



November 29, 2023

The CUNY Institute for State and Local Governance (ISLG) appreciates your interest in the Invitation for Proposals for the Community-Based Restorative Justice (CBRJ) Grant Program.

This addendum includes answers to questions submitted to ISLG via email to CBRJP@islg.cuny.edu by November 22, 2023. An updated solicitation has been released, which reflects any new information included below that was not included in the original solicitation.

ANSWERS TO APPLICANT QUESTIONS
Community-Based Restorative Justice Applicant

Note: The answers below reference the originally released solicitation, which can be found [here](#). Please see [here](#) for an updated solicitation, which incorporates any new information included below that was not in the original solicitation.

Eligibility Criteria:

We received a number of questions regarding eligibility to apply for this opportunity, including:

Is there an organization size/annual budget that is "too big" to apply, given the focus on small and grassroots organizations?

Is this funding opportunity only available to organizations based in New York City?

Are community foundations eligible to apply?

The solicitation says that small and grass-roots organizations are a priority. Our operating budget is over 5 million dollars. Is being that size a disadvantage?

I wonder if you would be open to considering an organization that is a grassroots member organization but is a) medium-sized and b) does receive public funding in general, but faces continued barriers to public funding of our restorative justice work specifically, as well as instability regarding the funding we do have.

Are City agencies eligible to apply for the Community Based Restorative Justice Grant Program?

The application mentioned that the fiscal sponsor would "serve as the applicant". Does this mean that the fiscal sponsor should be submitting the proposal?

As outlined in Part C of the solicitation, the following organizations are eligible:

- **There are no restrictions related to organization size.** The following are some examples of types of organizations that are eligible to apply:
 - o Non-profits (e.g., community organizations, faith-based organizations, schools, etc.) Non-profits without 501(c)(3) status are required to have a fiscal sponsor in place, and the fiscal sponsor should serve as the applicant and submit the proposal.
 - o For-profits (e.g., restorative justice practitioners).
- **All applicants, including individuals, need to be incorporated**, such as through an LLC

- This solicitation offers funding to incorporate or expand restorative justice practices and approaches in New York City. As such, **applicants must operate in NYC.**
- Small and grassroots organizations, Black, Indigenous, and People of Color (BIPOC) led organizations, multi-lingual agencies, organizations led and/or staffed by people directly impacted by the criminal legal system, and Minority- and Women- Owned Business Enterprises (M/WBE) are all encouraged to apply.
- Government agencies (including city agencies) are not eligible to apply, but can partner with organizations that meet the eligibility criteria.

What kinds of work/activities are considered restorative justice work under this grant? Are Circles and Peer Mediation contained within what your rubric terms “Restorative Justice”?

As stated in Part B, for the purposes of this solicitation, CUNY ISLG and MOCJ will use the following description of restorative justice: Restorative justice (RJ) is a set of principles and practices rooted in indigenous societies. Restorative justice can be applied both reactively in response to conflict and/or harm, and proactively to strengthen community by fostering communication and empathy. Restorative justice invites everyone impacted by conflict and/or harm to develop a shared understanding of both the root causes and the effects. Restorative justice addresses the needs of those who have been harmed, while encouraging those who have caused harm to take responsibility. Restorative justice reflects the capacity of all people for healing, growth, and transformation by creating pathways for accountability, self-determination and connection. Restorative justice and restorative approaches considered for funding will include healing justice, accountability and reconciliation through peacemaking, transformative justice, and restorative practices.

Subcontractors

Can someone apply for funding and be named as a subcontractor in other applications? If an organization is listed as a subcontractor on another applicant’s proposal, will that submission count toward the 3 proposal limit per organization?

Yes, an individual can submit their own application and be named as a subcontractor on other applications. Lead applicants can include 3 proposed programs in their submissions (Part D). There is no limit to the number of times a subcontractor can be listed on **other** proposals – being listed as a subcontractor on other proposals will not count towards the 3 proposal limit.

Funding Areas:

We received a number of questions regarding funding areas. Please refer to Part D for funding area information:

Category 1:

We are considering applying as a partnership between a community-based nonprofit and a charter school. Would a single school system be an appropriate context in which to implement a project under Category 1 of this funding opportunity?

Will the grant fund diversion programming in court-affiliated settings?

Would funding for a project to bring a restorative justice/restorative practices dimension to a project to foster healing centered schools fit within the grant parameters?

Do you prefer to fund programs that exclusively serve justice-impacted individuals, or would you consider proposals that serve the youth in historically justice-impacted communities (whether those youth themselves are justice-impacted or not)?

Category 1 funding includes:

- Programming with individuals who have committed or experienced harm, including individuals who the criminal legal system has impacted directly or indirectly.
- Programming to prevent and/or respond to domestic and intimate partner violence, sexual violence, family violence, community violence, hate crimes, neighborhood conflict, or workplace conflict.
- Programming in court-affiliated settings (e.g., Alternative to Incarceration [ATI] or diversion programming, non-mandated programs, etc.) or in community-based settings (e.g., community centers, faith-based organizations, non-profit organizations, schools, academic institutions, local businesses, etc.).

Category 2:

Can training or technical assistance (TTA) programming be for internal staff only, or must a TTA program be offered to external parties?

Applicants can propose offering training and/or technical assistance on restorative justice principles and practices to organizations or individuals, including within the applicant's own organization, for the purpose of designing and/or implementing restorative justice activities in the community.

Category 3:

Can I apply as an individual fellow?

No. The goal of Category 3 is for applicants to design and implement a restorative justice paid fellowship for individuals interested in doing restorative justice work within their communities.

For category 3, can we create a fellowship to use internally for staff and participants in our programs?

Applicants should propose a restorative justice paid fellowship for individuals interested in doing restorative justice work within their communities (Part D). Applicants can propose creating a fellowship that would include staff or participants of the organization.

Other eligibility questions:

What if we have a non-profit and for profit organization that are doing the work in all three categories?

Applicants can choose to submit proposals on behalf of their non-profit or for profit entities, but the total number of proposals submitted is capped at 3 proposals across funding categories for each entity. An applicant may be granted an award for up to 2 proposals across the funding categories and across both entities.

If submitting for more than 1 category, do we need 1-3 letters of support per category or in total?

Applicants must provide at least one, but no more than three total letters of support **for their application, not for each category** (Part I).

Timeline and Submission Instructions

What is the timeline for the grant period? How should the proposed planning and implementation timeline be reflected in the budget template?

MOCJ and CUNY ISLG anticipate funding approximately 15 proposals total, across the 3 categories detailed above, for work to be done over 12 months. This grant offers funding for planning (to work on program design and a timeline of activities) and implementation for a combined total of 12 months. Additional funding may be available to grantees, at a later date, to support an extension of the implementation period (Part E). For clarification, please see the updated budget template.

If we want to apply for more than one category, do we have to submit separate proposals or a combined proposal? Would each proposed program have to be in a different category, or can an organization submit multiple proposals under the same category?

Applicants may include proposals for up to 3 programs across the three categories, and may be awarded funding for a maximum of 2 of the programs proposed (Part D). Applicants should

include all proposed programs in **one application**, but must complete section 2 for each proposed program (Part I). For example, if an applicant is proposing two programs under category 1 and one program under category 2, they must complete section 2a twice (one for each program proposal) and 2b once.

When will applicants be notified if they are moving on to the next stage of the selection process? Will applicants whose proposals are not selected for funding be notified?

Candidates will be notified of the award selection by February 23, 2024 (Part J). Applicants may be contacted prior to February 23, 2024 by the review committee to provide additional information, which may include site visits, interviews, and/or an invitation to applicants to present proposals to the committee to aid its decision making and selection process (Part J). The anticipated contract start date is April 2024 (Part K).

Applicants whose proposals will not be selected for funding will be notified as soon as all negotiations are completed with awardees and all contracts are fully executed.

The formatting guidelines indicate submissions should be size-12 font and double spaced; however, when I use these guidelines to format Section 1, the section goes beyond the 1-page maximum before I include answers to the questions. Could you help with the formatting discrepancy?

Section 1 should be a maximum of 2 pages when including the prompts/questions. This information is reflected in the updated solicitation.

If a proposal fits better under a different category than what has been proposed, would it still be considered?

Yes, the review committee will consider a proposal for funding as long as it meets the eligibility criteria for an applicant and one of the categories outlined in the solicitation.

Budget and Budget Narrative

Are there restrictions on what the funds can be used for? Are you accepting applications for general operating expenses or should budgets be project-based?

This solicitation offers funding to incorporate or expand restorative justice practices and approaches in New York City, which includes all expenses related to operating proposed programming. Examples of Other Than Personnel Services (OTPS) budget items include consultants, subcontractors, transportation, stipends, office supplies, telecommunications, etc. (Part I).

This opportunity does not support applications for general operating expenses.

What is the maximum indirect cost rate (IDC) allowed?

Applicants should explain how they break down their indirect cost rate (IDC) in Section 3 of your proposal (Part I). While there is no absolute maximum, the IDC will be reviewed as a part of the budget and the review committee may follow up with the applicant, as appropriate, if there are further questions.

Is rent for program space an allowable expense?

Yes. Rent should be listed in the OTPS category or included in the applicant's indirect cost rate (Part I).

Will funding be allowed to pay a partner for the use of the space or rental space? Does this fall under the OTPS category?

Yes. Paying a partner for use of their space or rental space is an allowable expense under this opportunity. Please list this expense under the OTPS category in the budget that you submit with the application (Part I).

For Category Three projects, can the grant funds be used to pay for the compensation of participants in the fellowship and how much of the grant funding is expected to be used directly for the fellow? Can funding also be used to support the time of staff who will supervise and support the work of the fellow?

Yes, funding is intended to be used both to compensate fellowship participants, as well as expenses for operating the fellowship, including organization staff. Applicants should include in their proposal and budget how they plan to compensate participants in the fellowship program. This opportunity anticipates fellowship participants receiving compensation for their involvement in a fellowship program (Part D, Part I). The applicant should also describe the role of each person listed under the personnel section, and share a brief bio that describes their relevant experience in the budget narrative (Part I).

What percentage of an organization's budget would you fund?

There are no restrictions on the percentage of an organization's total budget the grant would fund. Please use the budget template and budget narrative to list and describe all expenses associated with each proposal.

For the references, can I have a board member from my organization write a reference or must it be someone from outside the organization?

Letters of support can be from **anyone familiar** with the applicant's work and experience that can speak to their ability to carry out the proposed programming. Examples include, but are not limited to, partners, community leaders, mentors, pastors, board members, etc.

Will an application for a grant of \$50,000 be considered?

Yes. The total amount per proposal may be **up to** \$300,000.