

MEMORANDUM

TO: Interested Persons

FROM: Maria Shyver
CCC Regional Network Coordinator

DATE: September 1, 2023

SUBJECT: Available Grant Funds

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 \$3,000 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 6, 2023.** 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 6, 2023.
- Proposals will be reviewed by the mini-grant committee and taken to the Regional Network for vote and approval.
- The receiving agency must submit an invoice form (provided to successful applicants in the mini-grant agreement) with all receipts for purchased items no later than **April 26, 2024**, 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 the proposed project.
- Applicants will be notified of funding decisions by Tuesday, October 17, 2023.

/lw



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

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Serving the Municipal and County Governments of Daviess, Hancock, Henderson, McLean, Ohio, Union, & Webster



Request for Proposal for CCC Regional Network Child Abuse Awareness Funds

ATTN: Maria Shyver
 CCC Regional Network Coordinator
 Green River Area Development District
 300 GRADD Way
 Owensboro, KY 42301
 PH: 270-852-1385 Fax: 270-852-1385
 Email: mariashyver@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 28, 2024. 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 CCC REGIONAL NETWORK GUIDELINES

ALLOWABLE EXPENDITURES

We ask all applicants to be mindful of appropriate spending.

All activities/events/training must: focus directly on the prevention of or building awareness of child abuse/neglect **and**; 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 can include but are not limited to conferences, trainings, parenting classes, workshops, support groups, educational materials, etc. in the areas of:

- positive child, youth and teen development
 - developmental stages
 - healthy relationships
 - teen parenting
 - substance abuse
 - truancy, educational neglect, and school behavior
 - safe sleep
 - human trafficking
 - parenting tips
- strengthening families and promoting self-sufficiency
- building the involvement of fathers in the lives of their child
- educating faith communities of child abuse
- healthy co-parenting
- cyber safety
- awareness of child abuse among faith community
- child related poverty issues
- prevention/awareness child sexual abuse
- supporting grandparents or caregivers raising relatives
- awareness of substance abuse relating to child abuse
- awareness of domestic violence and child abuse
- cultural diversity training
- building child abuse/neglect awareness
 - Educational materials - defines child abuse/neglect, signs of abuse/neglect, prevention tips, local stats, etc.
- Any other child abuse prevention approved by Mini Grant Subcommittee

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 attempted to be offset through collaboration (i.e. donations from local businesses).
- Food costs must be budgeted in advance.
- An RSVP list must be maintained for any activity or event that includes food.
- If mini grant funds are used for the purchase of food, the total cost of any individual meal cannot exceed the below state per diem rate per person
*These amounts are subject to change.

<u>Meal</u>	<u>Meal-time Hours</u>	<u>Reimbursement Amounts</u>
Breakfast	6:30am - 9:00am	\$8.00*
Lunch	11:00am - 2:00pm	\$10.00*
Dinner	5:00pm - 9:00pm	\$18.00*

Paying for Speakers may be allowable with the approval of the Mini Grant Subcommittee. Please provide the Mini Grant Subcommittee information about speaker(s) including qualifications of the speaker/curriculum.

Incentives, door prizes, and general promotional items may be funded by CCC Such items must be education based and prevention-focused items with an educational component.

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/neglect 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 (unless special approval is given by CCC TAs)
- Cash incentives or assistance
- Flex funds, client assistant funds, or emergency funds.
- Weapons or related items
- Building improvements
- Child care
- 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 (unless special approval is given by CCC TAs)
- 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