



**New Program Development Initiative (NPDI)
Request for Response (RFR)**

*Release Date: 1/7/2025
Intent to Apply Due: 1/27/2025
Full Application Due: 2/28/2025
Project Period: 7/1/2025–6/30/2026*

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Attachments (www.LUK.org/NPDI)

- Intent to Apply Format
- Cover Sheet Format
- Application Questions for Response
- Line-Item Budget Format
- Logic Model Format
- Timeline Format

Appendices (www.LUK.org/NPDI)

Frequently Asked Questions
Glossary
Additional Resources

Background

Have you ever thought of a way to improve something we already do at LUK? Or maybe you've had a totally new idea that would help the people or communities LUK serves. Some of the best ideas for new programs or improvements to existing programs come from the people directly involved in that program. To honor the creativity and dedication of members of the LUK community, Management Team has approved the New Program Development Initiative (NPDI) by investing funds from a previous year's surplus into a new initiative. This is the very first time we have implemented this initiative, with one or more projects designed by members of the LUK community to be implemented in Fiscal Year 2026 (July 1, 2025-June 30, 2026).

NPDI offers members of the LUK community a chance to propose something new and different, be that a change within a facility, creating a new program, or expanding an existing program. This opportunity emphasizes the expertise that all members of the LUK community possess, provides an opportunity to influence the direction of the agency, and meet the needs of the people and communities we serve. NPDI offers a real opportunity to participate in program development and grant writing, to develop your capacity and skills while sharing your ideas with others – ideas that could soon become a reality!

Objectives

The objectives of NPDI are to:

- Develop new programming for emerging or unmet community needs;
- Enhance an existing LUK service by adding new components or wraparound services;
- Expand an existing LUK program to serve a new population; and/or,
- Invest in a facility improvement that would benefit the people we serve.

Eligibility

- Any individual, or combination of individuals, affiliated with the agency may submit a proposal. This includes:
- Current Members of LUK's Board of Directors
- Current Volunteers (e.g., mentors, Mentoring Advisory Board members, LAAB members)
- Current Youth Leaders and AmeriCorps Members in Good Standing

- Current Foster Parents
- Current LUK Staff in Good Standing (e.g., full-time, part-time, relief/per Diem, direct care, supervisors, Youth Action Board [YAB] members, interns, apprentices), with prior approval of their Division Director

Individuals submitting applications must be committed to working as part of the implementation team. However, you do not have to be involved directly in the provision of proposed services.

Projects eligible for NPDI funding must meet one or more objectives listed above, and:

- Align with LUK's Mission, Vision, and Core Values (<https://www.luk.org/about/mission/>);
- Fit within one or more of LUK's Divisions/Components;
- Have the support of the appropriate Division/Component Director;
- Operate within LUK's service area (Central Massachusetts/Worcester County);
- Be submitted by an eligible applicant; and
- Comply with all applicable laws and regulations.

Restrictions

NPDI funds may not be used to:

- Provide religious instruction, conduct worship services, or engage in any form of proselytizing;
- Assist, promote, or deter union organizing;
- Finance, directly or indirectly, any activity designed to influence the outcome of an election to any public office; or impair existing contracts for services or collective bargaining agreements;
- Displace existing staff positions; and/or
- Replicate existing programs or services fully funded by other sources.

Funding Available

For projects scheduled to take place in LUK's Fiscal Year 2026, \$45,000 is available. Applicants may apply for funding less than this amount, but may not ask for more than \$45,000. The NPDI

Review Committee retains the right to recommend one or more awards up to \$45,000. Projects may be fully or partially funded.

LUK is planning to offer the opportunity to apply for NPDI funds for a minimum of three fiscal years (i.e., FY26, FY27, FY28), with the intent of continuing this opportunity as long as funding allows. Projects will only be eligible for NPDI funding for one year. For this initial round of funding, projects will have an anticipated start date of July 1, 2025, and will take place between July 1, 2025 and June 30, 2026.

Application Process

An Intent to Apply is required. See the timeline below and attached format. The Intent to Apply is non-binding. In other words, if you have an idea, submit an Intent to Apply. If you later decide not to submit a full application, there is no penalty. However, you cannot submit a full application if you do not submit an Intent to Apply. The NPDI Team has made this decision so that we can ensure applicants have a strong start in this process. For example, if two different applicants submit the same idea, we can connect them to collaborate on a single application. ***The Intent to Apply must be submitted to submit a full application.***

Multiple opportunities for support will be provided. See timeline below. Virtual Technical Assistance Sessions will be offered weekly on Wednesdays at noon, during the typical Program Development Seminar meeting time via Zoom. The link to join is:

<https://lukinc.zoom.us/j/98340642519?pwd=RFRKQ1hqDg0OFVUOEK0RIR2Zkpjdz09>

Each week will focus on a different part of the application and will be recorded and made available for viewing on Talent LMS. It is not required for applicants to attend Information Sessions, Q&A Sessions, or Technical Assistance Sessions. If you would like to schedule an individual support session, please email NPDI@LUK.org.

Applications will be evaluated on the criteria listed below. The NPDI Review Team will make recommendations to LUK's Management Team, who will make the final determination of project(s) to be funded.

Statement on the Use of Artificial Intelligence (AI)

Please review and follow LUK's AI Policy (www.LUK.org/NPDI). Applicants may not use AI to write responses to the application questions. The Grant Professionals Association offers several ethical and time-saving examples regarding the use of AI (<https://grantprofessionals.org/general/custom.asp?page=ArtificialIntelligence>):

- Researching and collecting data sets: Reputable sources must be verified.
- Generating project names: Describe a project, and it will suggest some names.
- Finding quotes: A quote is sometimes a good opener, depending on the funder. Be sure to verify the accuracy of the quote attribution (i.e., who said it?).
- Obtaining background and context on an issue: Conducting high-level discovery activities to become more familiar with unfamiliar topics. Again, be sure to verify the accuracy of any information provided by AI.

Application Timeline

Date/Time	Activity
1/7/2025	NPDI RFR Release Date
1/8/2025	Presentations to LUK Leadership Team and Board of Directors
1/8/2025 at Noon	Virtual Information Session
1/15/2025 at Noon	Virtual Q&A Session
1/22/2025 at Noon	Virtual Technical Assistance: How to Read an RFR and Writing Techniques
1/27/2025 by 11:59 pm	Intent to Apply Due by email to NPDI@LUK.org
1/29/2025 at Noon	Virtual Technical Assistance: Logic Models
2/5/2025 at Noon	Virtual Technical Assistance: Budgets
2/12/2025 at Noon	Virtual Technical Assistance: Application Questions
2/14/2025 by 11:59 pm	Submit questions to NPDI@LUK.org
2/19/2025 at Noon	Virtual Technical Assistance: Timelines

2/21/2025 by Noon	Responses to questions submitted by email posted on LUK's NPDI webpage (www.LUK.org/NPDI)
2/26/2025 at Noon	Virtual Technical Assistance available
2/28/2025 by 11:59 pm	NPDI Applications due by email to NPDI@LUK.org
March 2025	NPDI Team requests clarifications as needed
4/1/2025 by Noon	NPDI Team submits funding recommendations to Management Team
4/16/2025 at Noon	NPDI Awards Announced by LUK's President & CEO at Program Development Seminar

Please Note: Late applications will not be accepted. Upon request, applications submitted prior to 2/26/25 will be reviewed for completeness (not content), with an opportunity to address any issues and resubmit by the deadline.

Application Contents

A complete application consists of no more than 12 pages of narrative in response to the application questions, using Times New Roman, 12-point font, 1.5 line spacing, with 1-inch margins all around. Text in tables may be single spaced Times New Roman, 10-point font. Required application attachments include a cover sheet, line-item budget, logic model, and timeline. These attachments are not included in the 12-page narrative limit. Please use the templates provided.

The final full application consists of:

- Cover Sheet
- Narrative response to the application questions
- Line-Item Budget
- Logic Model
- Timeline

Language/Accommodations

Applicants who would like to request an accommodation to apply to the NPDI RFR may contact the NPDI Team at NPDI@LUK.org no later than February 1, 2025. Please note that reviewers will be fluent in English. Applications will not be scored on spelling or grammar, however, ideas must be presented clearly.

Application Evaluation Criteria

Applications competing for funding will be reviewed and evaluated using the criteria described in this section, which summarizes the questions found in the NPDI Application. The point values indicate the relative importance of each section. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed.

Application Section	Maximum Points
Cover Sheet Attachment: Fully and accurately completed; <i>NPDI Team will verify Director approval of each application, failure to obtain Director approval will result in disqualification.</i>	3
Summary: Within one paragraph, include all information requested (i.e., project name, need for the project, activities planned, outputs/outcomes).	5
Needs To Be Addressed: The issue or problem is fully explained; the population impacted is described; data is provided to validate the need; resources are cited appropriately.	8
Project Description: Details are included on the model or methodology to be implemented, strategies to be used, any relevant evidence. Evidence-based practices are noted if applicable.	12
Goals & Project Evaluation: The overarching goal, outputs, and outcomes are clearly stated and the relationship between them is clear. There is a solid plan for collecting and analyzing data to determine if the project is making progress toward the goal, outputs, and outcomes.	12
Fit Within LUK: Alignment with LUK's Mission, Vision, and Core Values; placement within the organization; approval of Division Director received and verified.	5
Capabilities & Competencies: Needed resources are identified with a plan to ensure resources are available for the proposed project.	10
Sustainability: A plan is in place to continue the project after NPDI funding ends.	10
Budget Narrative: Items listed in the attached budget are fully explained.	10
Additional Information: <i>This section will not be scored.</i>	0
Line-Item Budget Attachment: Realistic, accurate, comprehensive, reasonable, and aligns with the narrative.	10
Logic Model Attachment: All sections completed with information in the appropriate sections; comprehensive and reasonable; aligns with the narrative.	10

Timeline Attachment: Encompasses the entire project period and is realistic.	5
Total	100

Post-Application Process

A Review Team of 5-7 diverse individuals connected to LUK will review submitted applications. Individuals who have submitted an application are not eligible to review applications. Ideally, all Review Team members will read and score all applications, depending on the number of applications submitted. At a minimum, each application will be read and scored by at least 3 Review Team members. After reviewing and scoring each application individually, Review Team members will meet to agree upon a final score for each application. Depending on the amount of funds requested and the merits of each application, one to three of the applications with the highest scores will be shared with Management Team with recommendations for funding. NPDI Awards will be announced at LUK's Program Development Seminar on April 16, 2025, by LUK's President and CEO.

The NPDI Review Committee retains the right to make one or more awards up to the full amount available (\$45,000 for FY26). Projects may be fully or partially funded. Successful applicant(s) will meet regularly with a program implementation team upon award through June 30, 2025. The official start date of new projects will be July 1, 2025. Quarterly reports on progress made and challenges faced as well as financial expenditures will be expected. Funding for projects awarded in this NPDI cycle will end as of June 30, 2026.

Debrief Process

The NPDI Team appreciates all of the time and effort put into the applications. We will meet with all applicants after the awards are publicized to note strengths and consider ways to address challenges. This is an important step in the learning process and will help you prepare to re-apply in the following year.