



New Hampshire Children's Trust 2010 Investment in Prevention Guidelines

A Statewide Strategy to Strengthen Families and Prevent Child Abuse and Neglect
Application Deadline: Friday, August 20, 2010

Introduction

The New Hampshire Children's Trust Fund was established in 1986 by legislative statute RSA 169-C:39 to support programs in New Hampshire that work to prevent child abuse and neglect. Originally founded under the auspices of the NH Attorney General's office, the agency is currently pursuing reorganization as New Hampshire Children's Trust, Inc., an independent 501(c)3.

Our focus is primary and secondary prevention initiatives that keep children safe and families strong. The NHCT believes that the best way to prevent child abuse and neglect is to provide parents, caregivers and other adults with the skills and support they need to raise healthy children. To this end, the NHCT invests in community-based programs and collaborative networks as one strategy toward strengthening a system of support and services accessible to all families so that they may thrive. While our philosophy is that every parent needs support in the important job that they are doing, NHCT may choose to target its limited investments in programs designed to reach families with the greatest risk factors and highest levels of stress.

The NHCT also engages in statewide public education campaigns to raise awareness of the need for strength-based, family support efforts, and offers support to a statewide network of family resource centers and family support programs called Family Support New Hampshire. www.FSNH.org

Funding Priorities of the New Hampshire Children's Trust

The highest priority of the New Hampshire Children's Trust is to support programs that emphasize primary and secondary prevention services and activities for children and families. Primary prevention is defined by the NHCT as those services and programs designed to promote the general welfare of *all* children and families, while secondary prevention is defined as those programs and services designed to reach families with risk factors for child abuse and neglect such as poverty, single parenting, low educational level, persistent unemployment, children with special needs and challenges, etc. Both primary and secondary prevention are provided before abuse or neglect occurs. Given the current economic climate, organizations are encouraged to design programs and seek funding for secondary prevention.

Principles

The NHCT adheres to the principles of Family Support America in its investments:

- ❖ Staff and families work together in relationships based on equality and respect.
- ❖ Staff enhance families' capacity to support the growth and development of all family members—adults, youth, and children.
- ❖ Families are resources to their own members, to other families, to programs, and to communities.
- ❖ Programs affirm and strengthen families' cultural, racial, and linguistic identities and enhance their ability to function in a multicultural society.
- ❖ Programs are embedded in their communities and contribute to the community-building process.
- ❖ Programs advocate with families for services and systems that are fair, responsive, and accountable to the families served.

- ❖ Practitioners work with families to mobilize formal and informal resources to support family development.
- ❖ Programs are flexible and continually responsive to emerging family and community issues.
- ❖ Principles of family support are modeled in all program activities, including planning, governance, and administration.

Eligibility FAQ

Who may apply?

- Public or private non-profit organizations, including non-profit civic organizations and community coalition groups may apply for funding from the NHCT.
- If the proposal is developed by a coalition or network, the administrative organization must also serve as the fiscal agent (managing, tracking and reporting use of funds). For more information about fiscal agents, see http://foundationcenter.org/getstarted/faqs/html/fiscal_agent.html.
- **All administrative organizations must be recognized as tax-exempt under Section 501(c)(3) of the Internal Revenue Code, and all program services must benefit NH children and families.** Please see application cover sheet and instructions for further details.

What services are eligible?

We focus our funding on federal guidelines for the use of Community-Based Child Abuse Prevention (CBCAP) funds for programs and activities that:

- Provide early, comprehensive support for parents,
- Promote the development of parenting skills, especially in young parents and parents with very young children,
- Improve family access to other formal and informal resources and opportunities for assistance available within communities,
- Demonstrate a commitment to meaningful parent leadership, including among parents of children with disabilities, parents with disabilities, racial and ethnic minorities and members of underserved and underrepresented groups,
- Provide referrals to early health and developmental services
- Build at least one of the five key protective factors in families
 - Knowledge of parenting skills and child development
 - Concrete support for parents
 - Social connections and informal networks
 - Parental resilience
 - Nurturing, bonding and attachment

How large will the investments be?

- Investments will be allocated to selected proposals as a one-year award with a maximum of \$10,000.
- If an organization is already receiving NHCTF funds as part of a 2009-2011 grant award, they may submit a proposal for a different program, but not the one that is currently funded.
- The full amount of awards will be distributed in October 2010, and an on-site progress review will be scheduled approximately six months after disbursement of the funds.
- ***We anticipate that the selection process will be rigorous and extremely competitive for all applicants. Applicants should not expect that past awards will guarantee any investment in this current round.***

What is the funding period?

- This is a one-year grant award, covering the service period of October 1, 2010 through September 30, 2011.

Are investments made in new or existing programs?

Proposals may focus on

- Continuing the current level of existing services,
- Increasing service delivery depth or intensity in an existing program,
- Providing new or modified services to meet a significant need or new target population, or
- Providing new or expanded services in communities where family-centered programs are lacking, and/or where the need for these services is significantly disproportional with other communities in the state.

What expenses are allowable?

Acceptable uses of NHCT investments include staff salaries and benefits, materials and supplies, mileage, stipends, printing and postage, staff development, technology, program equipment, and investments that increase the applicant's capacity in data collection, evaluation and implementation of evidence-based practice. The \$125 annual membership fee in Family Support New Hampshire (FSNH) is also an allowable expense. No more than 15% of the total request may be used to cover overhead costs (administration, utilities, facility, pro-rated agency expenses, etc.).

What else is considered?

- Supports and services that are targeted to specific populations with higher risk factors (secondary prevention) are encouraged.
- When proposals are judged of equal quality, preference will be given to members of the Family Support New Hampshire (FSNH) network.
- Program design and outreach may target specific populations for secondary prevention, but programs should not turn away families seeking primary prevention services (universal access).
- The NHCT is particularly interested in funding programs that are a part of a community-wide plan to improve the child and family service system (system of care). Organizations are strongly encouraged to highlight evidence of collaboration in sharing ideas, staff, and other resources in their proposals.

What types of proposals are ineligible?

Investments are not awarded:

- To individuals
- To capital campaigns for acquisition of land, buildings, or renovations to facilities
- For deficit reduction or to support activities which have already been completed
- For treatment of perpetrators or victims of child abuse and neglect

Demonstrating Impact

NHCT keenly understands the difficulty of demonstrating the impact of prevention programs since this requires proving a negative; in this case, that child abuse and neglect did not occur as a result of prevention efforts. Research at the national level has demonstrated that increasing protective factors mitigates the effect of risk factors and reduces the likelihood of child abuse and neglect. A full list of protective factors and risk factors may be found on the NHCT website.

- The Center for the Study of Social Policy (CSSP) has determined that five of these protective factors are substantially correlated with improved prevention outcomes. All proposals must explicitly address how they will build one or more of these five major protective factors in their participating families: 1) family functioning/resiliency, 2) social support, 3) concrete support, 4) nurturing and attachment, and 5) knowledge of parenting/child development. More information on these protective factors specifically may be found at http://www.strengtheningfamilies.net/index.php/main_pages/protective_factors.
- Family resource centers and family support programs are required to administer the new retrospective Protective Factors survey to all parents and/or primary caregivers served through the NHCT proposal. Training and technical assistance on evaluation plans and survey administration is mandatory and free of

charge for all funded programs. In addition, NHCT staff will provide training, technical assistance and support to any program in the state choosing to administer the Protective Factors survey, whether or not they receive NHCT funds.

- Funded proposals must articulate and implement an evaluation plan (of which the Protective Factors survey may be a part) to demonstrate the degree of success in conducting activities and achieving outcomes. Our federal funding also requires that all programs incorporate a measure of participant satisfaction with the services provided.

Contract Period

The contract period for this one-year investment is October 1, 2010 to September 30, 2011.

Your Application Must Include the Following Sections

Please submit your application in the following order:

❖ **COMPLETED COVER SHEET**

Please complete all three sections of the cover sheet- leaving no blanks. If there is duplicative information you may write “same.” Do not lengthen the form to be more than one page. Each reviewer is given a copy of your one-page cover sheet.

1. The **Fiscal Agent**/Administrative Agency is the non-profit agency which enters into the contract with NHCT and to whom the check is sent.
2. The Applicant **Organization** is that agency, coalition or network that supervises the program activities for which you are seeking funding from NHCT. It may or may not be the **Fiscal Agent**. If the **Organization** is not the **Fiscal Agent**, you may have a memorandum of agreement or contract which defines the relationship between the **Organization** and **Fiscal Agent**. Include this as an attachment.
3. The **Program** is that specific prevention service for which you are seeking funding from NHCT. The **Organization** may supervise many **Program** activities, but each **Organization** may only apply for one **Program** per year.

4. **Evidence-Based and Evidence Informed Practices Rating**

The New Hampshire Children’s Trust adheres to standards established by our federal funder, and our ultimate goal is that 100% of family support programs in New Hampshire will implement Evidence-Based (EB) and Evidence Informed (EI) programs and practices. The Self-Assessment in Appendix B will help you determine your EB/EI Program rating. The FRIENDS website also has a comprehensive rated listing of EB/EI Programs at <http://www.friendsnrc.org/CBCAP/priority/ebdirect.htm>. This is an excellent resource when selecting evidence-based programs and practices, or for simply looking up a program’s EB/EIP rating according to CBCAP. **(Note: You do not need to submit the completed appendix, but your cover sheet must include your EB/EI program rating.)** If you need help with this section, please contact Becky Berk, Evaluation and Technical Assistance Director at NHCT.

❖ **Proposal Narrative**

Please confine your proposal narrative to six (6) pages (excluding the Appendices), addressing each of the sections outlined. Proposal Narratives that exceed six (6) pages will not be considered favorably. Proposals should be single-side. Minimum font size is 11 point. As you address the areas in the narrative, please follow the sequence provided and number the content areas accordingly.

❖ Assurances

This simple checklist and required signatures assures NHCT that the applicant organization understands the commitments it is making for specific activities, if funded.

❖ Budget Worksheet

Please complete the budget form (Excel format) and save it with the program name in the filename. You will need to email it to NHCTF with your proposal AND you will need to print it out and include it with your hard copy submission materials.

❖ Additional Attachments

Please label each attachment clearly, and include a copy of each document with each application packet unless otherwise instructed. Please submit in the order listed below:

Required

- Financial Statement. One copy of the last complete audit or financial statement and Auditor's Management Letter must be provided with the master copy of the proposal.
- Letters of Commitment from Collaborating Organizations, (only if applicable, when program services depend on coordination between several providers): These letters should detail the extent to which the collaborating organization will participate in and contribute to the program.

Optional

- One copy of any additional material you feel will reflect the strength and effectiveness of your organization, such as brochures, annual reports, newsletters, news clippings, etc. Such materials should be included with the master copy. Do not submit videos.

See application checklist and submission details on next page.

Application Checklist

Please remember to:

- ❑ Check that all sections of the application are present and complete
 - One original and four hard copies of the Proposal
 - Cover Page
 - Proposal Narrative and Assurances
 - Appendix A (if a logic model is used in place of narrative)
 - Budget form
- ❑ Email one set of proposal materials listed above
- ❑ One hard copy of the audit and management letter (with original proposal materials)
- ❑ Other materials (hard copies) if desired (with original proposal materials)
- ❑ Place all documents in the order requested and number the pages
- ❑ Have all documents 3-hole punched on the left side of 8 1/2" x 11" paper

Submission Details - Applications must be

1. E-mailed (cover sheet, proposal narrative, assurances and budget form only) AND
2. Mailed or delivered to (one original and four copies)

New Hampshire Children's Trust
The Concord Center
10 Ferry Street, Suite 315
Concord NH 03301
bberk@NHCTF.org

Faxed applications or portions of applications are not acceptable.

DEADLINE: Complete proposals must be received in the NHCT office by 4:00 pm on ***Friday August 20, 2010***. Due to the limited amount of grant funds, and an increase in the number of requests for funding, there will be no exceptions to this deadline.

Website: www.NHCTF.org

Please contact Becky Berk, Technical Assistance and Evaluation Director at the NHCT office, at **224-1279** or email her at bberk@nhctf.org if you have any questions.