



---

## Kansas Governor's Grants Program

C  
A  
C

### State Children's Advocacy Centers Grant Program

---

**Fiscal Year 2025  
Grant Solicitation**

**APPLICATION DEADLINE:**

**SUBMIT BY 11:59 p.m. June 11, 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](mailto:kggp@ks.gov)

# State Children's Advocacy Centers Grant Program Guidelines

## Overview

The State Children's Advocacy Centers (CAC) Grant Program, established with state general funds, supports Children's Advocacy Centers (CACs). CACs are child-focused, community-oriented programs that coordinate investigation and intervention services for abused children using a comprehensive, multidisciplinary team (MDT) model. Using an MDT approach, professionals meet, discuss, and determine the investigation, treatment, and prosecution of child abuse cases. CACs provide a safe, neutral environment for children to discuss their abuse. This unique collaboration model ensures children are not re-victimized by the very system designed to protect them and to bring greater accountability to the system. Additional criteria for CACs can be found at K.S.A. 38-2227 and amendments thereto and the National Children's Alliance Accreditation Standards at [www.nationalchildrensalliance.org](http://www.nationalchildrensalliance.org).

The Children's Advocacy Centers of Kansas, Inc. (CAC of KS) works with the KGGP to implement and provide technical assistance and training for the CAC Grant Program. Applicants awarded funding are required to work closely with the CAC of KS to ensure the criteria outlined in the grant guidelines and requirements are met.

The distribution of grant funds is contingent upon receipt of adequate funds and appropriations. Applicants must be in good standing with meeting the accreditation standards and in compliance with the requirements of the CAC grant program.

## 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. Applicants should develop their budget request with the goals of 1) incorporating approximately 45 percent of their 2024 VOCA budget into the CAC application, per the notifications previously received from the KGGP regarding the projected VOCA decrease; and 2) including funds in the CAC budget to address identified service or funding gaps essential to the provision of services to abused children. The applicant must provide specific 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 by this CAC 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 11, 2024.**

## **Information Required to be Submitted to the CAC of KS** - (Word and/or PDF formats accepted)

The applicant must ensure the CAC of KS has current information on file regarding agency protocol and interagency agreements. Information must be submitted electronically to the CAC of KS. The CAC of KS will notify the KGGP if the applicant meets the requirements and submitted the proper information.

### **Information Required to be Submitted to the CAC of KS** - (Word and/or PDF formats accepted)

- Copy of current CAC protocol (guidelines) approved by the MDT(s) in the CAC's service area.
- Copy of Interagency Agreement/Memorandum of Understanding with each county that signifies the MDT's commitment to working within the team-developed protocol (guidelines). These documents must be dated and signed by each member of the MDT.

## **Funding Requirements**

There is no match requirement to receive funds from this grant program. However, an eligible applicant must receive 20 percent or more of its CAC program budget from sources other than this grant fund. Other sources may be public or private and may include contributions of goods or services, including materials, commodities, transportation, office space, or other types of facilities or personnel services.

## **Use of Grant Funds**

Allowable costs are those that are essential to continue, enhance, or expand the multidisciplinary model of comprehensive CACs. 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 CAC services;
- Payment for agency membership dues or fees to state or national children's advocacy organizations; and
- A pro-rated portion of operating costs, such as audit and accounting expenses.

For CACs under the umbrella of a larger agency, operating costs must be pro-rated to be specific to the CAC services only. Applicants must include funds in the proposed budget for attending meetings of the CAC of KS (such as mileage reimbursement), unless those expenses are covered by other sources.

## **Limitations on the Use of Grant Funds**

CAC 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.
- Gift cards for victims or their caregiver.
- 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 CAC 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 a CAC grant are expected to comply with the CAC 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 CAC 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 CAC 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 CAC 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 CAC 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.
- Semi-annual **Grant Project Statistical Report** provides statistical information on children and families being served. These reports are due January 10 and July 10.
- The **Grant Project Narrative Report** provides an anecdotal description of the activities and services provided with grant funds. This report is due July 10.
- The **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 CAC Grant Program guidelines or application submission, contact the Kansas Governor’s Grants Program at 785-291-3205 or by email at [kggp@ks.gov](mailto:kggp@ks.gov).

## **Application Requirements**

Please read the CAC 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 5 pages)
- \_\_\_\_\_ Grant Project Budget (completed in Grant Portal)
- \_\_\_\_\_ Agency Budgets (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 5 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 5 pages in length.

#### **Justification of Need for Grant Funds/Increase Request**

To justify the need for grant funds, applicants must provide a comprehensive explanation detailing the allocation of these CAC grant monies and specifying the activities funded with CAC grant funds. If the applicant is requesting a new budget line item or funding increase to line items from the previous CAC 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 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.

### **Current Audit Report**

All applicants **must** provide information in this section of the Project Narrative on when the organization’s most recent financial statement audit was completed, who performed the audit, what period it covered, whether the applicant met the threshold for a Single Audit, and where the audit is filed.

If the KGGP has **not** received a copy of the organization’s most recent financial statement audit report, including the Single Audit report if applicable, and IRS Form 990, **those items must be forwarded in their entirety via email to [kggp@ks.gov](mailto:kggp@ks.gov) or** forwarded by U.S. Mail to: Kansas Governor’s Grants Program, Landon State Office Building, 900 SW Jackson, Room 304 North, Topeka, KS 66612-1220. Include with the audit the Auditor’s Letter to Management if applicable. If there are any findings and/or recommendations in the audit report or in the Letter to Management, explain how the findings and/or recommendations were, or will be, addressed by the applicant.

### **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 CAC 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>
Forensic Interviewer	\$10,250	“Full-time, salaried, 25% of time on project; employees scheduled to receive a 5% raise on Jan 1 <sup>st</sup> : (\$40,000 x .5 year) + (\$42,000 x .5 year) x .25 of time”
Family Advocate	\$ 6,396	“Full-time, hourly, 40 hrs/wk, 20% of time on project; employee scheduled to receive a 5% raise on Jan 1 <sup>st</sup> : (\$15.00/hr x 1,040 hrs) + (\$15.75/hr x 1,040 hrs) = \$31,980 x .20 of time”

Conferences/ \$ 1,208 “Crime Victims’ Rights Conference, April, Wichita:  
 Workshops (\$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 and Next Fiscal Year Agency Budgets (separate document to upload)**

Upload the applicant’s current and next fiscal year budgets, 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 CAC-GOV	18,000	Received	7/23
‘25 CAC-GOV	<u>50,000</u>	Requested	6/24
Total Agency Income	\$83,500		

**\*Note:** -Budget expenses are also required.  
 -Repeat for Next Fiscal Year.

**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>.