



Tips for A Strong Application

Governor's Crime Commission
September 23rd, 2020

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Read the Directions

- Read the Request for Application (RFA) thoroughly.
- Respond precisely to each question, criteria, or form. If a form is not applicable to your agency, provide a brief statement stating why it does not apply.
- Use the RFA as a guide.

Create Your Plan

- Develop a specific and actionable plan for what you want your project to do and why.
- Review the guidelines.
- How will your plan achieve positive results? Goals? Expected outcomes?

Problem (Needs) Statement

- Identify the specific problem that the project intends to address; i.e. establish the context of the problem.
- Specify why this problem is an issue to the geographical area.
- Provide logical solutions to the problem.
- Focus on the needs of the people and the community.

Language

- Using strong and effective language is resourceful in terms of understanding the application and project proposal.
- Be clear, stay concise, and focused.
- Briefly describe the project's purpose, identify the target population, and discuss program components which address the identified problem; provide relevant details whenever possible.

Impact on Population

- Identify your target population.
- Is there any additional, relevant information to include that describes your target population such as, race, income levels, education levels, etc...)
- Provide detailed information on how your project will make an affect on the targeted population.
- Provide clear statistics to support the problem.

Include Data

- Use data to define the problem that your project will address and the targeted population that it will serve.
- Data in the form of numbers, percentages, and ratios can give strength to the your problem (needs) statement.
- Use well-documented data (public databases, studies, and/or surveys, etc.)

Collaboration (Prospective Partnerships)

- Partnerships are meaningful and create a collective impact.
- Highlight how you will engage your partners in the project.
- Describe how your partner's will contribute to the overall goal of the project.
- Identify whose support you will need and request a letter; plan to request your letter of support early in the application phase.

Sustainability

- Establish how you plan to sustain the project overtime.
- Explain your plan to continue/strengthen your fund diversification, and/or a plan to raise more funds.
- Demonstrate that you have a good combination of funding sources.

Deadline

- Check the deadline.
- Make sure all required forms and necessary attachments are included.
- Make sure your organization's SAM registration is up-to-date weeks before the deadline. If your SAM registration is out-of-date when you attempt to submit, your application will not be accepted by the GEMS system.
- Don't wait until the last minute to submit your application.

GCC Application Character Limits

Application Section	Character Limits
Project Abstract (The Problem)	1500
Project Narrative Summary	2000
Timeline of Activities	2000
Partners/Collaboration	2000
Personnel and Contractual	2000
Travel Budget	1500

- Be sure to check your data entry.
- Punctuation and space count against the character limit.

GCC Application Components

Project Abstract (The Problem)

Project Narrative

Abstract & Narrative

Project Abstract (The Problem): Briefly describe project's purpose, identify target population, and discuss program components which address the identified problem. Include local statistics to substantiate the need.

This project provides training and support to NC prosecutors, law enforcement, and other allied professionals to effectively identify, investigate, and prosecute suspected child abuse (CA). Each year, almost 130,000 cases of CA or neglect are reported in NC. Many result in criminal charges but resources at DA's offices and LE agencies are stretched thin and most do not have personnel with training or experience in working with children or in the legal complexities of CA cases. This leads to fewer prosecutions and lower success rates at trial. CA cases are so different and so difficult that specialized training, support, and reference materials provided by someone who knows the relevant case law, techniques, and statewide resources available is essential. The CARP is the only resource in the state with prosecutorial knowledge and experience focused on providing this type of training and support statewide to these specific groups. ADAs and LE working CA cases experience vicarious trauma, burnout and higher turnover rates. This can be mitigated with proper support and training by someone in a position to target trainings and resources at them and the issues they face. And it is not only prosecutors or even officers who benefit. NC CA groups and professionals, such as CA peds, the ME's Office, CACs, statewide committees such as the Child Fatality Task Force, rely on the CARP to voice and address issues and trends in CA cases arising in courtrooms across the state.

Project Narrative (Operation): Include a description of how grant funded positions are integral to the project and how contractual, travel, operating, and equipment expenses will support the project. Discuss how you will collaborate with other agencies. Focus on the project – do not give agency history, do not repeat abstract.

The CARP position will be funded to provide training and support to prosecutors, law enforcement, healthcare professionals, CAC staff, victim advocates, and other allied professionals. Training will focus on emerging legal issues and updates, identifying CA victims for patrol officers and SROs, creating more trauma-informed protocols and spaces, and learning how to work with child victims of abuse in a criminal justice context. Specific trainings will include a week-long forensic interview training covering courtroom testimony and how to defend the interview in court as well as a three-day course covering understanding and challenging common myths related to CA in court. Support involves providing regular, legally updated manuals and memorandums of law, attending and contributing to CA-related committee meetings, consulting and responding to requests for training and legal information, and maintaining a listserv addressing various CA legal issues. In 2019, the CARP responded to over 50 direct requests for information on the investigation and prosecution of CA cases. The CARP was the administrator and a contributor to a listserv with a membership of over 270 prosecutors, officers, and other allied professionals dealing with CA. The CARP participates in meetings of the Child Fatality Task Force, the Children's Justice Act Task Force, and the Committee on Child Abuse and Neglect. Additionally, the CARP presented at the 2019 Law Enforcement Conference as well as presenting to individual prosecutorial offices and law enforcement groups. This position serves as a resource for law enforcement agencies across the state who do not have access to an attorney with experience in CA cases. It serves as a bridge between prosecutors and medical personnel, providing contacts for expert witnesses and information about how the two groups can work effectively together. It has encouraged and guided the formation and advancement of MDTs in communities where they did not



GCC Application Components

Timeline of Activities

Partners/Collaboration

Project Timeline of Activities

Monthly: Technical assistance, drafting motions and briefs, legal research and updates, serve as administrator and contributor for Yahoo Groups CA listserv, consult on active CA cases, update reference manuals, develop training on CA topics as requested. Oct: Statewide Fall DAs Conference, decide on training topics for next year. Nov: Write article for January DA Publication, meet with NCJA staff about LE training in CA topics. Dec: Contact possible contributors to LE training materials, manual updates. Jan: CCAN meeting, work on LE materials. Feb: Prepare CA training. March: Write article for May DA publication, prepare for April CA training. April: CA training. May: Forensic Interviewing training. June: Statewide Summer DAs Conference, work on LE training material. July: Law Enforcement Conference, 3rd Thursday webinar. August: Prepare article for September DAs publication, finish LE training material. September: Working as a Team CA training. As scheduled: Attend all Child Fatality Task Force and CJA meetings, assist with CMEP Sim Lab, teach Child Death class for ME.

Describe your formal, working sustainability plan for the project and how it will result in permanent operational funding (not GCC funding) once this grant ends.

A primary responsibility of the Conference of District Attorneys and the Child Abuse Resource Prosecutor under this project will be to assess needs in investigation and prosecution of child abuse and to modify the project scope for future needs. If the project is successful and continuation is consistent with the Judicial Branch priorities, funding for future projects in child abuse investigation and prosecution will be sought through future applications with GCC and continuous exploration and dedication of public and private monies to address sustainability.



GCC Application Components

Budget

Budget Summary

This project requires a match of **0%**. This can be either cash match or in-kind match. If you have not met the required match, you can change the match contributions by clicking the link next to each budget line. Matching funds may include local, state or private funds, but not other federal funds.

Category	Year 1	Year 2	Total
PERSONNEL	\$75,178.85	\$128,662.52	\$203,841.37
SUPPLIES	\$2,392.80	\$2,352.00	\$4,744.80
Total Budget	\$77,571.65	\$131,014.52	\$208,586.17
(-)Match Funds	\$0.00	\$0.00	\$0.00
TOTAL FEDERAL REQUEST	\$77,571.65	\$131,014.52	\$208,586.17

Questions?

