

Prison Reentry Initiative Outcome Training

October 5, 2017

9:00 a.m. – 2:00 p.m.



Background

- Greater Baton Rouge Area
- Communities are strengthened
 - People begin to see themselves as resources
 - Marshal their talents and talents of others to solve problems
- Keys to self-sufficiency
 - Basic Needs
 - Healthcare
 - Education
- Focus on the disadvantaged
 - Sick and disabled
 - Indigent
 - Formerly incarcerated



Networking

- Name
- Organization
- Parish(es) Served
- One service *you* provide
- One service *you need a partner* to provide

Objectives

At the end of today's training, participants will:

1. Be able to identify how their work contributes to the Prison Reentry Initiative Results.
2. Be able to identify a project for which they will seek funding.
3. Leave with a strong result statement for their project.

Shifting Mindset

The Funder	The Investor

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Focuses on mission, values and priorities	Is clear on results sought from the investment

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Sees the proposal as the predictor of success	Knows the difference between what you write and what you actually do

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Sees the proposal as the predictor of success	Knows the difference between what you write and what you actually do
Forgets what you promise and demerits for late reports	Remembers what you promise and focuses on ROI and your learning

Three Big Investor Questions

1. What results are we buying?
2. How likely is it?
3. Is this the best possible use of Foundation funds?

Partner Benefits

- Easier to understand the investments the Foundation wants to make and if a project clearly contributes to the Foundation's desired results
- Builds your capacity to define, track and communicate results
- Creates a higher level of dialogue around projects internally and externally

Success is determined based on
results achieved and ***learnings applied***.



Guiding Documents

Strategic Map

Results Trails

Guidelines

PRISON REENTRY INITIATIVE STRATEGIC RESULTS MAP

Strategy

Reduce recidivism through a continuum of care that fully prepares incarcerated individuals for successful reentry

How We Contribute

- Direct Service Grants
- Capacity Building Grants
- System Change Grants
- Public Awareness Campaigns
- Initiative Coordination

Focus

**Awareness
&
Education**

**Capacity
&
Collaboration**

**Policy &
Practice
Change**

Desired Results

Incarcerated and Formerly Incarcerated Individuals know about and choose to participate in reentry programs

D.A.s, Judges, Sheriffs, Wardens, Probation and Parole Officers agree to change priorities from 'hard on crime' to 'smart on crime'

Citizens accept the formerly incarcerated as good community members and neighbors and vote for policy makers that support quality reentry

Employers understand the benefits to their business and the community of hiring the formerly incarcerated

Prison, Probation and Parole staff; Reentry Service Providers; Faith-Based Providers; Volunteer Mentors; and Health and Mental Health Providers:

- have the capacity and resources to support quality reentry and apply best practices
- collaborate with each other to create a seamless continuum of high quality reentry support

Employers hire and support the unique needs of the formerly incarcerated and confirm the benefits to their business

D.A.s and Judges use alternative responses for lower level offenses, apply structured sentencing best practices, and share data in a consistent way

Sheriffs and Wardens allocate knowledgeable staff to apply reentry best practices and agree to collect data in a consistent way

State lawmakers promote effective legislation and legislative reform that supports positive reentry outcomes

Impact

Dramatic reduction in the percentage of the formerly incarcerated who return to prison and to increase the cost savings to the community with their successful re-integration.

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education,
job readiness, life
and soft skills,
parenting skills,
family
reunification,
faith-based
support,
mentoring,
employment,
health services

Result Trail for: Incarcerated and Formerly Incarcerated

Desired Results: *Successfully Reenter The Community*

Become aware of reentry services and choose to participate

Agree to reentry plan objectives, services, and actions while incarcerated and up to 3 years post incarceration

Begin to build new capacities and increase readiness resources

Demonstrate new skills or capacity including: job readiness; social, family and spiritual supports; housing; mental health or substance abuse recovery; medication and treatment support; and financial obligations and parenting skills

Demonstrate resources required for success, including medications and connection to ongoing health and mental health treatment, complying with probation and parole and continue pursuing reentry plan objectives including housing, employment, spiritual practice, recovery, and family re-unification

Confirm changes in behavior have led to stable life conditions (health care, housing, recovery, employment, social and spiritual supports)

Maintain stable life conditions for at least 6 months

Successfully reintegrate into the community for at least 3 years after incarceration

Geography

- Greater Baton Rouge Area
 - Ascension
 - East Baton Rouge
 - East Feliciana
 - Iberville
 - Livingston
 - Pointe Coupee
 - St. Helena
 - St. James
 - West Baton Rouge
 - West Feliciana

Exercise:

Plot Your Result(s) On The Trail(s)

- We have 10 different colored Post-Its to represent each parish.
- Write your name on the sticky note pad and a brief description of your project.
- Place your sticky note on the Result Trail that best matches the results you anticipate for the project.

Our Approach

Three types of investments within this Initiative:

1. Direct Service (Programmatic)
 - *What positive gains will occur for individual participants or communities?*
2. Capacity & Collaboration Building
 - *How will your organization and/or other organizations be different?*
 - *What will this enable you and others to do better?*
 - *How will collaboration improve effectiveness or efficiency while improving results for returning citizens?*
3. Systems Change
 - *How will your work inform change on a macro-level, including influencing policy or changing service provider practices?*

Our Focus

The Foundation seeks to support efforts that focus in one or more of these areas:

- Increasing the **awareness and education** not only of the incarcerated and formerly incarcerated but also of district attorneys, sheriffs, wardens, probation and parole officers, employers and community members to support positive reentry;
- Building the **capacity and collaboration** between and among prison, probation and parole staff; reentry service providers; faith-based providers; volunteer mentors; and health and mental health care workers to increase the quality and availability of reentry supports and services; and
- Facilitating **policy and practice changes** by district attorneys, judges, sheriffs, wardens, state lawmakers and employers to support positive reentry.

Our Operating Principles

The Foundation reviews each proposal with respect to available funds and responses to three overarching questions:

1. What results are we buying?
2. How likely is it that this applicant can achieve the results they are proposing?
3. Is this the best possible use of Foundation funds given other opportunities before us?

Investments

While the projects to be supported by this Initiative should be long-term in nature, investments will be made in one-year increments.

Partners will be expected to report on progress and participate in learning sessions quarterly.

Opportunities for additional support will be provided to partners who make meaningful progress toward the Prison Reentry Initiative's results.



Results-Focused Applications

Programmatic

Capacity and/or Collaboration Building

Systems Change

Application Sections

- Organizational Information
- Proposal Intent and Participants
- Results
- Tracking to Success
- Key People and Groups
- Attachments

Results

18. Indicate in a Results Statement the changes in behavior or condition you expect your participants to achieve.

Result Thinking

1. How do you define success, meaning the **results of your services/project**?
2. How do you **know for sure** when success has been achieved?
3. How do you know, throughout your project, that **you have enough time and money remaining** to achieve the success you have defined?

Result Thinking

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- We trained 100 employers on the benefits of hiring formerly incarcerated individuals

Result Thinking

- We trained 100 employers on the benefits of hiring formerly incarcerated individuals
- 10 employers trained hired one formerly incarcerated individual and employed them for 6 or more months

Result Thinking

- We trained 100 employers on the benefits of hiring formerly incarcerated individuals
 - I counted 60 participants in our program who learned stress management and yoga techniques
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 - 40 participants reported engaging in yoga practices 30 minutes a day, 3 times per week and managing their anger, 8 weeks after the program was concluded

Result Thinking

- We trained 100 employers on the benefits of hiring formerly incarcerated individuals
 - I counted 60 participants in our program who learned stress management and yoga techniques
 - We distributed 4,000 flyers and had 300 people participate in our reentry community engagement initiative
- 10 employers trained hired one formerly incarcerated individual and employed them for 6 or more months
 - 40 participants reported engaging in yoga practices 30 minutes a day, 3 times per week and managing their anger, 8 weeks after the program was concluded

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 - 15 of 25 mentors to incarcerated and formerly incarcerated individuals have been engaged for 6 or more months

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4 Steps To Creating A Clear Result Statement

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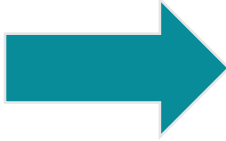
1. Identify the **change in behavior** you seek for your core participants

Step 1: Identify the **change in behavior** you seek for your core participants

- Unemployed
- Isolated from family and community
- In poor health



Step 1: Identify the **change in behavior** you seek for your core participants

- Unemployed
 - Isolated from family and community
 - In poor health
- 
- Employed
 - Reconnected with family and community supports
 - Connected to needed health providers

4 Steps To Creating A Clear Result Statement

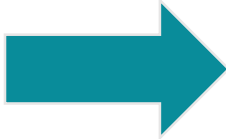
1. Identify the **change in behavior** you seek for your core participants
2. Specify the **degree of change** you consider a success

Step 2: Specify the degree of change you consider to be success

- Employed
- Reconnected with family and community supports
- Connected to needed health providers



Step 2: Specify the degree of change you consider to be success

- Employed
 - Reconnected with family and community supports
 - Connected to needed health providers
- 
- Gained and maintained living wage employment for 6 months
 - Connects with 3 family or community members 1 or more times per week
 - Maintains compliance with healthcare treatment plan for 6 months

4 Steps To Creating A Clear Result Statement

1. Identify the **change in behavior** you seek for your core participants
2. Specify the **degree of change** you consider a success
3. Estimate **how many** participants will be impacted or changed and **by when**

Step 3: Estimate **how many** participants will be impacted or changed and **by when**

When choosing the number of participants you will try to reach, consider the following:

- Review similar projects and results
- Modify numbers based on the challenges facing participants
- Assess new and potential participants

4 Steps To Creating A Clear Result Statement

1. Identify the **change in behavior** you seek for your core participants
2. Specify the **degree of change** you consider a success
3. Estimate **how many** participants will be impacted or changed and **by when**
4. Express your result in a **structured statement**

Step 4: Use a **structured format**

Content Portions:

- What change
- To what degree
- By how many participants
- By when

Step 4: Use a **structured format**

Content Portions:

- What change
- To what degree
- By how many participants
- By when

By ___(specific date), of the
___(# of participants) we serve,
___(# to achieve) will
___(change in behavior or
condition).

Step 4: Use a **structured format**

Content Portions:

- What change
- To what degree
- By how many participants
- By when

By 12/31/17, of the 66 returning citizens we serve, at least 44 will connect with 3 family or community members 1 or more times per week and gain and maintain employment for 6 months.

Step 4: Use a structured format

Content Portions:

- What change
- To what degree
- By how many participants
- By when

By 12/31/17, of the 66 returning citizens we serve, at least 44 will connect with 3 family or community members 1 or more times per week and gain and maintain employment for 6 months.

Results



19. How will you verify the changes in behavior and condition for your participants? What information or evidence will you use to confirm the change has occurred?
- Existing data or measuring instruments
 - Easy to obtain documents
 - Observations and reports by others OR in some cases self-reported behaviors

Exercise: Draft Your Own Result Statement

- Review the formats presented and choose the best structure for your project.
- Use the worksheet in your folder to draft a target statement for your project.
 - What does success look like?
 - How do you know when you have gotten there?
 - How do you know you have enough time and resources remaining to get there?

Results

20. What Prison Reentry Initiative Results do you expect your target population to achieve?

Programmatic	Capacity/Collaboration	Systems Change
Incarcerated & Formerly Incarcerated	Prison Staff, Probation & Parole Officers, Reentry Service Providers, Faith-based Providers, Volunteer Mentors, & Health and Mental Health Providers	District Attorneys & Judges
Employers		State Lawmakers
Community Members		Sheriffs, Wardens, Probation & Parole Officers
		Employers

Tracking to Success

21. What are the core elements of your project that are critical to participants achieving the stated results?
22. How will you track success during the grant period? Define quarterly participant milestones you will use to manage progress, and the quarterly key activities you or others will take to help participants accomplish each milestone.

What is a Milestone?

- Milestones help you track what is important to ensure those you serve are on the road to success.
- Milestones show progression toward the Target Results and need to be structured in such a way that you can't hit the Target without achieving the milestones along the way.
- Milestones help you manage your program and your interaction with your participants. They are the points at which you can tell which of your participants are making progress and who is falling behind.

Milestones

Target: By 12/31/2017, I will lose 20 pounds.

Key Activities

Milestones

Track food intake

Exercise 30 min 3x/wk

5 pounds lost

Sign up for weight loss program

10 pounds lost

5 servings of fruits and vegetables

Research weigh loss programs

Attend Meetings

Milestones: Tracking to Success

Consider this basic flow of participant milestones (M) that predict success:

1. Participants show up and commit to the program
2. Participants engage and begin to benefit
3. Participants demonstrate initial success
4. Participants demonstrate stronger success

Target

Participants achieve the program target

Milestones: Tracking to Success

Consider this basic flow of participant milestones (M) that predict success:

1. 50 Participants show up and commit to the program
2. 40 Participants engage and begin to benefit
3. 30 Participants demonstrate initial success
4. 15 Participants demonstrate stronger success

Target 10 Participants achieve the program target

Milestones: Tracking to Success

Consider this basic flow of participant milestones (M) that predict success:

1. 50 Participants sign up for weight loss program
2. 40 Participants attend weekly meetings for 1 month
3. 30 Participants lose 5 pounds
4. 15 Participants lose 10 pounds

Target 10 Participants lose 20 pounds

Milestones: Tracking to Success

Common Elements of Good Milestones:

- Reflect key achievements as a result of the major activities being undertaken
- Happen over time – not simultaneously
- Reflect a ‘response’ or achievement progress in regular intervals
- Are time bound
- Define all key accomplishments that are anticipated prior to the result being achieved for the time period

Milestones: Tracking to Success

A mentoring program for returning citizens that assists in reducing isolation and increasing problem solving skills.

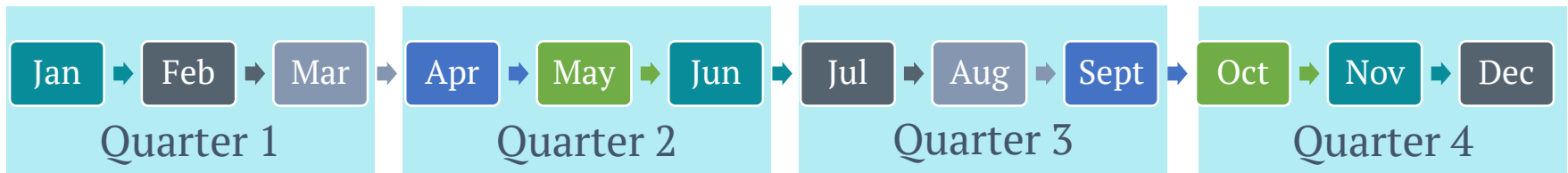
1. 30 agree to program goals and sign contract
2. 25 demonstrate new skills and use for 1st time w/in 30 days
3. 20 engage in mentoring relationship for 6 or more months
4. 15 confirm mentoring has reduced isolation and helped in solving one or more problems within the past 3 months

Target 10 confirm mentoring resulted in stabilizing life conditions

Exercise:

Draft Your Own Milestones

Think through your project and begin drafting the major achievements your participants will hit along the way to your desired result.



Characteristics of Desired Projects

Favorable projects will:

- Be designed to produce and **verify** specific changes in systems, organizations and participants that directly contribute to the results we seek in the respective focus areas;
- Achieve more than one Prison Reentry Initiative result;
- Be effectively implemented and ultimately **continued without our funding**;
- Be **replicable** and can be shared with other organizations looking to produce similar results; and
- Use evidence-based practices and strategies and/or offer **clear results**.

Three Burning Questions

- What are we buying?
- What are the chances we'll get it?
- Is this the best investment before us?

Application Tips



- Focus on your main participant impact
- Be succinct and complete
- Be clear about what project funds will do
- Clarify how you will get to the project results
- Use all resources provided

Next Steps

Timeline

Online Application

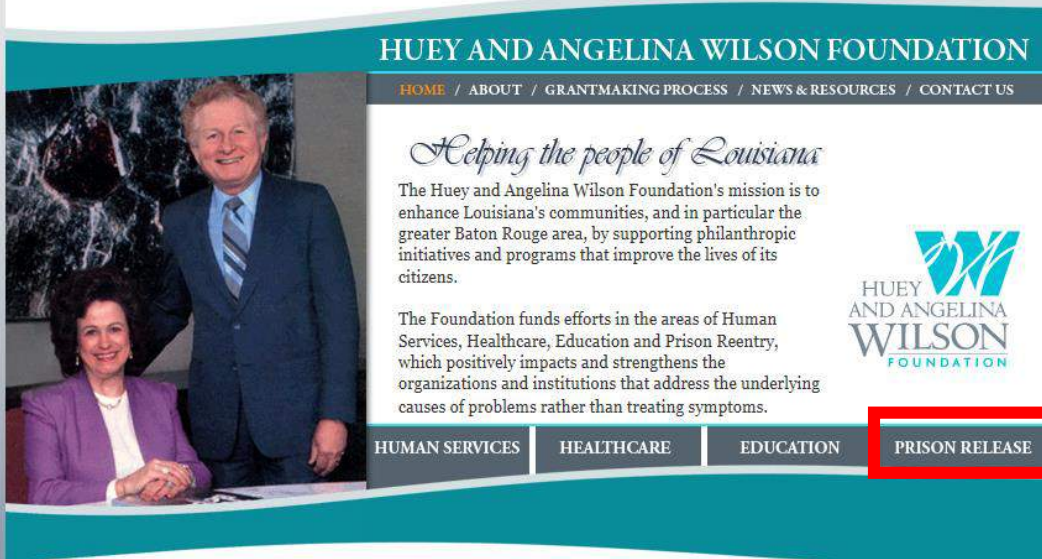
Assistance

2017 Application Timeline

October 5	Applicant Orientation Applications available online
October 20	First Drafts Due by noon
Oct 30-Nov 3	Technical Assistance Sessions
November 17	Applications Due by noon
Nov 29-Dec 1	Site Visits
December 29	Applicants Notified
January 1	Programs Begin

Accessing the Application

www.hawilsonfoundation.org



HUEY AND ANGELINA WILSON FOUNDATION

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Helping the people of Louisiana

The Huey and Angelina Wilson Foundation's mission is to enhance Louisiana's communities, and in particular the greater Baton Rouge area, by supporting philanthropic initiatives and programs that improve the lives of its citizens.

The Foundation funds efforts in the areas of Human Services, Healthcare, Education and Prison Reentry, which positively impacts and strengthens the organizations and institutions that address the underlying causes of problems rather than treating symptoms.

HUEY AND ANGELINA WILSON FOUNDATION

[HUMAN SERVICES](#) | [HEALTHCARE](#) | [EDUCATION](#) | [PRISON RELEASE](#)

News & Announcements

Prison Reentry Initiative

The Wilson Foundation is excited to announce that it has established a multiyear **Prison Reentry Initiative** beginning **January 2016**.

[READ MORE ►](#)

Interim and Final Reporting

For 2014 fall grant recipients, **final reports** were due **September 30, 2015**.

For 2015 spring grant recipients, **interim reports** were due **September 30, 2015**.

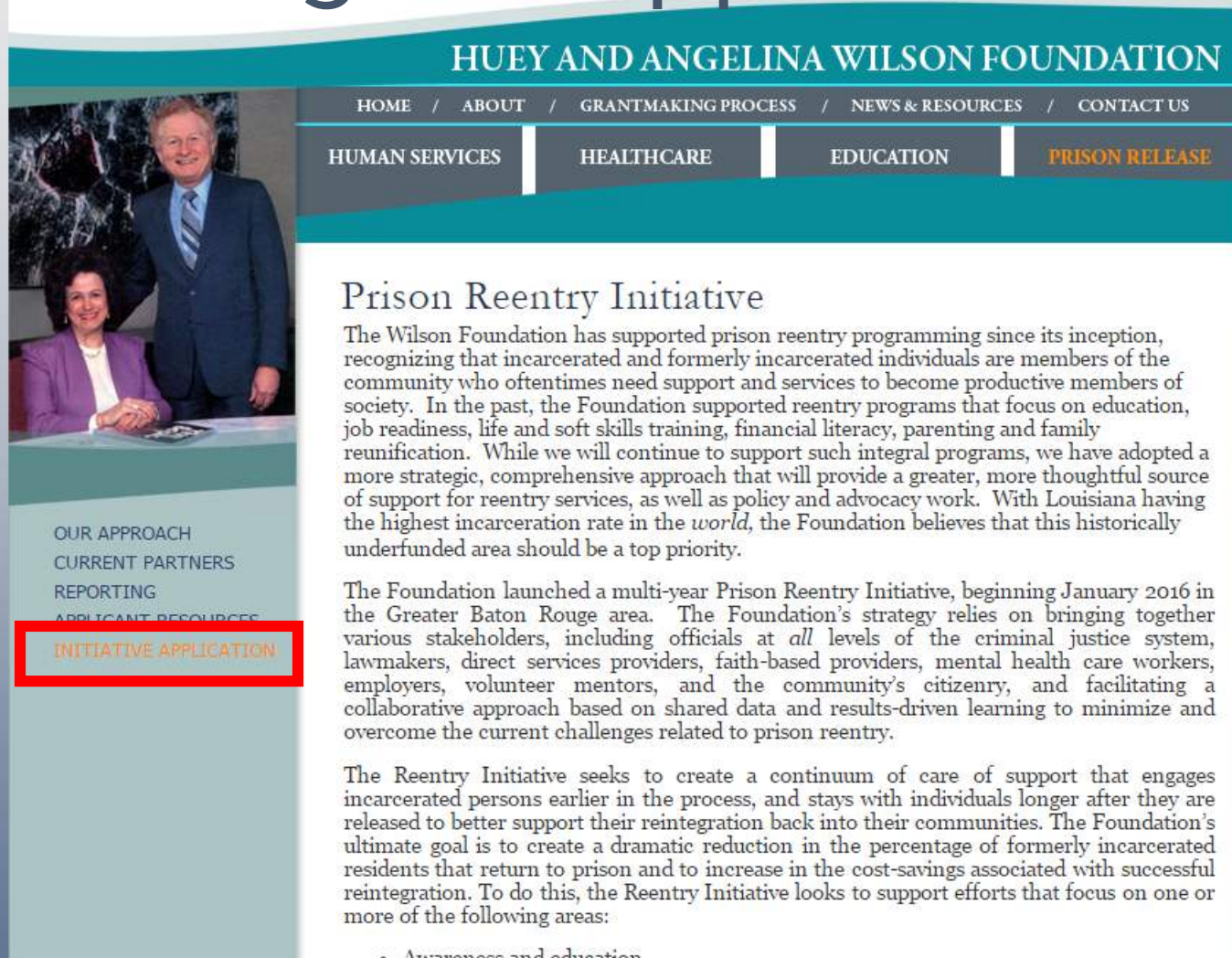
If you have not submitted your reports, please do

Grantmaking Process

Our 2015 fall grant cycle proposal deadline has passed. We are currently in the review process. Award announcements will be mailed out in early November.

[FIND OUT MORE ►](#)

Accessing the Application



The screenshot displays the website of the Huey and Angelina Wilson Foundation. The header features the foundation's name in white text on a teal background. Below the header is a navigation bar with links: HOME / ABOUT / GRANTMAKING PROCESS / NEWS & RESOURCES / CONTACT US. A secondary navigation bar highlights four categories: HUMAN SERVICES, HEALTHCARE, EDUCATION, and PRISON RELEASE (in orange). On the left side, there is a vertical menu with links: OUR APPROACH, CURRENT PARTNERS, REPORTING, APPLICANT RESOURCES, and INITIATIVE APPLICATION (highlighted with a red box). The main content area is titled "Prison Reentry Initiative" and contains two paragraphs of text. The first paragraph describes the foundation's support for prison reentry programming since its inception, recognizing that incarcerated and formerly incarcerated individuals are members of the community who often need support and services to become productive members of society. The second paragraph states that the foundation has adopted a more strategic, comprehensive approach that will provide a greater, more thoughtful source of support for reentry services, as well as policy and advocacy work. The third paragraph mentions that with Louisiana having the highest incarceration rate in the world, the foundation believes that this historically underfunded area should be a top priority. The fourth paragraph describes the foundation's multi-year Prison Reentry Initiative, beginning in January 2016 in the Greater Baton Rouge area. The fifth paragraph explains the foundation's strategy, which relies on bringing together various stakeholders, including officials at all levels of the criminal justice system, lawmakers, direct services providers, faith-based providers, mental health care workers, employers, volunteer mentors, and the community's citizenry, and facilitating a collaborative approach based on shared data and results-driven learning to minimize and overcome the current challenges related to prison reentry. The sixth paragraph states that the Reentry Initiative seeks to create a continuum of care of support that engages incarcerated persons earlier in the process, and stays with individuals longer after they are released to better support their reintegration back into their communities. The seventh paragraph states that the foundation's ultimate goal is to create a dramatic reduction in the percentage of formerly incarcerated residents that return to prison and to increase in the cost-savings associated with successful reintegration. The eighth paragraph states that to do this, the Reentry Initiative looks to support efforts that focus on one or more of the following areas:

- Awareness and education

Accessing the Application

OUR APPROACH
CURRENT PARTNERS
REPORTING
APPLICANT RESOURCES
▶ INITIATIVE APPLICATION

via the link below and is available only during the months of October and November prior to the grant cycle application deadline.

*It is **strongly recommended** you read the [Prison Reentry Initiative Grant Guidelines](#) prior to accessing the application.

***Important 2016 Dates:**

- Application training will be held **October 6th** from 9:00 a.m. - 4:00 p.m.
- Drafts of the grant application will be due **October 21st** by 4:30 p.m.
- The final grant application deadline is **November 18th** by 4:30 p.m.
- Award notifications will be sent on **December 30th** by 4:30 p.m.

*Please check your typing. This is the information that will be used on all of your organizational documents and presented to the Foundation Board of Trustees.

*Be sure to add @hwilson.org, @rinstitute.org, and mail@grantapplication.com to your email program's "safe senders" list to ensure you receive all communications.

To access the online Prison Reentry Initiative application click [here](#).

To re-access the working draft of your application, click [here](#).

For assistance on the Reentry Initiative, please contact Tristi Charpentier at (225) 292-1344 or tristi@hwilson.org.

 Printer Friendly Page

Accessing the Application



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Eligibility Quiz

Congratulations! You are now on the Huey and Angelina Wilson Foundation online grant application portal.

At the Huey and Angelina Wilson Foundation, we view every Prison Reentry Initiative grant application in terms of the ways in which your efforts will ultimately help the incarcerated and formerly incarcerated achieve success. We are, therefore, less focused on your specific activities, the order in which they occur, or who is doing them. They are important as the input, but they are the means, not the end. We want to know who or what will be different as a result of your efforts.

Before you Begin

Please read the Huey and Angelina Wilson Foundation Prison Reentry Initiative Guidelines which are located at www.hawilsonfoundation.org/prisonreentry.

We strive to keep this simple, but we know questions will arise. We are here to help. Please contact us for guidance or assistance.

*** Please check your typing. This is the information that will be used on all of your organizational documents and presented to the Foundation Board of Trustees.

** Click the check mark icon to spell check your narrative, if applicable.

** Click the "i" icon for examples throughout the application.

*** Feel free to copy and paste as needed from any original or previous documents you may have created.

** Please use numbers or asterisks instead of bullets.

** Be sure to enter results into the focus area for which you are requesting funding.

NOTE: Add man@grantapplication.com and www.hawilson.org to your safe senders list to ensure you receive all system communications.

-Select One-

☐ Yes, I have read the guidelines

☐ No, I have not read the guidelines

Next



Accessing the Application



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Eligibility Quiz

Which of the following best describes the project for which you are seeking funding:

1. **Direct Service (Program Support):** Projects selected for direct service investments will answer the question *What positive gains will occur for individual participants or communities?* Projects include new or existing programs that work directly with incarcerated or formerly incarcerated individuals, employers, or community members to achieve results.
2. **Capacity & Collaboration Building:** Projects selected for capacity and collaboration building investments will answer the questions *How will your organization and/or other organizations be different and what will this enable you and/or them to do better? How will collaboration improve effectiveness or efficiency while improving results for incarcerated and formerly incarcerated individuals' lives?* Projects include efforts that strengthen the existing capacity and/or collaboration of reentry organizations to achieve results.
3. **Systems Change:** Projects selected for systems change investments will answer the question *How will your work inform change on a macro-level, including influencing policy or changing service provider practices?* Projects include research, research and advocacy efforts that lead to positive changes by state and local lawmakers including district attorneys, judges, sheriffs, wardens, and probation and parole officers.

Select One:

- Direct Service (Program Support)
- Capacity & Collaboration Building
- Systems Change

Navigating the Application



[Contact Us](#) | [Help](#) | [Huey And Angelina Wilson Foundation](#)

- 1 Organizational Information
- 2 Proposal Intent and Participants
- 3 Results
- 4 Tracking to Success
- 5 Key People and Groups
- 6 Attachments
- 7 Review My Application

[Next](#)

Organizational Information

[Printer Friendly Version](#)

[E-mail Draft](#)

* Required before final submission

Organization Contact Information

* Organization Name

Legal Name

If different from Organization Name.

* Address

WWW Address

* City

* State

* Postal Code

* Phone



Navigating the Application

Organizational Background

*** 1. What is your organization's mission and vision?**
Guidance: Mission is what you do, and vision is the end state you wish to achieve. Describe how your mission gives you focus and guides your actions and decisions.

✓

*** 2. Please provide a brief history of your organization.**
Guidance: Please be sure to include the following: number of years in service, number of employees, number of volunteers, number of board members, and number of participants served annually.

✓

*** 3. What is your total organizational budget?**
Guidance: In dollars, indicate the total annual budget for your most recently completed fiscal year.

4. Does your organization use a fiscal agent or another organization?
If yes, check the box and answer Question 5. If no, skip Question 5 and move to the next page.


☐

5. What is the name, Tax ID and address of your fiscal agent?
Guidance: Provide the official name and mailing address for your fiscal agent along with the nine-digit US Tax ID number of the 501(c)(3) non-profit organization for which you are making this application.

Save & Finish Later

Next

Navigating the Application



Account: [tristi@hwilson.org](#) | [Change E-mail/Password](#)
Last Log in: 8/15/2017 11:39 AM GMT-05:00

[Contact Us](#) | [Huey And Angelina Wilson Foundation](#)

Applications



Requirements

Applications

Thank you! Your application has been saved. You should receive an e-mail confirmation shortly.

Below you will find all saved and submitted applications

Show **In Progress Applications** ▼

Application Name	Project Title	Requested	ID	Last Updated	Action
Prison Reentry Initiative Programmatic			34979	09/21/2017	 

Re-Accessing the Application

OUR APPROACH
CURRENT PARTNERS
REPORTING
APPLICANT RESOURCES
► INITIATIVE APPLICATION

via the link below and is available only during the months of October and November prior to the grant cycle application deadline.

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Applicant Portal



Account: tristi@hwilson.org | [Change E-mail/Password](#)

Last Log in: 9/21/2017 10:33 AM GMT-05:00

[Contact Us](#) | [Huey And Angelina Wilson Foundation](#)



Applications

Requirements

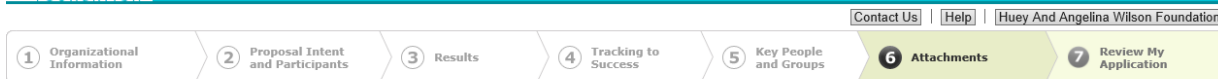
Applications

Below you will find all saved and submitted applications

Show **In Progress Applications** ▼

Application Name	Project Title	Requested	ID	Last Updated	Action
Prison Reentry Initiative Programmatic			34979	09/21/2017	 

Emailing Your Application



Review & Submit
Attachments

Printer Friendly Version

E-mail Draft

Required Attachments:

1. Project or Program Budget
2. Organization's Financials
3. Board Listing

Upload Instructions:

Step 1: Select the type of file you are going to attach the "Title" bar below. Click on the arrow beside this bar to select type.

Step 2: Click on the button marked "Browse" to search your computer files for the item you want to attach.

Step 3: Once you have located the file on your computer double click on the file and the file name will appear in the box below marked "File Name".

Step 4: Click on the button marked "Upload" to attach your file to this application.

Step 5: Repeat steps 1-4 for each document you are attaching.

Upload

The maximum size for all attachments combined is 25 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

Title: 1. Project or Program Budget for the grant period (Required) ▼

File Name: Browse...

Upload

Save & Finish Later Review & Submit




Applicants must email a draft to tristi@hwilson.org by **October 20**.

This can be done from the last page of the application or the Applicant Portal as shown on the previous slide.

DO NOT select review and submit until after all revisions have been made. Final application deadline is **November 17**.



Submitting Your Final Application



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1 Organizational Information

2 Proposal Intent and Participants

3 Results

4 Tracking to Success

5 Key People and Groups

6 Attachments

7 Review My Application

[Review & Submit](#)

Attachments

[Printer Friendly Version](#)

[E-mail Draft](#)

Required Attachments:

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Title:

File Name:

[Upload](#)

[Save & Finish Later](#)

[Review & Submit](#)

Final application submission by **November 17.**

Next Steps

- Online application is available on our website at www.hawilsonfoundation.org.
- Complete a draft application, save it and email it to Tristi Charpentier at tristi@hwilson.org no later than **10/20/17**. **Do not submit the application at this stage!**
- Receive written, phone or in-person assistance by 11/10/17.
- Once you receive feedback, you will submit your final proposal no later than **11/17/17** (Friday before Thanksgiving).
- Selected Site Visits 11/29/17 through 12/1/17.
- Receive notifications no later than 12/29/2017.

Contact Information

Tristi Charpentier
Initiative Manager
Huey and Angelina Wilson Foundation
Tristi@hwilson.org
225-292-1344