

The National CASA Association

2016 Application State Capacity- Building Grant

Instructions and Information

**Application and attachments must be submitted by
5:00 p.m. Pacific time on September 8,
2016**

National CASA Association
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CASAforChildren.org



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Grant Category: State Capacity-Building

Introduction

General Information:

Purpose of Grant: This is a grant opportunity to build the capacity of existing state CASA/GAL organizations. Grant funds are made available to fund initiatives that will strengthen the foundational elements of the organization and contribute to long-term sustainable change. Fundable projects will ultimately increase the number of children served in local communities and may include the provision of training, technical assistance, quality assurance, and staff resources to increase the number of children served.

Overview: The Capacity-Building Grants category aligns with the National CASA Association strategic framework by strengthening the capacity of state organizations to effectively partner with the National CASA Association in support of local programs. Successful initiatives funded by these grants may be developed into model approaches for replication in service of developing strong state CASA/GAL organizations in every state.

Eligible Applicants:

- CASA/GAL state organizations in good standing with the National CASA Association, including current paid membership, completion of the 2015 annual survey and program six-month report. Applicants must also be in compliance with *National CASA Association Standards for State CASA/GAL Organizations*.
- State organizations may apply for both a State Capacity-Building Grant and a State Development Grant or a State Capacity-Building Grant and a State Growth Grant. However, only one grant per state organization will be funded in this grant cycle.

Any questions regarding membership [should be directed to memberservices@casaforchildren.org](mailto:memberservices@casaforchildren.org).

Projected Awards: Up to 15 grant awards

Award Limits: Up to \$50,000 per award

Grant Period: October 1, 2016-September 30, 2017

Application Requirements

Applicants must:

- Provide a strong plan for building the capacity of a state organization

- Include engagement of the local program network or local program offices, if applicable
- Provide measurable goals, objectives, activities and timelines for the grant period
- Submit a strategic plan within the grant period

Conditions

If selected, all awardees must:

- Commit to working in close partnership with National CASA Association staff to ensure goals and objectives outlined in the plan and key milestones are successfully met
- Complete monthly Grant Budget Information System (GBIS) reports, semi-annual narrative reports and participate in monthly calls with designated National CASA Association staff

Eligible Expenses

Personnel salaries	Allowable
Taxes/benefits	Allowable
Travel	Allowable
Printing/copying	Allowable
Supplies	Allowable
Equipment	Allowable
Rent/utilities	Allowable
Other (subscriptions, conference registration, audit, contractual labor, etc.)	Allowable

Required Application Attachments:

- Organizational chart
- List of board of directors (or governing body, if applicable) with affiliations and locations
- Plan for building the capacity of the state organization

General Instructions

Introduction

The National CASA Association grants program is authorized to distribute funds under the Victims of Child Abuse Act (P.L. 101–647) for the purpose of increasing the number of abused and neglected children assigned a court appointed special advocate (CASA) volunteer or volunteer guardian ad litem (GAL) to advocate for their best interests. These are federal funds and may only be used to serve abused and neglected children who are the subjects of civil child abuse proceedings. *All funds are contingent on an annual appropriation by the U.S. Congress and subsequent funding by OJJDP.*

Review Process

Grant applications will be reviewed by a panel of individuals with knowledge of CASA/GAL state organizations and local programs.

Reviews will be conducted based on standardized criteria as outlined in the grant application and instructions. Potential reviewers with a conflict of interest for any category will be excluded.

Award decisions will be based upon the following criteria:

- Strong plan to build the capacity of the state organization
- Measureable goals, objectives, activities and timelines that can be reasonably expected to achieve project outcomes
- Past performance utilizing National CASA Association grant funds and meeting grant goals, if applicable
- Proposed project budget that directly relates to the proposed activities, is explained and justified in the narrative and is realistic and reasonable based on the projected increase in children served
- Strong sustainability plan

Application Sections

1. Summary Sheet
2. Program Information
3. Organizational and Historical Information
4. Project Need
5. Project Approach

6. Project Management
7. Project Sustainability
8. Budget Narrative
9. Budget Summary
10. Program Reporting
11. Organizational Budget

Required Attachments:

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General Requirements:

Summary Sheet: Include the amount of funds requested, a brief abstract and confirmation that an authorized representative of your organization or governing body has approved the grant submission. This section provides reviewers with quick identifying facts about the organization and the community being served.

- **Name of CASA/GAL State Organization:** This should be the exact wording from the IRS 501(c)(3) letter if you are a nonprofit organization. If you are part of an umbrella organization, include your program name and the name of the umbrella organization.
- **National CASA Program Number:** This is your membership number. Contact memberservices@casaforchildren.org if you do not know your program number.
- **Federal EIN Number:** The employer identification number is located on your IRS 501(c)(3) letter. It can also be referred to as a federal identification number.
- **Application Contact and Title:** The individual who should be contacted for further information or questions regarding the application. It may be the CEO or program director but could also be the development director or grant writer.
- **Program Structure/Tax-Exempt Status:** In order to properly track grant applications, we must record the correct program information for each applicant.

Key issues for nonprofit CASA/GAL organizations [501(c)(3)]:

- ☐ Nonprofit organizations, as the applicant of record, must supply their federal EIN number.
- ☐ CASA programs that are part of an umbrella organization must include the umbrella's federal EIN number. The CASA program is the applicant of record and must provide information on both the CASA program and umbrella organization where noted on the application.
- ☐ If the program applying is under the *fiscal sponsorship* of another organization, provide the name of that organization and its paid National CASA membership number in the spaces indicated. The federal EIN number would be of the local program sponsor. Since the program requires the *fiscal sponsorship* of the

organization, the program would not have a federal EIN number. Everything else in the application should be completed with regard to the program applying, not the *fiscal sponsorship* organization. The CASA program is the applicant of record, but if awarded a grant, the *fiscal sponsorship* organization will be required to sign all legal and banking documents.

Key issues for other-than-nonprofit organizations:

- If the program is other than a 501(c)(3)—including municipalities, counties, courts and other governmental entities that can accept National CASA Association grants funds—indicate *not applicable* for the tax ID number.

The Project Narrative: is an opportunity to make a compelling case for the project. Please answer all questions; limit your responses to the text boxes below each question. The narrative should be clear and concise. Please do not respond to different questions with the same information. You must address every question that is asked. Please provide an explanation if you cannot answer a particular question or supply the requested information.

Grant Budget: The budget is a snapshot of proposed project expenses to be covered by National CASA Association grant funds. All expenses must be reasonable and necessary and expensed in the project period. All numbers must be rounded to the nearest dollar. The total grant budget should be the same as the amount of grant funds requested.

Please note: *It is imperative that applicants look at the specific budget categories for eligible and ineligible expenses as well as for any funding restrictions.*

- **Personnel** expenses include an employee's gross pay. They can be charged for staff in proportion to their effort on the project activities. Program-related positions funded by a National CASA Association grant, e.g., the director and the volunteer coordinator/supervisor, must be hired as employees of the CASA/GAL program. The use of contractors is allowable for non-managerial functions (e.g. data entry, public relations, systems consultants or other project-specific work) and must be included in the "Other" category, not in "Personnel."
- ☐ **Payroll Taxes and Employee Benefits** paid by the grant, including employer paid FICA, unemployment, health, retirement, etc., should be described in the space provided. If percentages are used, include a description of the elements used in determining the percentage rate.
- ☐ **Travel** costs and per diem rates must comply with the policies of the applicant organization. If the applicant does not have an established travel policy, then travel rates must be consistent with federal travel policy (gsa.gov). Travel expenses cannot exceed federal per diem rates (gsa.gov). The budget narrative should include an explanation of the rate used, including the components of the per diem rate and the basis for the estimated transportation expenses. The purpose of the travel should also be included in the narrative. **Travel to the National CASA Association Conference** is an eligible expense but limited

to no more than \$2,000, if supported by the grant funds.

- ☐ **Printing/Photocopying** expenses should be included in the budget narrative with the details underlying these estimates in support of the request. The printing or photocopying of training materials can be included in this category.
- ☐ **Supplies** necessary to accomplish the goals and objectives of the project should be included. The applicant should provide a general description of the supplies included with an explanation of the basis for the amount requested for this expenditure. Sample costs could include office supplies, postage and paper. Office supplies (non-electronic) such as small furniture could also be included in this category. Training supplies (flip charts, markers, etc.) could be included in this category. Recruitment/outreach items (e.g., logo pens, mugs) are limited to \$500 maximum.
- ☐ **Equipment purchases** essential to accomplishing the goals of the grant may be charged to the grant. The applicant should describe the equipment, clearly identify whether it is to be purchased or leased and explain why that equipment is necessary to achieve project goals. The budget narrative should also explain how the cost was calculated. There is a limit of \$2,000 for the combined purchase price of computer hardware (tablets allowed), software, printer and LCD projector. The purchase of copy machines with grant funds is not allowed.
- ☐ **Rent/Utilities** may also include telephone and internet costs. Expenses in this category should be charged on a pro-rated basis if the program has more than one employee. Each expense should be described separately and the basis for each calculation explained.
- ☐ **Other** should include all project-related expenses not covered in previous categories and should include an explanation of each expense. Other costs could include consultant/contractor, recruiting, business insurance, audit, membership/training/registration fees, training facility rentals and a documented federal indirect rate. There is a cap of 15 percent on indirect rates for our grants if you do not have a federally approved indirect cost (10% maximum) for facilities and administrative costs. *Contractual work is subject to a maximum of \$650 per day* (\$81.25 per hour x 8 hours). An 8-hour day may include preparation, evaluation and travel time in addition to the time of the actual performance. An exception to the \$650 policy is for contractors hired through a competitive bidding process. Applicants must keep records on file regarding any bidding process. The consultant's pay must be reasonable and consistent with that paid for similar services in the marketplace.

Grant funds are subject to specific restrictions and may only be used for direct expenditures related to the funded project such as: personnel; volunteer and staff travel (including per diem expenses); volunteer and staff training; recruitment and training materials; printing; office supplies; furniture and equipment; rent and utilities; and postage and insurance costs. An exception is for indirect costs, please see the "Other" costs category rules for budgeting. Please include a realistic

requested amount and provide a budget that reflects the true measure of the request.

- | | |
|---|--|
| <input type="checkbox"/> Bad debts | <input type="checkbox"/> Food and beverages |
| <input type="checkbox"/> Bonuses | <input type="checkbox"/> Fundraising ¹ |
| <input type="checkbox"/> Capital improvements | <input type="checkbox"/> Incorporation costs |
| <input type="checkbox"/> Commissions | <input type="checkbox"/> In-person meetings (except trainings) |
| <input type="checkbox"/> Contingencies | <input type="checkbox"/> Lobbying |
| <input type="checkbox"/> Contributions and donations | <input type="checkbox"/> Pre-award costs |
| <input type="checkbox"/> Entertainment | <input type="checkbox"/> Recognition events and items |
| <input type="checkbox"/> Fine, penalties and interest | <input type="checkbox"/> Social activities |
| | <input type="checkbox"/> Staff serving cases |

¹ Costs of organized fundraising—including financial campaigns, endowment drives, solicitation of gifts and bequests and similar expenses incurred solely to raise capital or obtain contributions—may not be charged as either direct or indirect costs against the award. Neither the salary of persons engaged in such activities nor indirect costs associated with those salaries may be charged to the award.

Program Reporting: This section provides the applicant the opportunity to report on past performance on the following:

- ☐ National CASA Association grants received in the last three years
- ☐ History of meeting reporting requirements
- ☐ Performance in meeting grant goals
- ☐ Organizational capacity to sustain previous grant-funded projects beyond the grant period
- ☐ Audit results and the program's response to audit findings, if applicable

Current Budget: This is the current year organization budget based on the organization's fiscal year, as indicated. If the state CASA/GAL organization only provides CASA/GAL services, the applicant will complete Activities and In-Kind columns only. The applicant will also complete Non-CASA column if the program is part of an umbrella organization or provides services in addition to CASA/GAL advocacy.

Special Requirements:

If you do **not** have a federally approved indirect cost rate, it is acceptable to budget up to 10% for facilities & administrative costs. Budget detail for these types of costs is not necessary. Examples may include rent, phone, internet, business insurance, office supplies and other joint or shared costs. If awarded, documentation for actual expenses will need to be retained.

Also, any procurement of supplies or services over \$3,000 from a single vendor will now require competitive bids from a minimum of two prospective vendors.

Required Attachments

- Organizational chart
- List of board of directors, if applicable, with affiliations and locations
- Plan for building capacity of state organization

2016 Grants: Instructions to Access, Edit, and Print Your Application

- 1) Go to <https://app.keysurvey.com/portal/#1051278> or the grants page on the www.casaforchildren.org website.
 - a. If you are having trouble getting the web page to load, please try typing or pasting the address into your browser instead of clicking on the link.
- 2) At the portal log in page you will be asked for a login and password.
 - a. Your login is your National CASA 5 digit member ID (please use only the numeric portion if your ID starts with NC- or any other letter and symbol combination)
 - b. Your password was most likely created during your six-month reporting process. If you did not complete a six-month report your password is temporarily set to your

mailing zip code. (If your mailing zip code starts with zeros please drop all leading zeros from your password)

- c. If you need to reset your password, please call Member Services at 855-691-6317
- 3) Once inside the portal, on the left side of your screen you will see a series of grants and reports. Click on the grant you would like to apply for.
- 4) After clicking on the grant you would like to apply for you will need to click on the blue bar that says "+ Add New." This will load a blank copy of the grant application.
- 5) You can save and return to your grant as often as you would like. Always be sure to click save before leaving your application. You can also edit your submitted grant prior to the application deadline by following these same instructions to edit (please be sure to click the submit button after editing a submitted grant).
- 6) To **return to a saved or submitted grant** please start by following steps one through three of this document.
- 7) Under the add new blue bar you will see a greyed out line that says "New Response – YEAR-MONTH-DAY TIME" with the date and time you started your application. Click on the words "New Response."
 - a. Do not click on the icon of two sheets of paper to the right, this will copy your grant.
- 8) Clicking on your response will load some basic details of your grant. In the lower left side of your screen you will see a magnifying glass that says "View." Click on view to load your saved work or submitted application.
- 9) When your application loads you will see a pencil in a square in the upper left side of the screen. Click on the pencil and your application will be editable.
- 10) When you are done editing your application be sure to click save if you are not complete and submit if you have completed your application.
- 11) To **download and print** your completed application repeat steps six through eight. This will load your completed grant application. You will see under the application header and at the bottom of the page a box that says "Convert to PDF." This will allow you to save your grant application as a PDF and print the application. The National CASA Association recommends that you save and/or print your application for your records at the time of submitting your grant.

Application Assistance

The National CASA Association encourages program staff to contact us for assistance in creating the best possible grant application and minimizing errors.

Inquiries about the grant-application process: Questions about accessing and submitting the application should be directed to corale@casaforchildren.org.

Inquiries about grant application content: Questions regarding grants criteria, the project narrative, goals, objectives and relevant activities should be directed to Janet Ward at janetw@casaforchildren.org.