

**FY 2019 Request for Applications**

General Child Abuse and Neglect Prevention Grant Program

(Contract Period July 1, 2018 – June 30, 2019)

The Missouri Children’s Trust Fund’s Board of Directors is pleased to announce the availability of funding for State Fiscal year 2019 through its General Child Abuse and Neglect Prevention Grant Program. CTF anticipates awarding $500,000 -$600,000 for FY 2019. This funding opportunity is intended to support eligible agencies/organizations that work with families in Missouri to prevent child abuse and neglect.

**Focus:** Preventing the abuse and neglect of children in Missouri

**Application Deadline**: Applications are due March 16, 2018 (must be postmarked by this date)

**Grant Range:** $30,000—$50,000 per year, renewable up to three additional years (4 years total)

**Contract period:** July 1, 2018—June 30, 2019

**Eligibility:** Nonprofit organizations with a 501(c)(3) tax exempt status or public agencies that have provided services in the state of Missouri for more than one year, with no overdue reports to or compliance issues with the Children’s Trust Fund

**Requirements**: Primary or secondary prevention strategies, use of evidence-based or evidence-informed model/curriculum; uses evaluation tools; attendance at grantee meetings; site visits; and reporting of results

* 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.

**Primary Prevention:** Includes projects/services that are made available to the general community and/or to all families to stop child abuse and neglect before it occurs. Key aspects of primary prevention include:

* Services that are offered to all members of a population;
* Participation is voluntary;

**PREVENTION**

A prevention program as defined by Missouri State Statute (210.171 (2) RSMo.) is any community-based public education or direct service program designed to prevent child abuse or neglect.

**BACKGROUND**

The Children’s Trust Fund (CTF) is Missouri’s foundation for child abuse prevention.  CTF was created by the [Missouri General Assembly](http://www.moga.mo.gov/) in 1983 as a 501c(3) non-profit organization whose sole purpose is to prevent the abuse and neglect of children.  Located within the [Missouri Office of Administration](http://www.oa.mo.gov/), CTF is governed by a twenty-one member [Board of Directors](http://ctf4kids.org/about-childrens-trust-fun/board-of-directors/).

**Our 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.

**Applicants are encourage to read the entire RFA before applying.**

**Secondary Prevention:** Includes projects/services targeted to keep child abuse and neglect from happening after risk factors have been identified. Secondary prevention activities focus efforts and resources on children and families known to be at higher risk for maltreatment. 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 enable families to build upon their own strengths and capacities; and
* Participation is voluntary.

**ELIGIBILITY**

CTF is authorized to award grants to schools, public agencies and private, non-profit organizations (must submit verification of 501(c)3 status). Applicants must have provided services in the state of Missouri for more than one year, and have no overdue reports to or compliance issues with the Children’s Trust Fund.

Only primary or secondary prevention efforts, as defined in this application, are eligible.

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

**FUNDING PRIORITIES**

CTF seeks to support organizations that serve families through programs focused on protecting children and strengthening families. CTF is interested in working with programs including those that:

* Focus on families with young children who may (secondary prevention) or may not (primary prevention) be experiencing child abuse and neglect risk factors (<https://www.cdc.gov/violenceprevention/childmaltreatment/riskprotectivefactors.html>)
* Work to promote positive family functioning and/or increase awareness of preventing child abuse and neglect
* Use activities that are evidence-based, evidence-informed or a promising practice (<https://www.friendsnrc.org/evidence-based-practice-in-cbcap>)
* A commitment to program evaluation

According to the FY 2016 Missouri Annual Child Abuse and Neglect Report published by the Missouri Children’s Division, 39.7% of substantiated hotline investigations involved children ages 0-5.

While there are a number of factors that put families at risk for child maltreatment, nearly 40% of substantiated hotline calls to Missouri’s Children’s Division involve children ages 0-5.

Of the 36 child abuse and neglect fatalities in FY 2016, 91.60% were children five years of age and under (<https://dss.mo.gov/re/pdf/can/2016-missouri-child-abuse-neglect-annual-report.pdf>), so priority consideration for programs serving families with children ages 0-5 will be given.

**GRANT RANGE**

CTF anticipates funding proposals that fall into the $30,000 - $50,000 per year range for a four-year grant cycle. Successful applicants will be eligible for contract extensions for three additional years (a total grant cycle of 4 years) which will be contingent upon the submission of a progress report (due in March as part of a renewal application) that indicates satisfactory progress toward expected results.

**LOCAL MATCH REQUIREMENT**

Twenty percent (20%) of the annual total project costs will be the responsibility of the applicant organization. For example, for a total project cost of $50,000, $40,000 may be requested from CTF, while the other $10,000 would be the required local match.

**GRANT REQUIREMENTS**

Background Checks

All employees and volunteers having direct contact, care/treatment or custodial responsibility with/for children younger than eighteen years in age are required to have criminal background checks prior to employment. Other CTF funded employees who may not have direct contact with families must also have background checks. Minimum requirements for CTF grantees:

* Grantee personnel must register with and undergo child abuse/neglect and criminal background screenings prior to providing services, using the Family Safety Care Registry (FCSR). Thereafter, FCSR screenings must be completed annually. Refer to [www.health.mo.gov/safety/fcsr/about.php](http://www.health.mo.gov/safety/fcsr/about.php) for information on the FCSR.
* In addition to the FCSR, a criminal background check must be conducted upon hire that includes completing and submitting two (2) sets of fingerprints, one to the Missouri State Highway Patrol (MSHP) and one to the national Federal Bureau of Investigation (FBI). Grantee agencies will need to register their agency with the Missouri Volunteer and Employee Criminal History Services (MOVECHS) by following the instructions posted at: <https://mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/MoVECHSProgram.html>. Once registered through MOVECHS, agencies will access the Missouri Automated Criminal History System (MACHS) at: <https://www.machs.mshp.dps.mo.gov/MACHSFP/home.html> and follow the instructions posted there to obtain both a MSHP and a national FBI criminal record check by registering with the Fingerprint Portal.

Monitoring/Site Visits and Program Reporting

All grantees will consent to monitoring and reporting requirements as established by CTF. This includes on-site reviews to ensure financial and programmatic compliance, conducted at least once in the first 18 months of operation and as needed from thereon. CTF will require corrective action planning to address any noted compliance issues.

All grantees are required to submit a final program report for each year of the grant cycle. Annual reports are due July 31st. CTF will provide guidance and applicable annual report forms to successful bidders.

Contracting/Grant Funding

Successful applicants are required to attend a compliance meeting. The compliance meeting will be held in Jefferson City. Applicants may include estimated travel costs for the meeting as part of the project budget (currently, the state mileage rate is capped at 37 cents per mile).

Only expenses incurred during the contract period will be reimbursable. Funds will not be available to grantees without a signed, fully executed contract. Contracts must be signed and returned to CTF by the date noted in the award letter. Funds are paid on a reimbursement basis.

Programs will invoice for contract-related expenses on the CTF General Child Abuse and Neglect Prevention Grant Program invoice form. Invoices are due by the fifteenth (or next working day if on a weekend) of the month following the month in which expenses are incurred.

**CRITERIA FOR SELECTION**

The strongest applications will:

* Demonstrate an organizational history of successful child abuse and neglect prevention work
* Have knowledge and experience working with the community to be served
* Have the organizational capacity to implement the proposed project
* Include clear and reasonable outcomes
* Have a strong program evaluation

Proposals will be scored with a maximum of 100 points available. Weighted elements of the proposal include the Narrative sections and the Action Plan. Specific points are noted in the Application Instructions.

**DEADLINE**

Applications must be postmarked by March 16, 2018.

**CTF CONTACT**

For questions regarding this Request for Proposals, please contact Program Coordinator Laura K. Malzner at laura.malzner@oa.mo.gov or 573-751-6511.

**APPLICATION INSTRUCTIONS**

The original application, plus three (3) copies, must be submitted to the Children’s Trust Fund located in the Harry S Truman State Office Building, Room 860, 301 W. High Street, Jefferson City, MO 65101. CTF will not accept faxed or emailed applications.

Complete applications will include responses to all of the Narrative Sections and all of the required documents as outlined.

**NARRATIVE SECTIONS**

Applicants are required to respond to the following sections. The sections are such that applicants will be able to articulate their strengths in many areas. Section responses should be complete and include all elements requested. Applicants should also use examples and data when available. Responses should be single-spaced with a font of no smaller than 11, and adhere to the noted page maximums.

1. Summary (1/2 page) – 5 points

Provide a brief, but concise, summary of the program and expected outcomes for which funds are requested.

1. Community or Population to be Served (3/4 page) – 5 points

What is the geographic community to be served (e.g. Jefferson City, Columbia)? How or why is there a need for serving families in this area and how was the need determined?

1. Organizational Capacity (1 page) – 10 points

State the mission of your organization. Describe any experience or accomplishments in the area of child abuse and neglect prevention. Discuss why your organization is qualified to implement the proposed project, including qualifications of staff. Discuss how your organization works with the community to be served.

1. Program Description (2 pages) – 20 points

Describe the program for which funding is requested, and the activities to be conducted. How will the target population be identified and enrolled into the program? Why is it appropriate for the community/population to be served?

1. Effectiveness (1 page) – 10 points

What is the rationale for the proposed program? Is the program evidence-based, evidence-informed or a promising practice (and how was that determined)?

1. Program Evaluation (1 page) – 15 points

What are the anticipated results of the proposed program (i.e. how will participants be affected)? Describe how the program will incorporate the use of assessment tools and how data will be managed. How will the assessments be used beyond fulfilling grant requirements?

1. Program Budget Description and Justification (1 page) – 10 points

Detail the expenses requested for each budget category listed in the Program Budget Form (attached) including the basis for cost (e.g. salary per month x % of time on grant x 12 months) and why the request is important to the implementation of the project. Also include the sources of local match (which may be cash or in-kind).

**REQUIRED DOCUMENTS**

Please include the following documents with your application:

1. Organization Information (cover page) - attached
2. IRS 501 (c) 3 certification letter if applicable
3. Action Plan (must use the attached template) – Use as many sheets as necessary
4. Program Budget (must use the attached budget template)
5. Most recently audited financials (if applicable) or most recently completed financial statement for the organization
6. Current year’s operating budget, including income and expenses
7. Current list of the organization’s Board of Directors and their affiliations to demonstrate organizational leadership and community representation
8. Assurances/Certification signature page (attached)

\*Narrative questions and required CTF forms (cover page, budget, action plan) may not be altered. Any applications altering RFA content will be excluded from consideration.

**CHILDREN’S TRUST FUND**

**PROJECT GRANT APPLICATION**

**COVER SHEET**

|  |  |
| --- | --- |
| **Name of Applicant Agency:** |  |
| **Address:** |  |
| **City, State, Zip Code:** |  |
| **Telephone Number:** |  |
| **Website Address:** |  |
| **Federal Tax ID#:** |  |

|  |  |
| --- | --- |
| **Tax Status of Applicant Agency:****[ ]  Exempt under sec 501(c)3 of the IRS Code****[ ]  Exempt governmental Unit****[ ]  Other (specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **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 its willingness to be responsible for the fiscal and programmatic requirements.** |

|  |  |
| --- | --- |
| **Primary Contact:**  | **Email:** |
| **Exec Director/CEO:** | **Email:** |
| **Fiscal Officer:** | **Email:** |

|  |
| --- |
| **Project Name:** |
| **Check the CTF Region(s) to be served (see attached map):** **[ ] 1** **[ ] 2** **[ ] 3** **[ ] 4** **[ ] 5** **[ ] 6** **[ ] 7** **[ ] Statewide** |
| **County(ies) where project will be implemented:** |

|  |  |
| --- | --- |
| **Estimated # of Persons (Unduplicated) to be served by this project:** **Children (17 & under)** **Parents/Expectant Parents** **Other (Specify)**  | **Project Type:** **[ ]  Primary** **[ ]  Secondary** **[ ]  Primary & Secondary****Estimated Cost of Project per individual: $** **Estimated Cost of Project per family: $**  |

|  |  |
| --- | --- |
| **Total Annual Budget of Applicant Agency:** **Overall Agency Administrative Cost %:**  | **Total Prevention Project Budget:** **Dollar Amount requested from CTF:** **CTF Request is % of Total Project Budget** |

**CHILDREN’S TRUST FUND GRANT APPLICATION**

ACTION PLAN - Year 1 (25 points)

Attach additional pages as needed. Complete a separate sheet for each goal.

|  |
| --- |
| **GOAL:** |
| OBJECTIVE(S): |
| OUTCOME(S): |
| PREVENTION ACTIVITY | OUTPUT(S) | TARGET POPULATION | RESPONSIBLE STAFF | TIMELINE |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| EVALUATION TOOL(S)/COLLECTION METHOD: |

**CHILDREN’S TRUST FUND GRANT APPLICATION**

**PROJECT BUDGET**

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

|  |  |  |  |
| --- | --- | --- | --- |
| SECTION I. - EXPENSES | CTF FUNDS REQUESTED **Year 1** | LOCAL MATCH  **Year 1** | TOTAL PROJECT BUDGET **Year 1** |
| **1. Salaries and Wages**(Staff positions) |  |  |  |
| **2. Fringe Benefits**(Aggregate amount – not to exceed 30% of salary costs) |  |  |  |
| **3. Consultant & Contractual Services** (Fees x hours) |  |  |  |
| 1. **Space Costs**

(Example: Rent, utilities & maintenance) |  |  |  |
| 1. **Consumable Supplies**

(Example: Desk Top & paper supplies, postage) |  |  |  |
| 1. **Travel**

(Example: mileage, meals, lodging) |  |  |  |
| 1. **Communications**

(Example: basic & long distance service fees, Cell phone costs) |  |  |  |
| 1. **Non-consumable Supplies**

(Example: desks, computers, etc.) |  |  |  |
| 1. **Program Related Expenses**

(Example: Materials, meeting space, conference registration) |  |  |  |
| 1. **Other Costs**

(Example: Background Check fees) |  |  |  |
| TOTAL PROGRAM BUDGET (total of 1-10) |  |  |  |

BUDGET LINE-ITEM REQUEST MUST CORRESPOND TO SECTION 7 OF NARRATIVE

**CHILDREN’S TRUST FUND**

**GRANT APPLICATION**

**ASSURANCE/CERTIFICATION SIGNATURE PAGE**

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 all Children’s Trust Fund special conditions specified in the grant award and contract.

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**

