



**GRANT
APPLICATION
GUIDELINES
2020**

**LOUISIANA
CHILDREN'S
TRUST FUND**

A Brighter Tomorrow for
Louisiana's Children

Louisiana Children's Trust Fund

Capitol Annex Building

1051 North 3rd Street #1-136

Baton Rouge, Louisiana 70802

Phone: 225-342-2245

Katina M. Semien, Esq., Executive Director



LSU

**Social Research &
Evaluation Center**

Thank you for your interest in the Louisiana Children’s Trust Fund (LCTF) as we strive to address child abuse and neglect in our state. The Louisiana Children's Trust Fund announces it will accept grant applications from public and non-profit organizations for the 2020-2021 funding year. Grants will be awarded on a competitive basis for primary and secondary child abuse prevention programs.

Please use these application guidelines to assist you in preparing and submitting a proposal to our agency. These guidelines provide information about program requirements, the overall grants process, and a general description of the required information needed to complete a proposal. It is important to read all of the information provided before submitting an application.

ABOUT LCTF

LCTF is a quasi-governmental organization, under the Louisiana Children’s Cabinet within the Governor’s Office. In 1983, the Louisiana legislature established LCTF to fund agencies addressing child abuse throughout the state. In operation for 35 years, LCTF is one of the longest established Children’s Trust Funds in the nation. A Governor-appointed Board of Directors oversees LCTF, and an Executive Director manages it. LCTF Board oversees the Louisiana State Plan for Child Abuse and Neglect, which proposes strategies for tackling child abuse and neglect through funding for prevention efforts.

The primary source of LCTF funding is a Community-Based Child Abuse Prevention (CBCAP) grant awarded by the U.S. Children’s Bureau Administration for Children and Families (ACF) within the U.S. Department of Health and Human Services (U.S. DHHS, 2017). Duplicate birth certificate fees provide additional public funding.

The mission of the Louisiana Children’s Trust Fund (LCTF) is “to prevent child abuse and neglect among Louisiana’s children and families through building strong cross-sector partnerships and through increased child safety public awareness.” (LCTF, 2019).

GRANT APPLICATION DEADLINE

All applications must be submitted to LCTF no later than:

Friday, February 28, 2020 by 4:00pm

SUBMIT BY MAIL TO*:

Louisiana Children’s Trust Fund

Capitol Annex Building

1051 North Third Street, #1-136

Baton Rouge, Louisiana 70802

225-342-2245 (office)

*It is advisable to send the application by certified mail or other courier
which provides proof of delivery

OR

EMAIL TO: Michele.Rabalais@LA.GOV

TYPES OF SERVICES FUNDED BY THE LOUISIANA CHILDREN’S TRUST FUND

1. **Direct services** are best practice models or curriculums designed to: 1) provide parents with interpersonal skills and knowledge that are valuable specifically in the parenting role, 2) prepare first- time parents for the job of parenting during both the pre- and perinatal periods, 3) teach adults/youth how to recognize and avoid child sexual assault and other abusive behaviors, 4) help prepare young people for parenting responsibilities, 5) facilitate the creation of social networks through new parent groups by pairing first-time parents with experienced parents towards the continuation of instruction of child care and child development. Such programs may focus on the following key areas: education in child development, parent-child relationship, communication with the new baby, development of peer support systems, parent-child bonding. **(For PROGRAM Application ONLY)**
2. **Professional development, conferences, and workshops/seminars** are formal events held annually. Activities in this category generally include: communicating knowledge and information regarding supportive services to parents and general information on child abuse and neglect prevention to professionals and volunteers such as Court Appointed Special Advocates (CASA) volunteers, Department of Child and Family Services (DCFS) workers, law enforcement, social workers, medical professionals, and school personnel. Conferences must be statewide, regional or parish-wide. **(For EVENTS Application ONLY)**
3. **Public awareness campaigns and education** are broad scale events addressing the problem of child abuse neglect and the importance of prevention. Activities in this category generally include: 1) marketing campaigns that clarify what child abuse/neglect is to the public while promoting LCTF, 2) disseminating information related to child-development and non-abusive discipline at public places, 3) developing campaigns on child abuse/neglect prevention and a marketing “blitz” including electronic media, newspapers, public service announcements and billboards, 4) creating videos/DVDs and written material libraries on parenting at family resource centers and public libraries, and 5) promoting referral guides and hotlines for brochures. **(For EVENTS Application ONLY)**

GRANT PROCESS

Each year, LCTF releases a statewide funding opportunity announcement (FOA) to community stakeholders for programs, professional development trainings, conferences, and public awareness campaign reimbursement grants. For fiscal year 2020, grant awards will be for projects beginning July 1, 2020 and ending June 30, 2021. Grant awards will be made to organizations through a competitive process.

1. Grant applications received are evaluated by the Executive Director for compliance with LCTF requirements.
2. Applications that meet the requirements are then randomly assigned to a volunteer grant reviewer who is responsible for independently reviewing and scoring the individual applications.

3. Scores are combined and an average composite score determined. The scores are forwarded to the LCTF Board of Directors' Grant Review Committee which makes recommendations to the LCTF's Board of Directors for final approval.

WHO IS ELIGIBLE TO APPLY?

LCTF accepts grant applications from public and non-profit organizations. Grants are awarded on a competitive basis for primary and secondary child abuse prevention programs and for other projects consistent with LCTF recommendations.

LCTF is allowed to award grants to non-profit and public organizations:

- **Non-profit organizations** must submit proof of non-profit status in the form of a designation letter from the IRS and state charter along with application;
- **Public organizations** must submit a letter of authorizing application written by the person designated in the organization to execute contracts.

******ALL AGENCIES AWARDED LOUISIANA CHILDREN'S TRUST FUND REIMBURSEMENT GRANTS WILL BE REQUIRED TO COMPLY WITH THE FOLLOWING******

1. The contractor shall implement the program or event as stated in the application. Any amendments must be reported and approved by LCTF staff.
2. The contractor will make purchases and request reimbursement for expenses listed in the budget section of the approved application and further APPROVED by LCTF staff.
3. The contractor shall submit **monthly** cost reports with receipts and documentation for reimbursement of expenditures by the 15th of the following month. **Final cost reports are due no later than June 30th, which is the end of the fiscal year. No cost reports will be accepted after July 15th.**
4. The contractor will work with the LCTF Technical Assistance Coordinator, Louisiana State University-Social Research and Evaluation Center (LSU-SREC), to design and implement a sound evaluation and data collection plan.
5. The contractor will provide de-identified data to LCTF twice a year. De-identified data will be shared with the external evaluator, LSU-SREC, for data analysis at the mid-year and at the end of the contract year. The data **MUST** be submitted using the Louisiana Children's Trust Fund/LSU-SREC data reporting system. If said data are not forthcoming, as per the reporting period stated above, LCTF may withhold financial reimbursements to the contractor until the data is received.
6. The contractor agrees to allow LCTF to use the contractor's name and program described in this contractual agreement for purposes of publicizing the Children's Trust Fund activity, providing confidentiality of clients is not compromised. Such publicity shall include, but not be limited to, still photographs, videotapes, references to program of the contractor in the media, publication of announcement of grant award.

7. The contractor shall maintain adequate liability insurance.
8. The contractor agrees to acknowledge the Louisiana Children's Trust Fund as a funding agent in any materials produced or printed with these funds.
9. The contractor will submit to LCTF for review and approval a draft of materials to be produced or printed for use in program as outlined in the grant application.
10. The contractor will inform LCTF in writing of any other source(s) of funding being used in conjunction with the program as outlined in the grant application.
11. The contractor shall submit for review and approval by Agency, a copy of resume/vitae on professionals contracted with in conjunction with delivery of services as outlined in grant application.
12. The contractor shall be obligated to obtain in written permission from LCTF for use of any information collected in the performance of the terms of this agreement. No information resulting from activities to fulfill the requirements of this agreement may be used by any party without consent of LCTF staff.
13. LCTF may terminate this agreement if the contractor uses any funds designated in agreement for similar services or purchase of items or materials that have been, or shall have been, provided from other funding sources.
14. The contractor cannot charge a fee for services or products produced with funds from this contract without written permission from LCTF staff.

FOCUS AREAS

LCTF provides grants to programs that focus on child abuse and neglect prevention. LCTF grants will be awarded for primary and secondary prevention programs. **Funds will NOT be available for tertiary prevention programs although the Board recognizes the need to treat victims in order to break the cycle of abuse.**

Prevention is defined as follows:

PRIMARY PREVENTION is taking measures to keep child abuse from happening, before it has ever occurred. Key aspects of primary prevention efforts are:

- (1) It is offered to all members of a population;
- (2) It is voluntary;
- (3) It is an attempt to influence societal forces which impact parents and children;
- (4) It seeks to promote positive family functioning rather than just to prevent problems.

Examples of primary prevention activities include, but are not limited to, educational programs in schools and to professionals and volunteers, parenting and prenatal support classes, and awareness announcements in the media.

SECONDARY PREVENTION is taking measures to keep child abuse from happening before it has occurred to a serious degree, but after certain warning signals have appeared. Key aspects of secondary prevention are:

- (1) It is offered to a predefined group of “at risk” individuals;
- (2) It is voluntary;
- (3) It is more problem focused than primary prevention;
- (4) It seeks to prevent future parenting problems by focusing on the particular stresses of identified parents or guardians.

Examples of secondary prevention programs include support programs for teenage parents, programs for parents of infants with specific problems, programs for children who have been abused and programs for families with identifiable stresses.

In addition, LCTF will not consider programs which propose economic approaches (i.e., child support, divorce equity, income maintenance and/or treatment or counseling programs for victims or perpetrators of sexual, physical or emotional abuse or neglect, substance abuse or domestic violence, building construction, purchase or renovation projects).

Lastly, the LCTF Board considers applications for the funding of equipment, **ONLY** when the proposed equipment purchases will be used for service delivery related directly to the prevention of child abuse and neglect on an ongoing basis and has been approved by the Executive Director prior to purchase. Once the program is no longer funded, items become the property of LCTF.

PROGRAM AREAS

LCTF-funded programs fall into the following five categories:

1. **Teaching children personal safety and life skills:** After-school mentoring and tutoring programs; school-based child development programs, Pre-K-12; life skills programs; school based parenting programs; bullying prevention programs; programs that involve youth in problem solving and teach anger management skills; Baby-think-it-over parenting awareness programs.
2. **Education and support services for parents:** In-home, early intervention programs for families of at-risk children; parent involvement programs in the schools; parenting programs for parents that home-school their children; maternal mental health, post-partum depression, perinatal programs; single parent support groups; fatherhood initiatives and programs for extended family/grandparents; child safety education, including internet safety.
3. **Hospital and/or home visitation and support services to families:** Case management to help families connect with community resources; support for networking and collaboration of service providers;
4. **Public awareness and education programs for adults:** Marketing campaign that clarify what child abuse or neglect is to the public and “brands” the Children’s Trust Fund;

dissemination of information related to child-development and non-abusive discipline at public places; development of a public awareness campaign on child abuse/neglect prevention and a marketing “blitz” including electronic media, newspapers, public service announcements and billboards; creation of video/DVD and written material libraries on parenting at parenting centers, neighborhood centers, family resource centers and public libraries; develop and promote referral guides and hotlines for parents.

5. **Training and education of teachers, professionals and volunteers:** Statewide training for mandatory reporters (open to the public as well); cross disciplinary training (e.g. attorneys, social workers, educators, law enforcement, volunteers) on child abuse prevention models, new legislation and policies, and more; assistance to coalitions addressing parent education and support, child abuse prevention, and public awareness of children’s issues; data collection on prevention programs, and uses of this data; training on the effects of poverty and child abuse/neglect.

EVIDENCE-BASED PROGRAMS

LCTF encourages grantees to adopt evidence-based interventions that have established outcomes appropriate to the grantee's participants. Using evidence-based practice to design and implement preventive and intervention efforts is critical in ensuring the efficiency and effectiveness of LCTF funding. Please [click here](#) to access the FRIENDS National Center for Community-Based Child Abuse website for information about levels of evidence-based and evidence-informed practices. Also, refer to the Blueprints, SAMSHA, and the Friends Network websites for programs that address child abuse and neglect. Before selecting program, please be sure that your organization and its partners are able to replicate the model as prescribed.

PROTECTIVE FACTORS

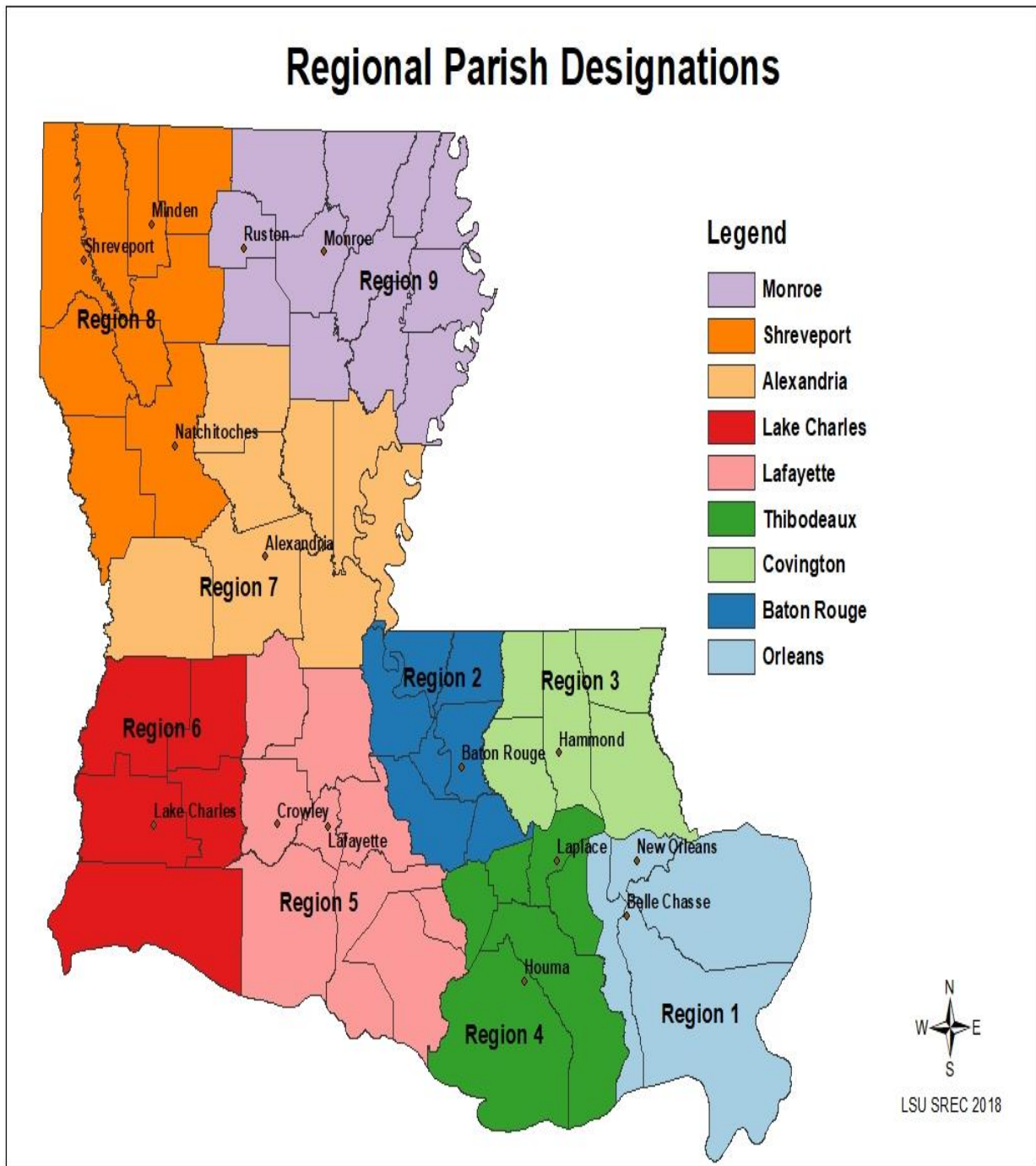
All organizations funded by LCTF are expected to address protective factors as described in the Strengthening Families’ model. Focusing on these strategies is effective in reducing maladaptive behaviors that contribute to child abuse and neglect. Protective factors are evidence-based characteristics demonstrated by families as described below:

1. Social connections— Having positive relationships with friends, neighbors, and other community members that provide assistance and support.
2. Concrete supports in times of need— Meeting the basic needs of the family and having access to community resources that provide those needs.
3. Knowledge of parenting and child development— Obtaining proper knowledge related to child development in the social, emotional, and physical domains.
4. Children’s social and emotional competence—Teaching children to socialize with others and adequately regulate emotions through modeling positive behavior.
5. Nurturing and attachment— Providing children with a loving and caring environment can help them grow and develop strong self-esteem and confidence in themselves.
6. Parental resilience—Coping with adverse life events or activities in an appropriate, effective manner.

REGIONAL PARISH DESIGNATIONS

Region 1	Region 2	Region 3
Orleans Jefferson Plaquemine St. Bernard	East Baton Rouge East Feliciana Iberville Pointe Coupee West Baton Rouge West Feliciana	Livingston St. Helena St. Tammany Tangipahoa Washington
Region 4	Region 5	Region 6
Ascension Assumption Lafourche St. Charles St. James St. John Terrebonne	Acadia Evangeline Iberia Lafayette St. Landry St. Martin St. Mary Vermilion	Allen Beauregard Calcasieu Cameron Jefferson Davis
Region 7	Region 8	Region 9
Avoyelles Catahoula Concordia Grant LaSalle Rapides Vernon Winn	Bienville Bossier Caddo Claiborne Desoto Jackson Natchitoches Red River Sabine Webster	Caldwell East Carroll Franklin Lincoln Madison Morehouse Ouachita Richland Tensas Union West Carroll

Regional Parish Designations



REQUIRED GRANT INFORMATION	DESCRIPTIONS (where applicable)
<p>Applicant Organization</p> <p>Type of Organization (public or non-profit)</p> <p>Federal ID Number</p> <p>Physical Address</p> <p>Contact Person</p> <p>Title / Position</p> <p>Phone #</p> <p>Email Address</p> <p>Secondary Contact Person</p> <p>Title / Position</p> <p>Phone #</p> <p>Email Address</p> <p>Region Program/Event Serves</p> <p>Parish(s) Program/Event Serves</p> <p>Total Amount Requested</p> <p>Project Name/Event Title</p> <p>LDR Number</p>	<p>Please refer to the list and map of regional designations on pages 8-9. If your program serves statewide, please indicate as such.</p> <p>Include the total amount of funds requested. Please make sure this total matches the total in the budget.</p> <p>LDR is Louisiana Department of Revenue</p>
<p>Levels of evidence-based and evidence-informed practices</p> <ol style="list-style-type: none"> 1. Emerging 2. Promising 3. Supported 4. Well-supported 	<p>Please refer to the Blueprints, SAMSHA, and the Friends Network websites for programs that address child abuse and neglect.</p>
<p>Types of interventions: Primary and Secondary</p>	<p>Primary is taking measures to keep child abuse from happening before it has ever occurred.</p> <p>Secondary is taking measures to keep child abuse from happening before it has occurred to a serious degree, but after certain warning signals have appeared.</p>

REQUIRED GRANT INFORMATION	DESCRIPTIONS (where applicable)
Type of proposed event (EVENT Application ONLY)	<ul style="list-style-type: none"> • Professional Development/Training • Conferences, and • Workshops/Seminars • Public Awareness Campaigns and Education
Primary funding areas: <ol style="list-style-type: none"> 1. Teaching children personal safety and life skills 2. Educational and support services for parents 3. Hospital and/or visitation and support services to families (Example: respite care) 4. Public awareness and education program for adults 5. Training and education of professionals and volunteers 	If your program fits into another funding area, please list it.
Abstract/Project Summary—less than 350 words	
Briefly summarize the proposed project using each of the following points: <ol style="list-style-type: none"> 1. Title of the program/event 2. Overall goal of the program/event. State the purpose or vision of your program/event in one sentence 3. Specific services/topics that will be provided to meet the overall goal 4. Deliverables 5. Brief description of the specific population including the proposed number of individuals that will be served 6. Performance measures 7. Brief statement of how the event will aid in the prevention of child abuse/neglect 8. Brief description of how the program/event is considered primary or secondary prevention 	

Section 1— Problem Description and Need for Program/Event (20 pts.)	
1.1 Identify social, physical, economic and/or other problems requiring an intervention.	What participant needs have been identified and will be addressed by your program/event?
1.2 Describe the geographical area or community profile to be served by your program/event.	Include relevant characteristics such as child abuse/neglect statistics, racial makeup, median income, educational attainment, and percentage of population in poverty. Helpful data sources from the <i>U.S. Census Bureau, Kids Count (The Annie E. Casey Foundation), United Health Foundation, Children’s Defense Fund, and the Louisiana Department of Children & Family Services</i> may be used to describe population and geographical area.
1.3 Describe the needs, gaps, and services within your geographic area.	What problems are faced by your target population that your program will help solve? How will your program/event solve these issues?
Section 2— Impact on Prevention of Child Abuse/Neglect (15 pts.)	
2.1 Select each protective factor that applies to your program/event, and state how they will be addressed.	All programs funded by LCTF are expected to address protective factors as described in the Strengthening Families’ model. Focusing on these strategies is effective in reducing maladaptive behaviors that contribute to child abuse and neglect.
2.2 Clearly describe how the proposed program/event or intervention will aid in the prevention of child abuse/neglect.	
Section 3—Intervention (Theory of Change) OR Description of Program/Event (20 pts)	
3.1 Describe the proposed program/event.	Please include: <ul style="list-style-type: none"> • A description of the specific model or curriculum • Modifications of the model or curriculum (if any) • Frequency of delivery
3.2 List the proposed activities of program/event.	
3.3 List the expected or desired outcome(s) of your program/event.	Outcomes are changes that occur as a result of the project’s services. <ul style="list-style-type: none"> • Outcomes should be stated in clear terms and be related to the identified needs of the selected target population.

	<ul style="list-style-type: none"> • If you conduct your program’s activities and succeed with participants, what do they believe, know, have or do as a result? • What one or two changes do you expect to occur in the lives of the program participants as a result of your services?
<p>3.4 List the observable and measurable indicators of your program/event.</p>	<p>Indicators are specific signs needed to track progress that tell whether or not outcomes are being achieved.</p> <ul style="list-style-type: none"> • Indicators set a level of achievement and are expressed in either numbers or percentages. • How do you know if the proposal is achieving what it should? • Indicators answer the question: what would I see or hear that would tell me the outcome was being achieved?
<p>3.5 Using your described activities, outcomes and indicators in 3.2, 3.3, and 3.4, develop and attach a logic model which shows how your goals and activities are linked to your outcomes</p> <p>Attach a draft agenda. If applicable, attach campaign materials/proposed dissemination methods. (<i>For EVENT Application ONLY</i>)</p>	<p>Click here to develop a logic model. (<i>For PROGRAM Application ONLY</i>)</p>
<p>3.6 Provide justifications for using your described model for your specific population (<i>For PROGRAM Application ONLY</i>)</p>	
<p>Section 4— Participation (10 pts.)</p>	
<p>4.1 Provide the total number proposed to be served by your program/event in the appropriate category.</p>	<p>From the list below, select any group(s) your program/ event will focus on, and provide the total number proposed to be served by your program/event in the appropriate category.</p> <ol style="list-style-type: none"> 1. Children 2. Adults 3. Families 4. Parents 5. Professionals (<i>Not for direct services</i>)

<p>4.2 Will your program/event focus on any of the following specific populations:</p>	<ul style="list-style-type: none"> • Children or adults with disabilities; • Racial and ethnic minorities; • Homeless youth or families or those at risk for homelessness; • Adult former victims of child abuse and neglect or domestic violence • Fathers • Non-native English speakers • Immigrants • Other 						
<p>4.3 Describe your recruitment and participation strategies – how will participants be recruited? What strategies will be used to retain them?</p>	<p>Please describe the strategies your organization will use to retain participants. (<i>For PROGRAM Application ONLY</i>)</p>						
<p>Section 5—Evaluation (15 pts.)</p>							
<p>5.1 Describe the evaluation design for each of the stated outcomes of your program/event, which shows how they will be successfully measured. Please attach a copy of the evaluation forms to be used.</p>	<p>Types of evaluation designs:</p> <ol style="list-style-type: none"> 1. Pre/post-test 2. Pre/post-test with comparison group 3. Pre/post-test with additional contact after intervention 4. Post-test only 5. Retrospective pre/post-test 						
<p>5.2 Describe the data gathering methods that will be used to measure previously stated outcomes and performance indicators.</p>	<p>Data gathering methods:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">1. Surveys</td> <td style="width: 50%;">4. Observations</td> </tr> <tr> <td>2. Interviews</td> <td>5. Other</td> </tr> <tr> <td>3. Focus groups</td> <td></td> </tr> </table>	1. Surveys	4. Observations	2. Interviews	5. Other	3. Focus groups	
1. Surveys	4. Observations						
2. Interviews	5. Other						
3. Focus groups							
<p>5.3 Provide the organization representative(s) responsible for data collection, analyses and reporting results to LCTF.</p>							
<p>5.4 Describe your organization’s capacity to collect data, enter data into a database, analyze it, compile results, and report results to LCTF.</p>	<p>Address whether your program will collect demographic data on program/event participants and how it will be collected (i.e. intake forms, registration forms). If it is not possible to collect demographics, please explain why (Ex: social media campaigns).</p>						

5.5 Add a timeline for program/event activities and evaluation tasks.	Complete the chart provided with the suggested information. This activity timeline will ensure programming is not delayed, and increase timeliness and effectiveness of services.
Section 6—Organizational Capacity (10 pts.)	
6.1 Provide the mission statement of the organization.	Briefly describe general goals of the organization and the type of programs it maintains.
6.2 Provide the evidence of the organization’s fiscal responsibility and accountability in program/event planning administration.	
6.3 Attach brief job descriptions and/or biographical sketches for each key position related to the delivery of the proposed program or coordination of the proposed event.	
6.4 Describe any additional resources that will be used for this specific program/event, such as supplementary funding, volunteers, in-kind support, and donations.	
6.5 Will any collaborative partner(s) be involved in this program/event?	List the collaborative partners and their roles, and provide contact information for them (organization name, key contact person, phone number, and email address).
6.6 Fill out the chart with the information about the LCTF funded projects your organization had awarded before.	Provide organization name, program/event name, fiscal year of the grant, amount awarded.
6.7 (Optional) List any relevant accreditations, certifications, and awards the organization has achieved.	
6.8 Provide a brief discussion of the sustainability of your program/event after the LCTF funding cycle	
Section 7— Project Budget (10 pts.)	
7.1 Provide a budget narrative that describes the specific costs and expenses associated with the proposed program/ event that LCTF funds will be used to cover.	
7.2 Attach detailed calculations for the specified items such as names of items, quantities, unit costs, salaries and other expenses.	