

New Hampshire Children's Trust Fund

2009 Grant Application Guidelines

Child Abuse and Neglect Prevention and Family Support Grants

The New Hampshire Children's Trust Fund was established in 1987 by legislative statute RSA 169-C:39 to support programs in New Hampshire that work to prevent child abuse and neglect. Our focus is primary prevention initiatives that keep children safe and families strong. The NHCTF 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 NHCTF awards grants to community-based programs and collaboratives working to create a system of support and services accessible to *all* families (i.e. "Universal Access"), so that they may thrive. Our philosophy is that every parent needs support in the important job that they are doing.

The NHCTF 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 called Family Support New Hampshire.

The NHCTF adheres to the principles of Family Support America in its grantmaking:

- ❖ 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.

The New Hampshire Children's Trust Fund adheres to evidence-based practice standards put forth by our federal funder and hence require completion of the CBCAP Evidence-Based and Evidence Informed Programs and Practice Checklist (CBCAP EBPC). The CBCAP EBPC is downloadable from the NHCTF website along with all other application materials: <http://www.nhctf.org/grantcenter/applications.html> The NHCTF annual Grant Application Workshop will provide a review of these materials. Additional information and resources can be found at the following sites:

<http://www.friendsnrc.org/CBCAP/PART/efficiencymeasure.htm>

<http://www.friendsnrc.org/resources/evidence.htm>

<http://www.fpg.unc.edu/~nirn/>

Funding Priorities of the New Hampshire Children's Trust Fund

Primary Prevention: The highest priority of the New Hampshire Children's Trust Fund is to support programs that emphasize primary prevention services and activities for children and families. Primary prevention is defined by the NHCTF as those services and programs designed to promote the general welfare of *all* children and families before abuse or neglect occurs. Primary prevention programs are accessible to everyone in the community, but may target populations at risk for abuse and neglect. Programs focus on education and training in child development, parenting, skill building, coalition building and natural network building between families. They may also include health and developmental screenings to identify children at risk and general information and referral services.

System Building: The NHCTF is particularly interested in funding programs that are a part of a community-wide plan to improve the child and family service system. Evidence of organizations that share ideas, staff, and other resources in a creative and flexible fashion is strongly encouraged in the grant application. The NHCTF is equally interested in supporting programs that recognize the collective knowledge of parents and other program participants, and partner with them in all phases of the development of the program.

Building Program Capacity: The NHCTF is committed to helping programs develop stronger boards, well-trained staff, and effective organizations. Examples of how these funds may be used include technology upgrades, program equipment enhancements, staff development, fund development planning and implementation, and assistance with implementing the new evidence-based practice standards.

Incentives for New Programs: Many New Hampshire communities lack basic family-centered, family supportive programs and services. The NHCTF is interested in supporting new programs in communities where resources for family-centered programs are lacking, and/or where funding for these services has been significantly disproportional with other communities in the state.

Eligibility

Public or private non-profit organizations, including non-profit civic organizations and community coalition groups may apply for funding from the NHCTF. Applicants must be recognized as tax-exempt under Section 501(c)(3) of the Internal Revenue Code. All program services must benefit NH children and families.

Selection Criteria (be sure to include these)

Proposals must:

1. Address primary prevention and the prevention of child abuse and neglect.
2. Identify the strategies that the program will employ to build protective factors.
3. Provide universal access.
4. Clearly articulate the need.
5. Outline clear goals and activities to meet the need.
6. Present a clear and realistic timetable.
7. Describe the evaluation process.
8. Plan for sustainability.
9. Engage parents, including males, as partners and leaders.
10. Promote events and activities that denote April as Strengthening Families Month.
11. Provide services sensitive to the ethnic/cultural needs, resources, and assets of their community.
12. Present a realistic budget.
13. Provide and document current levels of Evidence-Based and Evidence-Informed Practice.

Grants 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.

Awards

Grants are awarded in two-year cycles with a total maximum award of \$12,000. Two thirds of the grant will be awarded the first year and the remaining one-third will be awarded in year two, pending the timely and satisfactory completion of a progress report and the availability of funds. For example: If an organization receives a total grant for \$7500, \$5000 will be awarded in Year One, and if the progress report is submitted in a timely manner and deemed satisfactory, then \$2500 will be awarded in Year Two.

Applicants may apply each funding cycle for new funding for only one program within their organization. Program awards will be limited to two, two-year grants, for a maximum period of four consecutive years of grant funding for that program. Organizations may re-apply for that program after a one year break from NHCTF funding.

Organizations offering multiple programs, may apply for funding for a different program during this year off. The Board of Trustees reserves the right to make exceptions to this policy as it deems appropriate.

A minimum of 75% of chosen applicants must meet at least a level I of evidence-based practice due to federal reporting requirements.

The contract period for this grant is October 1st to September 30th. Recipients will be required to provide one progress report which will be due September 30th, following 11 months of funding, as well as a final report on the program which will be due on October 31st at the conclusion of the contract period, to include financial expenditures and additional income (if any). Grantees must notify their state and federal elected representatives of their receipt of this grant award. A sample letter will be provided.

Family support programs are required to participate in quality assurance activities as determined by the NH Children's Trust Fund. The current method of evaluating family support programs is through a survey designed to measure protective factors.

Your Application Must Include

Please submit your application in the following order:

- ❖ COMPLETED COVER SHEET - including Program Title and an 8-10 word Program Abstract. Please be sure to complete both sides of the Cover Sheet.
- ❖ PROGRAM BUDGET WORKSHEET – including supporting attachments, sources of matching and additional funds, for Year 1 only. Matching funds must be a minimum of 25% of program budget.
- ❖ PROPOSAL NARRATIVE
- ❖ ADDITIONAL REQUIRED ATTACHMENTS
- ❖ PREPARE AN ORIGINAL APPLICATION WHICH INCLUDES A COMPLETE COPY OF BOTH THE LAST AVAILABLE AUDIT OR FINANCIAL STATEMENT AND THE CBCAP EBPC, PLUS 6 COPIES OF THE APPLICATION WHICH NEED NOT INCLUDE THE AUDIT & COMPLETE CBCAP EBPC, BUT WHICH MUST INCLUDE A COPY OF THE AUDITOR'S MANAGEMENT LETTER AND A COMPLETED FIRST PAGE OF THE CBCAP EBPC. PLEASE ALSO E-MAIL A COPY OF THE ORIGINAL APPLICATION IF POSSIBLE (NOT REQUIRED).

Proposal Narrative

Please confine your proposal narrative to ten (10) pages, single-side, double-spaced. Minimum font size is 11 point. Proposal Narratives that exceed ten (10) pages will not be considered favorably. As you address the areas below in the narrative, please follow the sequence provided and number the content areas accordingly.

1. Organization Description – Describe your organization. Include your mission, current programs and services. Also, include any meaningful service statistics, a brief history highlighting significant milestones, and the capacity of the organization to deliver programs and services. Include how long both the organization and the program have been in operation.
2. Description of Need – Outline the need(s) or opportunities your proposal addresses, and how these were determined. Documentation may be from in-house data and/or community needs assessment information available from other sources. If appropriate, local, regional and/or national data may be cited.
3. Program Description, Goals, Activities, and Timeline – Describe what your program will accomplish with the funding requested. Provide this description as a narrative or as a logic model. Be as specific as possible. Include what activities will take place, and respond to the following questions:

- a. What is the projected positive outcome for participants?
 - b. What is the role of parents? What is the role of fathers and/or other males in caretaking responsibilities?
 - c. How will the participants be reached? What communication tools are already in place, or planned to be in place in the early stages of the program, to contact the people you wish to serve? What will be your marketing and recruitment strategies?
 - d. What is the time frame for implementation of your program?
 - e. What events or activities will denote April as Strengthening Families Month?
4. Program Participation –
- a. Describe the population for your program. Is this universal access or targeted?
 - b. Are services sensitive to the ethnic or cultural backgrounds of participants?
 - c. How many families, adults, and children do you anticipate will participate?
 - d. How will access be addressed (including transportation if applicable)?
 - e. Describe, if appropriate, how program participants have been (or may be in the future) involved in the planning of your anticipated activities.
5. Program Resources –
- a. List the key people responsible for the program. Include their job titles and any education, training and/or experience as it relates to this program.
 - b. Describe how volunteers will be utilized. What are your volunteer outreach, recruitment, and retention efforts? What specific responsibilities will volunteers have and what training and support will they receive?
 - c. If there are resource people who will serve as consultants (either formally or informally), please list. Include their address, phone number and, if available, e-mail address, and if appropriate, letters of support.
 - d. What facility and/or other resources are available to the program?
 - e. What are the plans for continuing the program after this funding?
6. Evaluation – When addressing this section, please keep in mind that family support programs providing direct service to parents and/or primary caregivers will administer a protective factors survey as required by the NH Children’s Trust Fund.
- a. Describe how you plan to evaluate the program/program for which you are requesting funding, and what information you plan to collect. Describe how this information will be incorporated into program improvement activities. Include, if applicable, what lessons have been learned from past evaluations that may be relevant to this program.
 - b. Describe how the success of this program will be measured (please be specific).
 - c. Who will be responsible for evaluation?
 - d. What resources are dedicated to evaluation within your organization?
 - e. NOTE: Planned evaluation strategies must include outcomes that describe more than “consumer satisfaction.” Evaluation criteria should include relevant and measurable outcomes.
7. Implementing Evidence-Based Practices (EBP) – Please complete the CBCAP Evidence-Based and Evidence Informed Programs & Practices Checklist and provide 1 complete copy as part of the “original” application. The 6 other copies of the application need only contain the completed 1st page of the checklist, which states the current level of program/practice.

Additional Required Attachments

In addition to the completed 2-sided Grant Application Cover Sheet, Program Budget Worksheet, and Proposal Narrative, the following attachments are required to complete your application for a grant. Please label each attachment clearly, and include a copy of each document with each application packet (seven (7) total). Please submit in the order listed below:

- ❖ Letters of Commitment from Collaborating Organizations, if applicable: These letters should detail the extent to which the collaborating organization will participate in and contribute to the program.

Required

- ❖ Financial Statement. Last available audit or financial statement and Auditor's Management Letter. Only 1 copy of the audit is required, include it as part of the original application along with the Auditor's Management Letter.. The other 6 copies of the grant application need only contain a copy of the Auditor's Management Letter.
- ❖ Current List of Board Members. Include affiliation, name, number of years on board, address, phone number and, if available, email address.
- ❖ NH Non-Profit Checklist.

Optional

- ❖ Any additional material you feel will reflect the strength and effectiveness of your organization, such as brochures, annual reports, newsletters, news clippings, etc. Please be sure that ALL material is 3-hole punched. Do not submit videos.
- ❖ Letters of support can be helpful.

Application Checklist

Have you remembered to:

- Complete BOTH sides of the Cover Sheet
- Include an explanation of budget items, and identified sources of matching funds
- Place all documents in the order requested AND NUMBER PAGES
- Have all documents 3-hole punched on the left side of 8 ½" x 11" paper
- Prepare an **original application** which includes a complete copy of both the last available audit or financial statement and all 8 pages of the CBCAP EBPC. Also prepare **6 copies of the application** which need not include the audit but which must include a copy of the Auditor's Management Letter, and which need not include the entire (8 pages) CBCAP EBPC, but which must include the first page of the CBCAP EBPC which states the current level of program/practice. Please also e-mail a copy of the original application and attachments if possible (not required).
- Call the NHCTF office at 224-1279 with any questions you have about the application

Submission Details - All grant applications must be mailed or delivered to

New Hampshire Children's Trust Fund
The Concord Center
10 Ferry Street, Suite 315
Concord NH 03301

Faxed or e-mailed only application packages will not be accepted.

DEADLINE: Proposals must be received in the NHCTF office by 5 pm on *Monday August 17, 2009*. 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 **Email:** info@nhctf.org

Please call the NHCTF office at **224-1279** or email if you have any questions.