



MEMORANDUM

TO: Interested Persons

FROM: Kristy R. James
CCC Regional Network Coordinator

DATE: August 30, 2021

SUBJECT: Community Collaboration for Children

Attached you will find a Mini-Grant opportunity offered through the Green River Area Development District – Community Collaboration for Children Regional Network. This mini-grant is made available to enhance and promote programs/activities aimed at prevention or building awareness of abuse and neglect of children. A total of \$4,000 is available to serve the district, which includes Daviess, Hancock, Henderson, McLean, Ohio, Union, and Webster Counties.

Any grant amount to serve any of the seven counties will be considered. **The application is due no later than 3:00 P.M., October 1, 2021.** Applications received after the deadline will not be accepted. Applications may be returned via fax, e-mail, or US mail. Should you choose to fax or e-mail the completed application, please follow with an original copy via US mail.

Applicants should be aware of the following procedures and timetables:

- Proposals must be submitted no later than 3:00 p.m., October 1, 2021
- Proposals will be reviewed by the mini-grant committee and taken to the Regional Network for vote and approval.
- The receiving agency must submit invoice form (provided to successful applicants in the mini-grant agreement) with all receipts for purchased items no later than **April 29, 2022**, even for events scheduled after this date.

Note: Agencies failing to meet the deadline will not be reimbursed for expenses.

- **Allocations are reimbursement only.** Upon receipt of the aforementioned items, the purchase requisition will be submitted, and reimbursement will be made.
- Please refer to the enclosed guidelines regarding allowable expenditures.
- Applicants should submit documentation which provides detailed information for proposed project.
- All proposed events must abide by current state COVID-19 guidelines.
- Applicants will be notified of funding decisions by Tuesday, October 12, 2021.

KJ/lw

Brad Schneider, Chairman ■ Al Mattingly, Jr., Vice Chairman ■ Steve Henry, Secretary ■ Adam O'Nan, Treasurer ■ Joanna Shake, Executive Director

**Request for Proposal
for CCC Regional Network Child Abuse Awareness Funds**

ATTN: Kristy James
 CCC Regional Network Coordinator
 Green River Area Development District
 300 GRADD Way
 Owensboro, KY 42301
 PH: 270-926-4433 ext. 1381 Fax: 270-852-1381
 Email: kristyjames@gradd.com

Agency Information

Agency Name: _____
 Agency's Address: _____

 Agency's Phone: _____ Agency's email: _____
 Contact Person: _____

Proposed Project/Event

Project/Event Name: _____
 Date & Location of Event: _____
 Targeted Audience: _____
 Collaborative Partners: _____
 Total Amount Requested: _____
 Total Project Match: _____
 (Minimum of 25%) of total project/program budget.
 Formula: Requested Amount/3=25% of total budget _____

Use the grid below to identify how the project/program will use the **requested** dollars.
Include all materials which might be helpful in the evaluation of this project (i.e. detailed description of purchased items, internet links, brochures, speaker bio, etc.)

Quantity	Description of Item (s)	Dollar Amount	Total

Use the grid below to identify how the project/ program will use **match** dollars.

Quantity	Description of Item (s)	Dollar Amount	Total

Total Project/Program Budget \$ _____

Briefly list/describe your event/project/activity and the projected impact or anticipated outcome(s) regarding prevention, awareness, and/or education regarding child abuse/neglect. Please include any additional materials which might be helpful in the evaluation of this project (i.e. description of purchased items, internet links, brochures, speaker bio, etc.)

Each mini-grant must include at least one measurable outcome. Please identify what will be measured and how you will measure this. Please provide a copy of the evaluation, pre/post-test, attendance, or referral tracking form.

WE HAVE CAREFULLY READ THE ENCLOSED INFORMATION. If we receive a grant, we agree to use the funds as approved and will utilize all funds, complete an evaluation report, and submit final invoices on or before April 29, 2022. We will allow Community Collaboration for Children Regional Network to use the information provided in this request for news releases, reports, and other public information. In addition, we will mention the CCC's support in any publicity regarding the project. Only complete applications with required documentation will be considered for funding.

Organizer/Administrator's Signature: _____
Title: _____ Date: _____

Community Collaboration for Children Regional Network
Administrative Use Only

Date Received: _____ Date Reviewed: _____
By: _____ Total Points: _____

(EXCERPT FROM REGIONAL NETWORK GUIDELINES)

ALLOWABLE EXPENDITURES

All activities/events/trainings must: focus directly on the prevention of or building awareness of child abuse/neglect and offer educational elements; provide budget justification; develop description/goals; include outcomes and evaluations.

Safety is a concern, but it is not the same as building awareness about preventing child abuse and neglect.

Some examples of appropriate use of funds are trainings, workshops, support groups, educational materials, etc. in the areas of:

- positive child, youth and teen development;
 - developmental stages
 - anti-bullying
 - suicide prevention
 - healthy relationships
 - teen parenting
 - substance abuse
 - truancy and school behavior
- early childhood collaboration
 - age appropriate child development
 - parenting tips
 - infant and toddler information distribution
- curriculum-based parenting classes structured classes with set timeframes;
- strengthening families and promoting self-sufficiency;
- building the involvement of fathers in the lives of their child
- awareness of child abuse among faith community
- homelessness and unaccompanied youth;
- child related poverty issues;
- child sexual abuse;
- supporting grandparents raising grandchildren;
- substance abuse;
- domestic violence;
- cultural diversity training; and,
- building child abuse/neglect awareness;
 - Educational materials - defines child abuse/neglect, signs of abuse/neglect, prevention tips, local stats, etc.

Food may be an allowable expenditure keeping in mind current budget limitations. Food is a luxury and it is essential to be proactive in planning and cautious in spending.

- All food costs must be offset by collaboration.
- Food costs must be budgeted in advance.
- An RSVP list must be maintained for any activity or event that includes food.
- For all mini-grant requests that include food see mini-grant guidelines.
- The total cost of any individual meal cannot exceed the state per diem rate per person or CCC cannot share those costs.

Meal Meal-time Hours Reimbursement Amounts

Breakfast	6:30am - 9:00am	\$8.00*
Lunch	11:00am - 2:00pm	\$10.00*
Dinner	5:00pm - 9:00pm	\$18.00*

*These amounts are subject to change.

Speakers may be allowable with the approval of CCC TA. Information about speaker(s) must be presented to and discussed by the network including qualifications of the speaker/curriculum.

If incentives or door prizes are funded they must be education based and prevention-focused items.

General promotional items must be prevention focused with an educational component and cannot exceed a total of \$200. This allowance is external to April Child Abuse Awareness promotional and campaign items.

The following CANNOT be funded (including but not limited to):

- Services or activities that target children already in the foster care system or in the juvenile justice system.
- Items not directly related to child abuse prevention.
- Items or supplies cannot be purchased for DCBS.
- Network member stipends to attend network meetings – exception of parent members
- Network member stipends to attend conferences. Exception: two parent members see Parent Involvement section below)
- Gift cards.
- Cash incentives or assistance.
- Flex funds, client assistant funds, or emergency funds.
- Weapons or related items.
- Building improvements.
- Child care.
- Salaries.
- Equipment or equipment rentals.
- Travel/mileage.
- Tickets to amusement parks or other public entertainment facilities.
- Camp fees, school fees or any other type of fees.
- Paper products
- Hygiene kits/products
- School uniforms
- School supplies
- Bed bug treatments
- First aid kits
- Fire alarms
- Fire extinguishers
- Infant/toddler needs (formula, diapers/wipes, clothing, sunscreen)
- Utilities
- Rent
- Furniture
- Gasoline
- Automobile maintenance
- Transportation

- Medical expenses
- Repairs
- Craft kits