



TEXAS CENTER FOR THE JUDICIARY
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(512)482-8986 • (512) 469-7664 (fax)



Children's Justice Act Small Training Grants FFY 2011 Program Instructions

Purpose

The Texas Children's Justice Act (CJA) program has grant funds available to support multidisciplinary training events aimed at improving the investigation, prosecution, administrative, and judicial handling of criminal and/or civil child protection cases.

Background

CJA is a federal grant awarded to each state to develop, establish, and operate programs designed to improve the investigation, prosecution, and judicial handling of cases of child abuse and neglect, particularly cases of child sexual abuse and exploitation, in a manner which limits additional trauma to the child; and to improve the handling of cases of suspected child abuse or neglect related fatalities. The CAPTA amendments of the Keeping Children and Families Safe Act of 2003 authorize grants from this program to address the handling of cases of children with disabilities and serious health problems who are victims of child abuse or neglect. The Texas Center for the Judiciary (Texas Center) has been designated by the Governor's Office to administer CJA funds in Texas.

Eligibility

Applicants eligible to submit applications are State and local government entities (including courts), non-profit organizations, and educational institutions with a demonstrated commitment to child protection and experience training child-protection professionals and/or volunteers.

Awards

Up to \$4,000 may be awarded per training event. Organizations may receive only one award per funding cycle. All awards are dependent upon the availability of funds. Presumptively allowable training expenses include the cost of printing materials, speakers' fees, participant, staff, and faculty travel expenses, and other related costs. For a listing of unallowable expenses, please refer to the Federal Cost Principles.

Funding Period

Funds are available for trainings occurring between October 1, 2010-September 30, 2011.

Closing Date

Applications must be received no later than sixty (60) business days prior to the training date unless otherwise approved by CJA staff due to the timing of this funding announcement.

Review and Selection

CJA staff will review each application to ensure the training is supports the purpose of the CJA grant. Applications will be reviewed in the order in which they are received.

Announcement of Awards

You will be notified of your award on a rolling basis as applications are received, but no later than six weeks prior to the training event.

Payment

Payment will be made on a reimbursement basis. Successful applicants must submit a request for reimbursement within thirty (30) days following the training event on a form provided by the Texas Center. Payment is dependent upon the submission of appropriate supporting documentation and required reports.

Reporting and Monitoring

No later than thirty (30) days after the event, successful applicants must submit a performance and financial report. The performance report should include a list of trainees and their professional titles, a copy of the agenda and other training materials, and a summary of the results of the training, including if applicable, information gathered from pre and post tests or training evaluations. The financial report should be completed utilizing the template provided by CJA staff and should cover all costs associated with the training event. The Texas Center will monitor compliance with performance obligations and fiscal requirements using appropriate and necessary monitoring and inspections.

Application Guidelines

To apply, complete the attached 2011 Multidisciplinary Training Application and send to Attn: Heidi Penix via fax or email at 512-469-7664 or heidip@yourhonor.com.

**TEXAS CHILDREN'S JUSTICE ACT (CJA)
2011 Multidisciplinary Training Application**

I. Applicant Information (Listed contact should be individual authorized to apply for, accept, decline, modify, or cancel the grant.)

Name:	_____
Title:	_____
Organization:	_____
Address:	_____

Phone:	_____
Fax:	_____
E-mail:	_____

Requestor is designated as a(n):

- | | |
|---|--|
| <input type="checkbox"/> State or Local Government Entity | <input type="checkbox"/> Non-Profit Organization |
| <input type="checkbox"/> Educational Institution | <input type="checkbox"/> Other (describe): |

II. Program Summary

- A. Program Title:**
- B. Program Location:**
- C. Program Date(s):**
- D. Amount Requested: \$**

III. Program Narrative

- A. Organizational Capacity:** In the space below, please provide a brief description of the organization's commitment to child-protection and its specific experience training child-protection professionals and/or volunteers.

B. Priority Areas: In the space below, describe how the proposed training will improve the handling of cases of child abuse and neglect.

C. Targeted Audience: In the space below, please describe the estimated number of attendees and the various disciplines/professionals which will be represented.

D. Activities: In the space below, please provide a brief description of the activities necessary to implement the proposed training event.

E. Expected Results: In the space below, please describe the specific outcomes you expect to result from the training. For example, what kinds of changes in the participants' knowledge, attitudes, or behaviors will result from the training? How will you evaluate the results of the event? Attach a copy of training evaluation form.

IV. Budget: (A) Double-click on the cell to the right of each object class category to input the requested amount.

Standard Budget Categories	Total Project Expense	CJA Funds Requested
Salary		
Fringe Benefits		
Travel		
Materials/Supplies		
Contractual		
Other		
TOTALS		

(B) In the space below, please describe all project expenses. Also include in this section, a description of other funding sources contributing to the project and any anticipated program income.

V. Agenda: Please attach a copy of proposed training agenda.

VI. Certifications:

The authorized official must initial each of the following:

_____ Applicant understands that CJA grants awarded to a governmental entity are governed by 2 CFR 225 and 45 CFR 92; and that CJA grants awarded to a nonprofit organization are governed by 2 CFR 230 and 45 CFR 74.

_____ Applicant understands that CJA funds expended must be reasonable and necessary to carry out the objectives of the program for which funding is sought.

_____ Applicant understands that CJA funds are paid on a reimbursement basis and must be supported by appropriate documentation.

_____ Applicant understands that funding is subject to approval by the Children's Justice Act Task Force and the Texas Center for the Judiciary.

Email or fax your application and training agenda to Heidi Penix at: heidip@yourhonor.com or 512-469-7664. This application must be received no later than 60 business days prior to the training date.