



Missouri's Foundation For Child Abuse Prevention

## **Children's Trust Fund of Missouri**

**Preventing Child Abuse and Neglect & Strengthening Families**  
through grant distribution, education, awareness, and partnerships

### **General Child Abuse & Neglect Prevention Program Application Packet for NEW Applicants**

for

**Fiscal Year 2016**

**Contract Period: July 1, 2015 – June 30, 2016**

**Application Deadline: Postmarked no later than Thursday, March 12, 2015**

**Applicants must submit four (4) sets of the application – the original and three (3) copies to:**

**Laura K. Malzner, Program Coordinator**

**Children's Trust Fund**

**Truman State Office Building**

**301 W. High Street, Room 860**

**Jefferson City, MO 65101**

**or**

**PO Box 1641**

**Jefferson City, MO 65102**



**January 15, 2015**

**To: Missouri Children's Trust Fund Applicants**

The Missouri Children's Trust Fund (CTF) Board of Directors is pleased to announce the availability of CTF grant funds for child abuse/neglect prevention projects for state Fiscal Year 2016 (July 1, 2015 through June 30, 2016).

For FY 2016, approximately \$300,000 is available for new grants to community based organizations that prevent child abuse and neglect; inform and educate children, parents, professionals and the general public about child abuse and neglect; and/or promote public awareness of child abuse and neglect and educate others with how it can be prevented.

As Missouri's Foundation for Child Abuse Prevention, CTF accomplishes its mission by ensuring appropriate funding of results-oriented programs, training programs for professionals; promoting public awareness and education; and assisting in the integration of statewide prevention efforts. CTF is granted authority under 210.172(3)(a) to enter into contracts with public or private agencies, schools, or qualified individuals to establish community-based educational and service prevention programs with or without using the procurement procedures of the Office of Administration.

In awarding such contracts, favorable consideration shall be given to projects that replicate successful evidenced based prevention program models and incorporate the integration of the protective factors known to prevent child abuse and strengthen families.

Please read the entire application packet before preparing a proposal as it contains information regarding eligibility requirements, priorities, important dates, and other helpful information. CTF will be hosting a Grant Application Informational Seminar from 10 am – Noon on Wednesday, January 21, 2015 in Room 850 of the Truman State Office Building, 301 W. High Street, Jefferson City, MO 65101.

Should you have any questions or need further assistance please contact CTF Program Coordinator Laura Malzner at (573) 751-6511 or via e-mail at [laura.malzner@oa.mo.gov](mailto:laura.malzner@oa.mo.gov).

We appreciate and thank you for your interest in the CTF application process and commend you for the work you are doing to make a difference in the lives of children and families in Missouri.

Sincerely,

Kirk Schreiber  
Executive Director

**Board of Directors**

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Kirk Schreiber  
Executive Director

# **Children's Trust Fund**

**Missouri's Foundation for Child Abuse Prevention**

## **GRANT APPLICATION PACKET**

FISCAL YEAR 2016

July 1, 2015 through June 30, 2016

### **Packet Contents**

- ◆ Grant Application / **Exhibit A**
- ◆ Notice of Current Availability of Prevention Funds & Instructions / **Exhibit B**
- ◆ Appendices

**Application Deadline:** Applications for CTF grants under this funding cycle **must be postmarked no later than Thursday, March 12, 2015** to be considered. The Children's Trust Fund is located in the Harry S Truman State Office Building, 301 West High Street, Room 860, Jefferson City, MO 65101. CTF's mailing address is PO Box 1641, Jefferson City, MO 65102-1641.

**CHILDREN'S TRUST FUND  
GRANT APPLICATION  
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CTF Regional Map

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4. CORE DATA
5. ACTION PLAN
6. CTF PROMOTION SUMMARY
7. PROJECT BUDGET includes DETAIL, INCOME/MATCH, & JUSTIFICATION (3 pages)
8. ASSURANCE/CERTIFICATION
9. APPLICATION SUBMISSION CHECKLIST

\*A minimum of 3 letters of support or memorandums of understanding may be submitted for a maximum of 5 points.

\*\*A Certificate of Completion verifying that a member of the applicant agency's program staff has completed module one of the National Alliance of Children's Trust Fund's online Protective Factor training may be submitted for a maximum of 5 bonus points.

**EXHIBIT B**

**NOTICE OF CURRENT AVAILABILITY OF PREVENTION FUNDS**

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Children's Trust Fund  
 Child Abuse/Neglect General Prevention Projects  
 Fiscal Year 2016 Timeline  
 (July 1, 2015 – June 30, 2016)

<u>January 15, 2015</u>	CTF grant application packet for FY 2014 general prevention projects released
<u>January 21, 2015</u>	FY 2016 General Prevention Grant Pre-bid seminar from 10 am – Noon at the Truman State Office Building, 301 W. High Street, Room 850, Jefferson City, MO.
<u>March 12, 2015</u>	Grant applications must be postmarked by this date in order to be considered
<u>March 15, 2015 - April 24, 2015</u>	Grant applications reviewed and scored by CTF staff, Board and/or other qualified individuals
<u>May 6, 2016</u>	CTF program committee convenes for final evaluation of proposals and recommendations to CTF Board of Directors
<u>June 3, 2016</u>	CTF staff seeks approval from CTF Board of Directors for grant continuation awards based upon recommendations from CTF Program Committee. Award letters and contracts are mailed to grantees
<u>June 19, 2015</u>	Signed contracts and other required documents are due back from grantees to CTF for final processing; CTF completes final processing of contracts and returns one copy to grantee
<u>July 1, 2015</u>	FY 2016 CTF grant projects begin.
<u>July 31, 2015</u>	Annual project reports due for projects funded during FY 2015 (to include project activity July 1, 2014 - June 30, 2015)
<u>August 15, 2015</u>	July invoices due
<u>September 15, 2015</u>	August invoices due
<u>October 15, 2015</u>	September invoices due
<u>November 16, 2015</u>	October invoices due
<u>December 15, 2015</u>	November invoices due
<u>January 15, 2016</u>	December invoices due
<u>February 1, 2016</u>	Mid-Year Progress Reports due from first-year programs only (form will be emailed)
<u>February 15, 2016</u>	January invoices due
<u>March 15, 2016</u>	February invoices due
<u>April 1, 2016</u>	Deadline for submitting budget amendment requests
<u>April 15, 2016</u>	March invoices due
<u>May 16, 2016</u>	April invoices due
<u>June 15, 2016</u>	May invoices due
<u>July 15, 2016</u>	June/Final invoices due
<u>July 31, 2016</u>	Annual project reports due for FY 2016 (to include project activity from July 1, 2015 – June 30, 2016)

# Children's Trust Fund Regions



# CHILDREN'S TRUST FUND

## GRANT APPLICATION

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FISCAL YEAR 2016  
(JULY 1, 2015 THROUGH JUNE 30, 2016)

### EXHIBIT A

**APPLICATION DEADLINE:**

TO BE CONSIDERED FOR CTF FUNDING, APPLICATIONS MUST BE POSTMARKED BY  
THURSDAY, MARCH 12, 2015

HARRY S TRUMAN STATE OFFICE BUILDING, ROOM 860  
301 W. HIGH STREET, PO BOX 1641  
JEFFERSON CITY, MO 65102-1641  
[www.ctf4kids.org](http://www.ctf4kids.org) Phone: 573-751-5147

**CHILDREN'S TRUST FUND  
PROJECT GRANT APPLICATION  
COVER SHEET  
(5 POINTS MAXIMUM)**

<b>Name of Applicant Agency:</b>	
<b>Address:</b>	
<b>City, State, Zip Code:</b>	
<b>Telephone Number:</b>	
<b>Website Address:</b>	
<b>Federal Tax ID#:</b>	

<b>Tax Status of Applicant Agency:</b>  <input type="checkbox"/> Exempt under sec 501(c)3 of the IRS Code <input type="checkbox"/> Exempt governmental Unit <input type="checkbox"/> Other (specify) _____	<b>NOTE: Incorporated or governmental tax exempt agencies applying as the sponsoring agency for an unincorporated association or coalition must attach a memorandum of understanding indicating it's willingness to be responsible for the fiscal and programmatic requirements.</b>
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<b>Primary Contact:</b>	<b>Email:</b>
<b>Exec Director/CEO:</b>	<b>Email:</b>
<b>Fiscal Officer:</b>	<b>Email:</b>

<b>Project Name:</b>
<b>Check the CTF Region(s) to be served:</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> Statewide
<b>County(ies) where project will be implemented:</b>

<b>Estimated # of Persons (Unduplicated) to be served by this project:</b> <input type="text"/> Children (17 & under) <input type="text"/> Parents/Expectant Parents <input type="text"/> Other (Specify) _____	<b>Project Type:</b> <input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Primary & Secondary  <b>Estimated Cost of Project per individual:</b> \$ <input type="text"/> <b>Estimated Cost of Project per family:</b> \$ <input type="text"/>
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<b>Brief Summary of Target Population:</b>
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<b>Total Annual Budget of Applicant Agency:</b> <input type="text"/>  <b>Overall Agency Administrative Cost %:</b> <input type="text"/>	<b>Total Prevention Project Budget:</b> <input type="text"/>  <b>Dollar Amount requested from CTF:</b> <input type="text"/>  <b>CTF Request is</b> <input type="text"/> <b>% of Total Project Budget</b>
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**CHILDREN'S TRUST FUND  
GRANT APPLICATION  
PROJECT ABSTRACT  
(30 POINTS MAXIMUM)**

AGENCY OR ORGANIZATION:

PROJECT TITLE:

The project abstract shall include a description of each of the following categories. Each section should be addressed completely. Please limit project abstract to no more than twelve (12) typed pages.

**Project Summary:** Provide a summary of the proposed project. Please note the evidence-based model/promising practice on which the proposed project is based.

**Statement of Need/Background:** Provide information which clearly and concisely verifies the need for the prevention project or issue to be addressed.

**Target Population:** Describe the specific target population to be served by this project and how they will be identified and recruited.

**Goals and Objectives:** State the goals and objectives for the proposed project. Goals are general statements and objectives are measurable and time specific.\*

**Outcomes:** List the anticipated outcomes of the project. What will be different or changed as a result of this project?\*

**Methods, Strategies, Interventions & Outputs:** How will the desired outcomes be accomplished?\*

**Evaluation:** Discuss how the objectives, outcomes and overall effectiveness of the project will be measured. Include what and how data will be collected, analyzed and used or shared.\*

*\*Should be consistent with the Action Plan.*

**Role of Consumer/Participants:** Describe in what ways the consumer/participants will be involved in the prevention project and discuss ways the project will be based upon identifying the family/participant's strengths (strength-based).

**Coordination of Services:** Describe how your agency collaborates and/or coordinates with other service providers in the community. If collaboration/coordination opportunities are limited due to few other available services, please explain.

**Sustainability:** Describe how the project will be sustained after CTF funding ends.

**CHILDREN’S TRUST FUND  
 GRANT APPLICATION  
 PROJECT ABSTRACT - Continued**

**Protective Factors:** Describe how the project will incorporate the following protective factors: Refer to the “Strengthening Families Framework” (Appendix 1) for additional information on the five protective factors or visit <http://www.cssp.org/reform/strengthening-families>. Expand table as necessary to address each protective factor.

Protective Factor (PF)	Description of how proposed project will incorporate/address PF
(1) parental resilience	
(2) social connections	
(3) knowledge of parenting and child development	
(4) concrete support in times of need	
(5) social and emotional competence of children	

**BONUS Points Available:** The National Alliance of Children’s Trust and Prevention Funds has developed and offers free of charge an on-line training program addressing the Protective Factors. The training includes seven modules. A maximum of five (5) bonus points will be awarded to grant applicants who have at least one program staff member complete the first module – *An Introduction to the Protective Factors* which takes approximately one hour to complete. Applicants will need to submit a certificate of completion with their application to receive the bonus points.

The training can be accessed at <http://www.ctfalliance.org/onlinetraining.htm>.

For successful applicants, all CTF-supported staff will be required to complete all seven modules within the first year of operation.

**CHILDREN'S TRUST FUND  
GRANT APPLICATION  
AGENCY / ORGANIZATION HISTORY & QUALIFICATIONS  
(5 POINTS MAXIMUM)**

**PURPOSE OF ORGANIZATION** - If non-profit, please attach documentation to verify status:

**HISTORY** - Briefly describe the history of the agency/organization, including how it began and why:

**CTF GRANT HISTORY** - List any grants received from the Children's Trust Fund within the last ten (10) years. Please include years in which funding was received and amount of funding:

**CAPACITY** - Describe the capacity and qualifications of the agency/organization to implement the proposed project:

**BOARD MEMBERS** - List all Board members and include their length of term on the board:

**CHILDREN'S TRUST FUND  
GRANT APPLICATION  
CORE DATA  
(5 POINTS MAXIMUM)**

CORE DATA: Provide the following required information for the proposed service area. Please use the most recent statistics available. All data should be relevant to the service area.

COUNTY NAME(S): \_\_\_\_\_

SOURCE & YEAR FOR STATISTICS: \_\_\_\_\_

TOTAL POPULATION (of area to be served): \_\_\_\_\_

TOTAL # OF CHILDREN (17 and under): \_\_\_\_\_

TOTAL NUMBER OF CHILD ABUSE/NEGLECT CASES REPORTED: \_\_\_\_\_

#OF FAMILY ASSESSMENT INCIDENTS/SERVICES NEEDED: \_\_\_\_\_

# OF SUBSTANTIATED INCIDENTS OF CHILD ABUSE & NEGLECT: \_\_\_\_\_

# OF CASES OF SEXUAL ABUSE: \_\_\_\_\_

# OF CASES OF PHYSICAL ABUSE: \_\_\_\_\_

# OF CASES OF NEGLECT: \_\_\_\_\_

# OF CHILD FATALITIES DUE TO CHILD ABUSE &/OR NEGLECT: \_\_\_\_\_

Sources of data include Missouri KidsCount (<http://www.oseda.missouri.edu/kidscount/>), DSS/Children's Division Child Abuse & Neglect Annual Report (<http://dss.mo.gov/re/pdf/can/2012-missouri-child-abuse-neglect-annual-report.pdf>), and Missouri State Technical Assistance Team Child Fatality Report (<http://dss.mo.gov/re/pdf/cfrar/2013-child-fatality-review-program-annual-report.pdf>).

SUPPLEMENTAL INFORMATION: List below any other relevant data, and the source and year for that data, which would support the need for the prevention project in the target area (i.e. teen pregnancy rates if proposing a teen parent program). You may continue onto a new page.

**CHILDREN’S TRUST FUND GRANT APPLICATION  
 ACTION PLAN  
 (20 POINTS MAXIMUM)**

Attach additional pages as needed. Complete a separate sheet for each objective/outcome.

**GOAL:**

OBJECTIVE:

OUTCOME:

PREVENTION ACTIVITY	OUTPUT(S)	TARGET POPULATION	RESPONSIBLE STAFF	TIMELINE

EVALUATION TOOL(S)/COLLECTION METHOD:



**CHILDREN'S TRUST FUND  
GRANT APPLICATION  
PROMOTION SUMMARY  
(5 POINTS MAXIMUM)**

The applicant agency shall provide a brief statement of how it will recognize and promote the Children's Trust Fund in their community as it relates to their prevention project. Also, please include examples of how your organization could promote the CTF specialty license plate.

**CHILDREN’S TRUST FUND GRANT APPLICATION**  
**PROJECT BUDGET**  
**(20 POINTS MAXIMUM)**  
**BUDGET DETAIL**

This budget sheet is for the proposed project only. Do not provide the total agency budget on this sheet.

<b>SECTION I. - EXPENSES</b>	<b>CTF FUNDS REQUESTED</b>	<b>OTHER FUNDING SOURCES</b>	<b>TOTAL PROJECT BUDGET</b>
<b>1. Salaries and Wages</b> (Staff position: salaries x hours x grant period)			
<b>2. Fringe Benefits</b> (Aggregate amount – not to exceed 28% of salary costs)			
<b>3. Consultant &amp; Contractual Services</b> (Fees x hours x grant period)			
<b>TOTAL PERSONNEL EXPENSE</b> (total of categories 1-3)			
<b>4. Space Costs</b> (Example: Rent, utilities & maintenance)			
<b>5. Consumable Supplies</b> (Example: Desk Top & paper supplies, postage)			
<b>6. Travel</b> (Example: Mileage, accommodations for staff & consultants)			
<b>7. Communications</b> (Example: basic & long distance service fees, Cell phone costs)			
<b>8. Non-consumable Supplies</b> (Example: desks, computers, etc.)			
<b>9. Program Related Expenses</b> (Example: Materials, meeting space, conference registration)			
<b>10. Other Costs</b> (Example: CPA audit, if required, resource materials)			
<b>TOTAL NON-PERSONNEL EXPENSES</b> (total of 4-10)			
<b>TOTAL PROGRAM BUDGET</b> (total of 1-10) (Total personnel expense + total non-personnel expense)			

\*Details should be listed on the Budget Justification



**CHILDREN’S TRUST FUND  
 GRANT APPLICATION  
 PROJECT INCOME & MATCH**

This form should be completed by all applicants regardless if matching funds are required for the specific project year.

**Project year:** \_\_\_\_\_ **Match Percentage:** \_\_\_\_\_ **Match Amount: \$** \_\_\_\_\_

Type of Income	Amount	Source
<b>A. Federal or State Grants</b> (Please list contracts out individually including amount and contract number.)	\$	
<b>B. Foundation Grants</b>	\$	
<b>C. Corporate Grants</b>	\$	
<b>D. Individual Contributions</b>	\$	
<b>E. Donations</b>	\$	
<b>F. Special Events Proceeds</b>	\$	
<b>G. In-Kind Donations &amp; Services</b>	\$	
<b>H. Total Requested from Children’s Trust Fund</b>	\$	
<b>I. Miscellaneous</b>	\$	
<b>TOTAL PROGRAM INCOME</b>	\$	

**CHILDREN'S TRUST FUND  
GRANT APPLICATION  
PROJECT BUDGET JUSTIFICATION**

**BUDGET JUSTIFICATION**: Written justification must be made in the space below for every line item for which CTF funds are requested including justification for all personnel expenses as outlined in the project budget form. Attach position descriptions for all staff positions for which funding is requested.

**CHILDREN’S TRUST FUND  
GRANT APPLICATION  
ASSURANCE/CERTIFICATION SIGNATURE PAGE  
(5 POINTS MAXIMUM)**

I, the undersigned, certify that the statements in this grant application are true and complete to the best of my knowledge and accept, as to any grant awarded, the obligations to comply with any Children’s Trust Fund special conditions specified in the grant award and contract.

I, the undersigned, certify that I have reviewed and understand all information contained in Exhibit A and Exhibit B, and understand that both Exhibit A and Exhibit B will be considered a part of any contractual agreement resulting from this application.

I, the undersigned, certify that in addition to the conditions mentioned before, will maintain accepted accounting procedures to provide for accurate and timely recording or receipt of fund (by source), expenditures (by items made from such funds) and of unexpended balances. I will establish controls, which are adequate to ensure that expenditures charged to grant activities are for allowable purposes, and that documentation is readily available to verify that such charges/expenses are accurate.

**Name:**   
**Authorized Official** **Title**

**Signature:** \_\_\_\_\_  
**Authorized Official** **Date**

## **Application Submission Checklist**

- Cover Sheet
- Project Abstract
- Protective Factors Training – Certificate of Completion
- History and Qualifications
- Core Data
- Action Plan
- CTF Promotion Summary
- Project Budget (including Budget Detail, Project Income, and Budget Justification)
- Position Descriptions if requesting funds for personnel
- Assurances/Certification Signature Page with appropriate signatures
- Letters of Support (3)
- Agency/Organization Budget
- If applicable, photocopied or printed documentation specific to the curriculum or model that is being proposed

# Children's Trust Fund

## Notice of Availability of Child Abuse and Neglect Prevention Funds & Instructions

### EXHIBIT B

**Fiscal Year 2016  
July 1, 2015 – June 30, 2016**

**Application Deadline**

**To be considered for funding, applications must be postmarked by:  
Thursday, March 12, 2015**

Harry S Truman State Office Building, Room 860  
301 West High Street  
Jefferson City, MO 65101  
Website: [www.ctf4kids.org](http://www.ctf4kids.org) Phone: 573-751-5147

## **A. Introduction and Background Information**

The Children's Trust Fund (CTF) was established in 1983 by the Missouri General Assembly to insure efforts to prevent and alleviate the leading causes of child abuse and neglect. CTF is authorized to contract with public and private agencies, schools, and qualified individuals to establish community-based and statewide programs focused on preventing child abuse and neglect in Missouri.

CTF is administered by a Board of Directors comprised of seventeen public members and four members of the legislature. The Board establishes all administrative policies and awards all funding.

CTF is a Division of the Missouri State Office of Administration. CTF funding comes from interest income, the sales of a specialty license plate (<http://ctf4kids.org/how-you-can-help/license-plates/>), dedicated fees on marriage licenses and vital records, voluntary contributions designated on Missouri state income tax returns, donations, and federal grants.

CTF prioritizes prevention programming that works to build Protective Factors known to reduce the risk of child abuse and neglect (<http://www.cssp.org/reform/strengthening-families/resources/body/LiteratureReview.pdf>) and emphasizes this strength-based approach in its vision and mission statements:

### **Vision – Strong Families, Safe Kids**

The Missouri Children's Trust Fund envisions children and families in a safe, nurturing and healthy environment, free from child abuse and neglect.

### **Mission – Preventing Child Abuse and Neglect and Strengthening Missouri's Families**

The Missouri Children's Trust Fund works to prevent child abuse and neglect and strengthen families through:

- Grant Distribution;
- Education;
- Awareness; and
- Partnerships.

## **B. Applicant Eligibility**

CTF is authorized to award grants to schools, public agencies and private, non-profit organizations (must submit verification of 501(c)3 status).

Funding is restricted to primary and/or secondary child abuse and neglect prevention projects (see Section D: Prevention Definitions).

CTF General Child Abuse and Neglect Prevention funds cannot be used to match federal Community Based Child Abuse Prevention funds.

Applicants must demonstrate capacity to design, develop, implement and administer prevention services that use specific strategies to identify, intervene with and assist at-risk families.

### C. Priority Areas

The following is a list of general program elements (Evidence-based, promoting Protective Factors) that will be considered for each proposal. In addition, priority program areas (such as parent education, home visiting, etc) are listed along with additional details that will be considered. All programs funded by CTF, regardless of focus, must be voluntary. CTF funds cannot support court-ordered programming.

#### **Evidence-Based/Evidence Informed Models:**

Applicants requesting CTF General Prevention grant funding for proposals based on an evidenced-based or evidence-informed child abuse prevention promising practice or model are given priority. Research indicates that there are child abuse prevention approaches that include programs that have shown promise in preventing child maltreatment. These approaches include, but are not limited to, home-based services/home visitation; parent education/parenting training; peer support/social support; early childhood education initiatives; crisis/respite care; child sexual abuse prevention; and family resource centers or provider network collaboratives.

Information regarding child abuse and neglect prevention models/promising practices may be researched at <http://friendsnrc.org/cbcap-priority-areas/evidence-base-practice-in-cbcap/evidence-based-program-directory>.

*Note: If requesting funds for a project using an evidenced-based or evidence-informed child abuse prevention curriculum or promising practice/model, photocopied or printed information regarding the curriculum, practice or model must be attached to your proposal.*

#### **Strengthening Families/Protective Factors:**

Priority consideration will be given to proposals that work to promote/integrate one or more of the Strengthening Families Protective Factors. The Protective Factors:

- Benefit all families;
- Build on family strengths, mitigate abuse and neglect risks, and foster improved outcomes;
- Can be integrated into existing programs through small changes in everyday actions; and
- Are based on research and practice.

Information on the Strengthening Families Protective Factors, can be found at <http://www.cssp.org/reform/strengtheningfamilies/about#protective-factors-framework>.

#### **The Prevention of Child Sexual Abuse:**

The Task Force on the Prevention of Sexual Abuse of Children was created by Missouri state statute in 2011. The Task Force's final report outlines findings from research, public hearings and expert testimony. The report details twenty-two recommendations for preventing child sexual abuse.

Recommendations #1 - #4 are specific to community-based prevention. CTF strongly encourages all applicants to review the report, and consider how their programming (or their organization as a whole) might

work to implement the recommendations. The link to the report is provided below, along with links to other child sexual abuse prevention resources.

<http://missourikidsfirst.org/wp-content/uploads/2013/01/Task-Force-CSA-Report-final-and-printed.pdf>

<http://www.cdc.gov/violenceprevention/pdf/PreventingChildSexualAbuse-a.pdf#page=1>

<https://www.childwelfare.gov/preventing/programs/types/sexualabuse.cfm>

<http://www.nsvrc.org/publications/child-sexual-abuse-prevention-programs-children>

### **Parenting Education and Support Programs:**

Parent Education and Support Programs that include the following will be given priority consideration:

- a) A primary purpose of the program must be child abuse and neglect prevention;
- b) Uses a set curriculum that is evidence/research-based or informed;
- c) Offers opportunities for practice and modeling of appropriate parenting behavior and skills;
- d) Increases knowledge and skills in the areas of child development, behavior management, and communication;
- e) Offers social support, information and/or referrals to assist parents/caregivers;
- f) Is delivered in an individual or group setting; and
- g) Utilizes the Protective Factors Survey (<http://friendsnrc.org/protective-factors-survey>). One pre-test must be submitted. Post-test results must be submitted at least once per year. CTF will be piloting the use of the Protective Factors Survey in FY 2016. The Protective Factors Survey will be in addition to any other assessments that may be required by specific curriculums or models.

Parent Education and Support Programs include, but are not limited to:

- a) Programs for pregnant or parenting teen mothers (including hospital or center-based);
- b) Father support programs, including for both adult and teen fathers;
- c) Programs for new parents;
- d) Programs for parents of special needs children;
- e) Programs that provide early, comprehensive support for parents;
- f) Programs that improve family stability and promotes early parenting skills development, especially in parents with very young children or young parental age; and
- g) Programs that increase family ability to access resources, assistance and other opportunities.

### **Home Visiting Programs:**

Home Visiting programs must include the following:

- a) A primary purpose must be the prevention of child abuse and neglect;
- b) Service delivery is provided in the client's home or other appropriate setting if warranted by circumstances;
- c) Uses research or evidence-based curriculum or model;
- d) Adheres to staffing qualifications and training standards of the curriculum or model;
- e) Targets at-risk populations and includes planning for support and education;
- f) Uses opportunities for parent and child interaction in learning;
- g) Provides home visiting clients with referrals to other services as needed; and
- h) Utilizes the Protective Factors Survey (<http://friendsnrc.org/protective-factors-survey>). One pre-test must be submitted. Post-test results must be submitted at least once per year. CTF will be piloting the use of



the Protective Factors Survey in FY 2016. The Protective Factors Survey will be in addition to any other assessments that may be required by specific curriculums or models.

### **Crisis Care Programs:**

Crisis Nursery Services must include the following:

- a) A primary purpose must be the prevention of child abuse and neglect;
- b) Provides temporary, short-term child care for at-risk families;
- c) Provides clients with information and referrals to social and other resources in the community; and
- d) Utilizes the Protective Factors Survey (<http://friendsnrc.org/protective-factors-survey>). One pre-test must be submitted. Post-test results must be submitted at least once per year. CTF will be piloting the use of the Protective Factors Survey in FY 2016. The Protective Factors Survey will be in addition to any other assessments that may be required by specific curriculums or models.

### **Mentoring Programs:**

All mentoring programs must include the following:

- a) A primary purpose of the program must be child abuse and neglect prevention;
- b) Conducts individual meetings with the mentor (adult) and mentee (child); and
- c) Provides social and learning opportunities for mentees; and
- d) Has measurable outcomes and appropriate assessment tool(s).

### **School-Based Programs:**

School-Based programs must include the following

- a) The primary purpose of the program must be child abuse and neglect prevention;
- b) Uses an evidence/research-based curriculum that is age appropriate with measurable outcomes and appropriate assessment tool(s);
- c) Provides follow-up materials with teachers and/or school counselors.

### **Public Awareness and Training Programs:**

The primary purpose of the Public Awareness and/or Training programs must be child abuse and neglect prevention.

*Public Awareness Programs* must focus on increasing the general populations' awareness of child abuse/neglect and how to prevent, and/or help parents and caregivers connect with community resources that may reduce risk factors and build protective factors.

*Training Programs* build community (both professional and lay communities) capacity to prevent child abuse and neglect. Eligible areas of training include, but are not limited to, prevention of child sexual abuse, Strengthening Families Protective Factors, mandated reporter training, parent or community café, and the effects of childhood trauma and the Adverse Childhood Experiences (ACES) study (<http://www.cdc.gov/violenceprevention/acestudy/>). All training projects must have an evaluation component.

#### D. Prevention Definitions

Prevention supports children and families to keep abuse and neglect from occurring. Intervention (tertiary) protects a child during or after abuse or neglect has occurred. Prevention efforts should occur before a problem develops so that the problem or some manifestation of the problem can be stopped or lessened (Willis, Holden, and Rosenberg, 1992). To prevent child abuse and neglect, programs may focus on one or several risk factors. Specific risk factors found to be associated with child maltreatment include, but are not limited to: parental substance abuse, mental health issues, childhood disability, domestic violence, poverty, young maternal age, low educational level of the parent, etc. Many prevention programs are focusing efforts on strengthening child and family protective factors, promoting positive interactions between children and parents, and helping caregivers and parents acquire the knowledge and skills needed to raise healthy children.

A prevention program as defined by Missouri State statute (210.171 (2) RSMo.) is any community-based educational or service program designed to prevent or alleviate child abuse or neglect. Prevention activities may have a broad range and may include public awareness or educational campaigns that target services such as parent skills training; skills based curricula for children; mentoring programs; home visitation; and other family support programs. Child abuse and neglect prevention activities must be primary or secondary.

The following are definitions of primary and secondary prevention that will be used by the CTF Board to make funding decisions for purposes of this application.

**Primary Prevention:** Includes projects/services that are made available to the general community and/or to all families to prevent child abuse and neglect. Primary prevention activities raise the awareness of the general public, service providers and decision-makers about the scope and problems associated with child maltreatment. Key aspects of primary prevention include:

- Services that are offered to all members of a population;
- Participation is voluntary;
- Services/projects attempt to influence societal forces which impact parents and children; and
- Services/projects seek to promote positive family functioning rather than just prevent problems.

**Secondary Prevention:** Includes projects/services targeted to keep child abuse and neglect from happening after certain warning signs have appeared. Secondary prevention activities focus efforts and resources on children and families known to be at higher risk for maltreatment. Services are usually directed to communities or neighborhoods that have a high incidence of any or all of the key risk factors. Key aspects of secondary prevention include:

- Services are offered to a pre-defined group of “at-risk” individuals, but before abuse or neglect has occurred;
- Services are usually problem-focused on the particular stresses of identified parents and/or caretakers;
- Services should enable families to build upon their own strengths and capacities; and
- Participation is voluntary.

#### E. Availability of Funds

The Board intends to award grants for community-based projects of local, regional or statewide scope while using the following eligibility guidelines when making funding decisions. Applications must:

- (a) fit within the scope of primary and secondary child abuse/neglect prevention serving Missouri residents (CTF funds may not be used for treatment or for services outside of Missouri);
- (b) demonstrate the need for the prevention project within the defined target area;

- (c) demonstrate a positive impact on variables highly correlated with the occurrence of child abuse and neglect and demonstrate that the project will help to prevent or reduce the occurrence of child abuse or neglect (research-based);
- (d) demonstrate and specifically measure the impact of the project with an objective, quantifiable evaluation component; and
- (e) be responsive and score at least 75 out of 100 points.

In awarding such contracts, favorable consideration shall be given to proposals that:

- (a) replicate successful prevention models including, but not limited to safe crib, infant massage, child sexual abuse prevention education, mentoring for parents, parent education, home visitation, respite care, fatherhood initiatives, as well as parent, grandparent, and family support, etc.;
- (b) are based on proven, evidence-based models (see Appendix 2);
- (c) incorporate or promote one or more of the Protective Factors;
- (d) target traditionally under-served populations and geographic areas of the state;
- (e) are designed to meet the needs of people who may have difficulty accessing existing services;
- (f) demonstrate cultural sensitivity and competency;
- (g) demonstrate interagency and/or community collaboration and coordination; and
- (h) are willing to share project outcomes/results with others at the local and/or state level.

Applications will also be considered on the basis of the availability of CTF prevention funding. The CTF Board makes every effort to achieve equitable distribution of grant funds throughout the State of Missouri.

Approximately \$300,000 is available to fund new (first year) prevention projects statewide for Fiscal Year 2016.

Initial funding from CTF may total up to 100% for the proposed project during the first two years of operation. The second year funding level awarded for a project will become the base rate at which local match will be determined for all subsequent years. In year three, the grantee is eligible for 75% of the funding awarded in year two. In year four, the grantee is eligible for 50% of the funding awarded in year two, and in year five the grantee is eligible for 25% of the funding awarded in year two. In year six, the specific prevention project is not eligible for CTF funding. The following chart illustrates the eligibility rate for funding using \$10,000 as a base rate.

**Eligible CTF Prevention Funds (Sample Chart)**

Project Year 1	Project Year 2	Project Year 3	Project Year 4	Project Year 5	Project Year 6
\$10,000 CTF (100%)	\$10,000 CTF (100%)	\$7,500 CTF (75%)	\$5,000 CTF (50%)	\$2,500 CTF (25%)	\$0 CTF (0%)
\$0.00 Local (0%)	\$0 Local (0%)	\$2,500 Local (25%)	\$5,000 Local (50%)	\$7,500 Local (75%)	\$10,000 Local (100%)

**Grantees are encouraged to supplement funds through a broader local funding base so that services will not decrease when local match is required in year three.**

CTF grant awards are for one Fiscal Year, from July 1 to June 30. Grantees will need to apply annually for CTF funding. Funding for subsequent years is not guaranteed. Grant awards for subsequent years are contingent

upon CTF revenue, contract compliance, and demonstration of the project's overall effectiveness during prior years of operation, and will be awarded at the discretion of the CTF Board. CTF reserves the right to revise and amend all budget requests.

CTF accepts no obligation for costs incurred by the grantees in anticipation of being awarded a contract.

#### **F. Method of Payment**

The payment method for all CTF grants will be reimbursement of expenses. Start-up funding (advancement of funds) is not available. Unused funds may not be carried over from one contract period to another.

CTF will reimburse the grantee, or the fiscal agent if different than the grantee, upon monthly submission of a properly completed CTF invoice. Invoices must be completed in a timely manner and must be signed by the authorized contract representative. Payment to the grantee, or the designated fiscal agent if different than the grantee, is made on a reimbursement basis (upon receipt of the properly prepared invoice).

#### **G. General Instructions**

Applications for CTF grants for state Fiscal Year 2016 must be **postmarked no later than Thursday, March 12, 2015**. Any application postmarked after that deadline will be disqualified from consideration. Failure to meet the deadline for submission of applications is not negotiable and may not be appealed. Any materials received apart from the application will not be considered. Applicants may request a delivery receipt from CTF if the application is hand delivered. For those hand-delivering proposals or using a private carrier (UPS, FedEx, etc), you will need to use CTF's physical address.

CTF physical address is:                   **Children's Trust Fund  
Harry S Truman State Office Building  
301 West High Street, Room 860  
Jefferson City, MO 65101**

Application materials mailed to any other address will not be considered. Emailed or faxed copies will not be considered.

Proposals shall be consistent with the mission of CTF's Board and comply with the requirements contained in Exhibit B. It is strongly recommended that this notice be reviewed in its entirety to ensure the applicant will be in compliance with the requirements in each section.

Applicants shall submit one (1) original plus three (3) copies of the completed application (Exhibit A) to CTF.

(Note: Exhibit B does not have to be submitted along with Exhibit A; however the applicant certifies that all information in Exhibit B has been reviewed and that the applicant understands that Exhibit B will be considered part of any contractual agreements made through this process). Please retain a copy of Exhibit B for your records.

The application shall be typed (no smaller than 11 point) and single-spaced. Each page shall be numbered sequentially beginning with the cover sheet.

The application must follow the format and order presented herein. The forms provided with this notice must be used in completing the application. The forms may be reproduced on a computer or photocopied.

Any attempt on the part of the applicant to change or alter the original content of the application, Exhibit A and Exhibit B, will render the submitted application and any subsequent contracts resulting from the submitted application null and void by CTF.

#### **H. Instructions To Complete Application - Exhibit A**

All forms within Exhibit A should be completed in their entirety as per the instructions. Maximum point values for each attachment/section are indicated in parenthesis. Continuation applications shall be evaluated on the content of the following:

##### **Cover Sheet (5 points)**

This is the first page of the proposal. All items on the page must be completed and the legal name of the applicant organization provided. For contracting purposes, applicants must include a copy of their 501(c)(3) exemption letter, articles of incorporation, etc. The contact name and address provided on this page will be used for all future mailings including contract information.

##### **Project Abstract (30 points)**

The project abstract should provide the reviewer with a clear, concise overview of the proposal. By reading the abstract alone, the reviewer should understand where and what the applicant plans to do, why they want to do it, and how the applicant will work to continuously improve it through an evaluation plan. Each section of the abstract shall be completed and clearly identify how the proposal will **prevent child abuse and neglect**. Additional pages may be attached as needed; however, please limit the response to no more than ten (10) typed pages.

**Project Summary:** Briefly describe the prevention project/proposal for which you are applying, and the evidence-based model on which it is based.

**Background/Statement of Need:** This section should clearly and concisely provide information that supports the need for the prevention project in the applicant's proposed service area. It should also be reasonable in scope. In other words, the problem(s) is to be something that the applicant can do something about.

**Target Population:** This section should answer the following questions:

Who will be served by the project? Include data about age, socioeconomic status, risk factors for abuse/neglect, and other factors that characterize the population to be served.

Where is this population located geographically?

How will the population be identified and recruited for the project?

**Goals & Objectives:** Goals are general statements about a desired change or outcome such as to reduce teen pregnancy, to reduce the rate of child abuse neglect, to improve the overall wellness of infants and children in a given target area, etc. An objective is more specific than a goal and is the means by which a goal is to be achieved. It represents the step towards the goal. Objectives are always measurable and time specific. For example, an

objective might be stated that “30 teen parents will each be paired with one adult volunteer mentor over the next 12 months for the purpose of reducing teen pregnancy.”

**Methods, Strategies & Outputs:** This section should clearly and concisely reflect the components of the project. Specifically, what are the components of the project and how will the project be implemented? Describe the strategies, methods and interventions that will be used to achieve the objectives, and then ultimately the outcome. Include outputs which are the specific activities, events, services, relationships and products generated (# of cribs distributed, SBS DVDs distributed, parents enrolled, volunteer mentors trained, parent classes offered, etc.) Often there is more than one intervention for each objective and outcome.

**Outcomes:** This section should clearly and concisely state the outcomes that the applicant seeks to achieve. Outcomes should be behaviorally based (i.e.: related to changes in knowledge, behavior, attitudes or conditions of the target population that will help prevent child abuse and neglect). Outcomes should clearly relate to the stated problem or need and must be measurable. They reflect the desired results to be achieved. For example, an outcome might be stated, “95% of pregnant/parenting teens enrolled in the project will graduate from an accredited high school, complete their GED and/or be gainfully employed by June 2016” or “90% of participating parents will demonstrate an increased knowledge of age-appropriate child development”.

**Evaluation:** This section should clearly state what evaluation tools the applicant will use to measure and understand the effectiveness of the project. There must be at least one clear evaluation component for each proposed outcome. Each component should include what type of data will be collected, and how it will be compiled and analyzed. The applicant must also discuss how the evaluation will be used to modify, enhance or improve the project as needed. In addition, each agency will need to develop a client satisfaction survey.

**Role of Consumer/Participants:** Describe in what ways the consumer/participants will be involved in the prevention project and discuss ways the project will identify the family/participant’s strengths (strength-based).

**Coordination of Services:** Describe how your agency collaborates and/or coordinates with other service providers in the community. If collaboration/coordination opportunities are limited due to few other available services, please explain.

**Sustainability:** Describe how the project will be sustained after CTF funding ends.

**Protective Factors:** Using the table format, please describe how the project will integrate the following protective factors: (1) parental resilience, (2) social connections, (3) knowledge of parenting and child development, (4)

concrete support in times of need, and (5) social and emotional competence of children. Please refer to the “strengthening families” table (Attachment 1) for additional information on the five protective factors or visit <http://www.cssp.org/reform/strengthening-families>.

**BONUS Points Available:** The National Alliance of Children’s Trust and Prevention Funds has developed and offers free of charge an on-line training program addressing the Protective Factors. The training includes seven modules. A maximum of five (5) bonus points will be awarded to grant applicants who have at least one program staff member complete the first module – *An Introduction to the Protective Factors* which takes approximately one hour to complete. Applicants will need to submit a certificate of completion with their application to receive the bonus points.

The training can be accessed at <http://www.ctfalliance.org/onlinetraining.htm>.

For successful applicants, all CTF-supported staff will be required to complete all seven modules within the first year of operation.

#### **I. History and Qualifications of Agency/Organization (5 points)**

- Include a statement of the organization’s purpose and demonstrate how its missions and goals relate to the CTF mission of preventing child abuse and neglect. If non-profit, please attach documentation to verify status;
- Include a brief history of the lead organization submitting the application including how the organization began and why;
- List prior grants received from CTF and include years in which funding was received and the amount of funding;
- Describe the capacity and qualifications of the agency/organization to implement the proposed project;
- Attach or include a complete list of board members that includes how long each has been affiliated with the organization and each member’s length of term on the board.

#### **4. Core Data (5 points)**

This section consists of core statistical data sheet. The core data are specific information elements that describe the target community to ensure a basic understanding of the problem. County specific socio-demographic and child abuse data must be provided. The actual numbers and/or percentages of abuse/neglect are to be recorded as indicated.

The applicant must provide additional statistical data from other sources that further describes the target population and problem(s) to be addressed during the grant period.

Please site the source and year for statistics: i.e.: Missouri Kids Count Data Book, Missouri Department of Social Services most recent Annual Report, State Technical Assistance Team Child Fatality Review Annual Report, US Bureau of Census, etc. The following web sites may be helpful to locate information to complete this section of the application: <http://dss.mo.gov/re/pdf/can/2012-missouri-child-abuse-neglect-annual-report.pdf> (Missouri Department of Social Services for various annual reports on child abuse/neglect); <http://dss.mo.gov/re/pdf/cfrar/2013-child-fatality-review-program-annual-report.pdf> ; <http://www.oseda.missouri.edu/kidscount/> Missouri KidsCount/OSEDA (Office of Social and Economic Data Analysis for census information, demographic profiles and other facts listed by county); [www.fedstats.gov](http://www.fedstats.gov) for links to statistics by state and county; <http://www.census.gov/2010census/> additional census information).

## 5. Action Plan (20 points)

Using the format provided based upon the performance measures logic model, describe the action steps, interventions and activities that will be undertaken to achieve each proposed objective and outcome. The action plan should closely follow the content of the project abstract, but in logic model form. This section should assist the applicant with how they are actually going to implement the project in a logical and concrete step-by-step fashion. Attach additional pages as needed.

Actions must be:

- related to stated needs and objectives (as identified in the Abstract);
- easily understood; and
- presented in a logical step-by-step fashion.

## 6. Children's Trust Fund Promotion Summary (5 points)

The applicant agency shall provide a brief statement of how it will recognize and promote CTF in the community as it relates to the proposed prevention project. The promotion summary is an opportunity to share how your agency might promote the CTF specialty license plate.

## 7. Project Budget (20 points)

This section consists of three forms: Budget Detail, Project Income and Match and Budget Justification. CTF reserves the right to modify and revise the proposed budget based upon available funding resources. The attached budget sheet must contain detailed information about the expenses and income sources for each designated category breakdown of the applicant's proposed project.

The budget should clearly indicate the amount of funding to be provided by CTF and from all other sources. **All applicants for first year programs must submit a copy of their current overall agency budget showing both revenues and expenditures.**

### **Budget Detail**

Section 1: "Expenses" contains three columns as follows:

- Column one (1), "CTF request", is to include the total amount of money being requested from CTF for the current fiscal or grant year for each category of expense for the applicant's proposed project.
- Column two (2), "Other funding", must include the total amount of money or in-kind services that will be received from other sources. The "other funding" should relate specifically to the project you are requesting CTF to support and should not include the organization's total budget.
- Column three (3) is a total of columns 1 and 2.



## Expense Categories

1. **Salaries and wages:** The amount needed to pay for the salaries of staff people working on the proposed project must be indicated. Include the dollar amount requested from CTF and from all other sources. Include all paid as well as in-kind staff positions.

Salaries for in-kind staff positions should reflect the cost of salaries for like positions in the community. List each staff position separately, detailing salary expense multiplied (x) by the percentage (%) of time working on this project multiplied (x) by the grant period. For example:

*Project Director @ \$3,000/mo x 15% x 12 months = \$5,400. These items must be supported by a statement in the budget justification sheet describing the need for and benefit to the proposed project.*

2. **Fringe Benefits:** The aggregate amount needed to pay fringe benefits (not to exceed 28% of salary costs) for staff people working on the proposed project must be indicated. Include FICA worker's compensation insurance, health insurance, life insurance, retirement plans, reimbursements, etc.
3. **Consultant and Contractual Services** (A and B as designated below are to be entered as one expense total). Separate explanations and justifications should be given for both.
  - A. **Consultant:** The amount needed to pay for consultants working on the proposed project such as trainers, evaluators, etc. The amount for consultant services must be calculated at the normal rate for like services in the community. List each consultant position separately with details of expense. Identify the consultants by name or position. Example: Evaluation Consultant Dr. Jones, Director, University Evaluation Center 10/hrs/mo x \$50/hr x 12 mos. = \$6,000.00. These items must be supported by a statement in the budget justification sheet describing the need for and benefit to the proposed project.
  - B. **Contractual:** The amount needed to pay for subcontracts to be executed for the proposed project must be stated. The amount for contractual services must be calculated at the normal rate for like services in the community. List each subcontract to be executed separately with details of the expense and an explanation of the project duties that will be fulfilled through subcontracts. These items must be supported by a statement in the budget justification sheet describing the need for and benefit to the proposed project. Failure to identify all subcontractors to be used for this project may result in the denial of that expense.

4. **Space Costs:** The amount needed to pay for space directly related to the proposed project.

List each item separately with details of expense. Example: Office rent 1,200 square feet @ \$6.00/ft x 1 year = \$7,200.00. Funds may not be used for capital expenditures, i.e. remodeling; construction costs, etc.

These items must be supported by a statement in the budget justification sheet describing the need for and benefit to the proposed project.

5. **Consumable Supplies:** The amount needed to pay for consumable supplies to support the proposed project includes stationery, pens, pencils, paper clips, paper supplies, etc. Copying supplies, project-related consumables and regular postage should also be included in this section.

List each group of items separately with details of expense. Example: office supplies for 2 staff @ \$100/each/year = \$200.00.

These items must be supported by a statement in the budget justification sheet describing the need for and benefit to the proposed project.

6. **Travel:** The amount needed to pay for anticipated travel costs directly related to the proposed project, calculated at the state rate (**currently 37 cents per mile**). Be specific for each personnel or consultant position. List each item separately with details of expense. Example: Local mileage – Project Director 100 mi/mo @ \$.37/mi x 12 mos = \$444. These items must be supported by a statement in the budget justification sheet describing the need for and benefit to the proposed project.  
  
Travel costs (mileage, lodging, etc.) for project/service-related training such as conferences or workshops should be included in this category.
7. **Communications:** The amount needed to pay for installation, basic fees and long distance costs to support the proposed project. List each item separately with details of expense. Example: Installation @ \$26.00 = \$26.00 or basic monthly fee @ \$100/mo x 12 mos = \$1,200.00.
8. **Non-Consumable Supplies:** The amount needed to pay equipment to support the project. List each item separately with details of expense. Example: (1) desk @ \$150.00 = \$150.00 or (1) laptop @ \$400.00 = \$400.00. These items must be supported by a statement in the budget justification sheet describing the need for and benefit to the proposed project. CTF reserves the right to reclaim any non-consumable supplies at the end or upon termination of the grant project.
9. **Project-Related Expenses:** The amount needed to pay for project related costs to support the proposed project includes materials, software, meeting space outside the office, meeting supplies, conference/workshop registrations fees, brochures, special postage, etc. List each item separately with details of expense. Example: Workshop meeting space @ \$50/meeting x 1/mo x 12/mos = \$600.00; or 600 project brochures @ \$.25/copy = \$150.00. Do not duplicate expenses previously listed. These items must be supported by a statement in the budget justification sheet describing the need for and benefit to the proposed project.
10. **Other Costs:** The amount needed to pay for other costs that do not fit into another category. List each item separately with details of the expense. These items must be supported by a statement in the budget justification sheet describing the need for and benefit to the proposed project and must be pro-rated based on the percentage the proposed CTF amount represents within the overall agency budget. Example: If requesting funds to support an audit\* and the requested CTF funds equal 10% of the agency budget, you would calculate one (1) CPA audit @ \$1,200 x .10 (10%) = \$120. Do not duplicate expenses previously listed.

\*Audit Cost - Only a prorated share of the audit cost for agencies required to be audited (only agencies receiving over \$100,000 in State funds are required to have an audit conducted) may be requested.

## **Project Income & Match**

This form should be completed by all applicants *regardless* if matching funds are required for the specific project year. All project income, committed or estimated, and the corresponding source(s) should be reported in the appropriate space provided. List all miscellaneous sources separately. Total income must equal the total grant budget. **Reminder: All applicants for first year programs must submit a copy of their current overall agency budget showing both revenues and expenditures.**

## **Budget Justification**

Provide detailed information in narrative form supporting budgeted money from the budget detail form. Written justification must be made in the space below for every line item for which CTF funds are requested including justification for all project personnel expenses as outlined in the budget detail form. Attach job descriptions for project director and all new staff positions that will be created to develop, implement or evaluate the project to be funded. Line items must be supported by a statement describing the need for and benefit to the proposed project. Be specific.

Example: "The Executive Director will require at least 4 hours per week during the 12-month grant period for the following tasks:

- Coordinating the project, assuring that quality standards and timelines are upheld, assuming primary responsibility for assuring that the project is carried out as planned and that the overall outcomes will be achieved, and staffing and planning for any committees and subcommittees."

## **Unallowable Expenses**

Unallowable expenses include, but are not limited to, the following:

- 1) Bad Debt: Bad debt is not an allowable expense.
- 2) Capital Expenditures: The cost of any capital purchase.
- 3) Child care subsidies: Only child care costs associated with the prevention program (for example: child care for parents attending parent education classes) are allowable.
- 4) Contingency or Reserve Funds: Funds that are reserved for specific or unforeseen future expenses are not allowable as expenses for purchased services.
- 5) Contributions: Contributions or donations made by the applicant to other agencies are not allowable expenses.
- 6) Depreciation on Assets Purchased with Federal or State funds: Depreciation on buildings or equipment furnished by the federal government, purchased through federal grants, or by state money is not an allowable expense.
- 7) Expenses offset by other Revenue: Expenses already reimbursed through other state or federal projects are not allowable expenses.
- 8) Fines and Penalties: Fines and penalties are not allowable expenses for purchased services.

- 9) Fund Raising Costs: Costs incurred for fund raising should be off-set by fund raising revenue and are not allowable expenses.
- 10) Legal Expenses: Legal expenses are not allowable expenses.
- 11) Lobbying Expenses: Costs incurred in attempting to influence the federal or state executive or legislative branches of government, including lobbyists, are not allowable expenses.
- 12) Interest Expenses: Interest expense is not an allowable expense.
- 13) Contract Supplies: Supplies used in the production of goods to be sold should be off-set by project income and are not allowable expenses.
- 14) Moving Costs: The applicant's costs of moving are not allowable expenses.
- 15) Organization Costs: The applicant's costs of organizing and reorganizing as a legal entity are not allowable expenses.
- 16) Taxes: Taxes for which the applicant could be exempted are not allowable expenses, and taxes and related penalties from prior years are not allowable expenses.

**8. Assurances/Certification Signature Page - (5 points)**

An original signature of the authorized person for the grant is required.

**9. Letters of Support – Three (3) total – (5 points)**

Letters of support from individuals/organizations familiar with the applicant organization's services and knowledgeable of the proposed project.

**10. Bonus Points – Protective Factors - (5 points)**

A maximum of five (5) bonus points will be awarded to grant applicants who have at least one program staff member complete the first module of the National Alliance of Children's Trust Fund's On-line Protective Factors training - *An Introduction to the Protective Factors*. Applicants will need to submit a certificate of completion with their application to receive the bonus points.

**J. Reporting and Record Requirements**

During the first year, grantees are required to submit a mid-year report and annual report to CTF by January 31<sup>st</sup> and July 31<sup>st</sup> respectively. Only an annual report will be due thereafter, unless otherwise directed by CTF.

**Grantees must maintain appropriate records documenting actual expenditures incurred, payment of those expenditures and services provided. All supporting information and documentation must be retained for a minimum of three years after the conclusion of each contractual period.**

Consideration for any future funding will be based in part upon timely submission and quality of reports. If a report is not received by the due date, the funds for the next claim(s) following the due date will be withheld until the required report is submitted and reviewed for compliance with this Grant Notice and the contract.

The reports must indicate where each grantee stands in relation to the project and follow the format provided by CTF.

Any proposed changes in the stated goals, objectives, project outcomes and/or the budget must be submitted to CTF for approval pursuant to the terms of the contract.

**K. Questions**

Please direct all questions regarding this notice and proposal submission to:  
Laura K. Malzner, CTF Program Coordinator at:

Children's Trust Fund  
PO Box 1641  
Jefferson City, MO 65102

or

Children's Trust Fund  
301 W. High Street, Room 860  
Jefferson City, MO 65101

Email: [laura.malzner@oa.mo.gov](mailto:laura.malzner@oa.mo.gov)  
Phone: 573-751-6511