



Kansas Governor's Grants Program

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State Court Appointed Special Advocates Grant Program

**Fiscal Year 2025
Grant Solicitation**

APPLICATION DEADLINE:

**SUBMIT BY 11:59 p.m. June 18, 2024
IN THE GRANT PORTAL**

For questions regarding application requirements, please contact the
Kansas Governor's Grants Program (KGGP) at 785-291-3205 or kggp@ks.gov

State Court Appointed Special Advocates Grant Program Guidelines

Overview

The State Court Appointed Special Advocates (CASA) Grant Program, established with state general funds, supports the CASA Programs across Kansas. CASA Programs are community-based programs that recruit, train, and support citizen volunteers to advocate in court for the best interests of abused and neglected children. The CASA Volunteers work with legal and child welfare professionals, educators, and service providers, advocating for the child to enable judges to make the most well-informed decision for each child. Additional criteria for CASA Programs can be found at [KS Courts - CASA Volunteers and Programs](#).

The Kansas CASA Association provides technical assistance and training for the local CASA Programs. Applicants awarded funding must work closely with the Kansas CASA Association to meet the criteria outlined in the grant guidelines and requirements.

Established CASA Programs, recognized by the Kansas CASA Association, are eligible to apply. Grant funds are distributed upon receipt of adequate funds and appropriations. There is no match requirement to receive funds from this grant program. Additionally, it should be noted that for purposes of this State CASA grant program, an agency audit will not be required. However, local CASA programs are strongly encouraged to follow the conditions of the National CASA Association (NCA) Standard 6.c regarding independent audits, financial reviews, or compilations. As stated in the NCA standards, “Audits are recommended at least every three (3) years regardless of annual revenue,” and the KGGP continues to consider this best practice. These State CASA grant funds can assist with the cost of the required audit, financial review, or compilation.

Funding Availability and Grant Project Period

The Governor and the Kansas Legislature approved an increase in state funds for State Fiscal Year (FY) 2025, starting July 1, 2024. The specific allocations are provided by the KGGP to applicants in the solicitation email announcement. The applicant must provide a justification of need for the full budget request in the Project Narrative. **To be considered for a FY 2025 award, applicants must be in good standing with current KGGP grant awards.**

Grant projects funded under this grant program shall be for a period of 12 months from July 1, 2024, to June 30, 2025. Any funds not obligated by June 30, 2025, must be returned to the KGGP.

Grant Application Deadline

Grant applications must be submitted via the [Grant Portal](#) by **11:59 p.m. June 18, 2024**.

Use of Grant Funds

Allowable costs are those that are essential to continue, enhance, or expand the CASA Program.

Examples of allowable costs include, but are not limited to:

- Personnel and related fringe benefits expenses;
- On-going operating expenses such as rent and liability insurance that are essential to the provision of CASA services;
- Payment for agency membership dues or fees to state or national children's advocacy organizations; and
- Operating costs, such as audit and accounting expenses.

For CASAs under the umbrella of a larger agency, operating costs must be pro-rated to be specific to the CASA services only.

Limitations on the Use of Grant Funds

CASA funds cannot be used for the following:

- Magazine subscriptions or to print or disseminate agency newsletters.
- Individual professional membership dues or fees other than to state or national children's advocacy organizations as stated above.
- Direct payment to any victim or caregiver of a victim of child physical or sexual abuse.
- Gifts, gift cards, or any hospitality items for staff, volunteers, or victims or their caregiver.
- Food or beverage for any purpose other than as described in the Travel-Related Expenses paragraph below.
- Fundraising, lobbying, board development, or research projects or for training directed at any of these subject areas. However, grant funds may be used to pay for costs incurred specifically for preparing this CASA grant application.
- Construction, land and/or property acquisitions, or vehicle purchases. This includes mortgage payments.

Travel-Related Expenses

Reimbursement for mileage and meal travel-related expenses shall not exceed the applicant's approved policy rate or the current IRS mileage/GSA per diem rates (<https://www.gsa.gov/travel/plan-book/per-diem-rates>), whichever is lower. If the applicant chooses to reimburse at a rate in excess of the federally approved rates, per its agency policy, grant funds administered by the KGGP cannot be used to make up the difference.

Equipment

Equipment and hardware purchases are allowed for the purpose of replacing broken or outdated equipment necessary to support the grant project. For purposes of this grant program, equipment is defined as assets with a useful life of one year or more and a unit cost of **\$5,000** or more.

Training

Training or conference attendance outside of the State of Kansas are generally not allowable unless necessary and essential to the grant project's success. The applicant must demonstrate comparable training is not available in Kansas or the necessary training model is unavailable in the state.

Misuse of Grant Funds

Misuse of grant funds may result in a range of penalties, including suspension of current and future funds, recoupment of monies provided under a grant, and civil and/or criminal penalties.

Grant Recipient Compliance and Reporting Requirements

Applicants awarded CASA grant funds are expected to comply with the CASA Grant Program requirements set out in the grant assurances, reporting requirements, and any requirements arising as a result of a compliance review. The KGGP will conduct a compliance review of each CASA grant award. Failure to comply with these requirements may result in suspension or termination of grant funding.

In addition, grantees must maintain appropriate programmatic and financial records that fully disclose the amount and disposition of CASA funds. This includes, but is not limited to:

- Financial documentation for disbursements;
- Daily time and activity records specifying time and type of service devoted to allowable CASA activities;
- Grant project files;
- The portion of the grant project supplied by other sources of revenue;
- Job descriptions;
- Contracts for services;
- Statistical documentation; and
- Other records that facilitate an effective audit and grant analysis for compliance.

Agencies receiving a CASA grant are required to submit the following reports:

- Quarterly **Financial Status Report** provides fiscal information on expenditures made during the quarter. These reports are due 10 calendar days after the end of each quarter.
- Quarterly **Kansas CASA Association Outcomes and Statistical Data Report** provides statistical information on volunteers trained and assigned to cases and on children and families being served. These reports are due to the Kansas CASA Association 10 calendar days after the end of each quarter.
- Annual **Grant Project Narrative Report** provides an anecdotal description of the activities and services provided with grant funds. This report is due July 10.
- **Projection of Final Expenditures Report** is due April 10.
- Any other reporting procedures that may be required by the KGGP.

Agencies submitting late, incorrect, or incomplete reports will not receive payment until the next scheduled payments for grant programs. Repeatedly late reports, failure to submit reports or supporting documentation required by the grant assurances, or failure to respond to compliance review findings in the timeframe provided will result in the suspension of grant funds. The grantee must come into compliance with grant requirements before grant funds will be paid.

Copies of all financial and statistical supporting documentation must be maintained by the agency for a period of five years following the closeout of the grant award.

Review of Applications

KGGP staff will review applications for completeness, ensuring solicitation requirements are satisfied, and the proposed budgetary and programmatic information is allowable, reasonable, understandable, measurable, and achievable. Incomplete applications, with *any* missing components or information, will receive consideration only after all other successfully completed applications have been considered. Applicants will be notified via the Grant Portal of the grant award decision. Please do not call regarding the status of an application.

Grant Portal Instructions

Review the information for submitting an application via the [Grant Portal instructions](#). For technical assistance regarding the CASA Grant Program guidelines or application submission, contact the Kansas Governor’s Grants Program at 785-291-3205 or by email at kggp@ks.gov.

Application Requirements

Please read the CASA solicitation and requirements before completing the grant application. Submit application documents in 12 pt. Times New Roman, number the pages of the Project Narrative, and title each document filename as indicated below. Do not submit any section of the application in landscape format. Do not submit any items not specified in the instructions.

The application should include the following items:

- _____ General Information (completed in Grant Portal)
- _____ Project Narrative (separate document to upload - not to exceed five pages)
- _____ Grant Project Budget (completed in Grant Portal)
- _____ Agency Budget (separate document to upload)
- _____ Proof of 501(c)(3) (separate document to upload)
- _____ Certificate of Good Standing (separate document to upload)

General Information (completed in Grant Portal)

Applicants must complete the General Information page online. Please note the language provided in the “Brief Description of Proposed Grant Project” field may be utilized on public websites and documents to describe the purpose of the grant project.

Project Narrative (separate document to upload - not to exceed five pages)

The following items must be included in the Project Narrative. Include each item in the order listed below and clearly label each section. The Project Narrative pages shall be numbered and shall not exceed **five** pages in length.

Justification of Need for Grant Funds

To justify the need for grant funds, applicants must provide a comprehensive explanation detailing the allocation of these CASA grant monies and specifying the activities funded with CASA grant funds. If the applicant is requesting a new budget line item or funding increase to line items from the previous CASA grant award, applicants must explain the need for additional funds and how the requested increase will assist the agency in providing services. The applicant must ensure that any request for additional funds to support the additional activities aligns with the proposed grant project budget.

Grant Project Staff

Provide a list of each staff member to be funded with the CASA grant award and include staff who will be responsible for monitoring and evaluating the grant project. Provide the name, title, and a brief job description for each staff listed.

Dissemination of Crime Victims' Rights Information

Describe the applicant's written procedures for assisting victims of crime in seeking available crime victims' compensation benefits and informing crime victims of their rights as provided by law. The procedures must detail how they will be informed of the statutory rights of victims stated in K.S.A. 74-7333 and amendments thereto.

Civil Rights Contact Information

Applicants must include the name, title, address, and telephone number of the civil rights contact person who is responsible for ensuring all applicable civil rights requirements are met and who will act as liaison in civil rights matters.

Current Board President Contact Information

Applicants must include the name, profession, address, phone number, email address, and the term of service for the current Board President.

Grant Project Budget (completed in Grant Portal)

The applicant must submit a reasonable and cost-effective grant project budget. All grant project-specific budget information is completed online within the provided data fields of the Grant Portal. No *grant project* budgetary documents are uploaded as part of the application.

A detailed calculation and brief narrative explanation must be provided in the Description field of each line item. Calculations shall clearly demonstrate how the requested amounts were derived. Personnel must be listed by the agency-assigned title for the position. Positions shall be classified as "New" *only if* the requested position would be a new position for the agency. Personnel and associated fringe benefit costs must be demonstrated in terms of full compensation and the percentage of time to be devoted to the CASA grant project for each position requested. Training events and other travel costs must be specifically identified to the extent possible. Following are examples of descriptions that might be used for line-item requests. Visit [Writing a Grant Project Budget](#) for more guidance.

	<u>Request</u>	<u>Description</u>
Volunteer Supervisor	\$10,250	“Full-time, salaried, 25% of time on project; employees scheduled to receive a 5% raise on Jan 1 st : (\$40,000 x .5 year) + (\$42,000 x .5 year) x .25 of time”
Outreach Coordinator	\$ 6,396	“Full-time, hourly, 40 hrs/wk, 20% of time on project; employee scheduled to receive a 5% raise on Jan 1 st : (\$15.00/hr x 1,040 hrs) + (\$15.75/hr x 1,040 hrs) = \$31,980 x .20 of time”
Conferences/ Workshops	\$ 1,208	“Crime Victims’ Rights Conference, April, Wichita: (\$250 registr. x 2 staff) + (200 mi. x \$.50/mi. x 1 vehicle) + (\$107/nt. x 2 nights x 2 staff) + (\$30/day meals x 3 days x 2 staff)”

Current Fiscal Year Agency Budget (separate document to upload)

Upload the applicant’s current fiscal year budget, including balanced **income and expenses**. Include the fiscal period utilized by the agency. List all staff positions separately with their respective salaries/wages. If the applicant is under the umbrella of a larger entity, submit the budget developed for the applying program. Agency income must list **all** sources of financial support (i.e. foundations, government agencies, fund-raising events, individual contributions). For each income source, state the amount and its status (received, requested, committed, or projected). If the income is requested or projected, state the date the program expects to be notified of the funding decision or the date the program anticipates collecting the income. Include the appropriate pro-rated portion of this grant application request as budgeted income with a “requested” status. Also, be sure all line items requested in this application can be found in the program’s budget for expenses.

Example of budget income only:

Agency’s Current Fiscal Year January 1-December 31, 2024

SOURCE:	AMOUNT:	STATUS:	DATE:
City of ‘x’	\$10,000	Projected	7/24
United Way	5,000	Received	1/24
Walk-A-Thon	500	Collected	2/24
‘24 CASA-GOV	9,000	Received	7/23
‘25 CASA-GOV	<u>10,000</u>	Requested	6/24
Total Agency Income	\$34,500		

***Note:** -Budget expenses are also required.

Proof of 501(c)(3) (separate document to upload)

Upload as an attachment proof of the applicant’s exempt status as determined by the Internal Revenue Service.

Certificate of Good Standing (separate document to upload)

Upload as an attachment a current (less than one year old) copy of the applicant’s Certificate of Good Standing from the Kansas Secretary of State's Office (KSOS), available by calling (785) 296-4564 or by visiting the KSOS website, <https://www.kssos.org/business/certificates-of-good-standing.html>.