



## 2016 Request for Proposals (RFP)

### *Hawaii Children's Trust Fund: Child Abuse and Neglect Prevention (Project Period 2017-2020)*

**The Hawaii Children's Trust Fund** was established to ensure that Hawaii's *keiki* reach their full potential, developing into healthy, productive, and caring individuals through the advancement of community-based family strengthening programs. By promoting healthy relationships and environments, thriving and safe communities can be created for Hawaii's children, and their children to follow.

#### SUMMARY

This funding opportunity supports young parents with young children to prevent child abuse and neglect in Hawaii. Funding is available for direct service programs that address at least one of three protective factors of child abuse and neglect suggested by the Center for the Study of Social Policy (CSSP), specifically: 1) *Nurturing and Attachment*, 2) *Knowledge of Parenting & Child Development*, and 3) *Social Connections*.

***Applicants are encouraged to review this entire RFP before applying.***

#### BACKGROUND

The Hawaii Children's Trust Fund (HCTF) was established in 1993 by state legislation, Chapter 350B of the Hawaii Revised Statutes, creating a public-private partnership between the Department of Health and the Hawaii Community Foundation (HCF). The purpose of the Hawaii Children's Trust Fund is to prevent child abuse and neglect (CAN), and for the development of programs for children to increase their ability to form healthy relationships, and to avoid and cope with dangerous situations.

#### PROTECTIVE FACTORS

The effects of abuse and neglect on children perpetuate beyond their youth. Children who were victims of maltreatment can suffer lifelong physical, psychological, and behavioral effects. The Centers for Disease Control and Prevention (CDC) report that child maltreatment in one generation can be associated with child maltreatment in the next, but that the cycle can be interrupted.

An evidence-informed framework advanced by the CSSP suggests that child abuse and neglect can be prevented through the strengthening of families – the development of family and caregiver qualities, skills, relationships, and tools to best manage the care of a child. Protective factors are conditions that, when present, increase the health and well-being of

**Target Population:** Young parents (age 29 or less) *with* children, age 0 to 5

**Application Deadline:** On-line applications are due by January 18, 2017 at 5:00pm HST

**Grant Range:** Three-year grants for approximately \$120,000 (\$40,000 per year)

**Project Period:** April 2017 through April 2020

**Eligibility:** Nonprofit organizations with a 501(c)(3) tax-exempt status, providing services in the State of Hawaii for at least 2 years, with no overdue grant reports to Hawaii Community Foundation

**Requirements:** Incorporation of protective factors, use of evaluative tools, attendance at grantee gatherings, site visits, and reporting of results

both children and families. They are attributes that serve as buffers and help parents find resources, supports, or coping strategies that allow them to parent effectively, even under stress. Young parents, in particular, can often be unprepared for their roles as caregivers, especially of a young child who needs constant care. Additional information pertaining to this framework can be reviewed in more detail on the CSSP website at <http://www.cssp.org/young-children-their-families/strengtheningfamilies>.

## FOCUS OF FUNDING

HCTF seeks to support young parents and the healthy development of their children by providing multi-year program support to nonprofit organizations that focus on protecting children through a family-strengthening program.

**Specifically, HCTF is interested in programs that include all of the following four (4) elements:**

- 1) A focus on **young parents**, age 29 or younger, **with children age 0 to 5** years old;
- 2) The provision of innovative **direct service** to children and families, incorporating or developing one or more of the following three protective factors of child abuse and neglect prevention identified by the CSSP:
  - a) Knowledge of Parenting & Child Development: *understanding how children develop*
  - b) Increase Nurturing and Attachment: *developing caregiver-child bonds*
  - c) Social Support Structures: *establishing supportive relationships*
- 3) Activities that are evidence-based, evidence-informed, or a promising practice, provided within an appropriate cultural context; and
- 4) A commitment to participating in program evaluation, including a pre/post assessment of clients served utilizing a common assessment tool to be identified by HCF.

Programs that incorporate home-visiting are of particular interest to assess its effectiveness as a *preventative* measure. However, funding will not be limited solely to home-visiting programs; all models of CAN prevention that address one or more of the three protective factors listed above will be considered, particularly if there is some indication that a model is more effective with young parents.

This year, HCTF determined its funding should focus on young children. In 2015, children aged 0 to 5 represented 43% of the youth in Hawaii's child welfare system; for the last five years, children one year or younger have accounted for more than one-third of Hawaii's *keiki* who have been victims of some form of abuse or maltreatment.

*A Statistical Report on Child Abuse and Neglect in Hawaii, 2015 ~ Hawaii Dept. of Human Services*

For purposes of this RFP, innovative direct service programs are those which are a departure from routine services. While existing programs are eligible for funding, those which incorporate new or reimagined approaches to developing or increasing protective factors in young parents will be more competitive.

Existing programs that have been adjusted, changed, or improved in response to an evaluative effort will also be compelling, as will programs that have been adapted for cultural context. All program approaches should be grounded in a reasonable hypothesis or theory of change, and/or supported by credible research findings.

## ELIGIBILITY

To be eligible for funding, the applicant:

- Must be a non-profit organization with a 501(c)(3) tax-exempt status; fiscal sponsorships will not be considered through this funding;
- Must be providing services in the State of Hawaii, and have done so for the last two years; and
- Must be current on all grant reporting requirements with HCF.

## GRANT RANGE

HCF invites three-year proposals, for approximately \$40,000 to \$50,000 per year, for the grant term beginning April 2017 and ending April 2020. *Payments for Year 2 and Year 3 will be contingent upon the submission of a progress report that indicates satisfactory progress toward expected results of the previous year.*

HCTF funds **may not** be used for capital improvements, endowments, re-granting (i.e. redistribution of funds to other organizations), activities that promote religious beliefs, or for the benefit of specific individuals.

## GRANT REQUIREMENTS

Awarded grantees will be required to comply with the terms of an award letter that will include:

- Attendance at annual grantee gatherings during the grant period;
- Availability for on-site program visits;
- Utilization of an assessment tool to be identified by HCF;
- Participation in technical assistance, if appropriate, and program evaluation; and
- Submission of two annual progress reports and a final report, *which will require a report of the incidence of child abuse and neglect by program participants one and two years after program entrance*, and financial expenditures.

## CRITERIA FOR SELECTION

The strongest proposals will be those that meet the four (4) elements described in the *Focus of Funding* section above **and** which:

- Demonstrate an organizational history of successful CAN prevention work;
- Indicate knowledge and experience working with the proposed community;
- Possess the necessary capacity to implement the program;
- Articulate a clear and logical relationship between activities and results sought;
- Include clear and reasonable, but aspirational, outcomes;
- Convey a strong commitment to program evaluation; and
- Describe a three-year budget that is reasonable and realistic to support the program.

## DEADLINE

On-line applications are due by **January 18, 2017 at 5:00p.m. HST.**

## APPLICATION INSTRUCTIONS

Applications must be submitted on-line at: <https://nexus.hawaiicommunityfoundation.org/nonprofit>

If the applying organization is a new applicant to HCF, click on “New User Registration for Organizations” at the bottom of the screen and complete the required fields. ***This process may take up to two (2) days.*** Allow adequate time to complete the proposal before the submission deadline.

The online application has fillable boxes with character limits. The character counts in Microsoft Word do not match the character counts in the application. If you cut and paste your work into the application, please be sure your text fits the space provided.

We recognize the significance of diacritical markings in written Hawaiian as pronunciation guides; however, the online application system is unable to accept diacriticals. Please do not include these in your narrative; it may cause errors in the way the online system processes your proposal.

## PROPOSAL SECTIONS

**Only complete online applications will be accepted.** Applicants will be required to respond to the following sections. Each section is intended to be complementary to the others, allowing applicants to articulate their strengths in several areas. Applicants are encouraged to respond to sections completely, including all the elements requested, and using examples and data when available. *(To help prepare your responses, note that 2,000 characters, including spaces, equal approximately 1/2 page, using Arial 12-point font, single-spacing.)*

1) Executive Summary

Provide a brief but concise summary of the applicant's proposed program and expected outcomes. This executive summary may be used for different purposes, including external communications, to describe the program should a grant be awarded. *(Maximum 1,500 characters = 1/3 page)*

2) Community or Population to Be Served

State the geographic community being served (e.g. Lihue, Hilo). Discuss how or why there is a need for serving young parents in this area, and how the need was determined. *Note: HCTF is interested in funding programs that support communities throughout the state. Grant funding decisions will be made with the consideration of this goal. (Maximum 2,000 characters = 1/2 page)*

3) Organizational Capacity

Describe the mission of the applying organization and include experience or accomplishments in the field of child abuse and neglect prevention and/or family strengthening. Discuss why the organization is qualified or prepared to implement the proposed program, including staff qualifications. Include how the organization engages with the community to be served, and knowledge or experience working with the community. *(Maximum 3,000 characters = 3/4 page)*

4) Program Description

Fully describe the program proposed for funding, the activities that will be conducted, and the protective factor(s) addressed. Include how the target population (i.e. young parents) will be identified, and how they will be entered into the program. *(Maximum 3,000 characters = 3/4 page)*

5) Effectiveness

Discuss the rationale for the program proposed, and why the activities are appropriate for the community to be served. Describe if the activities are evidence-based, evidence-informed, or a promising practice, and include why the program is innovative. *(Maximum 2,000 characters = 1/2 page)*

6) Results and Evaluation

Discuss the results that will be achieved by the proposed program (i.e. *how* the participants will be affected by the program). Describe the way in which the program will be structured to incorporate the use of a standardized assessment tool, and how the data will be managed. Include a discussion of how the assessments will be utilized beyond fulfilling the requirement of the grant award. *(Maximum 3,000 characters = 3/4 page)*

7) Program Budget Description

Provide brief details about the expenses requested for each budget category listed in your Program Budget Form, and describe the sources of any non-HCTF program funding that has been secured or requested. *(Maximum 1,500 characters = 1/3 page)*

## REQUIRED DOCUMENTS

Please upload/attach the following documents with your application:

- 1) Program Budget (see application online to download template);
- 2) Program Flowchart (see application online to download template);
- 3) Most recently audited financials (if applicable to organization), or most recently completed financial statements for the organization;
- 4) Current year's operating budget, including income and expenses;
- 5) Previous year's operating budget, including income and expenses; and
- 6) A current list of the organization's Board of Directors and their affiliations to demonstrate the construction of the organization's leadership and community representation.

## FILE NAMING FORMAT FOR ATTACHMENTS

Please use the following descriptive file name format when uploading your files:

1. Application ID\_Your Org Name\_Name of File (for example, '145\_HCF\_Budget.pdf' or '145\_HCF\_Board of Directors.doc')
2. Do not use apostrophes, #, or parenthesis in your file name
3. Each file must have a unique file name
4. Each file size should be kept below 5000 KB

**DEADLINE: Submit your application by clicking the "Submit" button at the end of the application no later than 5:00 p.m. HST, January 18, 2017**

## QUESTIONS ABOUT THE RFP

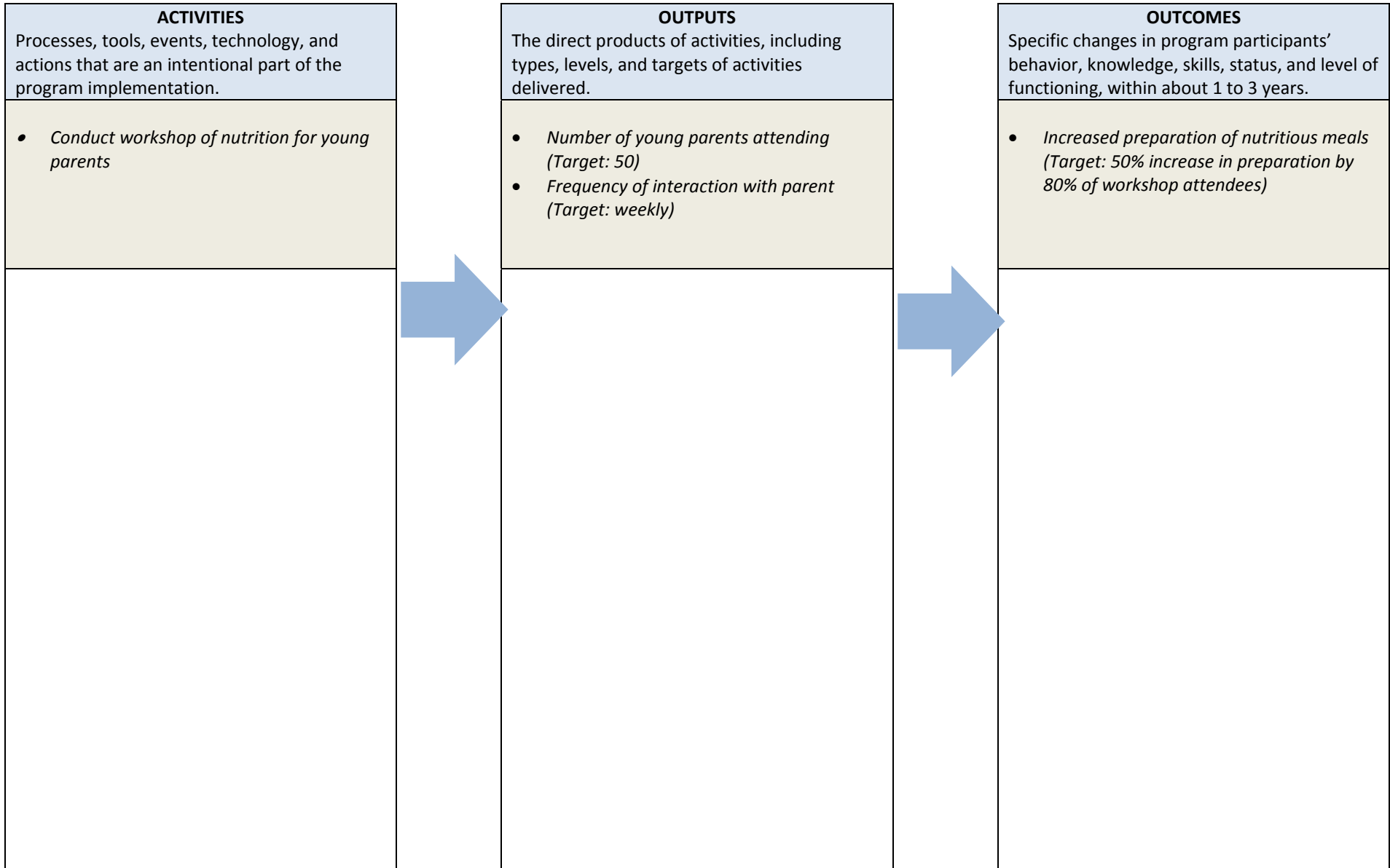
If you have any specific questions regarding the RFP, you may contact the HCTF program officer, Ophelia Bitanga-Isreal at [obitanga-isreal@hcf-hawaii.org](mailto:obitanga-isreal@hcf-hawaii.org).

For technical assistance with the online application process, please contact our Help Desk at <http://hawaiicomunityfoundation.org/ticket>.

## Hawaii Children's Trust Fund Program Flowchart

<b>Applicant Name</b>	
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**Instructions:** Complete the sections of the program flowchart below. List the activities to be conducted in the proposed program, the related outputs, including targets, and the expected outcomes. Outputs should be directly related to activities. Outcomes are longer-term goals and should reflect a reasonable relationship to the activities. An example is provided.



## Project/Program Budget Form

Requesting Organization Name: \_\_\_\_\_

1. In Column A, describe the expenses for your project. In Column B, indicate the amount you are requesting from HCF. In Column C, indicate any additional amounts that will support that expense. Column D will automatically sum Columns B and C. At the bottom of the table, each column will automatically sum. Please note that matching funds are encouraged.

A Project Expense:	B HCF request:	C Other funding source/ In-kind contribution:	D Total Cost:
1.	\$	\$	\$
2.	\$	\$	\$
3.	\$	\$	\$
4.	\$	\$	\$
5.	\$	\$	\$
6.	\$	\$	\$
7.	\$	\$	\$
8.	\$	\$	\$
<b>Total for each column:</b>	\$	\$	\$

2. Please identify the sources of funding for your project. Indicate the total amount of support from each source and if the source is secured, pending, or in-kind. At the end of the table, total the amount. This total should match the total cost of your project (Column D in the above table).

List all types of support	Amount (list value of volunteer/donated services)	Indicate if source is secured, pending, or in- kind
1. HCF _____ Fund	\$	Pending
2.	\$	
3.	\$	
4.	\$	
5.	\$	
<b>Total:</b>	\$	