



CHILD ABUSE & NEGLECT Prevention Board

Child Abuse and Neglect Prevention Board

Request for Applications:

A Guide for Applying
&

Virtual Question and Answer Session

Child Abuse and Neglect Prevention Supplementary Primary Prevention Grant

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Objectives

- Review RFA structure
- Present information by sections
- Provide tips on using the RFA to start an application
- Supplemental Primary Prevention RFA highlights
- Q&A

Prevention Board

Mission

Mobilize research and practices to prevent child abuse and neglect and strengthen families in Wisconsin

Vision

Every child in Wisconsin grows up in a safe, stable and nurturing environment

Primary Goal

Prevent first time occurrences of child abuse and neglect across Wisconsin utilizing strategies that are equitable and inclusive of all rural, suburban and urban communities and residents

Prevention Board

Strategic Plan

- Create and advocate for effective prevention public policies
- Promote evidence-informed practice and develop innovative programs that support parents and caregivers
- Collaborate with key stakeholders to leverage resources and implement prevention initiatives
- Educate professionals and community members on child abuse and neglect issues

Funding Announcements

433001-G25-0002488: Child Abuse and Neglect Prevention Board Supplementary Primary Prevention Grant

Direct questions about this open competitive request for application should be sent to Claire Ackerman, canpbprocurement@wisconsin.gov. Submit completed applications to canpbprocurement@wisconsin.gov. Applications will be accepted until 2 pm on January 8, 2025.

2488 – [Supplementary Primary Prevention Grant](#)

2488 – [Application form](#) (Word document)

2488 – [budget spreadsheet](#) (excel spreadsheet)

2488 – [budget narrative document](#) (Word document)

Note: We have been notified that some users are experiencing technical issues accessing the word and excel files. If this occurs, please email (canpbprocurement@wisconsin.gov) and request the files. We apologize for this issue and we are attempting to address it.

Questions and clarifications regarding the application included noted errors, discrepancies, ambiguities or deficiencies must be submitted in writing to canpbprocurement@wisconsin.gov on or before 4 p.m. on December 11.

A zoom session is scheduled for November 20. Details in the RFA.

If questions are submitted, the Prevention Board will post an addendum to the RFA. Proposers are expected to submit a signed copy of the addendum with the application.



CHILD ABUSE & NEGLECT
Prevention Board



Request for Application

RFA Structure

- Overview & Purpose of Funds
- Definitions
- Eligibility
- Use of Funds
- Number and Amount of Grant Awards
- Program Objectives
- Data Reporting Requirements
- Application Requirements



Overview, Definitions, Use of Funds

Overview & Purpose

Introduces the funding & its general objectives

Definitions

Provides the applicant with explanations of key concepts related to the RFA

Use of Funds

Explains how grant funds under the RFA can be applied

Eligibility

Defines the types of agencies that can apply for funding

Eligibility

For the purposes of this Request for Application (RFA), a community-based organization must meet all the following requirements to be eligible to apply:

- Offers universal, child maltreatment primary prevention services to all families with children ages birth to five in the service area. Services to families with older children may be offered in addition to those for infancy and early childhood.
 - Offers services to all families in the service area instead of or in addition to offering services based on an assessment of risk factors.
 - Services are provided using a strengths-based approach.
 - Services are grounded in the five Strengthening Families protective factors (concrete supports, social connections, social and emotional competence of children, parental resilience, knowledge of parenting, and child development).
- Your agency is not eligible to receive funding for this grant if your agency is a recipient of the Parent Education grant (433001-G25-0002469).**

Timeline

Application Milestones	Dates
RFA Release/ Application open	October 24, 2024
Q&A	November 20, 2024
Deadline for submission of questions	December 11, 2024 4 p.m. CDT
Application due date	January 8, 2025 (applications must be received by 2 p.m. CDT)
Award Announcements	On or before February 14, 2025

Use of Funds

- Funds must be used to implement or expand at least one of the listed supplemental service offerings provided in the RFA.
- The Prevention Board will consider programs not listed as long as the program described falls into one of the below categories.
 - Building social connections and parental resilience
 - Increasing knowledge of parenting and child development
 - Strengthening social and emotional competence for families
 - Cultural-based programs or adaptations to strengthen families

Entities may also request up to \$5,000 of grant funds to provide concrete supports to families.

Contract Term

The anticipated contract start date is July 1, 2025, and will run through June 30, 2026. All work must be completed during this time.

Contract Cycle	Dates	Total amount available	Estimated number of awards	Maximum Grant Amount	Required Match
12 Months	July 1, 2025	\$240,000	8	\$30,000	25% of the amount requested

Reporting Requirements

Below are examples of the type of data that will be required to be reported:

- Applicants awarded a contract must report on the number of people served
- Applicants awarded a contract must submit semi-annual progress reports during the contract period
- Other data the applicant must collect will be determined during contract negotiations

Application Requirements

Application Narrative: Technical Requirements

- Responses should be prepared with a legible font and single-spaced
- Responses should include
 - Applicant Information (template provided)
 - Application narrative (5 page maximum)
 - Budget form (template provided)
 - Budget Narrative form (document provided)

Application Requirements

Application Narrative: Content Requirements

- I. Application Overview (10 points)
- II. Collaborative Relationships (20 points)
- III. Services and Supports Provided (20 points)
- IV. Data Collection & Performance Measurement (10 points)
- V. Use of Funds (35 points)
- VI. Budget & Budget Narrative (5 points)

Budget Submission

- Budget Narrative Template (word document)
- Budget Form (excel spreadsheet)

Budget Form

Budget Category	Grant Award	In-Kind Match	Cash Match	Total
Salaries (personnel)				\$0.00
Fringe Benefits				\$0.00
Travel (staff and participant)				\$0.00
Training				\$0.00
Materials and Supplies				\$0.00
Space				\$0.00
Consultant Fees (including audit)				\$0.00
Indirect Costs (10%)				\$0.00
Other (full description must be included in budget narrative)				\$0.00
Totals	\$0.00	\$0.00	\$0.00	\$0.00
Required 25% match	\$0.00			
Agency Indicated Match	\$0.00			

Budget Narrative

A. Personnel: Provide employee(s) (including names for each identified position) of the applicant/recipient organization, including in-kind costs for those positions whose work is tied to the grant project. Describe the role and responsibilities of each position.

Position	Name	Annual Salary/Rate	Level of Effort	Cost
(1)				
(2)				
(3)				
			TOTAL	

JUSTIFICATION:

Inkind/Cash Match:

B. Fringe Benefits: List all components of fringe benefits rate.

JUSTIFICATION

Inkind/ Cash Match:

C. Travel (staff or participant): Briefly describe the need and purpose for each travel in relation to achieving goals and objectives for the grant. Differentiate between staff and participant travel.

JUSTIFICATION

Budget Narrative

D. Training: Indicate the number of trainees/ attendees/ participants and the unit costs involved.

JUSTIFICATION:

Inkind/ Cash Match:

E. Materials & Supplies: For each line-item cost, include adequate justification and a detailed breakdown of your estimate. List the items by type of supplies (e.g., training materials, desktop computer, laptop, projector etc.), unit cost, quantity, and/or duration. If the applicant will be providing parent resource materials, include the estimated number of clients/ participants in the basis for the costs.

JUSTIFICATION

Inkind/ Cash Match:

F. Consultant Fees: Describe the services and deliverables to be provided by each consultant, contract, or subaward and provide the detailed budgets with the supporting narrative justification. Explain how the services and deliverables relate to the accomplishment of specific project objectives.

JUSTIFICATION

Inkind/ Cash Match:

G. Space: List monthly costs required to provide space for programs and services used specifically for this grant. Provide details on the monthly rental charge(s).

JUSTIFICATION

Inkind/ Cash Match:

H. Other: The Other category is for any expenses not covered in the previous budget categories (postage, utilities, concrete supports, telecommunication expenses, etc.). List items by type and show the basis for computation.

JUSTIFICATION

Inkind/ Cash Match:



Applicant Information

Application #	Title
433001-G25-0002488	Child Abuse and Neglect Prevention Supplementary Primary Prevention Grant

APPLICANT INFORMATION

Legal Applicant/Organization Name	Telephone Number
<input type="text"/>	<input type="text"/>
Applicant Contact Name	UEI Number
<input type="text"/>	<input type="text"/>
Applicant/Organization Mailing Address (Street, City, State, Zip Code)	DUNS Number
<input type="text"/>	<input type="text"/>
Applicant Contact Email Address	
<input type="text"/>	

We certify that everything in the application is true to the best of our knowledge and we will adhere to the requirements of the application and the resulting contract.

Name of Authorized Representative:	Title of Representative:	Phone of Representative:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature of Representative:	Date Signed	Email of Representative:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Agency Overview and Project Information

Short Project Summary (2-3 sentences): [Click or tap here to enter text.](#)

Grant funding Project Service Area - Counties, Town, City (service area for the FRC services): [Click or tap here to enter text.](#)

Provide a brief description of the agency, tribe (include the mission, vision, leadership structure for FRC services, number of families served by FRC services): [Click or tap here to enter text.](#)



Getting Started

- Read the RFA thoroughly and carefully
- List required items in the RFA
- Take note of areas that state “Applicants must..”
- Note items that may take additional time to collect Develop a timeline of what needs to be done
- Outline application narrative in order as presented in the RFA

The RFA is your ultimate guide to developing a comprehensive application

Important Dates & Submission

- Deadline to submit questions: December 11, 2024
4 p.m. CT
- Any amendments will be posted on the Prevention Board website: <http://www.preventionboard.wi.gov>
- Application deadline: January 8, 2025, by 2 p.m. CT
- Completed applications must be submitted to canbprocurement@wi.gov
- Review Process