



Child Sexual Abuse and Exploitation Prevention Board  
Office of Victims Advocacy  
Office of the Attorney General

## **Announcement of Statewide Prevention Grant Funding**

The Child Sexual Abuse and Exploitation Prevention Board invites eligible applicants to apply for grant funding for child sexual abuse prevention programs that will operate on a statewide basis. The purpose of this grant is to fund a “statewide public education and awareness campaign on child sexual abuse, making use of electronic and print media to inform the public about the nature of child sexual abuse, legal reporting requirements, victim rights, legal remedies, agency services, and prevention strategies.” KRS 15.935(e)

### **Eligibility**

This opportunity is open to private non-profit organizations and public agencies. Private non-profit organizations must have evidence of 501(c)(3) or other tax-exempt status.

### **Fund Availability**

Funds are available for the statewide prevention grant any time from July 1, 2011 – June 30, 2012 in accordance with the state fiscal year. Applicants should take into consideration that projects or programs must be completed within the fiscal year of the award.

Any request for statewide grant funds must be reviewed and approved by the Board at regularly scheduled meetings.

*In order for applications to be reviewed prior to the beginning of the state fiscal year which begins on July 1, 2011, applications should be received by 4:30 p.m. Eastern Time, Tuesday, May 31, 2011.*

### **Contact Information**

Grant instructions and application posted at: [www.ag.ky.gov/cvtf](http://www.ag.ky.gov/cvtf) or may be obtained by contacting:

CVTF Grant Program Coordinator  
1024 Capital Center Dr., Suite 200  
Frankfort, KY 40601  
(502) 696-5312

# Child Victims' Trust Fund

Statewide Prevention Grant  
Fiscal Year 2012

## GUIDELINES, OVERVIEW & INSTRUCTIONS



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## **GUIDELINES & OVERVIEW**

### **OBJECTIVE**

The Kentucky Child Sexual Abuse and Exploitation Prevention Board, as established in 1984 by KRS 15.900 through 15.940, seeks to reduce the incidence of child sexual abuse and exploitation by supporting programs for the prevention of sexual abuse and exploitation of children. The Board, through administration of the Child Victims' Trust Fund (CVTF), reviews, approves and monitors the expenditures for child sexual abuse prevention programs.<sup>1</sup>

The guidelines contained in this document explain the Board's priorities, eligibility requirements, funding requirements, and responsibilities of the grantee. Instructions for completing the application and an application form are also included. Potential grantees are strongly encouraged to read this entire document before completing and submitting the grant application.

### **DEFINITIONS [KRS 15.900]**

As used in KRS 15.910 to 15.940:

- (1) "Child" means a person less than eighteen (18) years of age;
- (2) "Child sexual abuse and exploitation" means harm to a child's health or welfare by any person, responsible or not for the child's health or welfare, which harm occurs or is threatened through non-accidental sexual contact which includes violations of KRS 510.040 to 510.150, 530.020, 530.070, 531.310, 531.320, and 531.370;
- (3) "Local task force" means an organization which meets the criteria described in KRS 15.940;
- (4) "State board" means the State Child Sexual Abuse and Exploitation Prevention Board created in KRS 15.910;
- (5) "Prevention" means a system of direct provision of child sexual abuse and exploitation prevention services to a child, parent, or guardian, but shall not include research programs related to prevention of child sexual abuse and exploitation;
- (6) "Trust fund" means the Child Victims' Trust Fund established in the Office of the State Treasurer.

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<sup>1</sup> Regional prevention Grant funding is also available; however, the timeframe for the FY12 Regional Prevention programming has expired. Funding for Regional Prevention Grants are announced in December of each year with applications due in January. For more information, please call the CVTF Grant Program Administrator, (502) 696-5312.

## PURPOSES FOR DISBURSEMENT OF FUNDS AS SET FORTH IN KRS 15.935

KRS 15.935 lists the authorized purposes for which CVTF monies can be disbursed in the following manner:

- (1) The state board may authorize the disbursement of available money from the trust fund, upon legislative appropriations, for exclusively the following purposes, which are listed in the order of preference for expenditure:
  - (a) To fund a private nonprofit or public organization in the development or operation of a prevention program if at least all of the following conditions are met:
    1. The appropriate local task force has reviewed and approved the program. This subparagraph does not apply if a local task force does not exist for the geographic area to be served by the program;
    2. The organization agrees to match fifty percent (50%) of the amount requested from the trust fund. At least ten percent (10%) of the amount requested shall be matched through dollars, and the remaining match shall be through in-kind contributions. The type of contributions shall be subject to the approval of the board;
    3. The organization demonstrates a willingness and ability to provide program models and consultation to organizations and communities regarding program development and maintenance; and
    4. Other conditions that the state board may deem appropriate;
  - (b) To fund the cost of medical examinations of victims of suspected child sexual abuse to the extent the fee for an examination is a service not eligible to be paid for by Medicaid or private insurance. The fees paid for this examination shall not exceed reasonable, usual, and customary charges as set by the state board;
  - (c) To fund the cost of counseling and other mental health services to victims of child sexual abuse to the extent the fees for counseling and mental health services are services not eligible to be paid for by Medicaid or private insurance. The fees paid for counseling and mental health services shall not exceed reasonable, usual, and customary charges as set by the state board;
  - (d) To fund local task forces;
  - (e) **To fund statewide public education and awareness campaigns on child sexual abuse, making use of electronic and print media to inform the public about the nature of child sexual abuse, legal reporting requirements, victims' rights, legal remedies, agency services, and prevention strategies;**
  - (f) To fund and evaluate the comparative success of statewide comprehensive approaches to prevention education making use of multiple approaches; and
  - (g) To fund the state board created in KRS 15.905 for the actual and necessary operating expenses that the board incurs in performing its duties.

- (2) Authorizations for disbursement of trust fund money under subsection (1)(g) of this section shall be kept at a minimum in furtherance of the primary purpose of the trust fund which is to disburse money under subsections (1)(a), (b), (c), (d), (e), and (f) of this section to encourage the direct provision of services to prevent child abuse and exploitation, and to provide medical examination and counseling or other mental health services for victims of child sexual abuse.

## **ELIGIBLE PROJECTS/ PROGRAMS**

The overall aim of preventive intervention is the reduction of child sexual abuse and exploitation. However, this particular grant focuses on **primary approaches only**.

1. Primary Prevention: Primary prevention refers to prevention education and information provided to broad segments of the population. Primary prevention takes place before child sexual abuse has occurred, to prevent initial perpetration or victimization. This type of programming includes any public or generally offered program on child sexual abuse prevention. Common examples are:
  - a. Prevention education programs for children, adolescents, or parents in group settings provided through public or private schools, church or civic groups, recreational or health organizations, child care centers, community mental health centers, or other community settings frequented by the general population.
  - b. Programs directed to increase the awareness and effectiveness of professionals involved in child advocacy. Projects/ programs may include, but are not limited to, education for legal and law enforcement personnel, teachers, childcare workers and development of local procedures for such professionals.
  - c. Programs designed to increase public awareness of, and knowledge about, the problem of child sexual abuse. These may include public service announcements, development of public education materials such as posters, brochures, etc., funding of a community theatrical production on child sexual abuse prevention, etc.

In addition to nationally recognized prevention programs, the Board also welcomes newly created, innovative proposals, but applicants must be able to provide a clear description and enough information to facilitate the Board's understanding of how the program will prevent child sexual abuse and exploitation, its goals and objectives, the curriculum (if applicable), and how its effectiveness will be evaluated.

## **ELIGIBLE APPLICANTS**

Pursuant to KRS 15.935, the Board disburses CVTF monies to private nonprofit organizations including local task forces, private non-profits and public agencies. Private nonprofit organizations must be certified by the IRS as having tax-exempt status, i.e. 501(c) (3). Applications for funding submitted by a task force must be accompanied by appropriate approval as demonstrated by the signature of the appropriate task force member. *(At this time, the Attorney General's Office knows of no operative task forces in Kentucky).*

## **PRIORITY AREAS**

In reviewing applications for this grant, the Board looks for primary-prevention projects/programs that use effective, research-based models of child sexual abuse prevention. Such projects/programs provide the following:

- evidence that the primary-prevention project/program is based on current research/ literature;
- clear understanding of the population intended to be served and evidence that the project/ program reflects the particular needs of that population;
- evidence that the project/ program includes key components for effective primary prevention, including multiple contacts with the intended audience, interactive learning, parent, community and Internet safety components – to enhance child-focused programs;
- appropriate screening, training and background checks of staff, consultants, independent contractors and volunteers;
- awareness of and collaboration with other community resources involved in child sexual abuse services and/or prevention services;
- clear and achievable plans for qualitative and quantitative project/ program evaluation; and
- plans to diversify funding for the future.

The Board strongly encourages and welcomes newly created, innovative proposals so long as applicants can provide a clear description and enough information to facilitate the Board’s understanding of how the program will prevent child sexual abuse and exploitation, its goals and objectives, the curriculum (if applicable), and how its effectiveness will be evaluated.

## **FUNDING REQUIREMENTS**

**Match Requirement.** KRS 15.935(1) (a) (2) and KRS 15.940(4) require a successful applicant to provide a fifty percent (50%) match of the grant award. Of that match amount, at least 10% of the total CVTF grant amount shall consist of a cash match. The remaining 40% match requirement may be through cash or it may be in-kind (i.e. donated facilities, goods or services, volunteer services, etc.).

The type of contributions stipulated as in-kind must be specific to the project/program being funded and shall be subject to approval of the Board, and the applicant shall maintain documentation for such contributions.

**Budget Categories.** Applicants may allocate requested CVTF grant monies among the following cost categories: materials, equipment, operational expenses, training and travel, consultant and contractual services, and staff salaries and benefits (*see the “Budget Plan” in the CVTF Statewide Prevention Grant Application and Sample Budget Plan in Appendix C, page 23*), as the demands of their projects/ programs require.

The Board **strongly discourages** the use of CVTF grant money to fund salaries unless a new position is being created or funding for the primary-prevention role is unavailable from any other source. Requests to fund a current position or reinstate positions that have been eliminated as a result of budget cuts must be clearly explained. Applicants must clearly state and justify the need for funding of salaries and explain the lack of alternative funding sources.

## FUNDING SCHEDULE

Applications for CVTF Statewide Prevention Grants may be requested **at any time during the state fiscal year, provided that the project/program can be completed by the end of the state fiscal year in which the grant is awarded** (the fiscal year being July 1 – June 30). Proposals must be mailed to the CSAEP Grant Program Coordinator, Office of the Attorney General, Office of Victims Advocacy, 1024 Capital Center Drive, Suite 200, Frankfort, KY 40601-8204. **Emailed or faxed applications will not be accepted.** Any request for funding must be reviewed and approved by the Board. In regard to Board review of discretionary grant applications, special meetings will not be called for the sole purpose of their consideration. To obtain a list of scheduled CSAEP Board meeting dates, go to: [www.ag.ky.gov/cvtf](http://www.ag.ky.gov/cvtf) or call (502) 696-5312. Applicants will be notified of their application status within 30 days of the Board's review. If funding is awarded, the Board has the discretion to provide funding at less than the full amount and in one or more installments and to determine in which fiscal year the funding shall occur. ***Unused funds MUST be returned to the CVTF.***

## PUBLIC RELATIONS REQUIREMENT

CVTF receives its revenues from the state income tax refund check-off, the "I Care About Kids" license plate, and private donations. To insure the continuing generation of funds it is imperative that grantees promote these programs. For that reason, every grantee is required to include in all published materials related to the CVTF funded project/ program the CVTF logo and text reading "This publication / program is funded in part by a grant from the Child Victims' Trust Fund." CVTF logos will be provided by the CVTF Program Administrator. All publications associated with the primary-prevention project/ program funded by the CVTF must be submitted for approval by the CVTF Program Administrator prior to publication. Further, prior approval must be obtained from the CVTF program administrator before printing or ordering any materials that were not included in your grant application.

The grantee is also responsible for:

- 1) developing and implementing a plan to work with the media and appropriate agencies to publicize the CVTF state income tax check-off and license plate programs; and 2) distributing CVTF posters and brochures.

Submission and approval of the plan is required as part of the application. Collaboration with the media and other groups and agencies is strongly encouraged in the development of this plan. Documentation of the implementation of this plan must be included in the year-end Program Report. In addition to the provided Promotion Verification Form, this may include copies of newspaper clippings, Web site pages, letters, etc.

## REPORTING AND ON-SITE REVIEWS

The grantee shall be responsible for maintaining accurate and current financial (including in-kind contributions) and program records, and reporting on the use of CVTF monies. A program evaluation and budget report is due no later than 30 days after the end of the applicable fiscal year (i.e., 30 days from June 30), or 30 days from the end of the program's completion, whichever occurs first. Reporting shall be submitted on forms that will be provided. The grant recipient may be required to submit additional reports as deemed appropriate by the Board or staff. ***Failure to submit the required reports within the stipulated timeframe may result in the forfeiture of remaining grant funds, where applicable, and shall be a factor in the consideration of future applications.***

The grantee is also subject to on-site reviews. The grantee will be required to acknowledge by signature any deficiencies that are cited on a review checklist and address said deficiencies within a given timeframe. ***Failure to acknowledge and address deficiencies within the stipulated timeframe may result in the forfeiture of remaining grant funds, where applicable, and shall make the grantee ineligible to apply for grant funding in the following two years.***

If your agency is awarded a grant, you will receive a packet that will include the following:

1. Quarterly Reporting form
2. Monthly Invoice forms
3. Administrative Office of the Courts background check application form (Background checks should be maintained in the grantees place of business)
4. CVTF Background Check Verification Form
5. Presentation Verification Form, required where applicable for verifying each presentation and to be included in your quarterly reports
6. Promotion Verification Form, to be signed by an appropriate representative at sites where promotional materials are distributed/displayed
7. Duty to Report Abuse information and acknowledgement form

## **APPLICATION SUBMISSION**

Submit one original of the entire application with all required attachments and FOUR (4) copies of the complete application (attachments not required). **DO NOT BIND OR STAPLE THE APPLICATION.** The original application—with all required attachments—and each application copy—must be placed in separate manila envelopes.

***Submissions that do not contain the required number of documents—one original and FOUR (4) copies—will be considered incomplete and will NOT be eligible for further review.*** All forms, required documentation and signatures must be completed at the time of submission. Submit the application documents to:

**CVTF Grant Program Coordinator**  
**Office of the Attorney General/ Office of Victims Advocacy**  
**1024 Capital Center Drive, Suite 200**  
**Frankfort, Kentucky 40601-8204**

## **TIMING OF APPLICATION**

Applicants should take into consideration that projects/programs must be completed within the fiscal year of the award. Any request for funds must be reviewed and approved by the Board at its scheduled meetings. To obtain a list of regularly scheduled CSAEP Board meeting dates, go to: [www.ag.ky.gov/cvtf](http://www.ag.ky.gov/cvtf) or call (502) 696-5312. Applicants will be e-mailed upon the program administrator's receipt of the application, and notified of their application status within 30 days of that time.

## **QUESTIONS/TECHNICAL ASSISTANCE**

General questions regarding the grant application may be directed to Lyn Bruckner, CVTF Grant Program Coordinator at 502-696-5312

## **APPLICATION PACKETS**

Application packets are available in three (3) formats:

1. Requests for *paper* application packets should be directed to the Child Victims' Trust Fund Grant Program Coordinator at (502) 696-5312 between 8:00 a.m. and 4:30 p.m., Eastern Time, Monday – Friday OR Office of the Attorney General/ Office of Victims Advocacy, 1024 Capital Center Drive, Suite 200, Frankfort, Kentucky 40601-8204.
2. Requests for the application in *Microsoft Word format* should be directed to the Child Victims' Trust Fund Grant Program Coordinator at (502) 696-5312 OR [lyn.bruckner@ag.ky.gov](mailto:lyn.bruckner@ag.ky.gov) between 8:00 a.m. and 4:30 p.m., Eastern Time, Monday – Friday.
3. To download the application packet and evaluation/scoring tools in *PDF format* go to:

[www.ag.ky.gov/cvtf](http://www.ag.ky.gov/cvtf)

# INSTRUCTIONS

## GENERAL INSTRUCTIONS

These instructions present the format all applicants must follow in preparing applications. *The Board reserves the right to deem ineligible for further review any application that does not STRICTLY adhere to the instructions contained in this document.*

- All forms provided in the application must be used as required.
- The application, including all forms, must be typed on single-sided 8.5" by 11" white paper, double-spaced (unless otherwise noted in the Guidelines, Overview & Instructions) with one-inch margins, and in standard Times New Roman or similar business font no smaller than 12-point size. Deviations – including all caps, all bold, all italics, etc. – will NOT be accepted.
- Materials in *Section X, Required Attachments, Part B* – including brochures, newsletters, curricula, etc. – may be submitted in their original format and may be paper-clipped together.
- DO NOT BIND OR STAPLE the application. Paper clips or color paper may be used to divide the application into sections.
- Complete the page header in the upper right hand corner of each page as required, with your Agency Name and the page number. The required format follows:

**FY 2012 Statewide Prevention Grant Application**

Agency Name \_\_\_\_\_, page \_

Applicants are required to submit information in a specific order. The following is a list of application components **in the order in which they must be submitted**.

1. Title Page
2. Grant Application Checklist
3. Statement of Cooperation and Assurances
4. Agency Data Sheet
5. Project/ Program Information Sheet
6. Application Narrative
7. Anticipated Project/ Program Revenue Detail—Breakdown by Source Form
8. Budget Plan
9. Budget Narrative
10. Required Attachments—Part A:
  - a. Evidence of 501(C)(3) status or other non-profit/ public status (i.e. IRS determination)
  - b. List of current board members, including each member's affiliation
  - c. Agency staffing chart or other personnel diagram

- d. Agency audit or year end financial statement for last completed fiscal year
  - e. CV/ resume of agency director
  - f. Job descriptions and qualifications for each position in the proposed child sexual abuse primary-prevention project/ program
  - g. CV(s)/ resume(s) of all staff who will be working in the proposed child sexual abuse primary-prevention program
  - h. Current letters of commitment from collaborating partners – on their letterhead – demonstrating collaboration in your agency’s child sexual abuse primary-prevention program (Note: the letters should reflect a date no older than one [1] year).
  - i. Letters of agreement for consultant and/ or contractual services on vendor’s letterhead, if applicable
  - j. Copy of equipment price quote(s) on vendor’s letterhead, if applicable
  - k. Copy of materials price quotes on vendor’s letterhead, if applicable
  - l. Copy of the Agency’s Promotion Plan
11. Required Attachments—Part B:
- a. Project/ program curriculum being proposed
  - b. Evaluation instrument(s) or tool(s)
  - c. Copy of agency and project/ program publications (i.e. brochure, newsletter, Web page, etc.)

**CHECKLIST, STATEMENT OF COOPERATION AND ASSURANCES, AGENCY DATA SHEET AND PROJECT/ PROGRAM INFORMATION SHEET INSTRUCTIONS**

**Title Page:** Enter all required information.

**Grant Application Checklist:** Check all items to assure attachment

**Statement of Cooperation and Assurances:** Complete with all required names, addresses, signatures and dates. Signatures on this page confirm the applicant understands the application instructions, complies with funding requirements and policies of the agency’s board/governing body, and complies with nondiscrimination laws. Further, the signature affirms that the information in the application is true and accurate.

**Agency Data Sheet:** Enter all information as required. Additional guidance on specific items follows:

- **Local Task Force Name:** If there is a local Task Force in your community that is recognized by the Board, provide the required information. If no Local Task Force exists, enter N/A in all spaces. *(At this time, the Attorney General’s Office knows of no operative task forces in Kentucky)*

- **CVTF Grant History:** Provide required information on the total number of years CVTF has funded your agency for any programs. Indicate the last year funding was received, and enter the amount funded for the last year funding was received. Also, enter the name of the project/ program last funded. If the agency received an award under a different name (i.e. the agency has changed names in the past) include that information as well.
- **Project/Program Information Sheet:** Enter all information as required. (*For assistance see Appendix A, page 21*). Additional guidance follows.
- **Project/ Program Title:** Enter the name of the child sexual abuse primary-prevention project/ program. Every primary project/ program must have a title.
- **Amount Requested:** Enter the amount requested from the CVTF. Round the amount to the nearest dollar.
- **Specific Population Served by Project/ Program:** Provide specific demographic characteristics of the target population. Specifically identify the population to be served by using at least one qualifier ***and*** explain why the program will work with the population. Examples of qualifiers are age, gender, ethnic, racial, cultural, and socioeconomic characteristics, special needs, etc., as appropriate.
- **Brief Description of Project/ Program:** The brief description is similar to an executive summary and provides a synopsis of the primary project/ program. This summary description of the primary project/ program must give reviewers necessary information to understand the proposal, i.e. what, how, when, how frequently, by whom and where the primary project/ program will be implemented and any collaboration, evaluation and promotional efforts. This section should be a summary of the application narrative. Type the information directly onto the Project/ Program Information Sheet. This summary may be single-spaced (but must follow all other format requirements) and must not exceed 200 words.

## APPLICATION NARRATIVE INSTRUCTIONS

*The Application Narrative must not exceed twelve (12) pages. Further, the information contained in each section and each subsection must stand alone. Therefore, the narrative must not refer the reader to another section or to an attachment for information required of the section. Information presented in this manner will be considered incomplete and may lower the applicant's score.* Each section must be clearly delineated with the Roman numeral and section heading in bold (i.e. **I. Agency Description**) or the letter and section heading in bold (i.e. **A. Mission Statement or Purpose**) or the number and section heading in bold (i.e. **2. Target Population and Contributing Factors**).

### **I. Agency Description**

The Agency Description provides an overview of your organization and its ability to implement a child sexual abuse primary-prevention project/program. Your description must include, at a minimum, what is set forth below:

- A. The agency mission statement or purpose
- B. A brief history of the agency including past or present services offered and the population the agency generally serves
- C. A description of the specific programs the agency has conducted in the past that are similar/ related to child sexual abuse prevention, e.g., any child sexual abuse prevention programs, any other types of prevention programs, any other types of child sexual abuse services, awareness efforts, outreach or education efforts, etc.

## **II. Primary Prevention Program Description**

The Program Description provides information about the primary-prevention project/ program and must demonstrate your agency's understanding of and ability to implement the proposal. Your description must include, at a minimum, what is set forth below.

### A. Brief description of the project/ program including:

1. Explanation of how this proposal fits a primary-prevention approach and the rationale for the project/ program.

What will this project/ program offer that is not already available: describe the gaps.

If applicable, describe how the project/ program is innovative or new.

2. Project/ program Goals and Objectives. List and explain your project/ program goals and objectives. A goal is a long-term outcome that is expected from the project/ program. An objective is a specific activity used to reach a goal.
3. Specifics about the target population for this project/ program ***and*** why this population was chosen. Provide evidence that the agency has access to the target population. Address the particular risk, protective and/or vulnerability factors established as contributors to the problem.

For the target population indicate age, gender, ethnic, racial, cultural, and socioeconomic characteristics, special needs, etc. as appropriate for a primary-prevention approach. (Cite the data source and the year the data was collected).

Provide a clear explanation of how the project/ program meets the specific needs of the target population. Demonstrate how the project/ program will prevent child sexual abuse and/ or exploitation in the target population.

### B. A comprehensive description of the project/program, including:

1. Content covered
2. Learning goals and objectives

3. Evidence of consistency with current research, literature and best practices (Cite the source of the research, literature, etc., and the year of publication for each source).
  4. Explanation of why the project/ program is developmentally appropriate for the target population.
  5. Explanation of how the project/ program is sensitive to multicultural, audiences, as appropriate.
- C. A description of the project/ program delivery including:
1. Location(s)/ venue(s) for project/ program delivery
  3. If applicable, a plan for incorporating multiple exposures, including duration of the exposures
  4. If applicable, any interactive formats, and/or parent and Internet components
  5. If applicable, current barriers that might prevent the target population from accessing the proposed services and what would be done to overcome these barriers (examples include, but are not limited to transportation and child care).
- D. A description of the available resources including:
1. A description of the paid staff positions, independent contractors and volunteers responsible for implementing the project/ program, including screening, training content and duration, and criminal background checks. Also include Central Registry Check (CA/N) background checks—which are administered by the Cabinet for Health and Family Services—*if* your agency is required by law to obtain information included in the Central Registry Check or *if* your agency requires this check as a condition of employment.
  2. If applicable, training that staff, volunteers and/ or consultants will receive. Indicate specific activities, hours involved, curriculum and materials to be used and who will provide the training.
  3. Process of supervision of staff, volunteers and/ or consultants. Also, indicate who will provide the supervision.
  4. Training of any other involved parties (i.e. teachers, group leaders, parents, etc.). Indicate specific activities, hours involved, curriculum and materials to be used and who will provide the training.
  5. Collaboration or coordination with other agencies/ groups. Describe activities that will support networking and synergy between agencies/groups that provide or support child sexual abuse primary-prevention activities. Identify the collaborative partners and briefly describe their activities integral to the project/ program. You must include letters of commitment from collaborative partners – on their letterhead – demonstrating the collaboration. The letters must address the specific collaborative activities that will occur within the funding period.
- E. An explanation of the timetable, including how the project/ program will be implemented within the funding period.

### III. Evaluation Plan

The Evaluation Plan must include information about how you will evaluate and assess project/ program goals and objectives, describe the evaluation instrument(s) or assessment methods, outline the timeframe for evaluation/ assessment and explain measures of success.

### IV. CVTF Promotion Plan

The CVTF Promotion Plan provides information about the applicant's strategy for promoting and publicizing the CVTF. The CVTF promotion plan must, at a minimum, include:

- A. A description of the plan to include the CVTF logo and information about the CVTF income tax refund check-off and "I Care About Kids" license plate in all published materials including brochures, newsletters, posters, Web sites, radio and television media, etc. (*For more information, see "Public Relations Requirement," page 5*).
- B. A description of the plan to distribute CVTF posters and brochures. (See application for more specific requirements).

## PROJECT/ PROGRAM BUDGET INSTRUCTIONS

### V. Anticipated Project/ Program Revenue Detail – Breakdown by Source Form

You must use the Anticipated Project/ Program Revenue Detail—Breakdown by Source Form to list anticipated sources of CVTF grant, cash match and in-kind match amounts for this project/ program. In the appropriate column, identify each revenue source by name and indicate whether the source is firmly committed or potential. In addition, include the dollar amount anticipated from each source and the grand total of all revenue sources. (*For assistance with completing this form, see "Sample Anticipated Project/ Program Revenue Detail—Breakdown by Source Form" in Appendix B, page 22*).

### VI. Budget Plan

You must use the Budget Plan form to list anticipated project/ program revenue sources and to itemize costs by budget category. (*For assistance with completing the project/ program budget, see the "Sample Budget Plan," in Appendix C, page 23*). Your budget plan must be in the same format as reflected in the "Sample Budget Plan." Additional guidance follows.

**Name of Agency:** Enter the name of the agency submitting the application/ request for funds.

**Name of Primary Project/ program:** Enter the name of the child sexual abuse primary-prevention project/ program, if different from agency name.

**Budget Period:** List expected starting and ending dates by month, day and year (mm/dd/yy). The project/ program must be completed by June 30<sup>th</sup> of the funding year.

**1. Anticipated Project/ Program Revenue:** List the amount on the line indicated. The amount must equal the grand total on the Anticipated Project/ Program Revenue Detail—Breakdown by Source Form.

CVTF Grant – list the total amount of funding you are requesting through CVTF.

Total Match – list the combined amount of cash match and in-kind match listed in columns B and C. A description of cash match and in-kind match follows.

- Cash match includes cash from other sources for implementing the child sexual abuse primary-prevention project/ program.
- In-kind match includes donated labor, materials, etc. For example, the value of volunteer time, portion of agency rent, telephone, copying or printing provided a reduced or no charge, supplies, etc., devoted to the project/ program, including those that exceed the required contribution. Only amounts directly related to the child sexual abuse primary-prevention program may be counted towards the in-kind match.

**2. Project/program Budget:** ALL figures reflected in the project/ program budget must relate directly to the child sexual abuse primary-prevention program. **In all three categories (CVTF Grant, Cash Match and In-kind Match) list only the amounts used for the child sexual abuse primary-prevention project/ program.** The figures associated with each cost category must be listed in the appropriate funding source column, i.e. CVTF Grant, Cash Match and/or In-Kind Match. All subtotals and grand totals must be included at the end of each row and at the bottom of each column. Only numerical amounts should be listed on this page. The grand total must equal the grand total on the Anticipated Project/ Program Revenue Detail—Breakdown by Source form.

- a. Staff Salaries – list all full-time and part-time staff salaries. Staff salaries should be determined by multiplying the individual’s base salary by the percent of estimated time the individual will spend on the child sexual abuse primary-prevention program. The value of staff salaries should be reflected under the CVTF grant and/or cash match column(s), as appropriate. ***Note: The Board strongly discourages the use of CVTF money to fund salaries unless a new position is being created or funding for the primary-prevention role is unavailable from any other source.*** The value of volunteer hours should be included in this category under the in-kind match column. It is expected that assigned values for volunteers will be based on realistic figures.
- b. Staff Fringe Benefits – list items such as FICA, life, health and/or dental insurance, retirement plans, and other fringe benefits offered by your agency. Applicants must pro-rate fringe benefits if the employee will spend only part of his or her time on the child sexual abuse primary-prevention program. The value of staff fringe benefits should be reflected under the CVTF grant and/ or cash match column(s), as appropriate. ***Note: The Board discourages the use of CVTF money to fund benefits unless a new position is being created or funding for the primary-prevention role is unavailable from any other source. CVTF will NOT fund or consider as a match holiday pay or benefits for part-time staff.***
- c. Consultant/ Contractual Services – list all expenses associated with the purchase of any consultant or contractual services (i.e. program delivery, bookkeeping, media development, etc.). The value of consultant/ contractual services should be reflected under the CVTF grant, cash match and/ or in-kind match column(s), as appropriate.

- d. Training and Travel – list all training and travel expenses related to the child sexual abuse primary-prevention program. The value of training and travel expenses should be reflected under the CVTF grant, cash match and/ or in-kind match column(s), as appropriate.

Travel expenses – including mileage expenses – **must** identify the actual and/ or potential destinations.

**Note:** Any mileage expenses will be reimbursed at the prevailing state mileage rate. *Mileage reimbursement may not exceed the prevailing state mileage rate at the time of grant application submission. The prevailing state mileage rate is available at:*

[www.finance.ky.gov/ourcabinet/caboff/OOC/](http://www.finance.ky.gov/ourcabinet/caboff/OOC/) under the **State Employee Travel Information** link. From this link, click on the **Mileage Rate** link.

*Per diem* expenses (i.e. hotel, meals) will be reimbursed at the state approved rate. Allowable rates for meals are summarized below:

Meal	Meal-time Hours	Reimbursement Amount
Breakfast	6:30 a.m. – 9:00 a.m.	\$7.00
Lunch	11:00 a.m. – 2:00 p.m.	\$8.00
Dinner	5:00 p.m. – 9:00 p.m.	\$15.00

**Note:** *To be eligible for lodging reimbursement, staff must be in travel status, i.e. at a destination more than 40 miles from the individual’s work station or home; whichever is the shortest distance. Meal reimbursement only applies if an over-night(s) stay is necessary and occurs. For additional information about travel reimbursement refer to Kentucky Administrative Regulations, 200 KAR 2:006.*

- e. Operational Expenses – list the amount of each expense. Operational expenses may include printing, postage, rent, supplies, telephone AOC criminal background checks related to the child sexual abuse primary-prevention program, etc. The value of operational expenses should be reflected under the CVTF grant, cash match and/ or in-kind match column(s), as appropriate.
- f. Equipment – list the amount of the purchase of any equipment. Equipment includes copiers, fax machines, telephones or telephone systems, computers, printers, postage meters, etc. The value of equipment expenses should be reflected under the CVTF grant, cash match and/ or in-kind match column(s), as appropriate. **Note:** *The Board discourages the use of CVTF money to purchase equipment. Amounts must be prorated to reflect only the proportionate amount that will be used for the primary-prevention program.*
- g. Materials – list the amount of each expense. Materials include publications, puppets, program props, DVDs, videos, etc. The value of materials expenses should be reflected under the CVTF grant, cash match and/ or in-kind match column(s), as appropriate.

## VII. BUDGET NARRATIVE

The Budget Narrative must not exceed six (6) pages. Each section must be clearly delineated with the section heading in bold (i.e. **1. Salaries**). *Further, the information contained in each section must stand alone. Therefore, the narrative must not refer the reader to another section or to an attachment for information required of the section. Information presented in this manner will be considered incomplete and may lower the application's rating.*

### A. List agency name and project/ program name.

The Budget Narrative must provide the Board with a comprehensive understanding of how the CVTF grant, cash match and in-kind match have been determined and how the funds will be spent. In every category itemize each expense and show the mathematical calculation. You must provide sufficient detail to facilitate the Board's determination regarding the relevance of the expenditure to the project/ program. *(For assistance with completing the Budget Narrative see "Sample Budget Narrative" in Appendix D, page 24).*

#### 1. Staff Salaries

List the monetary value for **each** full or part-time employee working on the project/ program, including the method of determining compensation and rate. Each staff salary should be determined by multiplying the individual's base salary by the percent of estimated time the individual will spend on the child sexual abuse primary-prevention program. Each mathematical calculation must be reflected. In addition, the percentage used to pro-rate each salary must be clearly indicated.

***Note:** The Board discourages the use of CVTF money to fund salaries unless a new position is being created or funding for the primary-prevention role is unavailable from any other source. Applicants must definitively state the need for funding for salaries and explain the lack of alternative funding sources.*

List the number of volunteers, the estimated time contributed to the project/ program and the approximate value of their time. Each volunteer need not be listed separately if amounts of time and rates are identical for each. However, the mathematical calculation(s) must be reflected.

#### 2. Staff Fringe Benefits

Fringe benefits include items such as FICA, life, health and/or dental insurance, retirement plans, and other fringe benefits offered by your agency. Itemize the cost of each fringe benefit and pro-rate the amount if the employee will spend only part of his or her time on the child sexual abuse primary-prevention project/ program. The percentage used to pro-rate each fringe benefit must be clearly indicated. Each item must be listed separately and each mathematical calculation must be reflected.

***Note:** The Board discourages the use of CVTF money to fund benefits unless a new position is being created or funding for the primary-prevention role is unavailable from any other source. Applicants must definitively state the need for funding for benefits and explain the lack of alternative funding sources. CVTF will **NOT** fund or consider as a match, holiday pay or benefits for part-time staff or volunteers.*

### 3. **Consultant/ Contractual Services**

Consultant and contractual services include bookkeeping, program provision, media relations, etc. List and describe the services to be provided and include the dollar value of the compensation/cost. Each item must be listed separately and each mathematical calculation must be reflected.

***Note:** The application package must include letters of agreement on vendor's letterhead for all consultant and contractual services. **These services will not be considered for funding without a letter of agreement on vendor's letterhead.***

### 4. **Training and Travel**

Discuss any anticipated training, including information regarding the name of the organization providing the training, purpose and relationship to the proposed primary-prevention program, and number of individuals for whom the training is requested. Also include the mathematical calculation for each itemized expense.

Discuss any projected travel, including information regarding, at a minimum, the purpose of the trip, destination, total round trip miles, per diem costs (i.e. meals, hotel lodging), and number of individuals for whom funds are requested. Also include the mathematical calculation for each itemized expense.

Travel expenses – including mileage expenses – **must** identify the actual and/ or potential destinations.

*The Board expects that staff will carpool as much as possible. Individual reimbursements to the same destination must be clearly explained. Overnight travel must be clearly justified as part of the program. Out-of-state travel must be clearly justified. Any out-of-state travel must be specifically described as training that is not available in-state.*

### 5. **Operational Expenses**

Operational expenses may include items such as rent, utilities, copying, postage, AOC criminal background checks, supplies, etc. List each item separately including how amounts were prorated. Include the mathematical calculation for each itemized expense.

### 6. **Equipment**

Equipment includes items such as copiers, fax machines, telephones or telephone systems, computers, printers, postage meters, etc. List each item separately including how amounts were prorated. Include the mathematical calculation for each itemized expense.

*Note: The Board discourages the use of CVTF money to purchase equipment. Amounts **must be prorated** to reflect only the proportionate amount that will be used for the primary-prevention program. The application package must include copies of price quotes on vendor's letterhead. Equipment will not be considered for funding without a price quote on vendor's letterhead. **Applicants must definitively state the need for funding for equipment and explain the lack of alternative funding sources.***

**7. Materials**

Materials include items such as publications, puppets, or other programmatic needs. List each item separately. Include the mathematical calculation for each itemized expense. These figures should be based on real costs of said materials, not vague estimates.

*Note: Materials will not be considered for funding without a price quote on vendor's letterhead.*

- B. Explain how the agency would implement the project/ program with reduced CVTF funding.

**IMPORTANT NOTE:**

**DOUBLE CHECK ALL CALCULATIONS IN THE PROJECT/ PROGRAM BUDGET.** Your calculations/ totals **MUST** be consistent between the following forms:

- Anticipated Project/Program Revenue Detail-Breakdown By Source
- Budget Plan
- Budget Narrative

## REQUIRED ATTACHMENT INSTRUCTIONS

### VIII. Required Attachments – Part A

Additional notes regarding the non-profit/ public status documentation, agency budget, agency audit/year end financials and evaluation instrument(s) follow.

- a. Evidence of 501(C) (3) status or other non-profit/ public status (i.e. IRS determination). Proof of status may be obtained from the Secretary of State's web page at: [www.sos.ky.gov](http://www.sos.ky.gov)
- b. Agency budget for last completed fiscal year may be submitted on 8½” by 14” (legal size) white paper, single-sided.
- c. Agency audit or year end financials for last completed fiscal year may be submitted on 8½” by 14” (legal size) white paper, single-sided.

### IX. Required Attachments – Part B

Additional notes regarding program curriculum, script(s), evaluation instrument(s)/ tool(s), assessment method(s) and copies of agency/ program publication(s) follow.

- a. If proprietary restrictions do not allow you to provide a copy of the project/ program curriculum, script(s), evaluation instrument(s)/ tool(s), assessment method(s) or any other publication associated with the proposed project/ program, you must provide proof from the vendor on vendor's letterhead regarding the document's proprietary or confidential nature. As appropriate, provide copies of advertising/ order forms for the curriculum, script(s), evaluation instrument(s)/ tool(s), assessment method(s), other publication and/ or material.

If this proposal is for a new project/ program that your agency has not yet implemented or is in the process of creating and copies are not in hand, you must provide a draft or detailed description.

In any case, you must provide sufficient information about the project/ program curriculum, script(s), evaluation instrument(s)/ tool(s), assessment method(s) or other publications to facilitate the Board's understanding. **Applications that do not provide this information will not be considered.**

- b. Agency/ program publications: Examples include brochures, newsletters, Web sites, flyers, handouts, etc.) If this proposal is for a new project/ program that your agency has not yet implemented and copies are not in hand, provide drafts or a detailed description. As appropriate, provide copies of advertising/order forms for publications.

# APPENDICES

*Appendix A*

**SAMPLE PROJECT/PROGRAM INFORMATION SHEET**

- **Project/ Program Title:** Speak Up
- **Amount Requested:** \$20,402.00
- **Specific Population Served by Project/ Program:** This project will serve elementary school-aged children attending family resource and youth centers (FRYCs) across the state, and their parents/care givers.
- **Brief Description of Project/ Program:** This pilot project will provide a child sexual abuse prevention program model, curriculum / materials and support to local FRYCs in no more than eight selected counties that offer little or no CSA prevention education. Underserved areas will be determined following contact with the CVTF, CACs, health departments and rape crisis centers. Presentations will be held during the FRYC after-school programs and evening programs for parents/caregivers. Child Thrive will begin by contracting with a University of Kentucky graduate student in education, specializing in child sexual abuse education, to be the Speak Up! program director. The program director will contact the directors of those FRYCs in the underserved areas and schedule meetings with the FRYCs and local boards of education to initiate contact, identify effective methods of attracting parent interaction, and to begin implementation. Trainings for selected FRYC trainers will be conducted at regional sites by the Child Thrive and the program coordinator. These trainers will be provided with the model program – protocols, curriculum/materials, pre and post-testing, support, etc. – to implement the program in their locale. A follow-up meeting will be held at the Child Thrive office to debrief trainers and critique the success of the project. *(196 words)*

*Appendix B*

**VI. SAMPLE Anticipated Project Revenue Detail —Breakdown by Source Form**

<b>Source</b>	<b>Committed or Potential Funding</b>	<b>Sub-Total Amount</b>
<b>CVTF Grant</b>	Potential	<b>\$20,402.00</b>
<b>Cash Match*</b> (minimum 10% of total CVTF Grant request)		
Prevent Child Abuse Kentucky	Committed	\$2,050.00
Child Thrive	Committed	\$6,126.00
<b>Subtotal</b>		<b>\$8,176.00</b>

<b>In-kind Match*</b> (remaining percentage of 50% CVTF match)		
Child Thrive	Committed	\$8074.00
FYRCs	Potential	\$1,550.00
<b>Subtotal</b>		<b>\$9,624.00</b>

<b>GRAND TOTAL (all sources of anticipated project revenue)</b>	<b>\$38,202.00</b>
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\* Pursuant to KRS 15.935(1)(a)2 and KRS 15.940(4), a 50% match is required. The match composition shall be as follows: The Cash match shall total at least 10% of the total CVTF grant amount (i.e. other funding sources, cash donations, grants, salaries paid through agency sources, etc.). This sum shall be subtracted from the total match amount. The remainder match may be through cash and/or in-kind match (i.e. donated facilities, goods or services, volunteer services, etc.). The type of contributions stipulated as in-kind must be specific to the project being funded and shall be subject to approval of the Board, and the applicant shall maintain documentation for such contributions.

*Appendix C*

**VII. SAMPLE Budget Plan**

Name of Agency: \_\_\_\_\_ Child Thrive \_\_\_\_\_

Name of Project/ program: \_\_\_\_\_ "Speak-up" \_\_\_\_\_

Budget Period: From (mm/dd/yy) \_\_\_\_\_ 8/1/08 \_\_\_\_\_ To: 6/30/09 \_\_\_\_\_

1. **ANTICIPATED PROJECT REVENUE:** \_\_\_\_\_ \$38,205.00 \_\_\_\_\_

CVTF Grant (column A) \_\_\_\_\_ \$20,402.00 \_\_\_\_\_ Total Match (columns B and C) \_\_\_\_\_ \$17,800.00 \_\_\_\_\_

2. **PROJECT BUDGET:**

Cost Category	Funding Sources			SUB-TOTAL (Column D)
	CVTF Grant (Column A)	Cash Match (Column B)	In-Kind Match (Column C)	
a) Staff Salaries Administrative assistant Trainers  Staff Salaries Subtotal:			\$7,500.00 \$1,440.00  <b>\$8,940.00</b>	   <b>\$8,940.00</b>
b) Staff Fringe Benefits Administrative assistant Trainers  Staff Fringe Subtotal:			  \$684.00 <b>\$684.00</b>	   <b>\$684.00</b>
b) Consultant/Contractual Services Program director Food services  Contract Services Subtotal:	\$18,000.00 \$1,280.00  <b>\$19,280.00</b>			   <b>\$19,280.00</b>
d) Training & Travel  Training & Travel Subtotal:	\$1,032.00  <b>\$1,032.00</b>			   <b>\$1,032.00</b>
e) Operational Expenses Background checks Office space Utilities Office supplies Postage Operational Expenses Subtotal:	\$90.00      <b>\$90.00</b>	\$2,000.00 \$1150.00 \$1004.00 \$72.00  <b>\$4,226.00</b>		       <b>\$4,316.00</b>
f) Equipment Fax machine Computers Printer Copier  Equipment Subtotal:		\$50.00 \$200.00 \$250.00 \$1,400.00  <b>\$1,900.00</b>		       <b>\$1,903.00</b>
g) Materials Training packets Child packets Adult packets Shipping & handling  Materials Subtotal:		\$1,200.00 \$640.00 \$160.00 \$50.00  <b>\$2,050.00</b>		       <b>\$2050.00</b>
<b>GRAND TOTALS</b>	<b>\$20,402.00</b>	<b>\$8,176.00</b>	<b>\$9,624.00</b>	<b>\$38,202.00</b>

*Appendix D*

**VIII. Sample Budget Narrative**

Agency Name: \_\_\_\_\_ Child Thrive \_\_\_\_\_

Project/ program Name: \_\_\_\_\_ "Speak-up!" \_\_\_\_\_

**A. Cost Categories**

**1. Staff Salaries – \$8,940.00 (In-kind Match)**

*Administrative Assistant:* The agency will provide an administrative assistant to assist the project director. It is estimated that the administrative assistant will spend approximately 25 percent of her time doing clerical work for the sexual abuse prevention project. The administrative assistant's salary is \$30,000.00 annually. This salary is an in-kind match.

- \$30,000.00 annual salary x .25 = **\$7,500.00 (In-kind)**

*Trainers:* Eight (8) FYRC personnel will donate their time to the project/ program at an estimated rate of \$15.00 per hour. It is estimated that each person will spend a total of **12 hours**: six hours for training (two 3-hour sessions); four hours for presenting the program (1 hour presentation and 30 minute follow-up session for children, 90 minute presentation and 1 hour follow-up session for parents/caregivers); two hours for pre and post-testing. The trainers' time is an in-kind match.

- 12 hours x \$15.00 per hour = \$180.00 x 8 trainers = **\$1,440.00 (In-kind)**

**2. Staff Fringe Benefits – \$684.00 (In-kind Match)**

*FICA and/or Medicare:* The agency pays fringes calculated using 6.20% for FICA and 1.45% for Medicare (total: 7.65%). No other fringes are offered.

CVTF grant to pay for the pro-rated employer share of fringe benefits for the administrative assistant:

- \$7,500.00 pro-rated annual salary of administrative assistant x 7.65% = \$574.00 (rounded) **(In-kind)**

The FYRCs will donate the pro-rated employer share of fringe benefits for the eight trainers:

- \$1,440.00 pro-rated annual salary of trainers x 7.65% = \$110.00 (rounded) (*In-kind*)

**3. Consultant and Contractual Services – \$19,280.00 (CVTF)**

*Project Director:* It is estimated that this contracted, part-time director will spend an average of 20 hours per week, from August 1, 2007 through June 30, 2008, coordinating and overseeing the implementation of the “Speak-up!” program. The director, a University of Kentucky doctoral student in education, will be paid \$20.00 per hour and will work on this project approximately 45 weeks (allowing for 2 weeks of holiday and other time off).

- \$20.00 per hour x 20 hours per week x 45 weeks = **\$18,000.00.**

*Food Services:* Each parent training will provide a light supper as an attendance incentive.

- \$8.00 per parent x 20 = \$160.00 per site x 8 sites = **\$1,280.00.**

**4. Training and Travel – \$1,032.00 (CVTF)**

Estimated travel is as follows: 100 miles per site to the eight FYRC locations for initial meeting; 100 miles per site for training FYRC personnel; 100 miles per eight FYRC locations for follow-up meeting at Child Thrive.

- 800 miles x 3 = 2400 miles x .43 per mile = **\$1,032.00**

**5. Operational Expenses – \$90.00 (CVTF); \$4,226.00 (Cash Match)**

*Background Checks:* AOC criminal background checks to be done on the project director and eight FYRC personnel.

- \$10.00 x 9 = **\$90.00 (CVTF)**

*Office space:* 20 square feet of office space will be devoted to the prevention program, for its duration (10 months). Monthly rent for 1500 square feet is \$1,500, or \$10.00 per square foot.

- \$10.00 x 20 = \$200 per month x 10 months = **\$2,000.00 (Cash)**

*Utilities:* Water averages \$30.00 per month; electric averages \$200.00 per month; telephone service average \$200.00 per month. Based on the administrative assistant devoting about 25% of her time to the CSA prevention project:

- *Water:*  $\$30 \times 10 \text{ months} = \$300.00 \times 25\% = \mathbf{\$75.00 (Cash)}$
- *Electric:*  $\$230.00 \times 10 \text{ months} = \$2,300.00 \times 25\% = \mathbf{\$575.00 (Cash)}$
- *Telephone:*  $\$200.00 \text{ average monthly cost} \times 10 \text{ months} \times 25\% = \mathbf{\$500.00 (Cash)}$

*Office Supplies:* Annual supply expenses (paper, ink cartridges, pens, pencils, etc.), based on an average of the last three years, is approximately \$1000.00. Each site will require an estimated 250 pieces of addition paper for correspondence and miscellaneous copies:

- $\$1000.00 / 12 = \$83.00 \text{ (rounded)} \times 10 \text{ months} = \$830.00 + \$120.00 \text{ (4 extra reams of paper at } \$30 \text{ @ for the 2000 copies)} + \$54.00 \text{ (2 extra boxes of 500 envelopes } \$50.00 \text{ and 16 manila envelopes } \$4.00) = \mathbf{\$1004.00 (Cash)}$

*Postage:* Estimated postage costs: **\$72.00 (Cash)**

- $10 \text{ letters per site} \times .47 \text{ cents each} = \$4.70 \times \text{eight sites} = \mathbf{\$40.00 \text{ (rounded)}}$
- $2 \text{ manila envelope mailings per site} = \$4.00 \times \text{eight sites} = \mathbf{\$32.00}$

## **6. Equipment – \$1,900.00 (Cash Match)**

All necessary equipment will be provided by the Agency as cash match. It is estimated the program will utilize the equipment 25% of the time. The current equipment values were calculated by our CPA, Haas-Winston, using the straight-line depreciation method.

*Fax machine*

- $\$200 \text{ current equipment value} \times .25 = \mathbf{\$50.00}$

*Computers (2)*

- $\$400 \text{ current equipment value} \times .25 = \$100 \times 2 = \mathbf{\$200.00}$

*Printer*

- $\$1,000 \text{ current equipment value} \times .25 = \mathbf{\$250.00}$

*Copier:* Child Thrive and/or the local FYRCs will provide an estimated 2000 copies for correspondence and other program-related materials. Our Xerox copier maintenance agreement charges .70 cents per copy.

- $2000 \text{ copies} \times .70 \text{ cents each} = \mathbf{\$1,400.00}$

**7. Materials – \$2,050.00 (Cash)**

*Curriculum/ materials:* prices are based on the nationally-recognized *Speak Up!* child sexual abuse prevention program curriculum and materials (*see attached pricing on company letterhead*) for eight trainers, and an estimated 40 children and 20 adults per site. A grant through Prevent Child Abuse Kentucky will provide the materials.

- Training curriculum packets: \$150 @ x 8 = **\$1,200.00**
- Child packet: \$2.00 @ x 40 = \$80.00 x 8 sites = **\$640.00**
- Adult packet: \$1.00 @ x 20 = \$20.00 x 8 sites **\$160.00**
- Shipping & handling = **\$50.00**

**B. Reduced CVTF Funding**

If the agency does not receive full funding for this project/ program, we plan to reduce the number of sites to no less than six and perhaps eliminate the meal incentives for parent participation.

Additionally, we are always looking for other funding streams.

# Child Victims' Trust Fund

Statewide Prevention Grant  
Fiscal Year 2012

APPLICATION

Child Victims' Trust Fund



# **Child Victims' Trust Fund**

## **Statewide Prevention Grant Fiscal Year 2012**

### **APPLICATION**

#### **TITLE PAGE**

**AGENCY NAME:** \_\_\_\_\_

**TITLE OF PREVENTION PROJECT/ PROGRAM:**  
\_\_\_\_\_

**AMOUNT REQUESTED:** \_\_\_\_\_

**CONTACT NAME / TITLE:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**AGENCY ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**PHONE:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**FEDERAL TAX ID #:** \_\_\_\_\_

Agency Name \_\_\_\_\_, page \_\_\_\_\_

## GRANT APPLICATION CHECKLIST

### Check all that apply and/ or are attached:

- Title page
- Grant Application Checklist
- Statement of Cooperation and Assurances
- Agency Data Sheet
- Project/ program Information Sheet
- Application Narrative
- Anticipated Project/ Program Revenue Detail—Breakdown by Source Form
- Budget Plan
- Budget Narrative
- Description of Board/CVTF Promotion Plan

### Required Attachments—Part A:

- Evidence of 501(C)(3) or other non-profit/public status (i.e. IRS determination)
- List of Current Board Members with affiliations
- Agency Staffing Chart or other Personnel Diagram
- Agency Audit or year-end financial statement for last completed fiscal year (*government agencies exempt*)
- CV/ Resume of Agency Director
- Job descriptions and qualifications for each position involved in the proposed child sexual abuse prevention program
- CV(s)/ Resume(s) of all Staff who will be working in the proposed child sexual abuse prevention program
- Letters from collaborative partners on partner's letterhead
- Letters of Agreement for consultant and/or contractual services on vendor's letterhead
- Copy of equipment price quote(s) on vendor's letterhead
- Copy of materials price quote(s) on vendor's letterhead
- Evaluation instrument(s) or tool(s)
- Copy of Promotion Plan

### Required Attachments—Part B:

- Program curriculum being proposed
- Copy of Agency/ Program publications (i.e. brochure, newsletter, Web page, etc.)

### Application Format (unless otherwise noted in the Guidelines, Overview & Instructions):

- White, 8 ½" by 11" paper
- Typed, double-spaced, single-sided
- Times New Roman or similar business font no smaller than 12-pt.
- Type is neither all bold nor all capitalization, nor all italics
- 1" margins—left, right, top and bottom
- Page headers appear in upper right-hand corner of each page
- No binding, sections separated by colored paper
- Include section headings in Application Narrative
- Include section headings in Budget Narrative



Agency Name \_\_\_\_\_, page \_\_\_\_\_

**AGENCY DATA SHEET**

Name of Agency: \_\_\_\_\_

Agency Director/Administrator: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ KY Zip Code+four: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-mail: \_\_\_\_\_ Web Address: \_\_\_\_\_

\*\*\*\*\*

County of above office location: \_\_\_\_\_

Counties and cities served by agency: \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

Local Task Force name (if applicable): \_\_\_\_\_

Location: \_\_\_\_\_

*(At this time, the Attorney General's Office knows of no operative task forces in Kentucky)*

\*\*\*\*\*

CVTF Grant History:

Number of years funded \_\_\_\_\_

Last year funded \_\_\_\_\_ Amount \_\_\_\_\_

Agency name if changed / Project/ program title and Year(s) funded:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Agency Name \_\_\_\_\_, page \_\_\_\_\_

## **PROJECT/ PROGRAM INFORMATION SHEET**

Project/ program title \_\_\_\_\_

Amount requested: \_\_\_\_\_

Type of prevention:            \_\_\_\_\_ Primary            \_\_\_\_\_ Secondary            \_\_\_\_\_ Tertiary

Specific population served by project/ program:

Brief project/ program summary (no more than 200 words):

Agency Name \_\_\_\_\_, page \_\_\_\_\_

## **APPLICATION NARRATIVE**

### **I. Agency Description**

The description of your agency must, at a minimum, include:

- A. Mission Statement or Purpose
- B. History of the Agency
- C. Description of the Board of Directors
- D. Listing and Description of Paid Staff Positions
- E. Listing and Description of Independent Contractors and Volunteers
- F. Description of Programs Similar to/ Related to Child Sexual Abuse Prevention in your region or being offered by your agency.

### **III. Program Description**

The detailed description of your child sexual abuse prevention program must, at a minimum, include:

- A. Project/ program Description
  - 1. Purpose and Type of Prevention
  - 2. Target Population and Contributing Factors
  - 3. Project/ program Goals and Objectives
- B. Curriculum
  - 1. Content
  - 2. Learning Goals and Objectives
  - 3. Consistency with Current Research, Literature and Best Practices
  - 4. Appropriateness for Target Population
- C. Project/ program Delivery
  - 1. Proposed or secured Location(s)/ Venue(s)
  - 2. Number and Duration of Exposures
  - 3. Barriers and approaches to overcoming them

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D. Available Resources

1. Party Responsible for Implementation
2. Party responsible for Staff, Volunteer and Consultant Training
3. Party responsible for Supervision of Staff, Volunteers and Consultants
4. What type of Training will Other Involved Parties Receive
5. What Type of Collaboration and Coordination Efforts will be made and with whom

E. Implementation Timetable

**IV. Evaluation Plan**

The description of your evaluation plan must, at a minimum, include:

A. Project/ program Goals and Objectives

1. Number of Targeted Recipients, Number of Contacts with recipients and Duration of Exposure(s)
2. Learning Goals for Project/ program Content
3. Determination of Success

B. Provide Evaluation Instrument(s), Tool(s) and/ or Other Assessment Methods

C. Describe Evaluation and Assessment Time Frames

**V. CVTF Promotion Plan**

Your CVTF promotion plan must, at a minimum, include:

- A. CVTF Logo, Income Tax Refund Check-Off and "I Care About Kids" License Plate in Published Materials
- B. Distribution of CVTF Posters and Brochures in all County Clerks' Offices in your region
- C. Distribution of a letter (to be provided by the Board) to a minimum of 20 accountants and tax preparers in your region asking them to display a CVTF poster and brochures in their offices.

**VI. Anticipated Project/ Program Revenue Detail —Breakdown by Source Form**

Source	Committed or Potential Funding	Sub-Total Amount
<b>CVTF Grant</b>		

<i>Cash Match*</i> (minimum 10% of total CVTF Grant request)		

<b>In-kind Match*</b> (remaining percentage of 50% CVTF match)		

<b>GRAND TOTAL (all sources of anticipated project/ program revenue)</b>	
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\* Pursuant to KRS 15.935(1)(a)(2) and KRS 15.940(4), a 50% match is required. The match composition shall be as follows: The Cash match shall total at least 10% of the total CVTF grant amount (i.e. other funding sources, cash donations, grants, salaries paid through agency sources, etc.). This sum shall be subtracted from the total match amount. The remainder match may be through cash and/or in-kind match (i.e. donated facilities, goods or services, volunteer services, etc.). The type of contributions stipulated as in-kind must be specific to the project/ program being funded and shall be subject to approval of the Board, and the applicant shall maintain documentation for such contributions.

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**VII. Budget Plan**

Name of Agency: \_\_\_\_\_

Name of Project/ program: \_\_\_\_\_

Budget Period: From (mm/dd/yy) \_\_\_\_\_ to (mm/dd/yy) \_\_\_\_\_

1. **ANTICIPATED PROJECT/ PROGRAM REVENUE:** \$ \_\_\_\_\_

CVTF Grant (column A) \$ \_\_\_\_\_ Total Match (columns B and C) \$ \_\_\_\_\_

2. **PROJECT/ PROGRAM BUDGET:**

Cost Category	Funding Sources			SUB-TOTAL (Column D)
	CVTF Grant (Column A)	Cash Match (Column B)	In-Kind Match (Column C)	
a) Staff Salaries  Staff Salaries Subtotal:				
b) Staff Fringe Benefits  Staff Fringe Subtotal:				
c) Consultant/Contractual Services  Contract Services Subtotal:				
d) Training & Travel  Training & Travel Subtotal:				
e) Operational Expenses  Operational Expenses Subtotal:				
f) Equipment  Equipment Subtotal:				
g) Materials  Materials Subtotal:				
<b>GRAND TOTALS</b>				

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**VIII. Budget Narrative**

- A. The budget narrative must, at a minimum include, an explanation of each of the following cost categories:
1. Consultant and Contractual Services.
  2. Training and Travel
  3. Operational Expenses
  4. Equipment
  5. Materials
  6. The description of your plan for continuation funding beyond the CVTF grant must, at a minimum, *must* include strategy to broaden financial support for the prevention project/program and capacity for continuation funding.

**IX. Required Attachments—Part A:**

**X. Required Attachments—Part B:**