



**Invitation for Proposals:
Community Based Restorative Justice
Grant Program**

Updated 11/29/2023

Expires 12/22/2023

A. Background Information

Following the City of New York's announcement of its plan to close the jails on Rikers Island, the City worked with City Council to engage community stakeholders on the plan and to solicit ideas for investments in community safety. In October 2019, this process resulted in a number of [Points of Agreement](#) (POA).¹ The POA guided the City to fund several initiatives to enhance community safety and re-envision justice. One of those initiatives was to increase funding for community-based restorative justice programming for programs that are both affiliated with the criminal legal system and those that operate independently in the community.

To prepare for this investment, the Mayor's Office of Criminal Justice (MOCJ) and the Restorative Justice Initiative (RJI), convened a twenty-two person Advisory Committee, most of whom were engaged in restorative practice or brought other expertise in funding, grantmaking, and program design. The Advisory Committee recommended focusing investments on small and grassroots organizations that have historically faced barriers in access to public funding. The committee's full set of recommendations can be found [here](#).

MOCJ is engaging the CUNY Institute for State and Local Governance (ISLG) to manage this solicitation and to oversee and support grantees selected for this program.

B. Restorative Justice Definition

For the purposes of this solicitation, 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.

C. Eligibility Criteria

This solicitation offers funding to incorporate or expand restorative justice practices and approaches in New York City. **As such, applicants must operate in New York City.**

Applicants may already be doing restorative justice work and seeking to expand or adapt it; or applicants may be new to restorative justice work and seeking to incorporate it into their practice for the first time.

The following are eligible to apply for funding through this grant opportunity:

- 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.**
- For-profits (e.g., restorative justice practitioners). All applicants, including individuals, will need to be incorporated, such as through an LLC.

Organizations can apply as a sole applicant or as a lead entity with multiple subcontractors.

Small and grassroots organizations are encouraged to apply. 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 also encouraged to apply.

Government agencies (including city agencies) are not eligible to apply, but can partner with organizations that meet the eligibility criteria.

There are no restrictions related to organization size.

D. Funding Amount and Areas

Applicants may submit up to 3 proposals across the categories below. An applicant may be granted an award for up to 2 proposals across the categories below. The total amount per proposal may be up to \$300,000.

An individual can submit their own application and be named as a subcontractor on other applications. 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.

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.

This opportunity does not support applications for general operating expenses.

Category 1: Restorative Justice Programming

Design and implement community-based, culturally responsive restorative justice programs in one or multiple contexts.

Example contexts include, but are not limited to:

- 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: Training and Technical Assistance

Offer training and/or technical assistance on restorative justice principles and practices to organizations or individuals for the purpose of designing and/or implementing restorative justice activities in the community.

- Applicants can propose to offer training to organizations and individuals already doing restorative justice work and seeking to expand or adapt it; or organizations and individuals new to restorative justice work and seeking to implement restorative practices for the first time. **An applicant may propose offering training and/or technical assistance within their own organization.**
- Applicants can propose offering training to individuals, organizations, or to multiple individuals/organizations in cohort-based settings, conferences, round tables, etc. Applicants proposing to offer training do not need to have identified specific training participants in their application.
- Applicants can propose to establish a learning community. Examples of activities for the learning community to focus on may include, but are not limited to:
 - i. Facilitate and strengthen relationships among RJ providers in NYC

- ii. Connect organizations to information on best practices in RJ and culturally competent RJ resources
- iii. Engage RJ providers in city-level education and advocacy to foster and strengthen restorative practices in multiple contexts

Category 3: Develop a Community-Based Restorative Justice Fellowship

Design and implement a restorative justice paid fellowship for individuals interested in doing restorative justice work within their communities.

- The goal of the fellowship would be to train future restorative justice practitioners and leaders to apply restorative justice approaches in their communities. Potential fellowship participants can include but is not limited to students, credible messengers, community members etc.
- Applicants should describe how they will identify participants for a fellowship program and how they will ensure that participants are paid for their participation in the fellowship program.
- **Applicants can propose creating a fellowship that would include staff or participants of the organization.**
- **Funding is intended to be used both to compensate fellowship participants, as well as expenses for operating the fellowship, including organization staff.**

E. Number of Awards and Contract Term

MOCJ and 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.

MOCJ and ISLG reserve the right to fund none, one, or multiple applications, based on the proposals received in response to this solicitation. This program is funded in whole or in part by funds secured by MOCJ from the City government and is subject to the availability of such funds for each City fiscal year thereof. Should there be a reduction or discontinuance of such funds by action of the City government, MOCJ shall have, in its sole discretion, the right to reduce the funding caused by such action by the City government.

MOCJ and ISLG anticipate that any agreement entered into as a result of this solicitation will be with the CUNY Research Foundation as the contracting party on behalf of ISLG. In the event that a selected applicant is unable to fulfill the requirements of the contract awarded pursuant

to this solicitation, ISLG reserves the right to have the Research Foundation enter into contract negotiations at a later date with other applicants who are available to implement a proposal at the review committee's discretion.

F. Performance Measurement

MOCJ and ISLG are committed to understanding the implementation and impact of all funded applications and the importance of sharing best practices with the broader community. Funded applicants will work with ISLG and MOCJ to develop a performance measurement reporting process that reflects the priorities of grantees as well as the larger program. ISLG will offer assistance to grantees in reporting their program(s)/training or fellowships progress.

G. Grantee Capacity Building Support

All funded applicants will have access to ISLG's organizational capacity building training and technical assistance (TTA) consortium. The TTA consortium is a collective of over 50 individuals and organizations spanning a variety of leadership, management, operational and programmatic expertise. More details about this TTA opportunity will be provided to awardees, once selected.

H. Support Available to Applicants

ISLG has made consultant available to assist applicants, where needed, with compiling and/or submitting applications in response to this solicitation. The consultants will assist applicants with writing a proposal and/or ensuring applications meet the requirements outlined below. The consultants are not available to assist organizations and individuals in developing an idea for restorative justice program design and/or implementation. Applicants should note that requesting help from the consultants with compiling or submitting an application will not be considered or impact the proposal evaluation or selection process.

To request a consultant, please email CBRJP@islg.cuny.edu with the subject line: Consultant Request on or before November 28th, 2023.

I. What to Include in Your Application

All applicants must complete sections 1 and 3 below. All applications should be double spaced and size 12 font. **Section 1 should be a maximum of 2 pages when including the prompts/questions.**

For section 2, please complete the relevant subsection(s) based on the categories you are applying for. *For example, if you are proposing two programs under category 1 and one program under category 2, you must complete section 2a twice (one for each program proposal) and 2b once.*

Section 1: Organization key information (2 page maximum, including questions). All applicants must complete this section, regardless of the categories they are applying for.

Include answers to the following:

1. Organization's Name (and Program Name, if different)
2. Organization's EIN # (or fiscal sponsor's EIN)
3. Name of your Executive Director/CEO/leader(s)
4. Email of your Executive Director/CEO/leader(s)
5. Phone Number of your Executive Director/CEO/leader(s)
6. Borough(s) you serve
7. Website (if applicable)
8. Name, title, email, and phone number of person we should contact about this application (if different than Executive Director/CEO listed above)
9. What language(s) does your organization offer services in?
10. Organization's annual budget (if applicable)
11. Number of FULL-TIME staff (if applicable)
12. Number of PART-TIME staff or VOLUNTEERS (if applicable)
13. Which solicitation categories are you applying for? (See Section D above)
14. Are you applying for funding to expand program/training and/or fellowship work you are already doing, or do you plan to incorporate restorative justice approaches for the first time?
15. How does your staff and leadership (including your Board, if you have one) represent the communities you work in?

Section 2a: Program description (5 pages maximum): Please complete this section only if you are applying for category 1 (See Section D above).

1. Tell us the story of why your program came to be or your interest in starting a program.
2. What is the target population that you serve, or propose to serve?
3. What are the goals of your program and what activities do you plan to implement to meet those goals?
4. In what setting(s) do you plan to serve this population?
5. Please list the partners and/or other stakeholders you plan to work with, if applicable.

6. Please describe your experience, as relevant to your proposed program (e.g., experience serving the proposed population, working in relevant setting(s), lived experiences, etc.).

Section 2b: Training and Technical Assistance description (5 pages maximum): Please complete this section only if you are applying for category 2 (See Section D above).

1. Tell us about your experience providing restorative justice training and/or your interest in providing restorative justice training?
2. What is the target population that you have trained or propose to train?
3. What is your outreach plan for your proposed target population?
4. Describe your approach or proposed approach to offering restorative justice training that fosters and strengthens restorative practices in multiple contexts.
5. Describe your training content.
6. In what setting(s) do you plan to offer training?
7. Please list partners and/or other stakeholders you plan to work with, if applicable.
8. If applying to develop a learning community, how will you plan to facilitate and strengthen relationships among RJ providers in NYC?
9. If applying to develop a learning community, how will you plan to connect organizations to information on best practices in RJ and culturally responsive RJ resources?

Section 2c: Fellowship description (5 pages maximum): Please complete this section only if you are applying for category 3 (See Section D above).

1. Tell us about your experience and/or interest in designing and offering a restorative justice fellowship program.
2. What is the target population that you hope to include in your fellowship program?
3. Describe your approach to identifying potential participants, and developing a program responsive to their needs and interests.
4. Describe your proposed fellowship structure.
5. In what setting(s) do you plan to offer this fellowship program?
6. How do you plan to compensate participants?
7. Please list partners and/or other stakeholders you plan to work with, if applicable.

Section 3: Budget and Budget Narrative (Please use the updated budget template provided. A separate budget and budget narrative is required for each category you are applying for.)

For the budget narrative, please answer the following questions (2 pages maximum).

1. Describe the role of each person listed under the personnel section, and share a brief bio that describes their relevant experience.
2. Describe each item listed under Other Than Personnel Services (OTPS) and how it will contribute to the program/training/fellowship.
 - a. Examples of OTPS budget items include consultants, subcontractors, transportation, stipends, office supplies, telecommunications, etc.
8. Describe how you break down your indirect cost rate (IDC).
9. If applicable, please attach a list of planned subcontractors for this program.

Section 4: Letters of Support

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

J. Proposal Evaluation

A proposal review committee comprising MOCJ, ISLG, and community experts will read and score proposals using the evaluation criteria outlined below. ***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 this solicitation.*** Following this process, the proposal committee may conduct site visits, interviews, and/or invite applicants to present to aid its decision making and selection process.

Candidates will be notified of the award selection by February 23rd, 2024.

The following evaluation criteria will be used to select proposal(s):

Quality of proposed program/training/fellowship (i.e., how your application responds to the goals and categories detailed in this solicitation)	50%
Capacity to implement the proposed activity/ies (i.e., relevant experience, staff and other resources needed for implementation and feasibility of implementing proposed activity/ies)	40%
Budget and budget narrative	10%

Proposals that are determined by ISLG to be non-responsive will be rejected. Examples of non-responsive proposals include proposals received past the deadline and proposals that are missing required sections (e.g., a budget is provided without a budget narrative).

Contract awards will be made to the applicants whose proposals are determined to be the most advantageous by the evaluation team. Contract awards will be subject to the timely completion of contract negotiations between the Research Foundation and the funded applicants.

K. Timeline and Submission Instructions

1. **Release Date of solicitation:** This solicitation will be released on **November 3rd, 2023** and available to download at <https://islg.cuny.edu/funding-opportunities-community-based-restorative-justice>
2. **Questions:** Questions about this solicitation may be submitted by email to CBRJP@islg.cuny.edu. Questions must be submitted by **11:59pm EST on November 22th, 2023**. The subject line of the email should be: Questions – Community Based Restorative Justice Grant Program.
3. Answers to all questions will be available in a separate document that will be added to this solicitation and posted at <https://islg.cuny.edu/funding-opportunities-community-based-restorative-justice> on **November 28th 2023**. It will be the responsibility of applicants to remain up-to-date regarding all addenda issued for the current solicitation. Any addenda will be posted here: <https://islg.cuny.edu/funding-opportunities-community-based-restorative-justice>
4. **Requesting application support:** To request the support of consultants that are being made available to assist with compiling and completing the application, please email CBRJP@islg.cuny.edu with the subject line: Consultant Request on or before **November 28th, 2023**.
5. **Proposal Due Date:** Proposal submissions are due on **December 22nd, 2023 at 11:59pm EST**. Please upload your proposal documents [here](#). Failure to submit a proposal by the due date and time will result in the proposal being considered non-responsive to this solicitation and not considered for award. Unless an addendum to this solicitation is issued extending the due date and time, all proposals must be submitted prior to the time and date set forth above.
6. **Anticipated Contract Start Date: April 2024**
7. **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.**

L. Reporting Technical Difficulties

If you experience any technical difficulties accessing and/or submitting your application, please email CBRJP@islg.cuny.edu.