Montana Children's Trust Fund
2022-2023 Grant Renewal Application
Due May 15, 2022

Complete the Montana Children's Trust Fund's grant renewal application, making sure to enter information into each field. **The deadline for the complete report is May 15, 2022. Renewals will not be considered if received after May 15, 2022.** You may contact Josh at 444-3002 or joshua.kendrick@mt.gov if you have any questions. Contractors will be notified of acceptance or rejection of their grant renewal application on or before June 06, 2022. Decisions will be based off the renewal application, contract service deliverables, Revised Protective Factor Survey data, and site monitoring. The renewal contract period will be July 1, 2022 to June 30, 2023.

- ➢ Follow all instructions.
- ➢ Use the Logic Model template and Budget Worksheet provided.
- ➢ The amount of funds requested must not exceed $25,000.
- ➢ Respond to each prompt individually in the order listed.
- ➢ Questions must remain **black**. Do not submit responses in all CAPS.
- ➢ Submit this application in double-spaced font size 12 with 1-inch margins. Font size 10 is allowed for the Logic Model, Budget Worksheet, and Work Plan.
- ➢ Applications must follow page limit guidelines.
- ➢ Submit this application electronically to joshua.kendrick@mt.gov including "2022-2023 MT CTF Grant Renewal Application" in the subject line.
- ➢ Submit this application as a Microsoft Word Document. Microsoft Excel is acceptable for the Budget Table and Narrative only. Pdf is acceptable for certificates of completion only.
- ➢ Incomplete proposals and proposals submitted in a format other than requested may not be considered. It is the sole responsibility of the contractor to ensure submission.

Organization: _____   **Program:** _____

Organizational Administrator, Title: _____
Phone: _____   Email: _____
Address (include city/zip): _____

Program Manager/Coordinator(s): _____
Phone: _____   Email: _____
Address (include city/zip): _____

Names of Counties Served: _____

2022-2023 Funds Requested: $_____

By electronically signing the 2022-2023 Grant Renewal Application, I certify that all the information in this document is to the best of my knowledge true, correct, and complete.

_____   _____
Electronic Signature   Date:

_____
Title

Program Data for July 1, 2021 – March 31, 2022
Do not include community awareness, outreach, collective impact, or training numbers. To the extent possible, do not duplicate your counts in the first table.

Population	# Served
Children	
Parents/caregivers	
Families	

Funded Program	Cohorts Offered	Caseload/ Max #	# Served	# Enrolled	# Completed

Training Requirement
For key staff hired after April 2021:
Key staff for the MT CTF funded project must utilize the online "Bringing the Protective Factors Framework to Life in Your Work: A Resource for Action" Introduction and Knowledge to Action courses. Grantees are encouraged to access the remaining five courses, as time allows. Each course lasts approximately 2 hours. Submit certificates of completion with your renewal application.

Logic Model (maximum 1 page)
Using the logic model submitted with the renewal application in Spring 2021, update the funded project's logic model. The logic model must align with the Strengthening Families Protective Factors Framework and the Principles of Family Support Practice, as well as the following sections of this renewal application. Template

> **Resources.** Funding, in-kind resources, infrastructure, relationships, etc. May include resources being sought.
>
> **Services.** Funded activities including the identified evidence-based or evidence-informed program. Include number of cohorts, duration, frequency, caseload, etc. Outreach may also be included.
>
> **Outcomes.** Outline the SMART (Specific, Measurable, Achievable, Realistic, Time-bound) outcomes that the funded services will bring about.
>
> **Indicators.** For each outcome, outline one or two concrete descriptions of what you would see or hear as evidence that the outcome is achieved. Indicators must be measurable; therefore, they need to be something you can see, hear, count, or otherwise measure. Indicators are often expressed in numbers or percentages.
>
> **Measurement.** List all required, additional, and/or alternative measurement tools for outcome evaluation, program assessment, and client satisfaction.

Programs for caregivers receiving child maltreatment prevention services must use the [Revised Protective Factors Survey (PFS-2)](#) as a required measurement tool. Additional measurement tools may also be used.

Goals, Outcomes, Indicators, and Measurement (maximum 1 page)
Update the projects outcomes, indicators, and measurement tools for July 1, 2022 to June 30, 2023. Indicate any changes from the renewal application submitted in Spring 2021. This section should reflect the submitted logic model.

Methods (maximum 1 page)
1. For each funded evidence-based or evidence-informed program, indicate the level of effectiveness as Well-Supported, Supported, Promising, or Emerging according to the following criteria.
2. If your program adapts the program, indicate the results of the conversation with the program's developer regarding fidelity to the model.
3. Indicate if you have changed your funded program from the previous grant year and provide a justification for the change.

Levels of Effectiveness for Evidence-Based Programs and Practices:
- Well-Supported – Effective – programs or practices with at least two rigorous randomized control trails (or other comparable methodology) which found it to be effective. The program or practice has been replicated in multiple sites.
- Supported – Efficacious – programs or practices with at least two rigorous randomized control trials (or other comparable methodology) which found it to be effective.
- Promising – programs or activities in which there has been at least one study using some type of control or comparison group and was found to be effective in promoting positive outcomes.
- Emerging – programs or practices with a strong theoretical foundation and considered a generally accepted practice. May have been evaluated using less rigorous evaluation designed. Minimally, a program must meet the following criteria to be considered Emerging:
  - use evidence to design services;
  - be based on a logic model;
  - have a written manual or protocol;
  - be generally accepted;
  - shown to do no harm; and
  - practice ongoing data collection, evaluation, and continuous quality improvement.

Work Plan
Using the work plan submitted with the renewal application in Spring 2021, update the funded project's work plan. [Suggested template](#)

Budget Table & Narrative (maximum 2 pages)
1. Using the [Budget Worksheet](#), prepare the funded project's line item budget for July 1, 2022-June 30, 2023. The budget must include a description of the proposed operating budget for the program. The MT CTF Budget categories and amounts will be the amounts used for each budget

category on the Contractor Financial Report. Budget should include all county(s)/reservation(s) to be served. Cells highlighted in yellow indicate a suggested entry.

Funding requests must not exceed $25,000 for a one-year period. Itemize the required hard cash and in-kind match separately from the MT CTF Line Item Budget. In-kind contributions are not eligible as a cash match. In Years 2-5 of funding, in-kind contributions can comprise up to 50% of the matching funds requirement. Matching funds must not be from Federal sources. Match requirements for Years 2-5 are:

- Year Two: 25% Match
- Year Three: 40% Match
- Year Four and Five (July 1, 2022-June 30, 2024): 50% Match

2. Using the Budget Worksheet, provide a detailed narrative for each item in each category of expenditure funded by the MT CTF Grant for July 1, 2022-June 30, 2023. The Budget Narrative must accompany and reflect all the Budget Line Item Table. The Budget Narrative explains each budget line item in detail and uses average market rates for items such as printing and/or publications and volunteers. Describe each item in each category of expenditure funded by the MT CTF grant.

The budget narrative must also include a section explaining the source and identity of hard cash and/or in-kind contributions. For the current value of Montana volunteer time, please visit the Independent Sector.

Personnel & Fringe. Timesheet records must be maintained on site and be available upon request. MT CTF is requiring all fringes be calculated as a percentage of the salary. Federal Taxes are FICA and Medicare Combined for you (7.65%). Fringe calculations should not need a justification, as agencies have their own percentage rates for Health Insurance, Retirement, Unemployment and Workers Compensation. Fringe total must not exceed 30%.

- List staff positions, including subcontractors and/or consultants, funded, in whole or partially, with MT CTF Funds. Costs must tie to personnel used to implement the MT CTF funded program/project.
- Include how salary rates were determined.

Space/Rent. MT CTF funding does not typically cover rent. If rent is a budget line item, include a detailed justification. The request will be evaluated on a case-by-case basis. In most cases, classify rent as an In-kind match.

Consumable Supplies. Items costing less than $250 should be budgeted as consumable supplies. The MT CTF does not typically fund equipment, such as computers, copiers, etc.

Travel. Travel must be conducted at state rates.

Other Costs. Specify Other Costs.

Administrative Fees. Administrative fees funded by MT CTF are limited to 10% of the total funds requested. Classify any additional administrative fees as either a hard cash match or in-kind match.

Hard Cash Match and In-kind Match. Explain the source and identity of hard cash and/or in-kind contributions. Matching funds may not be from Federal sources.