable expenses can be found in the [DOJ Grants Financial Guide](#).

Please be aware that some expense types that cannot be covered by grant funds include:

- Meals and refreshments for events
- Lobbying
- Fundraising
- Trinkets and giveaways
- International travel

**Indirect Cost Rate Agreement (if applicable)**

If applicable, the applicant will upload their indirect cost rate agreement as an attachment in the application form. See the OJP Grant Application Resource Guide for more information on indirect costs.

**Letters of Support**

Applicants must include, for each named partner entity or key collaborator, a signed Letter of Support that confirms the partner's agreement to be a part of or support the project.

**Application Review Information**

Applications that meet the basic minimum requirements will be evaluated on how the proposed project/program addresses the following criteria:

- Statement of the Problem/Description of the Issue (5%) - evaluate the applicant's understanding of how a restorative justice program can address the needs identified in their community.
- Project Design and Implementation (40%) - evaluate the adequacy of the proposal, including the goals, objectives, feasibility, timeline, and deliverables.
- Capabilities and Competencies (35%) - evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
- Budget (15%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allowable, and necessary for project activities).
- Other Factors (5%) - applicant has participated in the "Restorative Justice in the Criminal Legal Landscape" 3-day training offered by NCORJ, with the Center for Justice Innovation, in 2024.