

# Request for Applications

## Funding for Immediate Needs



The Missouri Children's Trust Fund (CTF) is pleased to announce the availability of funding for the immediate needs of community-based child abuse prevention agencies, and families receiving their services, resulting from the ongoing COVID-19 pandemic. At least \$300,000 in total, one-time funding will be awarded for this purpose, which is made available through supplemental Community-Based Child Abuse Prevention (CBCAP) funding received under the American Rescue Plan Act.

Based on stakeholder input solicited in August 2021, CTF will consider the following costs to be eligible under this funding opportunity:

- Concrete supports provided to families living in poverty and/or who have been adversely affected by COVID-19, which may include assisting families in accessing additional services to further address their basic, health, and safety needs;
- General operating expenses for agencies experiencing a loss in fundraising revenue due to COVID-19;
- Costs associated with addressing workforce issues, which may include activities designed to prevent and address burnout in staff and administrators;
- Costs associated with addressing increased programmatic needs resulting from COVID-19; and
- Costs associated with addressing other immediate needs of community-based child abuse prevention agencies, and/or families receiving their services, that are outside of the eligible costs listed above.

All proposed costs will be approved at CTF's discretion. In order to be considered, costs must be accompanied by a strong justification for how they are related to the COVID-19 pandemic, and be consistent with CBCAP funding guidelines (<https://ctf4kids.org/wp-content/uploads/2022/01/Attachment-A-PI-21-07-CBCAP-Program-Use-of-Funds.pdf>).

**Eligible applicants may apply for up to \$25,000 in eligible costs per agency.**

### **ELIGIBILITY TO APPLY**

CTF Immediate Needs Funding will be awarded to community-based child abuse prevention agencies through an application process that is only open to agencies that received CTF grant funding in state fiscal years 2021 and/or 2022 (July 1, 2020 – June 30, 2022).

### **APPLICATION PROCESS AND DEADLINE**

The application process for this funding opportunity will open on Wednesday, February 2, 2022. To successfully apply, eligible applicants must complete the application form provided on pages 4-7 of this document, and any required attachments, and email their final submission to [CTF@oa.mo.gov](mailto:CTF@oa.mo.gov) by no later than 11:59 pm on Wednesday, March 2, 2022.

## **AWARDS**

CTF Immediate Needs Funding is limited, and it is unlikely that we will be able to award funding to every applicant. A formal review process will be used to formulate funding recommendations for the Board of Directors' consideration, and priority consideration will be given to applying agencies that have received a lesser amount of COVID-relief funding from other sources, relative to other applicants. Award announcements are expected to be made the week of April 11, 2022.

## **GRANT REQUIREMENTS FOR AWARDEES**

### Background Checks

All employees and volunteers having direct contact with children younger than eighteen years of 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 include the following:

- 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 requirements as established by CTF. This may include on-site or virtual reviews to ensure financial and programmatic compliance.

Grantees will also be required to submit a brief report, detailing how funds were expended and the impact they had in addressing the need(s) identified in the grantee's application. The report due date will be specified in contracts.

Contracting/Payment

Award funding will be disbursed through a one-time grant payment issued at the beginning of the contract period. **The effective date for contracts is contingent upon when CTF receives spending authority from the General Assembly, but will be no later than July 1, 2022.**

The following will be required in order to receive payment of funds awarded:

- A fully-executed contract between CTF and grantee;
- Contractor is a registered vendor with the State of Missouri, which is completed through the MissouriBUYs eProcurement System (<https://missouribuys.mo.gov/registration>);
- Contractor is an active E-Verify participant (<https://www.e-verify.gov/>);
- Contractor has no taxes due to the State of Missouri and is in good standing with the federal government.

**CTF CONTACT INFORMATION**

If you have questions about this funding opportunity and/or the application process, please contact:

**Jennifer Sommerfeld**  
**Program Director**  
**(573) 751-6511**  
[jennifer.sommerfeld@oa.mo.gov](mailto:jennifer.sommerfeld@oa.mo.gov)

**CTF APPLICATION FORM**  
**CBCAP Supplemental Funding for Immediate Needs**

<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 its 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>County(ies) served:</b>
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<b>Dollar Amount Requested from CTF: \$ _____</b>
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**INDICATE PERCENTAGE OF FUNDING REQUESTED BY PRIORITY AREA:**

	Concrete supports for families living in poverty and/or who have been adversely affected by COVID-19
	Support for general operating expenses (must be able to demonstrate a loss in fundraising revenue due to COVID-19)
	Support to address agency workforce issues
	Support to address increased programmatic needs resulting from COVID-19
	Support to address other immediate needs of community-based child abuse prevention agencies, and/or families receiving their services, that are not listed above

**NARRATIVE**

Please answer each of the following questions on a separate document, and attach responses to your final application submission email. Total narrative should not exceed two (2) pages in length using a minimum font size of 11pt.

- 1) Please provide a detailed description of how the priority area(s) selected above would be addressed through the requested funding, and how these needs are related to COVID-19.
- 2) Please list all COVID-related funding received by the applicant agency in 2020 and 2021, including the source of funding (e.g. CTF, Payment Protection Plan, private foundations, state or federal funding) and the amount received by source.
- 3) Please describe your agency's need for additional funding, and provide supporting documentation. For instance, if you are requesting funding for operating expenses due to loss of fundraising revenue, please describe how COVID has affected your fundraising efforts, and provide documentation showing a loss of fundraising revenue, such as a profit and loss statements for pre- and post-COVID years.
- 4) Describe your agency's history with CTF. Please include the types of grants you have previously received from CTF.
- 5) How does the mission of your organization align with that of CTF?

**BUDGET**

In the space below, please include an itemized budget for the CBCAP Supplemental Funding for Immediate Needs request. Budgets must clearly delineate how CTF funding will be utilized. Be specific in describing each item and the estimated expense.

EXPENSES	ITEM DESCRIPTION	FUNDING REQUESTED
1. <b>Salaries and Wages</b> (Staff positions)		\$
2. <b>Fringe Benefits</b> (Aggregate amount – not to exceed 30% of salary costs)		\$
3. <b>Consultant &amp; Contractual Services</b> (Trainer Fees x hours)		\$
4. <b>Space Costs</b>		\$
5. <b>Consumable Supplies</b> (Example: Desk Top & paper supplies, postage)		\$
6. <b>Travel</b> (Example: mileage (capped at 49 cents/mile, meals, lodging)		\$
7. <b>Communications</b> (Example: basic & long distance service fees, Cell phone costs)		\$
8. <b>Non-consumable Supplies</b> (Example: computer equipment)		\$
9. <b>Program Related Expenses</b> (Example: training manuals or handouts)		\$
10. <b>Other Costs</b> (Please explain)		\$
<b>TOTAL FUNDS REQUESTED</b> <i>(total of 1-10)</i>		

**CHILDREN'S TRUST FUND  
FUNDING FOR IMMEDIATE NEEDS  
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 any Children's Trust Fund special conditions specified in the grant award and contract.

I, the undersigned, certify that program information will be collected and conveyed to the Children's Trust Fund by submission of a final project report.

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 funds (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:**

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**Authorized Official**

**Title**

**Signature:**

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**Authorized Official**

**Date**