

ARKANSAS CHILDREN'S TRUST FUND REQUEST FOR PROPOSALS GUIDELINES 2007-2008

I. INTRODUCTION

The Arkansas Children's Trust Fund was formed by Act 397 of 1987 as a means of providing a permanent funding source for the prevention of child abuse. Money for the Trust Fund is provided by a \$10.00 surcharge on the marriage license fee in our state. Once the funds have been collected, they are disbursed in the form of grants to organizations or individuals across the state that operate child abuse PREVENTION programs. By law, 20% of the collected revenues are deposited into a trust account for the future of our children. Less than 20% is spent on administrative expenses and the remainder is given directly to prevention programs in our state. Arkansas was the 40th state in the nation to establish a Children's Trust Fund.

The Trust Fund is administered by the State Child Abuse and Neglect Prevention Board - a nine member Board appointed by the Governor.

II. DEFINING PREVENTION

What is child abuse *prevention* and how is it different from the treatment of child abuse? These two strategies are very different and although both are necessary for protecting children, the Children's Trust Fund only supports prevention strategies.

Prevention is defined as a proactive approach of providing support and services to families before a problem or crisis occurs – not after. In the field of prevention, practitioners study healthy parents and families and try to learn what strategies or attributes make them successful. They then try to insure that other families learn about those successful strategies or attributes thereby increasing their own chances for success. Prevention is an approach that emphasizes health and wellness versus after-the-fact problem driven services. Such a proactive approach is the only way to eliminate child abuse and neglect.

Child abuse prevention is not about responding to the problem after the fact, and it is not about repairing damage that has occurred – these are treatment strategies. Prevention is about giving parents and other caretakers of our children the skills they need to be successful.

III. PROGRAM FOCUS - PARENTING PROGRAMS

Parenting Education and Support is the primary funding focus of the Arkansas Children's Trust Fund. Programs designed to enhance parental competencies, resources and coping skills are the most encouraging and the most accepted strategies for preventing child abuse and neglect. The theory is that if parents' stress can be reduced, if their knowledge of child development can be improved, and if their social coping skills and supportive networks can be enhanced, then many forms of child abuse and neglect can be prevented. As parents learn positive parenting skills and become more confident of their abilities, their children will be able to grow up in a healthier environment. The benefits, including a reduction in child abuse and neglect, will extend to all stages of a child's development and on into adulthood.

IV. General Requirements and Information for program grants

A) Eligible Applicants – Eligible applicants for the Children's Trust Fund Program Grants will be any person, group of persons, local or statewide, public or non-profit organizations.

B) Contract Period for Grants - The grant period will be for a minimum of one year and a maximum of 2 years. The decision to award a one-year grant or a two-year grant will be at the discretion of the Board. All proposals will be considered as a two-year request unless otherwise noted by the applicant. Grants will begin July 1st of each year and will end June 30th of each year.

C) Funding of Two-Year Grants - Those programs receiving a two-year grant will be awarded equal amounts each year of the grant (i.e. - \$15,000 each year for a total of \$30,000). However, applicants only need to submit a budget page for the first year of the program with their application. Two-year grantees will be asked to submit a new budget page prior to the beginning of their second year. Funds left over in the first year may be carried over to the second year. However, funds may not be carried over between funding cycles.

D) Volunteers - Proposed prevention programs are encouraged to use or involve trained volunteers. Volunteer hours can be counted towards the required 25% match.

E) Information Sharing - Grantees accepting funding must be willing to share information regarding their programs by participating in conferences, meetings or other public awareness activities and/or give consultation about the success of their program.

F) 25% Match - All grantees must provide a match of at least 25% of the amount of any Trust Fund money disbursed to the program. (See Section VIII for further details.)

G) Time Limit on Funding - Programs are eligible to receive funding from the Children's Trust Fund for three, two-year cycles or a total of six years. Programs experiencing extraordinary and/or extenuating circumstances may be invited by the Board to apply beyond the sixth year. All decisions will be solely at the discretion of the Board.

V. NOTIFICATION OF AWARDS FOR GRANTS

All applicants will be notified by letter of the State Board's decision approximately one month after the submission deadline. The contract period for grants will be from July 1st to June 30th of each year.

To the extent possible, based upon proposals received, the State Board will attempt to achieve equitable geographic distribution of funds across the four Congressional Districts. All decisions of the State Board are final.

VI. ADMINISTRATION OF GRANTS

A) Monitoring and Reporting - All prevention programs approved for funding must adhere to the monitoring and evaluation reporting requirements of the State Board. At a minimum, grantees must file four (4) quarterly reports to the Board. These reports track fiscal and programmatic progress. Additional reports regarding program operations may be requested during the funding period. Also, each grantee will receive one site visit from the Trust Fund staff.

B) Budget Modifications - The maximum deviation allowable for each budget category is 10% unless express written approval is obtained, in advance, from the State Child Abuse and Neglect Prevention Board.

C) Expenditure of Funds - All funds awarded to a program must be expended by the end of the grant period. Funds left over in the first year of a two-year award may be carried over to the second year. However, funds may not be carried over beyond the award period or between funding cycles. Any unexpended funds must be returned to the State Child Abuse and Neglect Prevention Board by July 30 of the same year.

D.) Updated Program Goals, Client Outcome Objectives, and Budget Page - Two-year grantees will be asked to submit a new annual budget page prior to the start of their second year. They will also be required to review, revise, and or update their Program Goals and Outcome Objectives prior to the beginning of the second year.

VII. MATCH REQUIREMENT FOR GRANTS

An applicant must demonstrate the ability to match, through money or in-kind contribution, at least 25% of the amount of any Trust Fund money disbursed to it.

Cash Match - dollars and cents donations, including cash grants and money from the agency's annual budget that is contributed to the project.

In-kind Match - donations other than actual dollars and cents that are used by the project (i.e. – donated office space, volunteer time, etc.).

ALLOWABLE CASH OR IN-KIND MATCH EXPENSES:	NON ALLOWABLE MATCH EXPENSES:
◆ Volunteer time (calculated at \$12.00 an hour)	◆ Capital items such as TVs, copiers, VCRs, automobiles, etc.
◆ Salaries and Fringe benefits	◆ Volunteer time by Employees of the project
◆ Travel & training expenses (staff & volunteers)	◆ Employee child care expenses
◆ Consumable office supplies	
◆ Program or Instructional Materials	
◆ Telephone Line Service/Long distance	
◆ Printing/Photocopying	
◆ Postage	
◆ Office rent	
◆ Utilities	
◆ Child care provided for clients	

VIII. ALLOWABLE & NON ALLOWABLE GRANT EXPENSES FOR GRANTS

Allowable and Non allowable expenses in grant proposals include:

ALLOWABLE GRANT EXPENSES	NON ALLOWABLE GRANT EXPENSES
◆ Personnel Costs Not to exceed \$15.00 per hour	◆ Capital Items (TVs, computers, VCRs)
◆ Fringe benefits	◆ Space costs (may be used as match)
◆ Transportation at the current state rate	◆ Utilities (may be used as match)
◆ Postage	◆ Clerical positions (may be used as match)
◆ Publicity and Printing	
◆ Phone Lines & long distance	
◆ Office Supplies	
◆ Hotel at the current state rate	
◆ Per diem expenses at the state rate	
◆ Training Costs (a training of trainers is preferred)	
◆ Program & Instructional Materials (books, brochures, films, video tapes)	

You must include a list of materials you intend to purchase & their cost!

IX. INELIGIBLE PROGRAMS

Services to parents who have been identified as having abused or neglected their children previously are sometimes referred to as Tertiary Prevention, since they attempt to prevent *further* incidents of abuse. For the purposes of this program, SUCH SERVICES AIMED AT CORRECTING THE ABUSIVE BEHAVIOR OF PARENTS ARE CONSIDERED TREATMENT AND ARE NOT ELIGIBLE FOR FUNDING. In addition, no more than 50% of a program's clients can be court-ordered or have an open case with State Child Protective Services.

The following list, though not inclusive, specifies other programs the State Child Abuse and Neglect Prevention Board will not consider for funding:

- ◆ Child Abuse Survivor Groups
- ◆ Domestic Violence/Spouse Abuse Education
- ◆ Crime Prevention
- ◆ Substance Abuse treatment or prevention programs
- ◆ Academic tutorial programs or drop-out prevention programs
- ◆ Teen Pregnancy prevention programs (Programs with components to prevent *subsequent* pregnancies of parenting teens are acceptable)

X. ELIGIBLE PROGRAMS AND PROGRAM PRIORITIES

The Children's Trust Fund assists community-based programs that provide resources, education, information and support to strengthen families and help children grow up safe and healthy. Our overall strategy is to increase the capacity of families to care for their children and thereby prevent abuse. In other words, we are preventing child abuse by promoting the development of healthy families.

A. Indicators of a Healthy Family - Research indicates that care givers of children must have a combination of certain skills, attitudes and support systems in order to successfully raise healthy children. Based on a wide array of research and family support literature, the CTF has compiled the list, "Indicators of a Healthy Family" which is attached as *Appendix A* of these guidelines. This list has been divided into two levels of priority. Level I lists the indicators that are of greatest importance to the Children's Trust Fund. Level II lists additional indicators that the CTF believes are either harder to affect, have less of a direct bearing on families, or are issues that receive high levels of attention and funding from other sources.

THE BOARD WILL REVIEW ONLY THOSE PROPOSALS THAT DIRECTLY ADDRESS THE "INDICATORS OF A HEALTHY FAMILY" LISTED IN THESE GUIDELINES. (See Appendix A). Specific directions regarding this requirement are included in Section XV – *Explanation of Grant Application Format: Client Outcome Objectives*.

B. Preferred Models - While the Board will consider any type of program that addresses the "Indicators of a Healthy Family", there are certain program models that have been proven effective already. The traditional types of programs that the CTF has funded in the past are listed below for your consideration. These types of programs, or programs with similar characteristics, still maintain the highest priority for the Board.

1) Home Visiting Programs - A home visitor program includes periodic visits to the home prenatally or following the birth of a child. These visits can provide education, skills training and support on subjects such as child development; basic care skills, discipline strategies, and home management. Another purpose of the home visitor program is to screen for children's developmental problems and to refer families for necessary social, health, mental health, and related services. Home visits should provide intensive family services and should be offered on an ongoing basis (i.e. - through the first 3 years of a child's life). Example Programs and/or curricula include Healthy Families America, Nurturing Program, and Parents As Teachers.

2) Group-based Parent Education - These programs are intended to increase the parent's/caregiver's knowledge and skills in child rearing, behavior management appropriate discipline, child development and communication through classes, seminars and workshops. Some examples of these types of programs and/or curricula include Active Parenting, STEP Program, Developing Capable People, and the Nurturing Program.

3) Parent Mutual Support Programs - These programs are designed to reduce isolation and to provide an opportunity for parents to be mutually supportive of one another, to learn from each other, to share life experiences and to enhance their communication skills.

4) Programs for Pregnant or Parenting Teens - These programs focus on the particular needs and stresses of the younger parent and use age appropriate curricula. A program of this type might include components to: promote responsible parenting, provide information regarding community resources, provide assistance in accessing community resources, assist in increasing levels of economic self-sufficiency, provide peer support groups, make short term day-care available, and provide assistance with educational goals.

5) Family Resource Centers - Family Resource Centers offer multiple services for families under one roof. Each center is unique and has a wide range of programs to serve the individual needs of each community. Centers typically offer various types of parent education programs or support groups, drop-in programs, play groups for children, and toy or book loan libraries. These centers also usually function as an information and referral resource to other community agencies that service families. Some centers also offer other services such as: G.E.D. or tutoring, health services, job readiness skills, transportation, etc. For the purposes of this grant, the teaching of parenting skills should be emphasized.

6) Programs for Parents of Children with Disabilities - These parents face an entirely different set of problems and stressful situations. Programs should focus on helping parents to adjust to the disabilities of their child, learning how to provide any special care needed, and offering support from parents of other children with similar needs or disabilities. Respite and or relief care could be a component.

7) Parent Programs for Substance Abusing Families - While many programs exist to provide treatment for alcohol or drug addicted parents, there are few programs providing services which support parenting enhancement during or following such treatment. Strengthening substance abusing parents is viewed as a major defense against child abuse or neglect.

8) Family Crisis Support Programs - These programs provide immediate assistance to parents in times of crisis and are often available on a 24-hour basis.. Help can be available over the phone or through in-person counseling. Services offered within this kind of program could include a telephone hotline or warmline, crisis nurseries, drop-in baby-sitting, or respite care.

9) School Based Safety Programs – These programs are designed to train youth to recognize and effectively deal with potential child abuse situations. These programs often provide some crisis intervention services as well as in-service trainings for parents and school personnel. Some curricula examples include Talking About Touching, Child Assault Prevention Program (CAP) and Good Touch Bad Touch.

XI. DEADLINE FOR SUBMISSION OF PROPOSALS

All proposals must be received by **5:00 p.m. on Friday, June 13, 2008**. **This time and date apply to proposals that are mailed or hand delivered.** The Child Abuse and Neglect Prevention Board is not responsible for mail or delivery services and will not review late proposals.

XIII. THE APPLICATION PROCESS FOR GRANTS

Submitting the Proposal - An applicant must complete the enclosed Grant Proposal packet and submit it to the appropriate Local Council for review and approval. The proposal should follow the format outlined in section XIV - "Children's Trust Fund Application Format." Please do not submit your proposal in any type of notebook or folder. We prefer applications to be stapled or clipped together with binder clips.

Ten copies (original plus nine copies) of the proposal approved by the Local Council should then be forwarded to the State Child Abuse and Neglect Prevention Board for final decisions on funding. **The Board will only review proposals that are received by 5:00 p.m., June 13, 2008, that are approved by the appropriate Local Council, and include the Local Council Review form. The time and date apply to proposals that are mailed as well as hand delivered.** The Child Abuse and Neglect Prevention Board is not responsible for mail or delivery services and will not review late proposals.

**State Child Abuse and Neglect Prevention Board
415 N. McKinley, Suite 462
Little Rock, Arkansas 72205**

Phone: 501-664-2227. We will not accept faxed or electronic submission of proposals.

XII. CHILDREN'S TRUST FUND APPLICATION FORMAT

Each application is to contain the following sections. Designate each section with the proper heading and use as much space as needed. **Please number your pages!!** A more thorough explanation of each section is provided on the following pages.

- I. **Title Page** - Please fill in the attached title page. You do not have to number this page
- II. **Budget and Justification** - Please use the attached Budget Form
- III. **Cash Match Explanation**
- IV. **Problem and Need Statement**
- V. **A. Applicant Organization**
B. Past Accomplishments
- VI. **Program Objectives**
- VII. **Client Outcome Objectives**
- VIII. **Program Design and Methodology**
- IX. **Parental Involvement**
- X. **Project Activities & Timelines**
- XI. **Evaluation Plan**
- XII. **Local Council**
- XIII. **Project Staff** - Please complete the Project Staff Data Form
- XIV. **Assumption of Costs**
- XV. **Community Support and Coordination**
- XVI. **Local Council Review Form**

XIII. EXPLANATION OF GRANT APPLICATION FORMAT

The description of each section is intended to help you complete your application in a thorough manner. Please read each section carefully .

I. TITLE PAGE - Please fill in the attached title page. You do not have to number this page.

II. BUDGET SUMMARY & JUSTIFICATION - Please use the attached Budget Form to indicate the line item costs of your proposed prevention program. Submit a one year budget only - even if you are applying for a two year grant. Your anticipated expenses should be outlined in the narrative and work plan of this application. The costs that are to be covered by CTF grant money should be included in column A. Costs to be assumed by your agency or community should be appropriately listed in either column B or C. In order to meet the match requirement, the total of columns B & C should equal at least 25% of the total of column A. **Round-off all numbers to the nearest dollar.**

In column E, justify or explain each line item. Show all full or part time employees working on the project, including number of hours to be worked and the method/rate of determining compensation (i.e. Project Coordinator - 20 hrs/wk. x \$9.50/hr. x 40 wks. = \$7,600). Detail fringe benefits to be paid. Include anticipated number of volunteer hours (computed at the national average) and show expected travel and rate of payment. Please remember to attach a list of any supplies or program materials you intend to purchase with CTF grant funds. Note: office space, utilities & equipment can only be included as in-kind contributions and not charged as part of the grant request. Review the Allowable and Non Allowable expenses in Section VIII of the guidelines.

III. CASH MATCH EXPLANATION – Explain the source(s) of any cash match from Column B on the budget page.

IV. PROBLEM AND NEED STATEMENT - Describe the condition in your community you want to change through a prevention program. A *summary* of data should be included to support your description such as census data, client data, incidence data, community assessment data, comments of professionals, community members, and/or people you wish to serve. Please indicate if your community has been designated as an Empowerment Zone, Enterprise Community, or Challenge Community. This section should clearly establish rationale for the program.

V – A. APPLICANT ORGANIZATION - Describe the applicant organization. Briefly describe it's mission, history and the current services provided. Describe the organization's qualifications to administer this project and how the project fits into the overall organizational structure. Attach an organizational chart.

V – B. PAST ACCOMPLISHMENTS Describe the past accomplishments of this project. Highlight the services you've provided, the number of clients served , and any outcomes or results you have achieved. Refer to the program objectives listed in your previous proposals to the Children's Trust Fund.

VI. PROGRAM OBJECTIVES – List the program objectives for the program. Program objectives are statements about staff or participant activities that will help you to achieve your Client Outcome Objectives. Objectives should describe the frequency and type of services, curriculum content, the number of participants and the specific target population who will receive services. They tell who will do what with whom. Some programs will only have one objective, most programs will have several. The program objectives will be used as “deliverables” on your contract. The following formula is suggested:

- ◆ Provide a ten week series on childhood development & alternatives to physical punishment
(type, #, and/or frequency of services) (curriculum content)

for 75 single parents.
(target population - # and type)
- ◆ Provide 2 courses consisting of 10 classes each of the Early Childhood STEP Parenting Curriculum to 35 parents of school-age children.
- ◆ Trained professionals will conduct weekly home visits utilizing the Nurturing Curriculum to a minimum of 30 first-time mothers delivering a baby at the county hospital and they will continue the visits during the first three years of the baby's life.

Continued On Next Page

Definitions: Please use the following terminology in your grant proposal: A **Class** is a single event where students/parents gather for instruction or support. The term **Course** is used to describe a series of classes over an extended period of time (weeks or months) with the same group of people or students. Please be sure to indicate how many *Classes* constitute a *Course* in your chosen curriculum.

VII. CLIENT OUTCOME OBJECTIVES – List the client outcomes your program will address. You must pick a MINIMUM of three indicators from **Level I on the “Indicators of a Healthy Family” list** included in these guidelines (See Attachment A). You are encouraged to choose more than three. Additional indicators beyond the first three may come from Level I, Level II or may include indicators or outcomes not recorded on the list. **ALL** proposals must include three indicators from Level I.

Outcomes should be statements of the specific changes in participant's knowledge or behavior that are a result of receiving services through your program. How will people change or what will they learn as a result of your program? Changes can occur in people's attitudes, knowledge or actual behavior. Be very specific. While the outcome “training participants to be better parents” sounds good - it still leaves open the issue of what is meant by “better parents.” Outcome objectives specify measurable results, not activities. For example:

- ◆ Participants will demonstrate an increase in knowledge of developmental milestones of children ages 0-2.
- ◆ Participants will be able to identify and utilize a minimum of 3 appropriate community resources or referrals.
- ◆ Participant children will be current on their immunizations and will attend all well-baby medical check-ups.
- ◆ Participants will demonstrate knowledge of multiple, age appropriate discipline strategies.

VIII. PROGRAM DESIGN AND METHODOLOGY - Discuss your methodology and program activities in detail. Demonstrate how the program is expected to accomplish the stated client outcome objectives and give a thorough description of activities and services to be provided by the program. Include the following kinds of details:

- ◆ Give a thorough description of the target population(s) to be served
- ◆ What are the services to be provided? Who will provide them? When and how often?
- ◆ Explain the content of and rationale for selecting the curriculum you have chosen
- ◆ Explain the appropriateness of the facility to be used.
- ◆ Will child care, transportation or other support services be provided?
- ◆ When and how will participants be recruited?
- ◆ How will participant progress be measured?
- ◆ How will volunteers be utilized by the project?
- ◆ Explain the program’s procedure for documenting the program activities.
- ◆ Please attach a description of the curriculum or program materials as advertised by its creators. Include as much of the material as practical: brochures, class outlines or summaries, synopsis of video tapes, evaluation forms, etc.

IX. PARENTAL INVOLVEMENT - The Board supports the philosophy that parents should be viewed as equal partners - not just clients. Across the nation, family members are beginning to find more opportunities to shape organizations and systems through policy making and program design. Please describe how your organization has or will formally involve parents in any role or activity that enables them to have direct and meaningful input into program development, policy design and governance of the proposed program.

X. PROJECT ACTIVITIES AND TIMELINES - List the major activities (steps) that must be completed in order to successfully attain your objective(s). Include a projected date or dates of completion for each activity. These activities will also be used as “deliverables” on your contract. At a MINIMUM, you must list each of the following activities and their deadlines. Please use the following format:

<u>Activity</u>	<u>Timeline</u>
1. Hire & train program staff	Aug. 1, 2000 (for example)
2. Purchase program/curricula materials	Aug 15, 2000
3. Recruit participants	etc.....
4. Secure space for program	
5. Begin home visits or 1st round of parent classes (or other client services)	

XI. EVALUATION PLAN – The key element of evaluation is to measure change in your clients. The changes may be in clients’ attitudes, knowledge or actual behavior. The purpose of this section is to explain how you will measure each of the Client Outcome Objectives you listed in Section V. List the Outcome, the Action(s) you will take to address the outcome, and how you will measure it. Examples:

Outcome: *Increase parental knowledge of developmental milestones of children ages 0-2 years.*

Action: *Utilize the “Active Parents 1, 2, 3, 4” curriculum.*

Measurement: *Administer the “Knowledge of Child Development Inventory” using a pre-test / post-test method at one year intervals.*

Outcome: *Participant children will be up to date on immunizations and will attend all well-baby medical check-ups*

Actions: *1. Distribute and repeatedly discuss immunization schedule with participants.*

2. Discuss importance of well-baby visits and remind participants to make well-baby appointments at appropriate intervals

3. Encourage all participants to establish a “medical home” (Choose a primary care physician or pediatrician)

Measurement: *Immunizations and well baby visits will be logged into clients’ records. Confirmation of immunizations and visits will be obtained when possible (i.e. – copy of immunization record from Dr.’s office)*

Measurements are the tests, surveys, forms, or methods that will be used to measure the established outcomes. Name, summarize, and/or attach a copy of any evaluation instruments to be used, if available. Examples of

evaluation instruments include, but are not limited to:

- written or verbal pre- and post-tests or retrospective test (identify the test if possible)
- observational scales completed by staff
- notations in client records (i.e. – proof of immunizations)

XII. LOCAL COUNCIL - Describe any involvement the Local Council has had in the development of this project.

XIII. PROJECT STAFF - List all of the staff involved with this project. Describe their experience and level of expertise. Attach resumes of known staff and job descriptions of newly created positions. Be sure to complete the **Project Staff Data Form** and attach it to your proposal.

XIV. ASSUMPTIONS OF COSTS - Describe in specific terms your plans for diminished dependence on CTF funds and your future program and funding plans.

XV. COMMUNITY SUPPORT AND COORDINATION – Applicants are encouraged to show coordination and collaboration with other community providers. Attach any letters of support. Describe how the project will be coordinated with any other community providers. Will any partnerships be formed among local organizations? If your agency is proposing a joint effort with another agency or if project success is dependent on support, access, cooperation or referrals from another agency, the application must contain a letter of commitment from the agency to participate in the proposed program. You may also include letters from program participants. These may be forwarded by mail or scanned and included with an electronic submission. Applicants will not be penalized for support letters arriving after the deadline of June 15, 2007.

XVI. LOCAL COUNCIL REVIEW FORM - Have the Local Council in your county to complete the form and attach it to your proposal.

A Quick Review of The Steps for Making an Application to the Children's Trust Fund

1. Read through the entire Guidelines and become very familiar with them!!!
2. A Certified Local Council in your county must review and approve your proposal before your project can be considered for funding by the Trust Fund. Local Councils were required to re-certify in January, 2008. A list of certified Local Councils can be found on our web page at www.arkansasctf.org Contact the Trust Fund office if you don't know how to get in touch with the Local Council in your county.
3. Contact the Local Council in your community well in advance to discuss your intentions of applying for funds.
4. As you begin planning, we encourage you to phone the Trust Fund staff and members of the Local Council to verify that the services to be provided by your program are eligible for funding under the guidelines established by the Trust Fund Board.
5. Prepare your proposal / application to the Trust Fund according to the instructions.
6. Submit your completed proposal / application to the Certified Local Council in your county for review prior to the June 13, 2008 deadline. Your proposal will be reviewed along with every other proposal submitted in your county. The Local Council will select one (1) proposal to be forwarded on to the State Board for the second round of competition. The chosen proposal will now compete with grants from around the state that have been through the same county-level review process.
7. The Local Council must complete the Local Council Review Form (attachment E) and give it to the chosen applicant. The chosen applicant must then make sure that 10 signed copies of the proposal are submitted to the State Board by **5:00 p.m. June 13, 2008**.
8. The State Child Abuse & Neglect Prevention Board will review all proposals that have been approved by the appropriate Local Council and will fund as many programs as the available funds will allow and that meet the criteria stated in the guidelines.
9. Final decisions will be announced by the State Child Abuse and Neglect Prevention Board in mid June. Funds will be released to programs **July 1, 2008**.

INDICATORS OF A HEALTHY FAMILY

Choose a **minimum of three (3) indicators from Priority Level I** as client outcome objectives for your proposed program. You are encouraged to choose more than three. Additional indicators beyond the first three may come from Level I, Level II or may include indicators or outcomes not listed on this page. ALL proposals must include three indicators from Level I.

Priority Level I

- ◆ Knowledge of developmental milestones for children
- ◆ Knowledge of multiple age appropriate discipline strategies/skills
- ◆ Supportive network of family and friends
- ◆ Knowledge and utilization of appropriate community resources
- ◆ Attends well-baby check-ups and immunizations are kept up to date
- ◆ Nurturing skills and attitude / Capacity for empathy
- ◆ Basic care skills – feeding, changing, bathing, dealing with illness, etc.
- ◆ Skills to stimulate child development (reading, age appropriate toys, plays games, etc)
- ◆ Safe home environment - Child proof home
- ◆ Household management / organizational skills
- ◆ Good communication / conflict resolution skills
- ◆ Parental healthy life style – no smoking or substance abuse

Priority Level II

- ◆ Delay additional pregnancies – more time between children
- ◆ Receives prenatal care
- ◆ Maternal educational level – high school graduate, GED or more
- ◆ Employment skills
- ◆ Stress coping skills
- ◆ Decreased isolation / Increased socialization
- ◆ High maternal self esteem
- ◆ Good mental health (especially treatment of maternal depression)
- ◆ Less use of corporal punishment
- ◆ Provides appropriate supervision of children
- ◆ “Medical home” established – Primary care physician selected
- ◆ Balanced nutrition
- ◆ Fewer number of hospital and ER visits/fewer injuries and ingestions
- ◆ Freedom from violence in the home
- ◆ Adequate food, shelter and clothing
- ◆ Financial stability
- ◆ Involved Father

Child-related Indicators:

- ◆ Child’s developmental level - age appropriate motor, linguistic and/or social skills
- ◆ School readiness
- ◆ Healthy birth weight vs. low birth weight
- ◆ Full-term deliveries vs. pre-term birth

**STATE CHILD ABUSE AND NEGLECT PREVENTION BOARD
2007 - 2008 GRANT APPLICATION TITLE PAGE**

Applicant:
Address:
City / State / Zip:
County: _____

Phone: _____ **Fax:** _____
Email: _____

Name of Authorizing Official of Applicant

Organization: _____

Signature of Authorizing Official: _____

Project Director: _____
Phone: _____
Email: _____

Check which best describes the Applicant Agency: Private, non-profit ___ Individual ___
 Public (state, county or city) ___ School/School District ___ Other :

Type of Application: New Project ___ or Renewal ___

Geographic Area to be Served:

Number of Participants to be Served - Estimated # of:

Adults: _____ Children: _____ Families: _____ Total number of individuals to be served: _____

Which best describes your program: Home visiting ___ Parent Enhancement (describe) _____
 Family Crisis ___ School Based Safety Skills ___ Development Project ___ Resource Library ___

Budget Summary:

CTF Amount Requested	Match Amount Provided	Total Cost of Program

Project Summary (describe prevention project in 200 words - con't on back if needed.)

II. Grant Budget Summary & Justification

Using columns A, B, and C, indicate the line item costs of your proposed prevention project. Be sure to show which expenses would be covered by CTF grant money and which would be assumed by your agency. Columns B & C must equal 25% of the amount you are requesting from CTF. Using column E, justify/explain each line item. Refer to section II of the Application Format for further directions. **Round off numbers to the nearest dollar amount!!!**

County: _____ Original Budget ____ (Revised Budget ____ Revision Date: _____)

Cost Category	(A) CTF Request	(B) Other Source Cash	(C) In Kind	(D) Total	(E) Justify/Explain
Staff Salaries					
Staff Fringe Benefits					
Transportation					
Postage					
Publicity & Printing					
Phone					
Training					
Supplies & Materials					
Other (specify)					
TOTAL					

? **MATCH FORMULA:** CTF Request \$ _____ X .25 = _____ (Total of Columns B & C = \$ _____)

Local Council Review Form

1. County _____
2. Date Local Council Met to Review Proposals: _____
3. List the name of each Local Council Member attending the review meeting:

4. List the name of each organization that submitted a proposal to the Local Council:

5. We have reviewed all of the proposals submitted to our Local Council. The applicant chosen for our county is:

Signature of Local Council Chairperson

Date

Grant applicants must submit a copy of this form along with 10 copies of their grant proposal to the State Child Abuse and Neglect Prevention Board by June 13, 2008.
Questions? Call 501-664-2227