



Office for Victims of Crime
Training and Technical Assistance Center

Training and Technical Assistance Application

What is a Training Request?

TTAC provides quality professional trainers and subject matter experts for local and regional workshops that target a smaller audience and offer a **scope of material more tightly focused and operationally oriented** than that which is presented at large-scale conferences. This type of training employs a **more interactive, participatory format** and focuses on **specific skill-building activities** in order to teach strategies and techniques for addressing issues or ameliorating problems. TTAC seeks to ensure that training materials and specialized curricula developed by discretionary grantees in partnership with OVC are continuously available and promoted to the victim service field.

What is a Technical Assistance Request?

TTAC coordinates the delivery of short-term technical assistance to serve a variety of agency types that address a range of crimes and diverse categories of victims. Expert, focused support and mentoring are provided in such areas as program development, management, evaluation, and policy and procedure development and are expected to **facilitate long-term, systemic change to improve services to crime victims.**

On a separate sheet, please number and provide a clear, comprehensive response to each of the following questions in the order they appear. Use additional sheets as necessary. Please follow guidelines described in the Application Process.

A. Description of Need
1. <i>What is the problem or issue you hope to address or change through training or technical assistance?</i>
2. <i>How and by whom was the problem identified?</i>
3. <i>What has been done or is currently in place to address this problem?</i>
4. <i>Why can it not be addressed by existing resources and the current approach?</i>
B. Nature of Request
1. <i>What type of training or technical assistance do you believe will help to address the problem? (e.g., facilitated discussion, in-house seminar, interactive workshop, panel presentation, train-the-trainer session, etc.)</i>
2. <i>What is the name of the meeting or event at which you would like a presenter/facilitator/trainer?</i>
3. <i>What topic(s) will be addressed? Is there a specific OVC training curriculum you wish to be presented?</i>
4. <i>Is there a specific trainer/consultant you are requesting for your event?</i>
5. <i>What qualifications should your trainer/consultant possess? (Special skills/knowledge/experience)</i>
6. <i>Please describe the training facility. (auditorium, amphitheater, break-out room, etc.)</i>
7. <i>How can TTAC be of assistance? Are there any other special requests you have in planning and conducting this training or technical assistance?</i>



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C. Target Audience *What is the anticipated size and background of the targeted audience? Be as specific as possible about the level of knowledge and experience of participants, educational backgrounds, their professional affiliations or career disciplines, their learning style, any cultural or language issues, and accessibility needs.*

D. Organizational Capacity

1. *Briefly describe your agency or organization, specifically how your mission and goals relate to serving victims of crime.*

2. *What are the strengths of your organization which will impact your ability to implement lessons learned and sustain change as a result of this training or technical assistance?*

3. *What barriers exist which may limit or impede your ability to implement lessons learned and sustain change?*

4. *What expenses are you requesting that TTAC cover? Why do you need TTAC support?*

5. *Describe the nature of the matching support you will provide. What expenses will you be covering in support of this training (meals, lodging, transportation, reproduction of handout materials, etc.)?*

6. *What supports exist for your organization and the work you do in the community? Describe partnerships or collaborations which enhance the delivery of services.*

7. *What is the nature and extent of involvement of these partners in your training or technical assistance event?*

E. Evaluation

1. *What immediate results do you expect from this training or technical assistance? In six months? In one year?*

2. *Please list at least three (3) specific outcomes you expect to achieve as a result of this training or technical assistance. Outcomes generally are a reflection of direct service, participant or professional development, program development or community strengthening impacts.*

3. *What are your long range plans for applying what is learned and implementing these outcomes?*

4. *How do you plan to measure the success, quantitatively and qualitatively?*

F. Additional Information *Is there any additional information you would like to provide in support of your request for training or technical assistance?*