

## **UAMS/ACCARDV**

### **CSC Start-Up Funds Application**

The Commission on Child Abuse, Rape, and Domestic Violence is pleased to provide the application for start up funds for the development of new Child Safety (Advocacy) Centers.

You will find an application enclosed for start-up funds for a Child Safety (Advocacy) Center. Please review the application instructions very carefully as this is a competitive grant. Please ensure that all questions are answered completely. All information should be submitted simultaneously and in order. Incomplete applications will not be considered.

Priority will be given to locations that meet the most criteria on the application. If two locations meet the same criteria, priority will be given based on proximity to other Child Safety Centers and Priority 1 maltreatment reporting data in your area.

All applications will be reviewed and decided upon by the Child Safety Center Sub-Committee. A fully qualifying center satisfies all criteria in this application and can receive up to \$50,000, based on the merits of the proposal. A partially qualifying center satisfies a number of criteria and is eligible for support funds. Decisions on funding amounts will be made at the discretion of the Sub-Committee.

After applications have been reviewed, approved sites will be required to participate in a site visit prior to receiving funds. The site visit will be conducted by the Child Safety Center Project Coordinator and at least one member of the CSC Sub-Committee. Additionally, approved sites will be required to participate in a quarterly financial reporting process.

The Commission on Child Abuse, Rape, and Domestic Violence would encourage any person needing assistance to contact Elizabeth Waldrum at the Commission Office by e-mailing [eawaldrum@uams.edu](mailto:eawaldrum@uams.edu), or by phone (501) 661-7975. We look forward to the receipt of your application.

## **Application Checklist**

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2. Criteria 1-10.....p. 4-7
  - a. Narrative for selected items
  - b. Requested attachments for each
3. Program Plan.....p. 8
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### Attachments include:

1. Multidisciplinary Team Memorandum of Understanding
2. Child Safety Center Memorandum of Understanding
3. Attendance records from past 6 months of MDT meetings
4. List of Board of Directors, titles, and signatures
5. Copy of 501 (c) (3)
6. Executive Director resume/job description (if applicable)
7. List of confirmed additional funding sources including amounts
8. At least 3 letters of support from community agencies
9. NCAC Training agreement
10. Act 703/1366 Agreement
11. Documentation of developing member status with Child Advocacy Centers of Arkansas

## **Application**

Name of Child Safety Center: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Person Responsible for Financial Matters: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Signature of Board Chair or President: \_\_\_\_\_

Printed Name of Board Chair or President: \_\_\_\_\_

In the space below, please describe your understanding of: a) the purpose of a CSC, b) how to sustain a CSC and c) the potential benefits for your area. (Use additional pages if necessary)

## **Funding Criteria for Child Safety Centers**

A Child Safety Center (CSC) is a not-for-profit child friendly facility that provides a location for forensic interviews, and access to forensic medical examinations, and forensic mental health examinations during the course of a child maltreatment investigation. It provides a coordinated, collaborative and culturally competent Multi-Disciplinary Team (MDT) response to allegations of child abuse. To the greatest extent possible, components of the team response are provided at the CSC.

The following program standards are necessary for start up funding from the Arkansas Commission on Child Abuse, Rape, and Domestic Violence (ACCARDV). In the space provided, **please describe in narrative** form the extent to which your CSC does or does not meet the selected criteria (you may add additional space if necessary). If specific documents are requested, please attach in the order they are listed.

- 1.) **Multidisciplinary Team (MDT)** - An MDT is vital to the functioning and sustainability of your Child Safety Center. The MDT in the county where the proposed CSC is to be located must be in support of its use.

Narrative:

- a. Please provide the most recent state mandated memorandum of understanding with required signatures from MDT members.
  - b. Please provide a Child Advocacy Center Memorandum of Understanding with signatures from **at least 4** core team agencies on the MDT to show their support for its use.
    - i. Two of the signatures **must** be from Department of Children and Family Services (DCFS) and Crimes Against Children Division (CACD).
  - c. Provide copies of attendance forms for the past 6 months of MDT meetings.
    - i. Your MDT will need to be in existence for at least 6 months as of the submission date of this application to meet this requirement.
- 2.) **Board of Directors** - State law requires each CSC to operate under a board of directors.

- a. Please attach a list of board members, their titles, and signatures.
- 3.) **501 (c) (3) status** - State law requires CSCs to maintain non-profit status.
- a. Please provide a copy of your approved 501 (c) (3) status letter.
- 4.) **Physical Space-**
- a. Child Friendly Setting - Please describe how your space is physically and psychologically appropriate for children.

Narrative:

- b. Forensic Interviewing - Please discuss the extent to which you have resources currently available for this service.

Narrative:

- c. Medical - Please discuss the extent to which you will make this service available on site or provide access to it through outside resources.

Narrative:

- d. Therapy - Please discuss the extent to which you will make this service available on site or provide access to it through outside resources.

Narrative:

- e. Attach pictures of a-d (Optional)
- 5.) **Executive Director** - This person is in charge of the day to day operations of the CSC. Please discuss the extent to which you have worked to secure this position.
- Narrative:
- a. If an executive director has been designated, please provide their resume and job description.
- 6.) **Projected Budget** - Consistent and continued funding is imperative for sustainability.
- a. Please complete the required projected budget and narrative on pages 10 & 11 for the period of one year beginning with the nearest date of July 5<sup>th</sup>, October 5<sup>th</sup>, January 5<sup>th</sup>, or April 5<sup>th</sup>.
  - b. Please attach a list of other **confirmed** sources of funding for the same time period.
- 7.) **Community letters of support** - Continued community support, financially and otherwise, is essential to a CSC's success.
- a. Please provide at least three letters of support from community **agencies** within the county in which the CSC will reside.
    - i. Only one of these letters can be from a core agency that participates on the MDT.
- 8.) **State training through the National Children's Advocacy Center (NCAC)** - Upon approval of state start-up funds, each developing center will be required to participate in an initial training from the National Children's Advocacy Center.
- a. Please have the executive director and at least four (4) members of the board of directors sign the training agreement (attached).
- 9.) **Review of Act 703/1366 state statute** - This Act regulates CSCs within the state of Arkansas. The Center must adhere to the state standards.

- a. Please have the Executive Director and all board members sign the Act 703/1366 agreement (attached).
- 10.) **Children's Advocacy Centers of Arkansas (CACA)** - In order to receive state funds, Centers must be a developing member of the state chapter.
- a. Please contact CACA Chapter Coordinator, Melissa Shell, for more details on how to become a member.
  - b. Please provide documentation that you are a developing member of the chapter.

## **Program Plan**

Please explain how your Child Safety Center plans to develop services that align with the National Children's Alliance's (NCA) 10 program standards, with the funds available through this application.

Please see Appendix A for a list of NCA standards.

## **Purpose & permitted use of funds**

The purpose of the following application is to provide interested parties the opportunity to apply for state funds in support of developing a Child Safety (Advocacy) Center. The funds must be used for this purpose and are restricted in their capability. Approved funds must be used for the following purposes ONLY:

1. Facility development- i.e., Rent, utilities, etc.
2. Board development
3. Forensic Interviewing equipment/development
4. Mandatory training requirements
5. Core staff hiring and support
6. Basic office supplies

If expenses exist that are not listed above, but are necessary for the development of a new center, please provide a detailed explanation below.

**Projected CSC Budget for State Funds**  
**(if granted)**

| <b><u>Category</u></b>  | <b><u>Amount (\$)</u></b> |
|-------------------------|---------------------------|
| Facility Development:   | _____                     |
| Board Development:      | _____                     |
| Forensic Interviewing:  | _____                     |
| Training:               | _____                     |
| Staff:                  | _____                     |
| Operational:            | _____                     |
| Other (Please specify): | _____                     |
| <b>Total Expenses:</b>  | _____                     |

## **Budget Narrative**

Please describe in detail how each line-item amount will be utilized.

## **ASSURANCES**

By executing these assurances the applicant agency agrees that any award under this application will be administered, and activities or services provided, in accordance with applicable state and federal laws and regulations. This agency agrees to use any funds awarded under this application only for those activities described in this application.

The applicant agency agrees to the following:

- 1) It shall maintain records that document the nature and outcomes of its activities, including records necessary for the appropriate accounting of funds received and disbursed.
- 2) It shall make available to the Commission on Child Abuse, Rape and Domestic Violence, UAMS, authorized sub-contractors or the Arkansas Legislature all records or documents related to the activities funded under this application.
- 3) It shall make such reports (financial and programmatic) to the Commission on Child Abuse, Rape, and Domestic Violence, UAMS or authorized sub-contractors as may reasonably be required;
- 4) It shall protect confidentiality and prevent the inappropriate disclosure of information related to victims and shall be a signatory of a confidentiality agreement of any local or regional Multi-Disciplinary Team (MDT) which applicant agency participates in.
- 5) No person shall, on the basis of sex, race, disability, or religion be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity funded in whole or part by awarded funds. Applicable laws include but may not be limited to 1) Title VI of the Civil Rights Act of 1964, 2) Title IX of the Education Amendments of 1972, 3) Section 504 of the Rehabilitation Act of 1973, and 4) Age Discrimination Act of 1975.
- 6) It shall initiate proposed activities within 60 days of award unless prior written approval of a delay is obtained from the Commission on Child Abuse, Rape, and Domestic Violence;
- 7) It shall, where allowable and if applying for program funding which includes expenses for activities conducted previously which would have been eligible for funding by this source, provide necessary documentation requested to verify those activities.

- 8) It shall be willing to collaborate locally and statewide.
- 9) It shall submit quarterly or other reports, as required.
- 10) It shall not permit any funds to be paid to any current or past member of the Arkansas legislature or current State employee without beforehand notifying the Director of the Commission.

To the best of my knowledge and belief, all information in this application is true and correct as of \_\_\_\_\_ **(date)** \_\_\_\_\_. This application has been duly authorized by the applicant's governing body and the applicant will comply with all assurances and requirements should this project be awarded funding. Furthermore, I understand that this program will be required to complete progress reports (format to be provided by the Commission) should the project be awarded funds.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title



## **ACT 703/1366 Agreement**

The Executive Director and Board of Directors have read and understand Act 703 set forth by the 86<sup>th</sup> General Assembly and Act 1366 set forth by the 87<sup>th</sup> General Assembly. By signing below we understand what is required of our Center by law and failure to abide by these regulations could affect eligibility for future funding from the state.

CSC Location: \_\_\_\_\_

| <u>Name</u> | <u>Position</u> |
|-------------|-----------------|
| _____       | _____           |
| _____       | _____           |
| _____       | _____           |
| _____       | _____           |
| _____       | _____           |
| _____       | _____           |
| _____       | _____           |
| _____       | _____           |
| _____       | _____           |
| _____       | _____           |

## **Appendix A**

### **NCA Standards:**

- 1.) Child Appropriate/Child Friendly Facility
- 2.) Multidisciplinary Team
- 3.) Organizational Capacity
- 4.) Cultural Competency and Diversity
- 5.) Forensic Interviews
- 6.) Medical Evaluation
- 7.) Therapeutic Intervention
- 8.) Victim Support/Advocacy
- 9.) Case Review
- 10.) Case Tracking

For more information please visit: [www.nca-online.org](http://www.nca-online.org)

## **Appendix B**

### **Acronyms:**

ACCARDV- Arkansas Commission on Child Abuse, Rape, and Domestic  
Violence

CACA- Children's Advocacy Centers of Arkansas

CACD- Crimes Against Children Division

CSC- Child Safety (Advocacy) Center

DCFS- Division of Children and Family Services

MDT- Multidisciplinary Team

NCA- National Children's Alliance

NCAC- National Children's Advocacy Center