

**CHILDREN'S JUSTICE ACT GRANT APPLICATION  
MISSOURI TASK FORCE ON CHILDREN'S JUSTICE  
SCORING RUBRIC**

To be considered for funding, requested project applications must have a state-wide impact. The amount awarded is determined on a case-by-case basis depending on project needs. Time limit to spend funding is twelve months from the date of application approval.

Title of Project:

Task Force Review Date:

Name of Organization:

Contact Person:

Amount Requested:

Mailing Address (Street Address, City State, Zip Code):

Email Address

Telephone Number:

Fax Number:

State Vendor No. (if known):

Social Security or Federal Tax Number:

Function of Agency Requesting Funding:

**Deadline and Submission Information**

The Funding Application Request can be found on the Task Force website at: <http://dss.mo.gov/cd/cjtf/>. Please provide one application per project.

Mail the completed funding request application at least 30 days prior to the next scheduled Task Force Meeting. Meeting dates can be confirmed by visiting the Task Force website at: <http://dss.mo.gov/cd/cjtf/events.htm>. Application review is ongoing.

Potential Grantees must agree to support and advertise the Children's Justice Act Task Force sponsored "Child Protector Application".

Application Requests should be e-mailed to: CDChildrens.JusticeActTaskForce@dss.mo.gov

**For Task Force Staff Only:**

Date of Request:

Received By Staff Liaison To Task Force:

Date Approved:

Rubric Points Scored:

Date of Denial:

Reason for Denial:

Date Project Monitored:

Date of Completion (12 Months From Date Of Application Approval):

**Children’s Justice Act Grant Application Proposal**

**Summary of Points**

Children’s Justice Act Grant Application	Points Possible/Points Earned
Introduction.....	15 Points/ _____
Project Description.....	35 Points/ _____
Budget.....	25 Points/ _____
Project Staff and Agency Personnel.....	10 Points/ _____
Task Force Recognition.....	10 Points/ _____
Children’s Justice Act Requirements (3 or more points required for grant to be considered).....	5 Points/ _____
<b>Grant Total</b>	_____

**SECTION I – Grant Application Proposal**

**Introduction–15 points:**

- 1.1. **Title of Project**
- 1.2. **Purpose Statement.** This purpose must meet the requirements for funding established by the CJA. See an explanation of these requirements in Section VI. (~100 words)
- 1.3. **Need Assessment.** This section should define and discuss the problem and the method(s) used to assess how the proposed project addresses the solution to the identified problem. Explain the population(s) you intend to serve or impact through this project. To what extent do they include underserved or marginalized communities? (~500 words)

Poor Introduction	Weak Introduction	Sufficient Introduction	Superior Introduction	Outstanding Introduction
0-2 points	3-4 points	5-10 points	11-14 points	15 points

**SECTION II – GRANT APPLICATION PROPOSAL**

**Project Description–35 points:**

- 2.1 **Service Delivery Dates.** This section should give the dates service delivery is scheduled to begin and end.
- 2.2 **Goals and Objectives.** This section should contain a list of the goals of the project and the objectives as defined by the project goals. The objectives may be desired outcomes or process objectives. (~200 words)
- 2.3 **Methodology.** This section should discuss/explain, in detail, the elements/components of the project. Explain the people most impacted by the project, and how they inform its design and implementation. A timeline for project implementation should be given. **Please provide a draft agenda for the conference or event.** Requests for funding conferences and other training events should include names of presenters, instructors, and/or facilitators. Current resumes or vitas, for these persons, should be included. Draft copies or sample conference/training registration forms, brochures, and/or announcements, if available, should be included. (~500 words)

- 2.4 **Evaluation Methods.** The Task Force requires grantees to report on the following outputs and outcomes for conferences and trainings:
  - Total number of participants; number of participants by discipline; number of participants by county.
  - Number of participants who report:
    - The conference/training encouraged them to think about things in a new way.
    - The conference/training improved their skills required for their role.
    - They deepened connections with others in the field.
    - They gained new ideas or techniques which they intend to implement in their role.
    - They feel more energized about their work after attending the conference/training.

The Task Force has created a [reporting template](#) and [sample survey](#) that grantees can use. Describe how you will collect this data and who will be conducting the evaluation. A final written report of the project will be furnished to the Task Force within 30 days of the project’s completion. The report should include the completed reporting template. It should also describe statewide impact, whether the desired target population was served, what you learned from the evaluation, and how you plan on adjusting your approach based on the learnings in the future. Funding reimbursement will be contingent on the completion of the final report. (~200 words)

Poor Project Description	Weak Project Description	Sufficient Project Description	Superior Project Description	Outstanding Project Description
0-5 points	6-10 points	11-20 points	20-34 points	35 points

**SECTION III – Grant Application Proposal  
Budget–25 points:**

- 3.1 **Provide a Line-Item Budget.** Include item/unit name, number requested, unit cost, total cost per line item, total amount requested. The project budget should stay within the guidelines of the Missouri Children’s Division Travel Policy. You can find the DSS/CD Travel Policy on the CJA website. Scholarships will not be funded without an explanation of the actual costs of the event. **Please provide the entire event budget (with line items for categories of expenses) and identify other existing or expected funding sources for any portion of the event.** The Task Force has created a [sample grant budget file](#) that applicants can use as a template, if desired.
- 3.2 **Budget Narrative.** This section should describe, in detail, items to be purchased, including source for each item, use of comparative bidding, if applicable. (~150 words)
- 3.3 **Other Sources of Funding.** If other sources of funding will be used for this project, identify these sources and the amount of funds provided. (~100 words)

Poor Budget	Weak Budget	Sufficient Budget	Superior Budget	Outstanding Budget
0-5 points	6-10 points	11-15 points	16-20 points	25 points

**SECTION IV – Grant Application Proposal  
Project Staff and Agency Personnel–10 points:**

- 4.1 **Organization.** This section should include a list of agency staff who will perform services related to this project, and a description of their assignments. A description of the experience, reliability, and expertise of staff who will conduct the service is required. Current resumes or vitas may be used.
- 4.2 **Agency Board of Directors or Other Governing Body.** Provide names and identify members of agency Board of Directors.
- 4.3 **Organizational Commitments.** Describe any commitments your organization has made related to diversity, equity, and inclusion and the organizational practices, programs, or initiatives that support these commitments. (~250 words)

Poor Organization	Weak Organization	Sufficient Organization	Superior Organization	Outstanding Organization
0-2 points	3-5 points	6-7 points	8-9 points	10 points

**SECTION V – Grant Application Proposal  
Task Force Recognition–10 points:**

- 5.1 **Task Force Recognition.** Explain how you intend to recognize the Task Force for the funding or other assistance provided. The applicant should recognize the Task Force on any printed project materials (i.e., brochures, booklets, notices, etc.) as well as in any press release or media notification. (~100 words)

Poor Recognition	Weak Recognition	Sufficient Recognition	Superior Recognition	Outstanding Recognition
0-2 points	3-5 points	6-7 points	8-9 points	10 points

**SECTION VI – Grant Application Proposal**

**Children’s Justice Act Requirements–5 points: (3 or more points required for grant to be considered.)**

- 6.1 **Alignment with Requirements.** This Federal grant is administered through NCCAN, and is designed to assist eligible States in developing, establishing, and operating programs designed to improve:
- The handling of child abuse and neglect cases, particularly cases of child sexual abuse and exploitation, in a manner that reduces additional trauma to the child;
  - The handling of cases of suspected child abuse or neglect related fatalities, and;
  - The investigation and prosecution of child abuse cases, particularly child sexual abuse and exploitation.

Grant funds shall be used to support Task Force recommendations for funding in the following three categories:

6.1.1 Improving the investigative, administrative, and judicial handling of cases of child abuse and neglect, particularly child sexual abuse and exploitation, as well as cases involving suspected child maltreatment-related fatalities and cases involving a potential combination of jurisdictions, such as interstate, Federal-State, and State-Tribal, in a manner which reduces the additional trauma to the child victim and the victim’s family and which also ensures procedural fairness to the accused.

6.1.2 Experimental, model, and demonstration programs for testing innovative approaches and techniques which may improve the prompt and successful resolution of civil and criminal court proceedings or enhance the effectiveness or judicial and administrative action in child abuse and neglect cases, particularly child sexual abuse and exploitation cases, including the enhancement of performance of court-appointed attorneys and guardians ad litem for children, and which also ensure procedural fairness to the accused.

6.1.3 Reform of state laws, ordinances, rules, regulations, protocols and procedures to provide comprehensive protection for children from abuse and neglect, particularly sexual abuse and exploitation, while ensuring fairness to all affected persons.

**Describe how your request for funding is consistent with one or more of these three categories of funding.**

Although these funds are not intended to fund prevention or treatment services, an application will not be automatically rejected if the project for which funds are requested is associated with a prevention or treatment program. (~200 words)

- 6.2 **Child Protector Application.** Grantees must agree to advertise and promote the Children’s Justice Act Task Force sponsored Child Protector Application. If agreed, materials will be provided to grantee. Briefly tell us how you intend to advertise and promote this. (~100 words)

***(3 or more points required for grant to be considered)***

Poor or Weak Alignment	Sufficient Alignment	Superior or Outstanding Alignment
0-2 points	3-4 points	5 points