

IMPACT 100 BALDWIN COUNTY 2017 GRANT APPLICATION EXAMPLE
This grant was provided by CARE House for you to better understand a complete grant.

Impact 100 Baldwin County

2017 Impact 100 Baldwin County Grant Application

CARE House, Inc, Whitaker, Niki
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Submitted: Jun 5 2017 4:36PM

We receive building “brick and mortar” grants as well as many excellent “program” type grants. This sample will provide a good example of stating your needs, your target population, goals and activities, and other key aspects of a well-written grant.

Some sections of this grant were changed due to confidentiality.

We hope this example will be of interest to you. Thanks to CAREHOUSE administration for making it available to others.

Project Information

- 1. What is the name of the Lead Agency applying for this grant?**
Baldwin County Child Advocacy Center d/b/a CARE House, Inc.
- 2. Designate the Focus Area for your project.**
Health and Wellness: Initiatives that improve the mental and/or physical well-being of people living in the Baldwin County area.
- 3. What is the program/project title?**
Restoring Hope, Rebuilding Lives
- 4. What is the total budget for this project?**
\$380,000.00
- 5. List all other organizations (if any) collaborating on this project.**
There are no other collaborating agencies.
- 6. Upload any required 501(c)(3) documentation not previously submitted.**



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89.5 KB

- 7. Contact for Lead Agency**
Niki Whitaker
- 8. Contact Title**
Executive Director

9. Contact Phone

(251) 989-2555

10. Contact Email

nwhitaker@baldwincountycac.org

11. Summary of project - give a brief summary of your project. Also include estimated duration of project, with expected start and end dates. (1800)

The Baldwin County Child Advocacy Center (BCCAC) is excited to announce our proposed project, "Restoring Hope, Rebuilding Lives." The project will expand our current facility in Summerdale, Alabama to include an additional 3,000 square feet of much needed office and training space. The expansion will allow us to ensure the continuation of all vital services for child abuse victims and abuse prevention programs provided for our community. Currently, there is no space for team members to work at the CAC, and some staff are sharing office space making it difficult to hold private meetings with clients.

The new office and training spaces will be used by BCCAC staff and key members of our Multidisciplinary Team from the District Attorney's Office, Law Enforcement, and the Department of Human Resources. Having these Team Members at our office will enhance the investigative process by allowing open communication between Team Members involved in the cases. The expansion will allow all of our children to receive services in ONE safe, comfortable, child-friendly location immediately, without a waiting list. Our Team would have the opportunity to work closely together under ONE roof, which is the ideal working situation for Child Advocacy Centers across the nation.

Baldwin County CAC staff will utilize the training room to educate parents, teachers, and administration on how to report and respond appropriately to the societal problem of child abuse. Numerous trainings will also be provided to our Multidisciplinary Team to keep members up to date on best practices for investigation, treatment, and prevention, and also will be available for use by our community partner agencies. The project start date is Jan-Mar 2018 with a completion date of July-Sept 2018.

12. Describe the target population of the project and the specific need in the community. Also estimate the number of direct and indirect recipients that this project will serve. (1800)

The BCCAC serves child abuse, sex & severe physical, victims and their non-offending caregivers through intervention services and the community at large through prevention, education, and awareness services. National research notes that at least 1 in 10 children will be sexually abused before their 18th birthdays. The fear and shame associated with the child's disclosure of abuse is so difficult that only 1 in 10 will actually tell what has happened or is happening to them.

The current population estimate in Baldwin County for 2016 is 209,000 with 22% of those being under 18 years of age or approximately 46,000 children. These numbers indicate that approximately 4600 children in Baldwin County are sexually abused, but only 460 will tell of the abuse. Last fiscal year, the BCCAC served 418 children through intervention services.

Each year, the number of children needing our services continues to grow. During fiscal year 2007, the BCCAC provided intervention services to 161 children, but by fiscal year 2015 there was a 130% increase with 369 children being served. These increases are partly due to the population growth and partly due to the added services for best practice.

Child abuse affects everyone, and results of the victimization can be far-reaching and devastating. Child abuse does not discriminate based on gender, social status, ethnicity, or religion. The BCCAC will continue to work with this population of children and their families to help them heal from the trauma caused by the abuse. The BCCAC has reached tens of thousands of Baldwin County children and adults through prevention services. It is imperative that we continue this work to educate children on what to do if they are uncomfortable and also educate adults on how to report when abuse is suspected.

13. Describe the goals of your project: what you hope to accomplish and the expected impact on the target population and the overall community. (1800)

The main goal of this project is simple. We must have the space available to serve the children needing CAC services and have the capacity for the staff and team to work. It is important that we follow the standards set forth by the National Children's Alliance (NCA) and the Alabama Network of CACs (ANCAC) to ensure best practice. Our goals today are very similar to those specified in our 2009 grant when we requested and were

awarded funding to purchase a building in the central part of the county. We are faced with the same problems, 8 years later, in that we are in need of space. When we moved in our current building in 2010, each office served a specific purpose. Now, we are completely out of space and there is no room for the team members from the Department of Human Resources (DHR), the District Attorney's Office (DA), or Law Enforcement (LE). Children and families enter through the lobby where they wait as there is no longer a more confidential waiting area. CAC staff are sharing offices, which makes it difficult for private meetings and uninterrupted work time. The medical program now operates where there once was a resource room. Staff are serving more children than they ever have in the past. There are currently no offices for any new staff members. Our goal is to provide a safe, friendly, comfortable environment for the children, their families, the staff, and the team. The additional space would allow us to meet our goals. The 8 new offices would provide the capacity needed for any additional hires and for our team members and current staff to have their own confidential work area at the CAC. A training room will be available for staff, the board, and the team to meet and attend trainings as needed to stay up to date on best practices in child abuse cases.

14. Describe the specific activities that will be used to accomplish the program objective. (1800)

Architect and former CAC Board Member, xxxxx xxxxx, drew the plan additions after meeting with the CAC Director and Board of Directors. The process began in May 2016. The drawings have been viewed by many others, all whom have a long history of supporting the BCCAC. The contractor will work directly with xxxxx xxxxxx to ensure the steps are taken to accomplish the objective of adding a safe, comfortable, quality built space for the children, families, staff, and team members. Xxxxxx Contracting will obtain the required building permit. Mr.xxxxxx will complete architectural drawings and hire the electrical, mechanical, and structural engineers to complete their tasks. Xxxxxxxx Contracting will complete the demo, clean-up, site work, concrete, millwork/trim, insulation/roofing, doors/windows, drywall/flooring/painting, plumbing/A/C/Electrical, obtain insurance/permits, and appliances. This project is a community project that will benefit Baldwin County now and in the future. The initial impact will be the business it generates as the BCCAC will be spending greater than the \$90,000 Impact award making an even bigger impact in Baldwin County. The long-term impact will be through the continued intervention and prevention services provided at the facility and throughout the county. These service provisions will break the cycle of abuse and make our communities safer for our future generations by removing predators from the streets, teaching traumatized children coping skills, and providing prevention education.

15. If your program is a collaborative effort, please describe the collaboration and list all partners and their roles.

NA

16. Do you have other funding sources for this project? If so, please describe. Will the funds be used in a reasonable amount of time after the award in order to maximize use of funding in 2018? (1000)

Xxxxx Contracting has agreed to offer their services throughout the duration of this building project at a significantly reduced rate. The numerous local subcontractors which have long-term, positive relationships with the XXXXX Family and XXXX Contracting will offer their services also at very low costs, with some agreeing to not charge at all. XXX XXXXX with XXX is also aiding us in this community endeavor by creating architectural plans at a reduced rate, and he requested the same of the engineers on the project. The BCCAC staff and board are securing funding from our numerous local supportive foundations, business leaders, long-term supporters, and new individual supporters.

17. Why is your organization qualified and appropriate to address this need or benefit? (1800)

The BCCAC is the ONLY CAC in Baldwin County providing these vital, specialized services to child victims of abuse and their families. We have been serving children and families in this capacity for 28 years and have gradually, with assistance from our community, expanded and enhanced not only direct victims services, but also our abuse prevention programs, MDT integration, and safety measures for ALL Baldwin County kids and families. We are accredited by the National Children's Alliance and are a full member of the Alabama Network of CACs. All of our services are offered by employees who have received specialized training through the National Children's Advocacy Center, the primary training facility in the world for CACs and MDTs. We have 3 staff trained to conduct Forensic Interviews, 3 staff trained to utilize trauma-focused cognitive

behavioral therapy, and a Pediatric Nurse Practitioner trained in pediatric sexual assault exams to best serve our children. Intervention staff continue to participate in on-going trainings and also participate in web-based peer reviews monthly to ensure they continue to increase their knowledge and skills in the field and stay up to date on the latest research in best practice.

We receive on site reviews from both NCA in Washington D.C. and ANCAC in Montgomery, AL to verify we are following standards established nationally and statewide for CACs. During NCA's last visit in February 2016, they were complimentary of the hard work that was completed to provide all of the children's services under one roof, in one location. The medical program, added in 2015, was the last service needed so that children in crisis could come to one location and receive all of the services that they needed. We set goals and achieve them for the children.

18. Describe how or why you selected this project and how the project fits into your organization's mission.

Currently, approximately 85% of our clients are served at our Summerdale site. The number of children and their supporting family needing services in Baldwin County grows as our county grows. BCCAC serves an area spanning 150 miles. The nature and scope of the problems of child abuse in Baldwin County increases yearly as the population soars. Due to our growth, we have had to move our enclosed, private, child- friendly waiting area to the reception area of the building which now the front door leads directly into the crowded family waiting area.

Lack of privacy is a key concern for our families. Also, Team members have to move from room to room as space becomes available during the day to have the meetings with the families. At times, the only space open is the Board/Conference Room which is quite crowded and having to double as a storage space for supplies and fundraising items. Many staff members are sharing offices and some do not have access to a land telephone line and have to use cell phones with limited reception as needed. People are often having to quickly move around each other as they walk throughout the building due to the significant activity and crowded space. Levels of efficiency, privacy, safety, and comfort for all children, family members, TEAM members, staff, volunteers, and Board members will be greatly increased with added functional space.

The treatment of our child victims today contributes to breaking the cycle of abuse and leads to healthier, safer, Baldwin County families today and in the future. We have served many families at our Summerdale location. One evening, *(personal story taken out of this example due to privacy)*. Another late night, there were 5 children ranging in ages from 7-16 to be interviewed. *(results taken out of this grant example)*.

The team came together for this family as they do so many others. The positive and far- reaching, intergenerational COMMUNITY IMPACT of this grant award would be immeasurable. This grant, if awarded, will allow us to continue to provide all of our services to our target population and allow us to continue to meet our important mission which is crucial to the health and safety of all Baldwin County children and citizens. Every child deserves a life full of promise and possibility.

We believe that ALL children in Baldwin County should be protected from the nightmare of abuse and ALL citizens should have safe communities, free from the threat of child predators, in which to live, work, and play. Awarding the Impact 100 grant will help provide a brighter future for all children in our county and will create a safer community for all families and citizens. There are so many stories of abused children in Baldwin County. This Community project will help us help them be the children they deserve to be.

19. Describe how you will know when you have accomplished your goals and how you plan to measure impact and results. (1800)

The Summerdale facility will have 3,000 more square feet to meet the needs of the children, families, staff, and team. The children and families will have a more confidential waiting area where they will have room to lounge and play until their appointment begins. There will be an additional forensic interview room so that there will be less waiting time and children will be served as soon as possible after their disclosure of abuse. DHR and Law Enforcement will have a private, family friendly room to meet with caregivers after the forensic interview without having to relocate staff. CAC staff will have their own office places to meet with staff and clients confidentially. Space will be available for additional staff to be hired and housed if there continues to be increases in the requested number of children needing interviews and/or therapy to avoid children waiting for services.

Training space will be available for team meetings and trainings in a centrally located free space. The training area will allow for case staffing among the team as well as training opportunities. CAC staff will be able to work more effectively with less distractions due to having their own office space. DHR, Law Enforcement, and the DA's Office staff will have their own working space under the CAC roof, which will help improve communication among team members and allow for better work flow. Additional parking spaces will be

available preventing people from occasionally parking on the grass which has caused fender benders due to cramped parking. This project will have a high impact for Baldwin County children, families, CAC staff, MDT members, and the community as a whole. Abused children who receive CAC services are more likely to become productive adults and avoid negative behaviors.

20. Does this project require any certification or license, and if so, do you have it?

License or certificate is not required

21. Will this project involve making capital improvements to any property?

Yes, this project will involve capital improvements.

21.1. Please describe the legal relationship between your agency and the owner of the property in question.

Property is owned by the BCCAC.

22. PROJECT BUDGET - upload as PDF document



PDF File
Uploaded
(93 KB)

(Select Grant picture to view or
see last page of this document)

Organization Information

1. Applicant Organization (Legal Name)

CARE House, Inc.

2. DBA, if different

3. Federal Tax ID Number

63-xxxxxxx

4. Physical Address

16397 County Road 73

5. City

Summerdale

6. State

AL

7. Zip

36580

8. Mailing address, if different from physical address

PO Box 884

9. City

Summerdale

10. State

AL

11. Zip

36580

12. Web site

www.baldwincountycac.org

13. Agency phone

(251) 989-2555

14. Agency email

carehouse@bellsouth.net

15. Executive Director

Niki Whitaker

16. Executive Director phone

(251) 989-2555

17. Executive Director email

nwhitaker@baldwincountycac.org

18. Board Chair/President name

Brandi King

19. May we recognize your organization as an applicant at the end of the awards process?

Yes

20. Mission statement and brief history of your organization, including notable successes. (1800)

This mission of the BCCAC is to provide resources and services to child victims of sexual abuse and severe physical abuse, their supportive family members, and the community through a Multidisciplinary Team approach while empowering all toward child abuse prevention.

When police or child protective services believe a child is possibly being abused, the child is brought to the CAC, a safe, child-focused and child-friendly environment, by a "safe" adult. At the CAC, the child tells their story once to a trained interviewer who knows the right questions to ask in a way that does not retraumatize the child. Then, a team that includes medical professionals, law enforcement, mental health, prosecution, child protective services, victim advocacy, and other professionals, make decisions together about how to help the child based on the interview. BCCAC became incorporated in 1986 and after the donation of the Bay Minette Center from the Woodson family, doors were opened in 1989 to provide services.

The BCCAC is a charter accredited member of NCA and full member of ANCAC and continues to follow all standards of best practice. Notable Successes:

Forensic Interview Program, Recorded Interviews, Medical Program, Increased Number of Children Served, Children's Symptoms Decreased Through Therapy, Outcome Measurement Surveys, Evidence Based Prevention Programs such as Darkness to Light, Long-term Committed Staff. The CAC has received continual assistance from various funding sources who believe in the value and impact of our work. BCCAC maintains a strong working relationship with other community agencies, including the FBI, which maintains a memorandum of understanding with the CAC. BCCAC is often praised by the other agencies and families for the work accomplished.

21. Current Programs and Projects (1800)

Forensic Interviews- are developmentally sensitive, legally sound ways of gathering factual information.

Medical Exams- are offered to children who have disclosed sexual and/or severe physical abuse.

Counseling Services- are provided to child victims to help them heal from the trauma of the abuse.

Court Preparation Services- are available to help the child and their supportive family be aware of and prepared for any upcoming court. The services provided help to reduce anxiety by familiarizing the child and family with the court room and explaining the upcoming court process.

Family Advocate Program- offers emotional and educational support (referrals) for the non-offending caregivers of abused children.

Multi-Disciplinary Team and Training- BCCAC participates in monthly meetings to review child abuse cases with team partners. CARE House also hosts and facilitates an annual team training and other trainings as needed.

Solutions – This program promotes community safety by providing early intervention, education, and treatment to identified sexually reactive youth, up to age 18.

Prevention Programs- Programs are presented through- out Baldwin County Schools to help children understand what to do if they find themselves in an uncomfortable situation and who they can talk to if they are abused.

Transparenting- is an educational program for divorcing parents.

Rollercoasters- is a program for children up to age 17, whose families are experiencing a divorce, separation, or remarriage.

Child Death Review- BCCAC facilitates the child death review meeting annually to look at all child death cases with the first responders and other partnering agencies to determine if anything could have been done to prevent the death or future child deaths.

22. Board members, include board position, profession/affiliation, county/state of residence, years served

Chairman- XXX, (Baldwin, AL), Business Owner, 5 years

1st Vice Chairman-XXX (Baldwin, AL), Community Volunteer, 27 years

2nd Vice Chairman- XXX (Baldwin, AL), Insurance Agent, 11 yrs.

Secretary- XXX (Baldwin, AL), Children's Rehabilitative Services, 4 years

Treasurer- XXX(Baldwin, AL), Insurance Agency Agent, 4 years

XXX (Baldwin, AL), Retired Banker, 24 years

XXX (Escambia, FL), Alabama Gulf Coast Convention & Visitors Bureau VP of Administration & Finance, 12 years

XXX(Baldwin, AL), Therapist, 7 years

XXX (Baldwin, AL), Senior Consultant- Santa Rosa Consulting, Inc., 9 years

XXX (Baldwin, AL), Marketing Director at South Baldwin Regional Medical Center, 2 years

XXX (Baldwin, AL), Counseling Supervisor, Baldwin County Board of Education, 2 years

XXX (Baldwin, AL), Gifted Teacher at Baldwin County Board of Education, 1 year

XXX (Mobile, AL), Fox 10 News Reporter, 1 year

XXX (Baldwin, AL), Keller Williams Real Estate Agent, 1 year

XXX (Baldwin, AL), Fairhope Realty Group/Chiropractor, 1 year

XXX (Baldwin, AL), Marketing/PR Consultant, 1 year

Agency Representatives:

XXX, Accountant @ Allen & Allen

XXX, Baldwin County Sheriff

XXX, Mental Health Advisor Honorable

XXX, Baldwin County District Attorney

XXX, Attorney

XXX, Baldwin County School Superintendent

23. Percentage of board members that have contributed financially to organization within the last year

Approximately 50% of the current board gives financial donations to the CAC.

24. Of your organization's total contributions received within the last year, approximately what percentage was comprised of donations from board members?

Less than 1% of financial donations were received from the board last year.

25. Key staff members, include qualifications and years served (1200)

Executive Director, Niki Whitaker, Masters in Social Work 6 years in September
Trained in Forensic Interviewing, initial and advanced

Clinical Director, XXX, Masters in Counseling, 2 years in August, trained in Trauma-Focused Cognitive Behavioral Therapy

Therapist, XXX, Masters in Social Work this August, 4 years in November, Trained in Trauma- Focused Cognitive Behavioral Therapy

Forensic Interviewer, XXX, Masters in Social Work, 1 year in September, Trained in Forensic

Interviewing and Trauma-Focused Cognitive Behavioral Therapy

Family & Victim Advocate, XXX, 17 years this Summer, Trained in Forensic Interviewing, initial and advanced

Pediatric Nurse Practitioner, XXX, 2 years this month, trained in Sexual assault nurse examinations

Prevention Coordinator, XXX, 2 years in August, Bachelor's in Education

Bookkeeper, XXX, 18 years this Summer

Development Director, XXX, Masters in Counseling, 12 years

The above list consists of all staff currently employed at BCCAC, 5 Full and 3 Part time. Transparenting and Solutions programs are conducted by Master Level Contract Staff.

26. Describe how your organization uses volunteers. (1200)

As a non-profit, the CAC is very cautious with every penny received. The more funding saved, the more that is available to apply to the much needed services that benefit the children. The largest portion of our budget is directed towards services that are often provided by Masters Level staff. The BCCAC currently uses volunteers to assist as needed, especially since we are accomplishing more than we did 7 years ago with less staff. We use volunteers to help with various clerical duties such as filing and organizing. We use volunteers to serve as waiting room attendants to interact with the children while their caregivers meet with team members. We use volunteers to assist with our prevention programs in the schools such as the puppet shows. We also use volunteers to help with fundraising efforts and to raise community awareness. All volunteers complete the necessary paperwork to have a full background check and central registry check through the Department of Human Resources to assure there is no history of child abuse.

27. Please attach up to 3 photos of your organization that we can use on our website and in other publicity.



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Financials

1. Please upload Financial Statements for the most recently completed fiscal/calendar year for EACH collaborating agency. (Balance Sheet, Income Statement and Cash Flow Statement.)



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118.3 KB

2. Please upload the most recently completed audited financial statements, including auditor's notes, for EACH collaborating agency. If the organization does not have audited financial statements prepared, then upload the most recently filed Form 990.



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237 KB

Certification

1. **Our tax-exempt status under IRS section 501(c)(3) has not been revoked or modified.**

We agree.

2. **We understand, if this proposal is chosen for funding, funds will only be released in accordance with the budget we supplied, and only after submission of appropriate invoices.**

We agree.

3. **We understand we are required to notify Impact 100 immediately of any material change that could affect our ability to execute the planned project, or our need for the funds as stated in our project budget.**

We agree to notify Impact 100 of any material changes to our proposal.

4. **Name of first signer**

Niki Whitaker

5. **Position of 1st Signer**

Executive Director

6. **Name of second signer**

Brandi King

7. **Position of 2nd Signer**

Board Chair

8. **Certification: Collaborating Agency**

NA

(sample budget next page) You would usually upload it as a PDF to Question 22.

IMPACT 100 BALDWIN COUNTY

Please fill in **relevant outlined cells** below. Insert additional rows as needed. Include a budget narrative only if further explanation is necessary.

PROPOSED PROJECT BUDGET FOR:

ORGANIZATION NAME

Baldwin County Child Advocacy Center: dba Care House

PROJECT NAME

Restoring Hope, Rebuilding Lives

	Committed	Pending	Total
FUNDS TO SUPPORT PROJECT:		\$90,000	90.00 (amount may vary each year)
Impact 100 Request	\$ -	\$ 90,000	90,000.00
Requested from other funders			
Jubilee Family Foundation	\$20,000		20,000.00
Jones Foundation		\$15,000	15,000.00
Davis Foundation		\$10,000	10,000.00
Harris Foundation		\$20,000	20,000.00
Organization contribution			-
In-kind contributions	\$100,000	\$50,000	150,000.00
Other Support		\$30,000	30,000.00
Capital Campaign		\$30,000	30,000.00
XYZ Foundation		15,000	15,000.00
Total Funds to Support Project	\$ 120,000	\$ 260,000	<u>380,000.00</u>

PROJECT EXPENSES:	Notes	Total Expenses	Impact 100 Grant Funds
Personnel			
- enter specific expense -			
Facilities			
Supervision/Demo/Clean-up/Equipment		49,000.00	11,605.26
Site Work		58,000.00	13,736.84
Concrete		24,000.00	5,684.21
Framing		64,000.00	15,157.89
Millwork/Trim		12,000.00	2,842.11
Insulation/Roofing		14,000.00	3,315.79
Doors/Windows		12,000.00	2,842.11
Drywall/Roofing/Painting		49,000.00	11,605.26
# Misc Accessorie		6,000.00	1,421.05
Appliances		4,000.00	947.37
Plumbing/AC/Electrical		39,000.00	9,236.84
Insurance/Permits/Misc Taxes		9,000.00	2,131.58
Supplies/services			
- enter specific expense -			
Transportation			
- enter specific expense -			
Technology			
- enter specific expense -			
Other			
Architctual, Electrical, Mechanical, and Structural Engineering Fees		40,000.00	9,473.68
Total Project Expenses and Total Impact Grant Funds		<u>380,000.00</u>	<u>90,000.00</u> <i>(must equal grant amount)</i>

* Please use this column to show the allocation of Impact 100 grant funds by expense category. (Column J will be identical to Column H if the project budget is equal to the grant amount.)