

**Community Collaboration for Children/ Big Sandy Area  
Fatherhood/ Faith Based Initiative  
Mini-Grant Request Form**

**Organization Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Contact Person/ Role:** \_\_\_\_\_

**Tax Exempt#** \_\_\_\_\_

County to be served (Circle all that apply):

Floyd    Johnson    Magoffin    Martin    Pike

Grants in the amount of \$500.00 maximum will be awarded.

**FUNDS CAN NOT BE USED FOR ACTIVITIES FOR CHILDREN OUT OF THE HOME.**

**FUNDS CAN NOT BE USED FOR GIFT CARDS.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name and title

\_\_\_\_\_  
Date

Please send completed form to Lois Lawson at Big Sandy ADD/CCC, 110 Resource Court,  
Prestonsburg, KY 41653

**All forms must be received by March 21, 2011, 4:00 p.m. in order to be considered.**

This project is funded under a contract with the Cabinet for Health and Family Services using Community  
Collaboration for Children funds.

## Big Sandy Area CCC REGIONAL NETWORK

### MINI-GRANT PROPOSAL FORM

2011

#### INSTRUCTIONS FOR COMPLETING THE PROPOSAL FORM

- The theme for this year's mini-grants will be substance abuse. All mini-grants must incorporate the ongoing problem of substance abuse in their prevention model.
- The form may be hand written, it does not need to be typed, but please try to write legibly.
- The individual who submits the form must provide a phone number where they can be reached if the Budget Subcommittee has questions.
- **Introduction**
  - Be specific as to how the expenditure relates to your subcommittee.
- **Proposal Information**
  - As you decide on budget items for your subcommittee, please consider the needs of the community as a part of your discussion. Please be very clear about the need the group plans to target by the expenditure.
- **Primary or Secondary Prevention**
  - Make sure that you select one of these options. All CCC activities must fulfill one of these two areas.
- **Objective**
  - It is very important to consider any changes that you expect as the result of this expenditure. For example, if the recommendation was to buy books for a school, how will that change or enhance the lives of children and promote the prevention of child abuse and/or neglect?
- **Method**
  - This is one of the most important areas because this is the "core" of the event or expenditure. This tells everyone what the expenditure will look like. Take the reader to the event or on a tour of what the expenditure will look like while it is occurring (in the case of an event or activity) or being used (in the event of a purchase).
  - Collaboration is the key to success in neighborhoods, so please try to involve other individuals or agencies in anything you plan. Report this on your budget proposal.
- **Outcomes**
  - Outcomes are the federal yardstick for all funds, so it is imperative that we are careful and choose the correct outcome. Your subcommittee will need to have an in-depth discussion of the outcome for the expenditure.
- **Evaluation**
  - The only way to know if you have fulfilled your outcomes is by evaluation. Prevention can be hard to "prove" so the committee may have to spend a little time on how to evaluate your outcome.

**Budget Proposals may be submitted anytime before March 21,2011. All submitted proposals will be reviewed by March 25, 2011 and if approved, the subcommittee chair will be notified via e-mail or phone call.**

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**Any questions regarding the budget proposal process and funding notification can be made to Lois Lawson via email at: [lois.lawson@bigsandy.org](mailto:lois.lawson@bigsandy.org) or by phone at 606-886-2374**

**Introduction—10 points**

What agency is requesting funds? Provide general information about your agency.

If you are awarded funds, do you have a plan to sustain this activity or event in the next year(s)?  
If you do not have a plan to sustain the activity, please describe what makes this request appropriate for a “one time” event or activity?

**Proposal Information—10 points**

Will your agency meet a current need when these funds are spent? (Please describe the need)

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**Who will be served with the requested funds? Who is your target audience or population?**

**Approximately how many people do you think you will serve? Is this event open to the public?**

**In what part of the region or county will this event or activity be held?**

**Primary or Secondary Prevention (Please check one)**

**Focus is on:**

**Primary prevention (targets the community at large, impacts and/or educates community members prior to any allegations of abuse and neglect.)**

**-OR-**

**Secondary prevention (targets families that have one or more known risk factor such as families with substance abuse, teen parents, parent, parents of special need children, single parents, and low-income families.)**

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**Objective –10 points**

**What do you want to accomplish? Be thorough and describe how this relates to prevention.**

**What will change for the population served because of these funds?**

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**Methods—20 points**

**What will you do? What activities, events, or projects will be involved?**

**What are the details of the activity, event, project and/or program? (Date, time, location, etc)**

**What, if any, other organization will be part of collaboration for this activity? And how will they collaborate?**

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**Outcomes (you will need to select one of the outcomes at the end of this document as these are outcomes that are required of the Cabinet)—25 points**

**What is your selected outcome? How does this outcome relate to your activity or event and your target population? Funds cannot be awarded without a detailed description of outcomes.**

**How do you plan to achieve the outcome?**

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**Evaluation—25 points**

**How will you measure your outcome(s) – what tools (surveys, pre/post test, interviews, focus groups, etc.) will you use?**

I agree that to the best of my knowledge this proposal contains factual information and, if awarded, a representative of my agency will submit a final report detailing activities and expenses. I further agree that, if awarded, a representative from my agency will make an effort to attend regularly scheduled CCC Regional Network meetings throughout the remainder of the fiscal year which ends June 30, 2012.

**SUBMITTED BY:** \_\_\_\_\_  
Name of person submitting form Agency

**DATE:** \_\_\_\_\_



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**Budget**  
**50 points**

Complete the form below to illustrate the budget for the proposed event or activity.

Mini-Grant Proposal's that do not include this Budget sheet WILL NOT be considered for funding.

This is a reimbursement grant. ALL FUNDS must be expended and invoices submitted to Big Sandy ADD for payment on or before May 31, 2011

**BUDGET INFORMATION PAGE**

Name of Item, Event or Activity: \_

Use the grid below to identify how the item, event or activity will use the requested dollars.

Quantity	Item Description	Dollar Amount	Total

Total funds requested: \$ \_\_\_\_\_

**Budget Justification**

Describe each of the items listed in the budget. . Include a summary of materials and list other expenses including description of items, quantity and dollar amount. (Use extra pages or the back of this sheet if needed). Justify how these items will support proposed outcomes related to prevention.

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## OUTCOMES

Choose from this list for your expenditure:

- Every activity or event must have measurable outcomes and evaluations. Outcomes are defined as any change in knowledge and/or behavior. Measurable outcomes mean that one can determine that the change took place. The following outcomes meet the funding criteria for child abuse/neglect prevention:
  - Safety
  - Children are protected from abuse and neglect.
  
- Child and Family Well-Being
  - Families have enhanced capacity to provide for their children's needs.
  - Children receive services to meet their physical, mental health, and educational needs.

Some examples to measure these outcomes could include:

- Pre- and Post- Test (following a brief report showing the change in knowledge and behavior attained by the participants)
  - A survey given to show the information that participants gained from the activity
- Mini-Grant Proposals may be submitted anytime before March 21, 2011. All submitted proposals will be reviewed by March 25, 2011 and each agency will be informed of award status via e-mail or phone call or letter. Mini-Grant Proposals will be accepted by mail or hand delivery. Mini-Grant Proposals CANNOT be faxed or emailed. Please include five copies for members of the review committee. Questions may be directed to Lois Lawson by email only. Mini-grants must score a minimum of 130 out of 150 points in order to be awarded CCC funds. Awards are distributed via reimbursement and may be withheld if a final report detailing funded events and expenditures is not submitted by the deadline requested in the award letter.

Mail or Hand Deliver Proposals to the following address:

Attn: Lois Lawson  
Big Sandy Area Development District  
110 Resource Court  
Prestonsburg, Ky. 41653

Email questions to:

[lois.lawson@bigsandy.org](mailto:lois.lawson@bigsandy.org)