

**REQUEST FOR APPLICATIONS**

Child Physical Abuse and Neglect Prevention

Responsive Grant Opportunity

The Missouri Children’s Trust Fund Board of Directors is pleased to announce the availability of new funding for community-based child physical abuse and neglect prevention programming. Up to $500,000 per year will be awarded over 4 years, starting in state fiscal year 2025, through a two-step application process. ***Applicants are strongly encouraged to read the entire RFA before applying.***

**BACKGROUND**

**Funding Goal:** Reduce the incidence of child physical abuse and/or neglect in Missouri

**Application Deadline**: Letters of intent due

March 22, 2024. Full applications (invitation only) due May 3, 2024.

**Grant Range:** Up to $100,000 per year, renewable up to three additional years (4-year grant cycle)

**Initial contract period:** July 1, 2024—June 30, 2025

**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 and have no compliance issues with the Children’s Trust Fund.

**Requirements**: Use of primary and/or secondary prevention strategies *excluding* early childhood home visiting, child sexual abuse prevention, and infant safe sleep programming; collaboration with other family support resources in service area.

CTF takes a largely strategic approach to grantmaking to maximize the impact of our funding on child abuse and neglect prevention. Our current funding priorities include community-based child sexual abuse prevention initiatives, early childhood home visiting services and infrastructure, and community-based infant safe sleep initiatives. While CTF is committed to multi-year investments in these priority areas, we also recognize the need for prevention funding in other areas to support the continuum of services and supports for families with children of all ages. This funding opportunity is intended to respond to that need through an open application process focused on projects and programs outside of CTF’s current priority areas.

**PREVENTION**

For the purposes of this grant opportunity, we will use the following definitions of primary and secondary prevention1. All services provided through this grant opportunity must be voluntary.

*Primary Prevention* focuses on the general public, addressing root causes and underlying factors to stop child maltreatment prior to occurrence. Primary prevention activities with a universal focus are broadly accessible and seek to benefit all members of a population regardless of risk level. Primary, universal prevention is a cost-effective and far-reaching means to address maltreatment before it can affect children and families.

*Secondary prevention* activities are designed for populations whose members have risk factors or characteristics that increase the likelihood of child maltreatment, such as poverty, substance abuse, adolescent parents, mental health concerns and disability of the parent or child. In contrast to primary prevention, secondary prevention does not focus on the entire population but targets those with greater risk whether due to individual, community or societal factors such as low income, unsafe neighborhoods, racism or lack of opportunity. Many child maltreatment prevention agencies and organizations focus on secondary, selective prevention as a way to allocate limited resources, concentrating on groups with characteristics linked to increased likelihood of child maltreatment.

[1Wisconsin Child Abuse & Neglect Prevention Board](https://preventionboard.wi.gov/Pages/AboutUs/AgencyOverview.aspx)

**FUNDING AVAILABLE**

Individual applicants may request up to $100,000 per year for 1-4 years. If multi-year funding is requested, funding in years 2-4 will be awarded based on sufficient funds being available to CTF and CTF’s approval of the grantee’s renewal application.

**ELIGIBILITY TO APPLY**

CTF is authorized to award grants to schools, public agencies, and private, non-profit organizations. Applicants must have provided prevention 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.

Current CTF grant recipients may apply for projects/programs that are not currently funded by CTF.

**FUNDING CRITERIA**

*All projects/programs* must meet the following criteria to be considered for funding:

* Designed to reduce the incidence of child physical abuse and/or neglect;
* Uses primary and/or secondary prevention strategies, as defined in this request for applications;
* Nature of project/program is outside of CTF’s priority programming areas (i.e., child sexual abuse prevention, early childhood home visiting, and infant safe sleep projects/programs will not be considered).
* Projects/programs that prevent multiple types of abuse and neglect, including sexual abuse and unsafe sleep, will be considered within reason (e.g., crisis nursery programs).

*Direct service programs* must also meet the following, additional criteria:

* Committed to serving low-income families;
* Designed to increase one or more [protective factors](https://friendsnrc.org/prevention/protective-factors/) for families served; *and*
* Can demonstrate efforts to collaborate with other family support resources in the area or are willing to build this type of collaboration during the grant period.

CTF will give *priority consideration* to projects/programs that:

* Leverage existing structures and supports for vulnerable families (state-, CTF-, or otherwise- funded); and/or
* Have the capacity to grow to serve a larger population or service area; and/or
* Use [evidence-based programs/practices](https://www.friendsnrc.org/evidence-based-practice-in-cbcap).

**GRANT REQUIREMENTS**

Local Match

No local match will be required for this grant opportunity.

Background Checks

In an effort to protect children from harm in organizational settings, all employees and volunteers interacting with children younger than eighteen years of age are required to complete the following:

* Register with the Family Care Safety Registry (FCSR) and provide FCSR screening results to employer, prior to working with children, and annually after initial registration/screening. FCSR program information is available at [www.health.mo.gov/safety/fcsr/about.php](http://www.health.mo.gov/safety/fcsr/about.php).
* Complete a state and national, fingerprint-based, criminal background screening through the Missouri Volunteer and Employee Criminal History Services (MOVECHS) program. Grantees will initiate these screenings within thirty (30) days of their contract effective date if they were not completed as part of the hiring process.

Monitoring 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 thereafter. CTF will require corrective action planning to address any noted compliance issues.

All grantees are required to submit an annual program report for each year of the grant cycle. Annual reports are due July 31st of the year following the reporting period.

Contracting & Payment

Contracts must be signed and returned to CTF by the date noted in the award letter. Funds will be paid on a reimbursement basis and will not be available to grantees without a fully executed contract. Expenses must be incurred during the contract period to be eligible for reimbursement. Programs will request reimbursement for program-related expenses using a program-specific invoice form provided by CTF. Invoices will be due by the 15th of the month (or next working day if on a weekend) following the month in which expenses were incurred.

**APPLICATION INSTRUCTIONS**

CTF will use a two-step application process for this grant opportunity, in which applicants will first submit a letter of intent (“LOI”) using attachment 1 (see below). ***Letters of intent are due to CTF no later than 5:00 pm CST on March 22, 2024***.

Select candidates will then be invited to submit a full application using the guidance provided in attachment 2 (see below). CTF will invite candidates to apply no later than April 5, 2024, and ***full applications are due to CTF no later than 5:00 pm CST on May 3, 2024.***

***Note***: If the applicant provides any “personal information” as defined in §105.1500, RSMo concerning an entity exempt from federal income tax under Section 501(c) of the Internal Revenue Code of 1986, as amended, the applicant understands and agrees that it is voluntarily choosing to seek a state contract and providing such information for that purpose. CTF will treat such personal information in accordance with §105.1500, RSMo.

**SELECTION CRITERIA**

CTF staff will evaluate LOIs for basic compliance with funding criteria and alignment with the intent of the grant opportunity.

Full applications will be evaluated by a formal review panel using a rubric totaling 100 points. Weighted elements of the application include the narrative and action plan sections, and specific points are noted where applicable in attachment 2.

The strongest applications will:

* Demonstrate an organizational history of successful child abuse and neglect prevention work;
* Demonstrate knowledge and experience working with the community to be served;
* Demonstrate the organizational capacity needed to implement the proposed project;
* Include clear and reasonable outcomes;
* Detail activities with a strong focus on preventing abuse and/or neglect;
* Demonstrate meaningful collaboration with/leveraging of existing programs and systems; and
* Demonstrate a strong program evaluation plan.

**FUNDING TIMELINE**

The application and award process will occur as follows:

* March 22, 2024 – Deadline to submit letter of intent
* May 3, 2024 – Deadline to submit full application (invitation only)
* Week of June 3, 2024 – Award notification
* July 1, 2024, through June 30, 2025 – Initial contract period

**INFORMATION MEETING**

CTF will hold a virtual information meeting about this grant opportunity on Friday, March 8, 2024, 1:00 – 2:00 pm CST. Registration is required to attend: <https://us06web.zoom.us/meeting/register/tZYlde-vrz8vHNRzYK0SnP962NpE3rgFI_n4>.

**CTF CONTACT**

For questions regarding this grant opportunity, please contact Jeni Sommerfeld at [jennifer.sommerfeld@oa.mo.gov](mailto:jennifer.sommerfeld@oa.mo.gov) or 573-751-6511.

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**ATTACHMENTS FOLLOW.**

**CHILDREN’S TRUST FUND**

**CHILD ABUSE AND NEGLECT PREVENTION**

**RESPONSIVE GRANT OPPORTUNITY**

**LETTER OF INTENT (LOI)**

*(Please review the full RFA 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)** |
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**Name of Proposed Project/Program**:

**Estimated amount to be requested**: Year 1 (July 1, 2024 – June 30, 2025) $

Year 2 (July 1, 2025 – June 30, 2026), if applicable $

Year 3 (July 1, 2026 – June 30, 2027), if applicable $

Year 4 (July 1, 2027 – June 30, 2028), if applicable $

**Please respond to the following in three pages or less, including this page, at a minimum font size of 11 pt:**

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 physical abuse/neglect in your community.
2. **Area & Population(s) to Be Served** – Identify the area to be served by city, county, and zip code. Identify the target population(s) by any relevant demographics.
3. **Brief description of the child physical abuse/neglect prevention project/program** – Describe the strategies that will be used to prevent child abuse/neglect, and why you expect these strategies to be successful.

**Completed letters of intent should be submitted to** [**ctf@oa.mo.gov**](mailto:ctf@oa.mo.gov) **no later than close of business (5:00 pm CST) on March 22, 2024.**

**CHILDREN’S TRUST FUND**

**CHILD ABUSE AND NEGLECT PREVENTION**

**RESPONSIVE GRANT OPPORTUNITY**

**FULL APPLICATION**

*(Submitted by invitation only)*

**INSTRUCTIONS**

***If invited to submit a full application***, you will first complete the narrative questions, action plan form, budget form, and signature page provided, below. Then, compile all required documents into a single PDF in the following order:

1. Cover pages to include the original cover letter and LOI
2. Narrative responses
3. Action plan form
4. Project/program budget form
5. Most recently audited financials or most recently completed financial statement for the organization
6. Applicant agency’s operating budget for current year to include income and expenses
7. IRS 501(c)(3) certification letter, if applicable
8. Current list of the applicant agency’s board of directors and their affiliations
9. Assurances/certification signature page

Finally, completed applications should be submitted to [ctf@oa.mo.gov](mailto:ctf@oa.mo.gov) no later than close of business (5:00 pm CST) on May 3, 2024.

**NARRATIVE QUESTIONS**

Please respond to all of the following questions in no more than 6 pages, using a minimum font size of 11 pt. Applicants are strongly encouraged to include examples and data where applicable.

1. Organizational Profile (10 points)

Describe your organization’s mission, history of providing child abuse and neglect prevention services, and qualifications to implement the proposed project/program. Please include your organization’s experience working with the area/population(s) to be served (identified in LOI).

1. Project/Program Description (20 points)

Describe the project/program for which funding is requested. What activities will be conducted? Is the project/program considered primary and/or secondary prevention, and why? How will the target population be identified and enrolled into the program? Assuming the long-term goal is child physical abuse/neglect prevention, what short- and intermediate-term outcomes are expected as a result of the project/program?

1. Project/Program Effectiveness (10 points)

Why do you expect this project/program to be effective? What evidence and/or assumptions is your rationale based on?

1. Need for Project/Program (10 points)

Why is the proposed project/program needed, and how was need determined? Please focus on the need observed in the area to be served (identified in LOI), and DO NOT provide a general description of the need for child abuse and neglect programs.

1. Evaluation (10 points)

How will you evaluate the project/program? What data collection tools will be used, and how will data be managed?

1. Collaboration & Scalability (10 points)

How will the project/program collaborate with other family support resources in the area, and what agreements or protocols are in place (or will be put in place) to ensure this happens? What growth opportunities exist for this project/program, and what resources would be needed to pursue them?

**CHILDREN’S TRUST FUND**

**CHILD ABUSE AND NEGLECT PREVENTION**

**RESPONSIVE GRANT APPLICATION**

**YEAR 1 ACTION PLAN (20 POINTS)**

*Complete a separate table for each project/program goal. Expand table, as needed.* [*Excel version available for download*](https://stateofmissouri.box.com/s/roi1tci88wu3s8s1ucb2ay75iwaj6203)*.*

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| --- | --- | --- | --- | --- |
| PROJECT/PROGRAM GOAL: | | | | |
| YEAR 1 OBJECTIVE(S): | | | | |
| EXPECTED OUTCOME(S): | | | | |
| PREVENTION ACTIVITY | OUTPUT(S) | TARGET POPULATION | RESPONSIBLE STAFF | TIMELINE |
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| EVALUATION METHODS/TOOLS: | | | | |

**CHILDREN’S TRUST FUND**

**CHILD ABUSE AND NEGLECT PREVENTION**

**RESPONSIVE GRANT APPLICATION**

**YEAR 1 PROJECT BUDGET FORM (10 POINTS)**

*This budget sheet is for the proposed project, only. Expand table, as needed. Budget categories may not be modified.* [*Excel version available for download*](https://stateofmissouri.box.com/s/whyg0k7g13jdzz6mgzjarc1cxgqebcmd)*.*

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| --- | --- | --- | --- |
| **BUDGET CATEGORIES** | **CTF FUNDS REQUESTED** | **CTF FUNDS AWARDED** | **EXPENSE ITEMIZATION AND JUSTIFICATION** |
| **Salaries and Wages**  (Project staff positions) |  |  |  |
| **Fringe Benefits**  (Project staff positions) |  |  |  |
| **Program Related Expenses**  (e.g., program materials, meeting space, conference registration) |  |  |  |
| **Consultant & Contractual Services**  (Hourly rate x number of hours) |  |  |  |
| **Consumable Supplies**  (e.g., desktop supplies, paper, postage) |  |  |  |
| **Non-Consumable Supplies**  (e.g., furniture, equipment) |  |  |  |
| **Travel**  (e.g., mileage, meals, lodging) |  |  |  |
| **Other Direct Costs**  (e.g., fees to complete required FCSR and fingerprint-based criminal background screenings) |  |  |  |
| **Indirect/Administrative Costs**  (Not to exceed approved rate, see [CTF’s indirect cost policy](https://ctf4kids.org/wp-content/uploads/2023/06/CTF-Indirect-Cost-Policy-Effective-FY24-25.pdf)) |  |  |  |
| **TOTAL PROJECT BUDGET** (All budget categories) |  |  |  |

**CHILDREN’S TRUST FUND**

**CHILD ABUSE AND NEGLECT PREVENTION**

**RESPONSIVE 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 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**