**Child Sexual Abuse Prevention**

**Request for Proposals**

The Missouri Children’s Trust Fund (CTF) is pleased to announce the availability of funding designed to support initiatives to prevent and reduce incidences of child sexual abuse.

**Eligible Communities**

Proposals will only be considered for interventions targeting zip codes with high rates **or** counts of child sexual abuse reports. Special consideration will be given to proposals targeting zip codes with high rates **and** high counts of child sexual abuse reports.

Please see the following maps to determine which Missouri communities are eligible for funding.

Child Sexual Abuse – 30 Highest Zip Codes by Rate and Count:

<https://arcg.is/1TS9Db2>

Average Child Sexual Abuse Report Rates by County (2008-2018):

<https://arcg.is/11j1Ku0>

Full county efforts, or efforts extending beyond the zip codes with high rates or counts, will be considered but must be well justified.

**Public Health Approach**

While CTF will consider all innovative projects that work to reduce child sexual abuse in zip codes with high counts or rates of reported child sexual abuse, priority will be given to proposals using a public health approach. Proposals with multiple, different, complementary and layered interventions that involve collaboration between key community partners such as schools, churches, community-based organizations and local government are highly encouraged.

**Available Funding**

Up to $250,000 is available for State Fiscal Year 2021 (January 1 – June 30, 2021) to support eligible communities. Funding is available to support up to three and half additional years for eligible projects.

CTF anticipates funding proposals ranging from $10,000 - $250,000 in FY 2021, beginning January 1, 2021 and ending June 30, 2021 (6-month contract).

Successful applicants may be eligible for contract extensions for an additional three and half years for a maximum four-year project. Contract extensions are contingent upon on-going progress and compliance.

**Process**

CTF will host a pre-bid meeting on Tuesday, August 18, 2020 from 1:00-3:00 pm. To register for the pre-bid meeting, please email [ctf@oa.mo.gov](mailto:ctf@oa.mo.gov).

CTF will accept Letters of Intent (LOI) to apply for funding through **September 15, 2020**. The LOI template is available at <https://ctf4kids.org/program-partners/ctf-funding-opportunities/> and is included as Attachment 4. Full applications will be solicited by invitation only by October 1, 2020.

Full Application - For organizations invited to submit a full application, the application submission deadline is close of business on **October 30, 2020**.

Letters of Intent and full applications (if invited to submit) must be emailed to [ctf@oa.mo.gov](mailto:ctf@oa.mo.gov).

**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 501(c)(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 seventeen 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.

**Child Sexual Abuse Prevention Interventions**

CTF will prioritize proposals using a public health approach. Proposals with multiple, different, complementary interventions that involve collaboration between key community partners such as schools, churches, medical providers (particularly SAFE CARE providers), community-based organizations and local government are highly encouraged.

CTF will consider all innovative projects that work to reduce child sexual abuse in zip codes with high counts or rates of reported child sexual abuse. However, successful applications will likely include multiple types of interventions, targeted at creating a culture of protection and child sexual abuse prevention. Specific interventions that CTF is interested in funding as part of a layered approach include the following strategies that have shown promise in preventing child sexual abuse. It is anticipated that additional interventions (beyond those listed below) will be a part of a successful, layered approach.

|  |  |
| --- | --- |
| Organizational policy, codes of conduct, training for staff, volunteers, board | This includes efforts by youth-serving organizations (daycares, schools, faith communities) to establish organizational policies that reduce the likelihood of child sexual abuse occurring and to develop codes of conduct for how adults interact with children. Successful efforts would likely require awareness raising and training in order to prepare organizations and individuals for policy change efforts.  Please see: <https://www.stopitnow.org/circles-of-safety-training-0> for an example. |
| Community training including Stewards of Children | Stewards of Children teaches adults how to prevent, recognize and react responsibly to child sexual abuse prevention. <https://www.d2l.org/education/stewards-of-children/>  Applications that propose teaching children how to prevent child sexual abuse will only be considered if:   * There is also emphasis on training adults in the community. Programs exclusively or primarily targeting children will not be funded. * The project proposes using an established and trauma-informed curriculum. CTF will favor proposals that utilize a curriculum that is implemented nationwide. An example: <https://www.d2l.org/education/prevent360/> |
| Interventions for youth with problem sexual behavior | CTF will consider proposals designed to address youth with problem sexual behaviors.  To be considered, proposals will have to show efforts to build multi-disciplinary cooperation to identify and treat youth who are demonstrating problem sexual behaviors. These efforts will need to include participation from: Missouri Children’s Division, the Juvenile Office, law enforcement, the local Child Advocacy Center, mental health treatment providers and local schools.  Proposals could include efforts to:   * Establish local protocols for how to respond to juvenile reports; * Establish evidence-based treatment for youth demonstrating these behaviors; * Implement best practices for accountability and safety planning to minimize opportunities for repeat offenses; and * Ensure community-wide buy-in and sustainability of efforts.   These projects would need to be implemented beyond the zip code of high rate/count (e.g. county-wide or a region within a county). |

**Suggested Resources**

The following organizations provide information and resources on child sexual abuse prevention:

The Child Welfare Information Gateway

(<https://www.childwelfare.gov/topics/preventing/prevention-programs/sexualabuse/>)

Center for Disease Control and Prevention (<https://www.cdc.gov/violenceprevention/childabuseandneglect/childsexualabuse.html>)

National Sexual Violence Resource Center

(<https://www.nsvrc.org/preventing-child-sexual-abuse-resources>)

The California Evidence-Based Clearinghouse for Child Welfare

(<https://www.cebc4cw.org/>).

**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 Care Safety 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 FCSR information.
* 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 an MSHP and a national FBI criminal record check by registering with the Fingerprint Portal.

Monitoring/Site Visits, Program Reporting and Evaluation

All grantees will consent to monitoring and reporting requirements as established by CTF. This includes on-site reviews to ensure financial/programmatic compliance and annual reporting. All successful applicants will be required to participate in an evaluation process as determined by CTF and an external evaluator.

Contracting/Grant Funding

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 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.

Successful applicants must be registered vendors through Missouri BUYS (<https://missouribuys.mo.gov/>) and must participate in E-Verify (<https://www.e-verify.gov/>), have no taxes due to the State of Missouri and must be in good standing with the federal government.

**CTF Contact**

For questions regarding this grant opportunity, please contact Program Director Laura K. Malzner at [laura.malzner@oa.mo.gov](mailto:laura.malzner@oa.mo.gov) or 573-751-6511/5147.

**Full Application Instructions**

Organizations invited to complete a full application must include responses to all questions along with a budget for Year 1. The application must also include all other documents noted below.

**NARRATIVE SECTIONS**

Applicants are required to respond to the following sections. 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 summary of the project.

1. Community or Population to be Served (1 page) – 20 points

Identify and describe the zip code(s) (and county if applicable) to be targeted.

1. Describe the proposed child sexual abuse prevention efforts and the methodology for preventing child sexual abuse in the target area (1.5 pages) – 20 points
2. Collaboration (1 page) – 20 points

Identify and briefly describe the community partners who will be involved in this project, including the role they will play in the project. Please attach Memorandums of Understanding and/or Letters of Support, or other documentation.

1. Organizational Mission and Experience (3/4 page) – 5 points

State the mission of the applicant organization. Describe any experience or accomplishments in the area of child abuse and neglect prevention, including applicant history of providing child abuse and neglect prevention services.

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

Detail the expenses requested in the budget for Year 1 (Attachment 2). Please include the basis for cost and an explanation of why the request is important to the implementation of the project.

\*While estimates for Years 2-5 are requested on Attachment 2, detail for those years are not needed for this proposal. Successful applicants will be required to submit renewal applications for each additional year of the project. Detailed budgets will be required at the time of renewal for each additional year of the project.

1. Action Plan – 20 points

Please use the logic model template (Attachment 1) to detail the goal(s), objectives, anticipated outcomes, activities and timeline for the proposed project, as well as what evaluation tools or data collections tools will be used to assess the project.

**REQUIRED DOCUMENTS**

Please include the following documents with your application:

1. Original Cover Letter and LOI will serve as application cover pages
2. IRS 501 (c)(3) certification letter if applicable
3. Program Budget (must use CTF budget template – Attachment 2)
4. Most recently audited financials (if applicable) or most recently completed financial statement for the organization
5. Applicant’s current year’s operating budget, including income and expenses
6. Current list of the applicant organization’s Board of Directors and their affiliations
7. Assurances/Certification signature page (Attachment 3)

**Attachment 1**

**CHILDREN’S TRUST FUND CHILD SEXUAL ABUSE PREVENTION GRANT PROGRAM**

ACTION PLAN - Year 1 – 20 points

Attach additional pages as needed

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **GOAL:** | | | | |
| Objective(s): | | | | |
| Anticipated outcome(s): | | | | |
| ACTIVITY | OUTPUT(S) | TARGET POPULATION | RESPONSIBLE STAFF | TIMELINE |
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| Evaluation tools/data collection tools: | | | | |

**CHILDREN’S TRUST FUND GRANT APPLICATION Attachment 2**

**PROPOSED 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  **FY 2021 - Year 1 \***  **January 1 – June 30, 2021** | CTF FUNDS ESTIMATED  **FY 2022 - Year 2\*\***  **July 1, 2021 – June 30, 2022** | CTF FUNDS ESTIMATED  **FY 2023 - Year 3\*\***  **July 1, 2022 – June 30, 2023** | CTF FUNDS ESTIMATED  **FY 2024 - Year 3\*\***  **July 1, 2023 – June 30, 2024** | CTF FUNDS ESTIMATED  **FY 2025 - Year 5\*\*\***  **July 1, 2024 – December 31, 2024** |
| **1. Salaries and Wages**  (Staff positions) | $ | $ | $ | $ | $ |
| **2. Fringe Benefits**  (inclusive of all benefits) | $ | $ | $ | $ | $ |
| **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 (add lines 1-10) | $ | $ | $ | $ | $ |

\*Base FY 2021 (year one) budget on a 6-month contract. Requested amounts/line-items must align with Section 6 of the Narrative

\*\*Base FY 2022-FY 2024 (years 2-4) estimated budgets on 12-month contracts (costs for years 2-4 shall not exceed 2 x the Year 1 amount).

\*\*\*Base FY 2025 (year 5) estimated budget on a 6-month contract (same amount as Year 1).

**Attachment 3**

**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 requirements specified in the grant award and contract.

I, the undersigned, certify the use of 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**

**Attachment 4**

**Children’s Trust Fund (CTF)**

**Child Abuse and Neglect Prevention**

**Child Sexual Abuse Prevention Grant Opportunity/Letter of Intent (LOI)**

Please review the full application before submitting LOI

**Organization Name**:

**Street Address**:

**City, State, Zip Code**:

**Telephone Number**:

**Federal Tax ID#:**

|  |  |  |
| --- | --- | --- |
| **Contact Name(s)** | **Contact Title(s)** | **Contact Email(s)** |
|  |  |  |
|  |  |  |

**Name of Proposed Project**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Estimated amount to be requested**: Year 1 (January 1, 2021 – June 30, 2021) $

Year 2 (July 1, 2021 – June 30, 2022), if applicable $

Year 3 (July 1, 2022 – June 30, 2023), if applicable $

Year 4 (July 1, 2023 – June 30, 2024), if applicable $

Year 5 (July 1, 2024 – December 31, 2024), if applicable $

**Please respond to the following. Please keep the LOI to no more than three pages, including this page.**

1. **Cover letter from applicant agency** – Please include a cover letter from the applicant organization’s Executive Director or other key personnel explaining your interest in preventing child sexual abuse in your community.
2. **Community or population to be served –** Identify zip codes and county (if applicable) to be targeted. See the Eligible Communities section on page 1 of the Request for Proposals.

1. **Brief description of the Child Sexual Abuse Prevention project –** Describe the strategies that will be used to prevent child sexual abuse.

**Submit Letters of Intent to** [**ctf@oa.mo.gov**](mailto:ctf@oa.mo.gov)

**Letters of Intent are due by close of business (5:00 pm) on September 15, 2020**

**Invitations to submit a full proposal will follow the review of Letters of Intent**