

MINI-GRANT PROPOSAL GUIDELINES ONE-TIME REQUEST FOR FUNDS

Amador Child Abuse Prevention Council

Amador Child Abuse Prevention Council (ACAPC) has funding available for child abuse prevention mini-grant proposals for the 2016-17 fiscal year. Mini-grants will be awarded up to \$2,000.

Amador Child Abuse Prevention Council has set aside funds towards the goal of contracting with qualified organizations and agencies to provide child abuse prevention services/programs within the County of Amador. The Council – a collaboration of county organizations, agencies, and community members – has found that the unmet needs in the area of child abuse prevention include the following focus areas:

- Drug & Alcohol/Substance Abuse Treatment/Prevention
- Parent Education/Parent Support
- Promoting Mental Wellness /Trauma Informed Care
- Developmentally Appropriate Behavior/Developmental Milestones Education
- Neglect/Distracted Parenting and Child Safety

Mini-Grant applications may be submitted to ACAPC at any time throughout the 2016-17 fiscal year, however grant reviews and awards will occur bi-monthly on the following schedule:

Suggested application deadline dates:

Monday, October 31, 2016 – 5:00pm

Friday, December 30, 2016 – 5:00pm

Tuesday, February 28, 2017 – 5:00pm

Friday, April 28, 2017 – 5:00pm

Review: Grant applications will be reviewed and applicants notified within one month of the above submission dates. Funds will be awarded to successful applicants within two months of the above dates. Grants will be awarded until annual funds are no longer available. Projects eligible for funding include schools, parent groups, non-profit agencies, and community organizations. The council will review proposals and determine if the project will be funded based on funds available, need for the project, level of community support, and viability of the project's implementation with the requested funds. A maximum of two applications per organization per year will be considered.

Grant recipients will provide a written program summary of key accomplishments, number of families/individuals served as appropriate, staff responsible for implementing the program, and an itemized expense statement. This report is due within thirty days after the contract ending date.

Child Abuse Prevention Council

Prevention, Education & Training

We believe that every child deserves to live a healthy and safe life free from violence. The goals of the Council are to help community members become knowledgeable about what is child abuse, how to recognize it, how to report it, and what resources are available in our county to support families and children. Child abuse and neglect are preventable when all community members - including parents, families, care providers, neighbors, school staff, and governmental agencies - work together.

Our Vision

All children know they are valued; all families receive the support, education and tools necessary to give every child a safe, healthy and nurturing home; and a community that actively supports the health, safety, and education of its children

Our Mission

ACAPC is committed to preventing all forms of child abuse in Amador County through community partnerships, free trainings, education, and family-centered events that value children, strengthen families and engage communities.

***It's our job as
adults to keep
kids safe.***

Proposal Narrative

When submitting a proposal, the preferred method would be Electronic Mail (info@amadorcapc.org), along with a signed original in the postal mail including the following:

- Application Cover Sheet
- Proposal Narrative (guidelines follow)

Proposal Narrative Guidelines

The narrative section should not exceed 1 page (8-1/2" x 11"). Typing should be single-spaced, no less than 12-point font, with 1-inch page margins. Applicants must be brief, but answer each of the following questions:

Project Activities: Provide a brief description of the planned activities. **Describe how these activities address child abuse and neglect prevention and intervention services and specifically which focus area/unmet need area the project addresses.**

1. **Need for Project:** Briefly state why these activities are needed in Amador County.
2. **Funding Request:** Explain specifically what portion of the project the grant funds will be used for. Include a list of staff, and their positions, and how they will be responsible for implementing the project. Explain what other resources will be used to support the project. Include a budget outlining the proposed expenses.
3. **Supplanting:** Funding projects need to be new services or an expansion of existing services. All costs must be incurred after the grant is awarded. Any services that were previously in operation in the community, but can no longer operate due to loss of, or reduction in, federal, state, county, or other funds, will be considered for funding, but must be able to demonstrate that the funds were clearly discontinued rather than redirected to another project, and that the services will no longer be available in the county without ACAPC funds.

Mail signed original of the Mini-Grant Proposal to:

Amador Child Abuse Prevention Council
Attention: Mini-Grant Request
PO Box 815
Jackson, CA 95642
209-223-5921
info@amadorcapc.org

MINI-GRANT APPLICATION COVER SHEET
Amador Child Abuse Prevention Council

Name of Applicant: _____

Address: _____

Contact Person: _____

Phone: _____ FAX: _____

E-mail: _____

Description Title of Project: _____

Focus Area/Unmet Need Addressed *(please choose one, if more than one apply please address this in the project description):*

- Drug & Alcohol/Substance Abuse Treatment/Prevention
- Parent Education/Parent Support
- Promoting Mental Wellness /Trauma Informed Care
- Developmentally Appropriate Behavior/Developmental Milestones Education
- Neglect/Distracted Parenting and Child Safety

Amount Requesting: _____ Total Project Budget: _____

Project Timeline: From: _____ to _____
Date Date

Please list below any participating community agencies and organizations that are contributing resources or are actively participating in this project:

Organizations (Sample: ABC Agency)	Resources Contributing (Meeting Space)
_____	_____
_____	_____
_____	_____

I certify that this project is a new service, an expanded service, or that program funds have been cut. I understand that I am responsible for providing a written program summary of key accomplishments, number of families/individuals served as appropriate, staff responsible for implementing the program, and an itemized expense statement. This report is due within thirty days after contract ending date.

Person authorized to sign application:

Name and Title Date