

FY 2019 GENERAL CHILD ABUSE & NEGLECT PREVENTION GRANT PROGRAM



**Pre-Bid Webinar
Friday, February 2, 2018**

ABOUT THE CHILDREN'S TRUST FUND

Established in 1983 by the Missouri General Assembly, the Children's Trust Fund (CTF) is Missouri's foundation for child abuse and neglect prevention.

CTF is authorized to enter into contracts with public or private agencies, schools or qualified individuals to establish community-based educational, service, and family support programs focused on the prevention of child abuse and neglect.

ABOUT CTF'S GENERAL CA/N PREVENTION GRANT PROGRAM:

The General Child Abuse & Neglect Prevention grant program provides funds to community based organizations that work to 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.

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 practices that are evidence-based, evidence-informed or a promising practice (<https://www.friendsnrc.org/evidence-based-practice-in-cbcap>)
- A commitment to program evaluation

ELIGIBILITY

To be eligible for CTF funding, applicants must:

Be a nonprofit with a 501(c)3 tax exempt status or a public agency and must have provided services in Missouri for more than one year;

Establish a primary or secondary child abuse/neglect prevention project serving residents of Missouri;

Demonstrate that the project will help to prevent or reduce the occurrence of child abuse or neglect by positively impacting variables highly correlated with the occurrence of child abuse and neglect; and

Be able to demonstrate and measure the impact of the project with an objective, quantifiable evaluation component.

TYPES OF PREVENTION:

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.

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.

***Tertiary programs** designed for families that have experienced child abuse and neglect and provided after the occurrence of child abuse and neglect are not eligible for funding.

A NOTE ON TRAINING

A separate Request for Applications for training projects will be coming out soon (by the end of February), so CTF will not be considering training projects through this process.

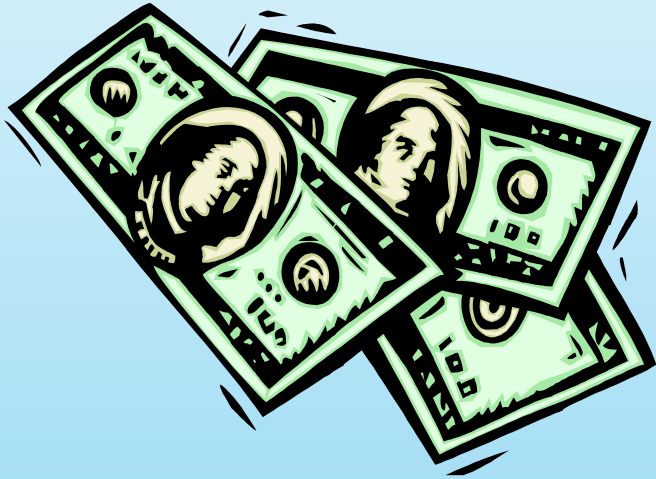
Smaller training programs, with a cost less than \$7,500, are also eligible through the CTF Discretionary Grant program. The Discretionary Grant Program application will be available by the end of February.

WHO CAN BE SERVED?

CTF funds must be used to provide primary or secondary child abuse & neglect services within the state of Missouri.



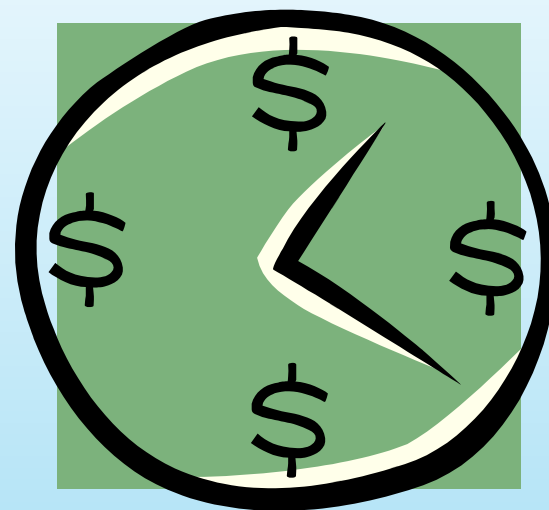
FUNDING FOR FY 2019



- CTF anticipates awarding \$500,000 to \$600,000 in new funding.

FUNDING CYCLE

Assuming that adequate revenues are maintained, CTF will be able to offer second, third, and fourth year funding to grantees through an annual renewal application process.



During the renewal process for second through fourth year funding, grantees will be expected to document progress in achieving their goals and objectives, and comply with grant requirements.

GRANT REQUIREMENTS

Background Checks – Initial Family Safety Care Registry (FCSR) and state and national criminal background checks are required. FCSR is required annually. Specifics are detailed in the RFA.

Monitoring and Program Reporting – CTF staff will conduct a site visiting w/in the 18 months of the start of the contract period. Progress reports are required as part of the renewal application process. An annual report is due July 31st (following each contract year).

Compliance Meeting – Successful applicants will be required to attend a compliance meeting in July 2018. Travel expenses may be requested through the Travel line-item in the budget.

CTF contracts are on a reimbursement basis and expenses claimed using the CTF General Child Abuse and Neglect Prevention grant program invoice.

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.

FUNDING RANGE

CTF anticipates awarding grants in the \$30,000 to \$50,000 range.

ELIGIBLE BUDGET CATEGORIES

- Salaries and Wages
- Fringe Benefits (capped at 30%)
- Contractual Services
- Space Costs
- Consumable Supplies
- Travel

ELIGIBLE BUDGET CATEGORIES, CON'T

- Communications (phone/cell)
- Non-consumable Supplies
- Program Related Expenses
- Other Costs

TYPES OF PROGRAMS

(EXAMPLES OF THE TYPES OF PROGRAMS CTF HAS FUNDED/IS FUNDING)

Parent Education & Support Programs

- Includes Fatherhood and Grandparent programs
- Includes Parent Peer Support (ie Circle of Parents, Parents Anonymous)
- Examples of funded models include Nurturing Parents©, Child Parent Relationship Training, Conscious Discipline©, Incredible Years, Parent Cafes, etc.

Home Visiting

Crisis Nursery Services

School-Based Prevention Education

Safe Sleep programs

Public Awareness Programs

Child Sexual Abuse Prevention

OBTAINING THE GENERAL PREVENTION APPLICATION

The General Prevention Application can be found at
www.ctf4kids.org

or

email

laura.malzner@oa.mo.gov



ABOUT THE APPLICATION

- It is available in Word format.
- Be sure to follow the outline in the application and include all of the information requested.
- Separate each section with the headings provided to clearly identify all information.

PROJECT NARRATIVE

Typed on plain white paper

Single-spaced with a font of no smaller than 11

Separate each section with headings

Adhere to the noted page maximums

Follow the requested outline

PROJECT NARRATIVE

Summary (1/2 page) – 5 points

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

PROJECT NARRATIVE

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?

DATA SOURCES

KidsCount Data Book:

<http://missourikidscountdata.org/>

DSS/Children's Division Child Abuse & Neglect Annual Report

<https://dss.mo.gov/re/pdf/can/2016-missouri-child-abuse-neglect-annual-report.pdf>

Missouri Child Fatality Review Program Annual Report

<https://dss.mo.gov/re/pdf/cfrar/2016-child-fatality-review-program-annual-report.pdf>

PROJECT NARRATIVE

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.

PROJECT NARRATIVE

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?

PROJECT NARRATIVE

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)?

Priority will be given to proposals that include the use of model (evidence-based/informed) programs, promising practices, and/or best practices when working with at-risk children and families.

EVIDENCE-BASED AND EVIDENCE INFORMED PRACTICES

Effective prevention practices have been identified by federal, state, and national child advocacy organizations:

The California Clearinghouse Evidence-Based Clearinghouse for Child Welfare (<http://www.cebc4cw.org/>)

SAMHSA's National Registry of Evidence-Based Programs and Practices (<https://nrepp.samhsa.gov/landing.aspx>)

OJJDP's Model Programs Guide (<https://www.ojjdp.gov/mpg/>)

FRIENDS National Center for Community –Based Child Abuse Prevention (<https://www.friendsnrc.org/evidence-based-practice-in-cbcap>)

PROJECT NARRATIVE

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?

PROJECT NARRATIVE

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

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

**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: <input type="checkbox"/> Exempt under sec 501(c)3 of the IRS Code <input type="checkbox"/> Exempt governmental Unit <input type="checkbox"/> 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.
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Primary Contact:	Email:
Exec Director/CEO:	Email:
Fiscal Officer:	Email:

Project Name:
Check the CTF Region(s) to be served (see attached map): <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
County(ies) where project will be implemented:

Estimated # of Persons (Unduplicated) to be served by this project: <input type="text"/> Children (17 & under) <input type="text"/> Parents/Expectant Parents <input type="text"/> Other (Specify) _____	Project Type: <input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Primary & Secondary Estimated Cost of Project per individual: \$ <input type="text"/> Estimated Cost of Project per family: \$ <input type="text"/>
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Total Annual Budget of Applicant Agency: <input type="text"/> Overall Agency Administrative Cost %: <input type="text"/>	Total Prevention Project Budget: <input type="text"/> Dollar Amount requested from CTF: <input type="text"/> CTF Request is <input type="text"/> % of Total Project Budget
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Missouri's Foundation For Child Abuse Prevention

Regional Map



ACTION PLAN

Goals are broad – the intention of the project

Objectives are concrete, measurable and time bound

Outcomes are changes in knowledge, behavior, attitudes or conditions of the target population that will help prevent child abuse and neglect. An outcome is what changes for the people or community served by a project or program. What are the anticipated outcomes of the project? What will be different or change as a result of the project?

Prevention Activities – What will you be doing?

Outputs – How many individuals will be impacted/served by the proposed program? Other examples include # of referrals made, # of home visits provided, classes held.

ACTION PLAN, CON'T

Target population – Who do you anticipate serving?

Responsible Staff – Who will be responsible for the prevention activity?

Timeline – When will project implementation/activities take place in time?

Evaluation Tools/Data Collection Method – Describe the measurement or assessment tools that will be used to evaluate the impact of project activities. Details about how data will be collected (timing of assessments, who administers, etc.) and managed may be included in the Program Evaluation Section of the Narrative

**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:
Prevent Child Maltreatment

OBJECTIVE(S):
Increase parenting skills by providing 3 sessions of a 10-week, *XYZ evidence-based curriculum* for parent and caregivers raising children ages 0-5 by June 30, 2019.

OUTCOME(S):
90% of parents/caregivers will demonstrate improved nurturing and positive parenting behaviors.
90% of parents/caregivers will demonstrate improved knowledge of child development and appropriate expectations.

PREVENTION ACTIVITY	OUTPUT(S)	TARGET POPULATION	RESPONSIBLE STAFF	TIMELINE
Three, 10-week parenting sessions provided in 2-hour modules by trained parent educators	<ul style="list-style-type: none"> 75 parents completing 10-week curriculum 150 children impacted by program 60 hours of program instruction provided by trained parent educators 	75 parents with children ages 0-5 identified as having 1 or more child abuse and neglect risk factors	Jim Whitson, MSW, Parent Educator Monica Mae, BS, Parent Educator	1 st session: July 1 – October 31, 2018 2 nd Session: Nov 1, 2018 – Feb 28, 2019 3 rd session: March 1 – June 30, 2019

EVALUATION TOOL(S)/COLLECTION METHOD:
Pre and Post program measurement tools provided in the *evidence based curriculum* guidance and administered to evaluation protocol.

**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)			
4. Space Costs (Example: Rent, utilities & maintenance)			
5. Consumable Supplies (Example: Desk Top & paper supplies, postage)			
6. Travel (Example: mileage, meals, lodging)			
7. Communications (Example: basic & long distance service fees, Cell phone costs)			
8. Non-consumable Supplies (Example: desks, computers, etc.)			
9. Program Related Expenses (Example: Materials, meeting space, conference registration)			
10. 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**

APPLICATION DUE DATE

Applications must be postmarked or delivered by :

March 16, 2018

- It is recommended that applicants use a trackable shipping service that guarantees a delivery date to ensure that applications arrive timely.
- Applicants will not be contacted if an item is missing from the application, or if a component is technically incorrect.

WHEN SUBMITTING THE APPLICATION...

- Mark the “ORIGINAL” application in the upper right-hand corner of the Cover Sheet.
- Applicants **MUST** use the forms provided by the Children’s Trust Fund.
- Any requested signatures in the application must be original. Stamped or typed signatures will not be accepted.
- Assurances must be signed by an individual authorized to enter your agency into contract. Failure to secure proper signatures could result in an invalid application.

SUBMISSION INSTRUCTIONS

One (1) original application and three (3) copies, for a total of four (4), must be submitted.

Applications must be stapled or clipped together in the upper left hand corner.

Do not place applications in folders.

APPLICATIONS MAY BE MAILED OR DELIVERED TO:

**Children's Trust Fund
Truman State Office Building, Room 860
301 W. High Street
Jefferson City, MO 65101**

**Children's Trust Fund
P.O. Box 1641
Jefferson City, MO 65102**

FAXED OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED

APPLICATION REVIEW AND AWARDS PROCESS

The Children's Trust Fund uses a three-part process for reviewing 2019 General Prevention applications:

- Applications will be distributed to a review panel for review.
- Review outcomes (scores, reviewer feedback, etc) will be discussed with the CTF Board of Director's Program Committee and final recommendations formulated.
- Final recommendations presented for full Board consideration on June 6, 2018.

Notice of Awards will be mailed no later than June 7, 2018.

REVIEW PANEL SCORING

Application Point Values – total available is 100

Project Narrative.....	75 pts
▪ Agency/Organization History/Qualifications.....	5 pts
▪ Community or Population to be Served.....	5 pts
▪ Organizational Capacity.....	10 pts
▪ Program Description.....	20 pts
▪ Effectiveness.....	10 pts
▪ Program Evaluation.....	15 pts
▪ Program Budget & Description.....	10 pts
 Action Plan.....	 25 pts

CONTRACTUAL AGREEMENT AND CONTRACT PERIOD

If approved, an Award of Contract will serve as the contractual agreement between CTF and the applicant.

The contract period for approved projects is:

**July 1, 2018
through
June 30, 2019**

Contact Information

Laura K. Malzner, Program Coordinator

573-751-6511

laura.malzner@oa.mo.gov

CTF Website: www.ctf4kids.org

QUESTIONS?



Missouri's Foundation For Child Abuse Prevention

THANK YOU