

# **The Governor's Task Force on Children at Risk**

## **Grant Guidance Sheet**

Before filling out and submitting your CARTF grant request, please read this guidance sheet for help in understanding what the task force is looking for in each question. Completed applications will be evaluated on the completeness and quality of the information provided. The guidance below is a description of elements evaluated during the grant award process.

### ***Grant Purpose:***

The purpose is to improve the quality of investigative, administrative, and judicial handling of child abuse and neglect cases, particularly child sexual abuse and exploitation throughout the state.

### ***Funding Priorities:***

Preference will be given to applicant projects and funding requests that meet one or more of the following strategic goals:

- The handling of child abuse and neglect cases, particularly cases of child sexual abuse and exploitation
- The handling of cases of suspected child abuse or neglect related fatalities; and
- The investigation and prosecution of cases of child abuse and neglect, particularly child sexual abuse and exploitation
- The handling of cases involving children with disabilities or serious health-related problems who are victims of abuse or neglect
- The formation, improvement, strengthening, and/or training of county multidisciplinary teams and members
- Projects or programs that focus solely on prevention are not eligible for funding under this grant. However, programs that include investigative, assessment, prosecutorial, or intake-related activities—even if they also involve prevention efforts—may be eligible. Additionally, collaborations with prevention-focused organizations are encouraged, as long as the primary focus of the proposed project aligns with the allowable funding areas. For further clarification regarding project eligibility, please contact the CARTF coordinator.
- Grant funds may only be used for direct project implementation. Funds may not be used for fundraising activities, grant writing, or lobbying/influencing legislation.

### ***Who is eligible?***

- Programs must be located in Idaho or provide services to residents of Idaho.
- Grants are available to serve local prosecutors and multidisciplinary teams (MDT) throughout the state. This includes prosecutors, law enforcement, Department of Health and Welfare child protection staff, representatives from the Guardian ad Litem program, juvenile and adult probation, medical personnel, school officials, and any other persons deemed beneficial because of their roles in cases concerning child abuse and neglect.
- Programs must have an Employer Identification Number (EIN) and an identified fiscal agent.

***A note about meal expenses for conferences and other events:***

- Applicants requesting grant money to help with food costs at conferences and events must follow all state guidelines found here:
  - View Idaho State Travel Policies and Procedures under the policies tab at <https://www.sco.idaho.gov/LivePages/policies-menu.aspx>

***Attachments and supporting documentation:***

- Applicants are encouraged to add any supporting documentation that may help the task force better understand the grant request. Examples include event agendas, presenter lineups, product fliers, training brochures, etc.

***Amount and Frequency:***

- Between \$1,000 and \$10,000 per CARTF grant cycle
- A fiscal organization cannot exceed \$24,999 in CARTF grant awards within a 5-year timespan

***Application and Submission:***

The application and deadlines can be found online at: [www.idcartf.org/grants](http://www.idcartf.org/grants)

- Applications must be typed; handwritten applications will not be considered.
- Applications received after the grant cycle deadline will not be considered.
- Use the same format as presented.
- Closely follow the grant application guidance.
- Be clear and concise.
- Include required documentation.
- Be sure your application is signed by authorizing official.
- You are required to write your goals and objectives using S.M.A.R.T. guidelines.

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**A. Cover Sheet**

- Complete all applicable information. (Agency Name, Contact, Email, Requested Amount, Date, cycle)
- Applicant should fill out and include w9 with the application (found on CARTF website under grants).
- Name on award check is the same name that organization reports on w-9.

## **B. Applicant Information**

- 1. Briefly describe the purpose of the applicant's organization and the applicant's experience in identifying, investigating, and/or prosecuting child abuse and neglect or the handling of child maltreatment cases.**
  - Provide a summary of your organization's current role in Idaho's Child Protection Act.
  - Describe your organization's experience as a stakeholder in your district.
  - 500 words or less
- 2. How will the applicant fully fund this project or program if you receive partial funding from CARTF grant? What other resources are available in the event of partial funding?**
  - Explain if not fully funded, where the remaining funds will come from.
  - Include community partners or other funders contributing to this project.
  - 500 words or less

## **C. Project Information**

- 1. Please summarize the project and how it meets one or more of the CARTF funding priorities.**
  - Clearly and concisely describe the project this funding will support.
  - Using the funding priorities above, clearly describe how your project aligns with the CARTF priorities.
  - Be detailed.
  - Be clear and concise.
  - Avoid use of technical jargon, acronyms, etc and where unavoidable, describe clearly.
- 2. Briefly describe who this project will serve. Who are the intended participants in your project (target population) and how does this project address the specific challenges or needs of this target population? Also discuss how you identified this need.**
  - Describe your target population and estimated number to be served.
  - Describe the needs or challenges of this population. How did you identify this need?
  - Describe clearly how this project will benefit the target population.
  - Project should directly correlate and address the need of the target population.
  - 500 words or less
- 3. How will you measure the success of this project proposal? List 2-5 specific and measurable objectives.**
  - You are **required** to use the [S.M.A.R.T. Goals format](#) when writing your objectives:
    - Specific- focused, clear, tangible
    - Measurable- have an understanding of success; this often includes a component how much, how many, and so on.

- Achievable- challenging but reasonable; should include steps to achieve this goal
- Realistic- think about your time and resources
- Time bound- target date and realistic time frame
- Be sure to relate your objectives to your project.
- Include activities for each measurable objective.

**4. Estimate how many you will serve. Will these be children or families? How does the number served relate to the project scope?**

**5. Include here any additional information you feel is pertinent to this application and would help our task force with making a decision.**

- This is your opportunity to add information not already stated in the above sections.
  - 500 words or less
  - Please feel free to send additional attachments that explain your project- for example: handouts, technical explanations for equipment, agendas, speaker bios, etc...

**D. Budget**

- Costs must be reasonable, necessary and allowable.
- Budget must relate to project outcomes.
- Categorize funds requested under appropriate line item.
- Include any match funds you will require to accomplish your project goals.
- Include- Are match funds secured? Unsecured?
- Budget narrative should be detailed, i.e; lodging- 2 nights @ \$116.00 night, 2 conference registrations @ \$150. Each
- Check your numbers and make sure they are correct

**1. Include any additional information of explanation pertinent to your budget request.**

- The budget must be clear and concise.
- You may provide more detail of project budget here if needed.

**2. Describe how you will recognize the Governor's Task Force on Children at Risk (CARTF) if your project is funded.**

- Specifically what efforts will be made to ensure CARTF is acknowledged in your project goals and outcomes.