

# Chapter RFP Overview

## General Information – Chapter RFP Application Process

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**National  
Children's  
Alliance®**

*The Force Behind  
Children's Advocacy Centers*



This project was supported by funding under the OJJDP Children's Advocacy Centers National Subgrant Program through a cooperative agreement with the United States Office of Justice Programs (DOJ, OJP, OJJDP). The opinions, findings, and conclusions or recommendations expressed in this publication are those of the authors and do not necessarily reflect those of the Office of Justice Programs.

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- ★ Grantee Resource Page
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- ★ New Grant Portal
- ★ Questions and Technical Support
- ★ RFP Pages & Toolkits
- ★ Application Submission

## ● RFP Overview

- ★ General RFP Overview
- ★ RFP Program Scope
- ★ Who is eligible to apply?
- ★ Components of the application
- ★ Required Attachments

## ● After Submission

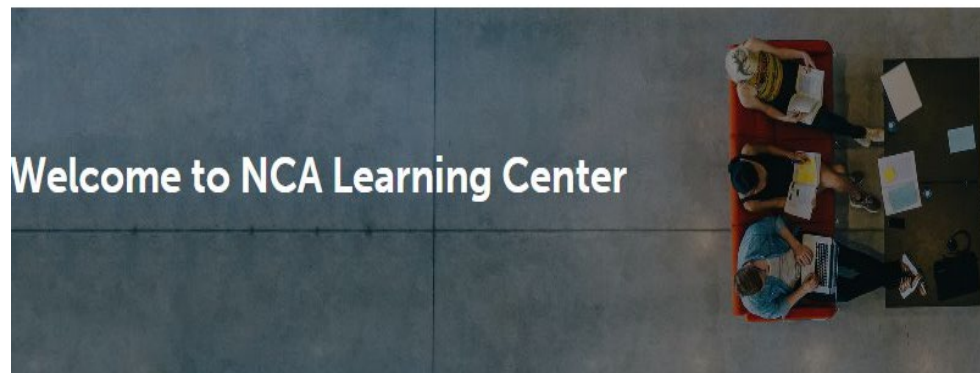
- ★ Grant Review Process
- ★ What happens next?



# Getting Started



Communities Learning Center Calendar Catalog Dashboard Cart (0 Items)



## TOP CONTENT

Training Calendar

Your NCA Member Home

VOCA and Advocacy Resources

Resources for Rural CACs

CAC-Military Partnership Resources

Child Sexual Exploitation (CSEC) Resources

## National Children's Alliance Application Resource Page Request for Proposals

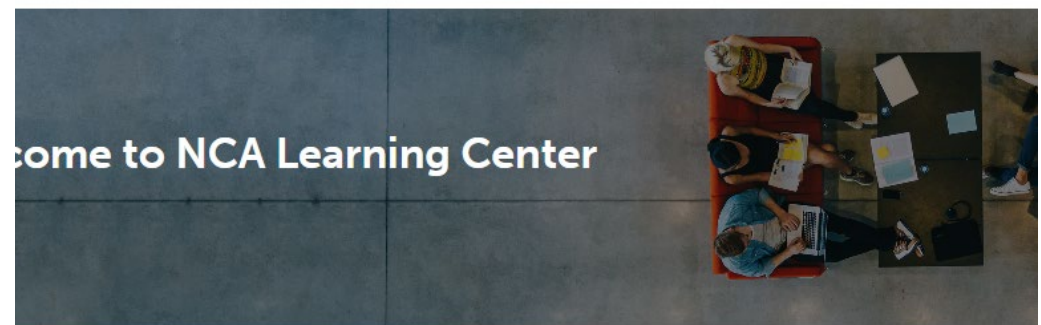
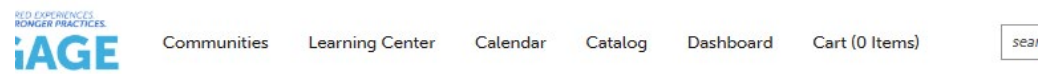
Welcome!

New to NCA Engage? Visit [NCA Engage Getting Started](#) page for step-by-step instructions to request an NCA Engage account.

The account request form will include a field that asks for an Organizational ID number. The Organizational ID number will inform us that the person signing into NCA Engage is employed at or partnered with a member organization. Please email [membership@nca-online.org](mailto:membership@nca-online.org) if you need your Organizational ID.



# Grant Application Resource Page



- CONTENT**
- ing Calendar
  - NCA Member Home
  - A and Advocacy Resources
  - ources for Rural CACs
  - Military Partnership ources
  - I Sexual Exploitation (CSEC)

## National Children's Alliance Application Resource Page Request for Proposals

Welcome!

### Highlights:

- RFP Overview Video
- RFPs
- Grant Eligibility
- Important Dates
- How to Submit Questions



**RFP Page Navigation**

|  |   |  |   |
|--|---|--|---|
| Application Resource Page<br><small>You Are Here</small> | Apply Now   | Ask an RFP Question                          | Grants Portal Information                   |
| Equipment & Technology RFP Toolkit                       | DTVF RFP Toolkit                                  | Military Services RFP Toolkit                | Chapter Core Services RFP Toolkit           |
| NCA Subpage: Core CAC Services RFP Toolkit               | NCA Subpage: Expanding Reach & Access RFP Toolkit | NCA Subpage: Program Improvement RFP Toolkit | NCA Subpage: Rural CAC Capacity RFP Toolkit |



# Important Dates and Deadlines

| IMPORTANT DATES             |                                       |                              |
|-----------------------------|---------------------------------------|------------------------------|
| <u>Application Deadline</u> | <u>Anticipated Award Announcement</u> | <u>Period of Performance</u> |
| 8/7/26 @ 11:59 PM EDT       | By 1/1/2027                           | 1/1/27 – 12/31/27            |

## Live Q&A Dates

A live webinar will be held to review each award type. There will also be an opportunity to ask questions of the NCA Grants Management Department

|                                       |  |   |   |
|---------------------------------------|--|---|---|
| <u>Chapter Live Q&amp;A</u>           | <u>DTVF Live Q&amp;A</u>               | <u>Rural Live Q&amp;A</u>               | <u>ETS Live Q&amp;A</u>                 |
| Friday July 10th @<br>3:00 PM Eastern | Tuesday July 14th @<br>1:00 PM Eastern | Thursday July 16th @<br>1:00 PM Eastern | Friday July 17th @<br>1:00 PM Eastern   |
| <a href="#">Have RFP Questions?</a>   | <u>Military Live Q&amp;A</u>           | <u>NSP Live Q&amp;A</u>                 | <a href="#">Click Here to Register!</a> |
|                                       | Tuesday July 14th @<br>2:00 PM Eastern | Thursday July 16th @<br>3:00 PM Eastern |   |



**Equipment Grants** - The Equipment and Technology Support RFP will accept applications on a rolling basis through June 30, 2027, or until all funding for the year is exhausted, whichever comes first.



# Questions and Technical Support

- Any questions related to the RFP **MUST** be:
  - ★ Submitted using the Q/A form located here - <https://learn.nationalchildrensalliance.org/rfpquestions>
  - ★ Asked during the RFP Questions Live Webinar
    - Dates for the RFP Questions Live Webinar can be found in each RFP and on the Grant Application Resource Homepage
    - Each Q&A webinar will be recorded and available to all
- Should you have a question that is **specific to the grants application portal** you should also submit it through the RFP questions form.
  - ★ NCA is not responsible for technical issues with grant submission within 48 hours of grant deadline.

**\*\*\*Please do not reach out to any Program Associates. We will not be taking questions from individual applicants via email or phone\*\*\***

**NCA RFP Questions**

Please submit questions that you have about the RFP or application process here

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

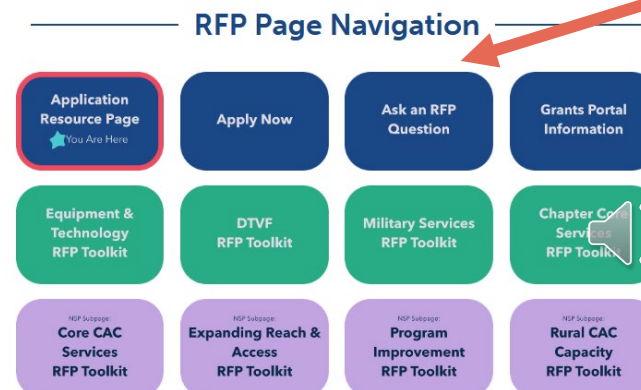
\* Required

1. Please select the type of question you have \*

Select your answer

Next

Never give out your password. [Report abuse](#)



# Chapter Core Services – RFP Toolkit

## How to Prepare

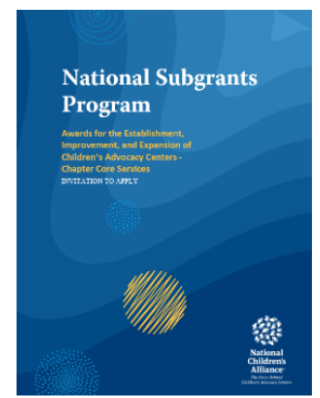
- 1 Click here to watch the [Chapter Core Services RFP Overview Video](#) available above
- 2 Are you new to the Grants Portal? Click here to visit the [Grants Portal Information page](#) to set up a new account
- 3 Download and carefully read through the [Chapter Core Services RFP](#)
- 4 Review the 'Chapter Application Resources' section below to see examples of how to complete a Chapter Core Services application
- 5 Watch the 'Chapter Grant Proposal Budget Worksheet Completion' video below before developing your project budget
- 6 Review the Budget resources below to learn about important considerations for Chapter budgets, view an example Chapter budget, and other helpful information as you plan out your project
- 7 Download the 'Chapter Grant Budget and Timeline Template' below to begin developing your project budget and timeline
- 8 Use the application checklist below to ensure you have all the critical elements and APPLY!

**Helpful Tip!** Click here to watch [A Strategic Approach to NCA Grant Applications](#) video presentation to learn how to position your application for maximum impact through budget development strategies, cohesive programmatic alignment, and insights from the peer review process

### Awards for the Establishment, Improvement, and Expansion of Children's Advocacy Centers - Chapter Core Services

NCA, under a cooperative agreement with the United States Department of Justice Office of Juvenile Justice and Delinquency Prevention (OJJDP), will administer over 15 million in federal funds for the establishment, improvement, and expansion of Children's Advocacy Centers (CACs) through this request for proposals (RFP). Please note that specific award amounts may change. All awards are contingent upon the release of funding from OJJDP.

Applicants must be existing Accredited State Chapters. Please review the RFP for additional eligibility details.



[Download RFP](#)

## Important!

### Start with your Timeline

Applicants are highly encouraged to complete the timeline first. The timeline includes the eligible outcomes and activities and provides a place for you to indicate who will work on them and when. This information can be easily added to your application and provide the anticipated outcomes for your grant funding. An on-demand video just for Chapters is available here to help walk you through the steps. The Chapter Sample Outputs resources found further down on this page are also a helpful tool for you.

### Grant Application Template

To ensure easy access to essential application materials, we've provided a downloadable grant application template [HERE](#). This template allows applicants to prepare their submissions even if our online systems are temporarily unavailable.

Click the link below to start a new Chapter application

[Start a NEW Application](#)

Click the link below to access your in-progress application

[Access Your In-Progress Application](#)

# Application Submission

- All applicants must submit their application via the new grants portal.
- All applications must be successfully submitted via the online application portal no later than **11:59 p.m. (Eastern Daylight Time) on Friday, August 7th, 2026.**
  - ★ Please visit the New Grants Portal Information page for additional guidance on using the online application portal: <https://learn.nationalchildrensalliance.org/apply-for-grants>
- No application can be accepted after that time and any unsubmitted applications pending in the online portal will no longer be available.

NATIONAL CHILDREN'S ALLIANCE

## Apply Now

### Request for Proposals

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National Children's Alliance funds CACs, Multidisciplinary Teams, and State Chapters through its grants program to build capacity to serve children at the state and local levels.

We are excited to announce that grant applications are now officially open! Children's Advocacy Centers (CACs) and multidisciplinary teams across the country are encouraged to apply for funding through NCA's grant programs, which are designed to support the critical work of serving children and families impacted by abuse. These grants provide essential resources for a wide range of needs, including equipment and technology upgrades, program development, training, and capacity building. By applying, eligible organizations have the opportunity to secure funding that can enhance their services, expand their reach, and strengthen their ability to deliver trauma-informed care. The application process is now live, and all interested applicants are encouraged to review the guidelines, prepare their materials, and submit their proposals before the deadline. This is a valuable opportunity to invest in the future of child advocacy and ensure that every child has access to the support and protection they deserve. Don't miss your chance to apply --visit the NCA website today to get started!

**CAC & MDT Applications**

|                             |                                      |                             |   |
|-----------------------------|--------------------------------------|-----------------------------|---|
| CORE DIRECT<br>CAC SERVICES | PROGRAM<br>IMPROVEMENT               | EXPANDING<br>REACH & ACCESS | RURAL CAPACITY<br>BUILDING &<br>EXPANSION |
| DTVf                        | EQUIPMENT &<br>TECHNOLOGY<br>SUPPORT | MILITARY                    | IN-PROGRESS<br>APPLICATION<br>CLICK HERE  |

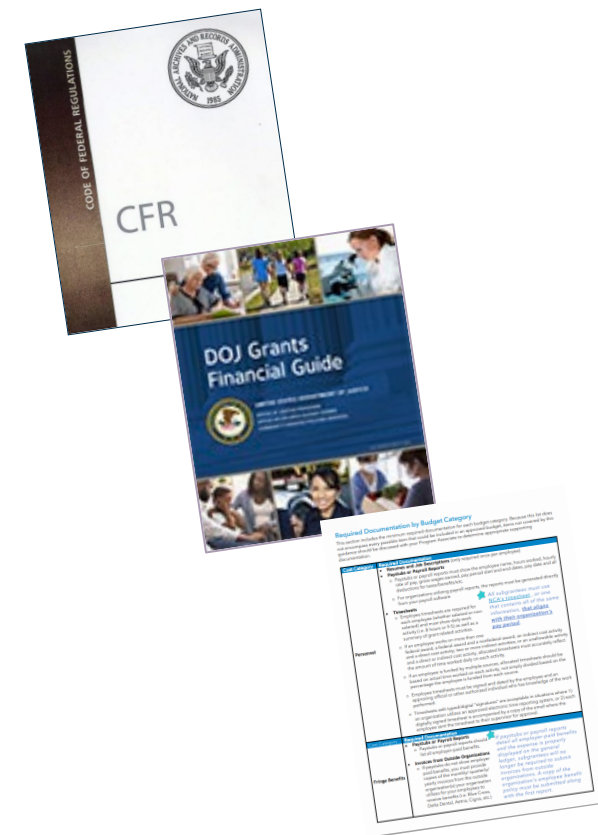
**RFP Page Navigation**

|  |   |  |   |
|--|---|--|---|
| Application<br>Resource Page                                       | Apply Now<br>★ You Are Here   | Ask an RFP<br>Question   | Grants Portal<br>Information  |
| Equipment &<br>Technology<br>RFP Toolkit                           | DTVf<br>RFP Toolkit   | Military Services<br>RFP Toolkit                                     | Chapter Core<br>Services<br>RFP Toolkit                             |
| <small>RFP Subpage:</small><br>Core CAC<br>Services<br>RFP Toolkit | <small>RFP Subpage:</small><br>Expanding Reach &<br>Access<br>RFP Toolkit | <small>RFP Subpage:</small><br>Program<br>Improvement<br>RFP Toolkit | <small>RFP Subpage:</small><br>Rural CAC<br>Capacity<br>RFP Toolkit |



# RFP Program Scope

- Activities supported by this grant program are determined by statute, Federal regulations, and National Children's Alliance (NCA) policies.
- If an applicant receives an award, the funded project is bound by the provisions of this solicitation and the DOJ Grants Financial Guide, including updates to the guide after an award is made.
- All grants from NCA are reimbursement grants. Verification of expenses along with verification of payment of expenses must be provided to NCA, according to the assigned reporting schedule, and at any time by request, prior to the reimbursement of expenses.



# Eligibility

## ● General Eligibility Criteria:

- ★ Applicants must be existing Children's Advocacy Centers, multidisciplinary teams\*, or entities in the process of establishing a CAC.
- ★ Applicants must be a public entity or private, not-for-profit entity.
- ★ All applicants must provide a valid unique entity identifier (UEI). As an organization, you can obtain a unique entity identifier at no cost by visiting SAM.gov.
- ★ Applicants will be required to certify the accuracy of the information provided, including Tax Identification Number (EIN), and may be requested to provide proof of their organizational status.
- ★ Check the individual RFPs for award type eligibility criteria



# Eligibility

## ● Organization Eligibility Criteria:

- ★ All applicants must be in good standing
- ★ All member applicants must be current with reporting requirements and annual dues
- ★ Accredited applicants undergoing reaccreditation, or in pending status, must be meeting all of their submission requirements/approved action plan with accreditation
- ★ Recent applicants for Accreditation must be approved at the October Board Meeting or will not be eligible for funding exclusively available to Accredited centers.
- ★ NCA's October Board Meeting is the determining guideline for eligibility of new applicants for accreditation being considered for funding through the RFP process.



# Components of the Application

- Pre-Award Checklist
- Abstract
- Program Narrative
- Budget and Timeline
- Additional Application Components
- Application Checklist




# Pre-Award Checklist


- NCA applicants are required to complete a Pre-Award Checklist to assess their financial capability and submit their responses to the assessment to NCA as part of their application.
- Pre-Award Checklists will be completed directly in the grants application portal.
- To help better prepare potential applicants, helpful resource has been provided on the RFP Forms and Templates Page and will show you what questions you can expect to see on the online grant application.
  - ★ <https://learn.nationalchildrensalliance.org/rfp-forms-and-templates>

## Other Application Resources


The following resources may assist you in preparing your application, if applicable.

 **Certification of De-minimis Indirect Cost Rate**  
Applicants wishing to claim indirect costs but do not have a current Federally-approved indirect cost rate agreement must complete this form. A signed copy must be uploaded with application attachments.


 Link

 **Post Award Reporting Requirements**  
Applicants can review the proposed 2027 post-award reporting expectations, requirements, and timelines to better understand obligations and to help prepare if the application is awarded.


 Link

 **Conference Cost Prior Approval FAQs**  
This document outlines conference cost approval guidelines, helping applicants determine when prior approval is required and understand limits on allowable conference-related expenses.


 Link

 **Pre-Award Risk Assessment**  
For reference only, this resource helps applicants prepare by previewing the types of questions they may encounter in the online grant application process.

 Link

 **DOJ Guide to Procurement Procedures**  
Tool to help subrecipients conduct procurements under DOJ awards in compliance with applicable procurement standards and other relevant legal requirements.

 Link

 **CAC RFP Overview Presentation Slides**  
Presentation slides from the CAC RFP overview video provides applicants with a concise summary of key information, requirements, and expectations. The full video presentation is available on the Application Resource Page.

 Link



# Proposal Abstract

- Completion of the Proposal Abstract is **required for all grant types**
- Abstracts will be completed directly in the grants application portal.
- At a minimum, the Proposal Abstract should be written in 400 words or less, in plain language, avoid acronyms, and include:
  - ★ Purpose of the proposed project
  - ★ Project activities to be performed
  - ★ Expected outcomes, deliverables, or milestones of the proposed project
  - ★ Service area
  - ★ Intended beneficiary(ies) of the proposed project

## ● Example Proposal Abstract Template:

- ★ The **[insert Entity name]** proposes to implement the **[insert project name]**. The purpose is to \_\_\_\_\_ in the [insert service area]. Project activities include \_\_\_\_\_. Expected outcomes include: \_\_\_\_\_. \_\_\_\_\_ are the intended beneficiaries of the project.

***\*The online application includes this template by default. The abstracts are sent to DOJ for concurrence so please try to stick as closely to the template as possible to assist with providing them with clarity of your proposed program.***



# Program Narrative

● The Program Narrative is compiled in the grants application portal by answers to each of the items below:

★ Description of the Issue/Needs Statement

- Describe nature and scope of the problem that the grant program will address
- Use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community.
- Discuss target population and any previous or current attempts to address the problem.
- Define the impact this grant project will have on service provision among state CACs and statewide.



# Program Narrative

## ● Project Design and Implementation

- ★ Select the activities and outcomes that are relevant to your application scope of work and budget included in the three EOA categories:
  - Growth & Development
  - Training & Technical Assistance
  - Awareness & Education
- ★ Applicants are encouraged to select **ONLY** those activities and outcomes that can be fully completed during the award time period.
- ★ Activities and outcomes should be S.M.A.R.T.



# Program Narrative

● The Program Narrative is compiled in the grants application portal by answers to each of the items below:

## ★ Capabilities and Competencies

- Describe experience and capability
- Detail roles and responsibilities of project staff, explain organizational structure and operations
- **REQUIRED ATTACHMENT: Organizational Chart** – Who manages the finances? Who manages the grant project?

## ★ Plan for Collecting the Data Required for This RFP's Performance Measures

- Describe the process
  - ✎ Who will collect the data? Who is responsible for the performance measures?
  - ✎ How will you use this data to evaluate impact? How will you ensure the data is accurate?

## ★ Grant Budget

- Provide requested amounts per cost objective in the application portal
- **REQUIRED ATTACHMENT: Grant Proposal Budget and Timeline Template**



# Budget Preparation

- Make sure to double-check the RFP - requested amount can not exceed the maximum amount available per award type
- NCA Expects proposed budgets to:
  - ★ Be Complete, Cost-Effective, Reasonable, Allocable, and Necessary
  - ★ Describe every line item and list it in the appropriate grant category
    - How costs are relevant to the completion of the proposed project?
    - How technology and collaboration with outside organizations could be used to reduce costs, without compromising quality
  - ★ Include any required items as specified in the RFP instructions
  - ★ Only include allowable costs under
    - NCA Guidelines
    - Office of Justice Programs' Financial Guide
    - Uniform Guidance



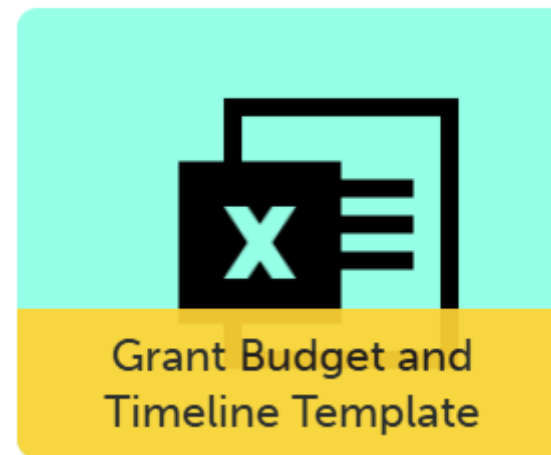
# Budget and Timeline Template

- Completion of the NCA Grant Proposal Budget and Timeline Template is **required for all grant types**.
- **Grant Proposal CHAPTER Budget Worksheet Completion Video** - Applicants are STRONGLY encouraged to view this video for preparing the grant budget proposal portion of the template prior to attempting to complete it.
- The completed grant proposal budget and timeline template is a required attachment when submitting your grant application. **MUST SUBMIT IT AS AN EXCEL DOCUMENT**

## Budget Template & Resources

**Required Attachment!**

Download and use this template to create your Chapter Grant Proposal Budget



# Sample Completed Grant Proposal BUDGET

## SAMPLE COMPLETED GRANT PROPOSAL BUDGET

|                                  |                       |
|----------------------------------|-----------------------|
| APPLICANT ORGANIZATION NAME      | State Chapter USA     |
| AWARD TYPE                       | Chapter Core Services |
| AUTHORIZED AGENCY REPRESENTATIVE | Grant C. Kerr         |

| NCA INFORMATION (IF AWARDED) |  |
|------------------------------|--|
| NCA AWARD NUMBER             |  |
| NCA CONTACT                  |  |
| DATE BUDGET APPROVED BY NCA  |  |

### GRANT PROPOSAL BUDGET SUMMARY YEAR 1

| BUDGET CATEGORIES                 | PROPOSED BUDGET      | PROPOSED BASELINE BUDGET | PROPOSED VARIABLE BUDGET | NCA APPROVED ORIGINAL BUDGET | NCA NOTES | Projected Period 1 Expenses | Projected Period 2 Expenses | Projected Period 3 Expenses | Projected Period 4 Expenses | Total Period Projections |
|-----------------------------------|----------------------|--------------------------|--------------------------|------------------------------|-----------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|--------------------------|
| <b>DIRECT PROJECT COSTS</b>       |                      |                          |                          |                              |           |                             |                             |                             |                             |                          |
| Personnel                         | \$ 82,720.00         | \$ 29,480.00             | \$ 53,240.00             | \$ -                         |           | \$ 24,816.00                | \$ 20,680.00                | \$ 20,680.00                | \$ 16,544.00                | \$ 82,720.00             |
| Fringe                            | \$ 24,455.00         | \$ 8,854.00              | \$ 15,601.00             | \$ -                         |           | \$ 7,336.00                 | \$ 6,114.00                 | \$ 6,114.00                 | \$ 4,891.00                 | \$ 24,455.00             |
| Travel                            | \$ 3,770.00          | \$ 1,949.00              | \$ 1,821.00              | \$ -                         |           | \$ 500.00                   | \$ 2,690.00                 | \$ 400.00                   | \$ 180.00                   | \$ 3,770.00              |
| Equipment                         | \$ -                 | \$ -                     | \$ -                     | \$ -                         |           | \$ -                        | \$ -                        | \$ -                        | \$ -                        | \$ -                     |
| Supplies                          | \$ -                 | \$ -                     | \$ -                     | \$ -                         |           | \$ -                        | \$ -                        | \$ -                        | \$ -                        | \$ -                     |
| Consultants/Contracts             | \$ 20,175.00         | \$ -                     | \$ 20,175.00             | \$ -                         |           | \$ 5,000.00                 | \$ 5,000.00                 | \$ 7,000.00                 | \$ 3,175.00                 | \$ 20,175.00             |
| Other                             | \$ 76,970.00         | \$ 3,020.00              | \$ 73,950.00             | \$ -                         |           | \$ 19,000.00                | \$ 19,970.00                | \$ 19,500.00                | \$ 18,500.00                | \$ 76,970.00             |
| <b>TOTAL DIRECT PROJECT COSTS</b> | <b>\$ 208,090.00</b> | <b>\$ 43,303.00</b>      | <b>\$ 164,787.00</b>     | <b>\$ -</b>                  |           | <b>\$ 56,652.00</b>         | <b>\$ 54,454.00</b>         | <b>\$ 53,694.00</b>         | <b>\$ 43,290.00</b>         | <b>\$ 208,090.00</b>     |
| Indirect Expenses                 | \$ -                 | \$ -                     | \$ -                     | \$ -                         |           | \$ -                        | \$ -                        | \$ -                        | \$ -                        | \$ -                     |
| <b>TOTAL INDIRECT COSTS</b>       | <b>\$ -</b>          | <b>\$ -</b>              | <b>\$ -</b>              | <b>\$ -</b>                  |           | <b>\$ -</b>                 | <b>\$ -</b>                 | <b>\$ -</b>                 | <b>\$ -</b>                 | <b>\$ -</b>              |
| <b>GRAND TOTAL</b>                | <b>\$ 208,090.00</b> | <b>\$ 43,303.00</b>      | <b>\$ 164,787.00</b>     | <b>\$ -</b>                  |           |                             |                             |                             |                             |                          |

In the columns titled "Projected Period Expense" will need to enter the amounts that you anticipate spending in each of the applicable periods, CAC need to fill out Periods 1-3 while Chapters should complete all four periods.

A red warning box will appear for any category if the total period projections do not match the amount proposed budget year 1 column. If you see this please adjust your projected expenses until the warning disappears.

### GRANT PROPOSAL BUDGET DETAIL YEAR 1

#### A. PERSONNEL

List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

| Eligible Objectives/Activity<br>Org Cap - Enter "Org Cap"<br>SWP - Enter code # from approved list | Title, Name of Employee*        | Description of responsibilities/duties in relationship to fulfilling the project goals and objectives   | FT/PT | Salary hourly, daily, weekly or yearly rates | Rate hourly, daily, weekly or yearly | Time Worked # of hours, days, weeks or year | Percentage of Project Time | Requested Amount | Org Cap Portion of Requested Amount | SWP Portion of Requested Amount | Error Check - *this column must be \$0 if it is not you need to recheck your Baseline/Variable split | NCA Approved Amount | NCA Approved Org Cap | NCA Approved SWP |
|--|---------------------------------|---|-------|--|--------------------------------------|---|----------------------------|------------------|-------------------------------------|---------------------------------|--|---------------------|----------------------|------------------|
| Org Cap, 12, 13, 20, 2, 8, 22, 23  | Sally Smith, Executive Director | Provide oversight and direction to AD, TTA Coordinator and facilitate projects during the award period including TA, strategic plan initiative, on-going support and consultation | FT    | \$ 75,000.00                                 | yearly                               | 1.00  | 40.00%                     | \$ 30,000        | \$ 8,730                            | \$ 21,270                       | \$ -   | \$ -                | \$ -                 | \$ -             |



# Timeline Preparation

- The timeline template uses the Focus Area, Objectives, and Outcomes/deliverables as identified in the Narrative Section of your application
- For each selected objective/activity, applicants will identify:
  - ★ the key action steps associated with the goals and objectives/activities of the project
  - ★ assign staff responsible
  - ★ plot completion of each task by month or quarter for the duration of the award in the timeframe section
  - ★ Identify the outcomes using specific, measurable outputs

| APPLICANT ORGANIZATION NAME  |   |   |       |           |                       |
|--|---|---|-------|-----------|-----------------------|
| State Chapter USA  |   |   |       |           |                       |
| Growth & Development   |   |   |       |           |                       |
| To support the growth and development of new CACs and MDTs in underserved areas, the development of enhanced services by existing or emerging CACs and MDTs in underserved areas, the ongoing, comprehensive, quality services in currently served areas, and the identification and inclusion of demographic populations in all areas to increase access to quality CAC services. |   |   |       |           |                       |
| Eligible Objectives/Activity   | Application Outcome   | Key Action Steps  | Staff | Timeframe | Outcomes/Deliverables |
| 6  | Improve access to medical care by coordinating medical preceptorships, coordinating medical service coverage, and partnering with academic programs to create a pipeline of medical professionals prepared to serve abused children.                                  | Enter the estimated total number of Access Improvement Plans to be developed and implemented (mental health, medical care, etc.). |       |           |                       |
| 7  | Improve access to mental healthcare by partnering with academic programs to develop a pipeline of trained professionals, implementing tele-mental health where needed, and identifying and deploying mental health consultants, as necessary to address rural issues. | Enter the estimated total number of Access Improvement Plans to be developed and implemented (mental health, medical care, etc.). |       |           |                       |



# Project Design and Implementation

- Using your timeline and budget as a source document, enter the outcome data into the applicant portal in the Project Design and Implementation section
- For each chosen eligible activity, applicants enter the outcome/deliverable that corresponds with that activity
- Applicants must include only data tied to activities funded under this RFP and supported by the proposed scope of work and budget

Organization Information   Pre Award Checklist   Needs Statement   **Project Design & Implementa...**   Capabilities and Competenci...   **More** ▾

Applicants must include only data that is directly tied to activities funded under this RFP and supported by the proposed scope of work and budget.

**Do NOT include data in chosen objectives, outcomes/deliverables, or performance measures that reflect non-grant activities, prior funding, or other funding sources.**

Select only those Eligible Objectives with their corresponding outcomes/deliverables that are relevant to your application scope of work and budget. It is recommended to choose only those activities and outcomes that can be fully completed during the award period.

**Open**

+ Growth & Development Objectives & Activities

+ Training & Technical Assistance Objectives & Activities

**Open**

+ Awareness & Education Objectives & Activities

## Outcomes/Deliverables Tied to Growth & Development EOAs

Enter the estimated total number of Access Improvement Plans to be developed and implemented (mental health, medical care, etc.). **?**

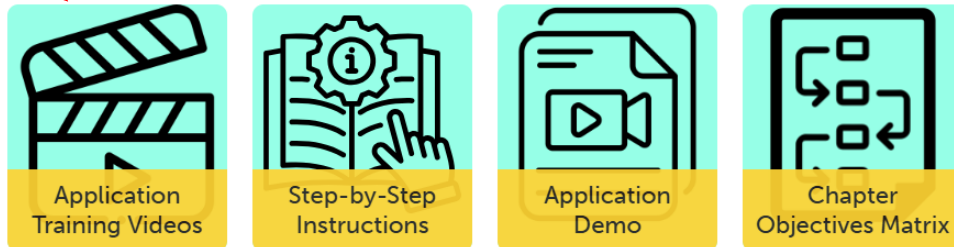
This aligns with Eligible Activity 6 and/or 7. If selected, include the Key Action Steps, Staff, Timeframe, and Outcome Total in the proposed timeline and budget submitted.

# Project Design and Implementation

## Application Tools & Templates

### Chapter Application Resources

The following resources are designed to guide you through the application process from start to finish. Whether you prefer watching a walkthrough or following written steps, you'll find everything you need to complete your application thoroughly and confidently - including a planning tool to help you define your project's focus, objectives, and outcomes.

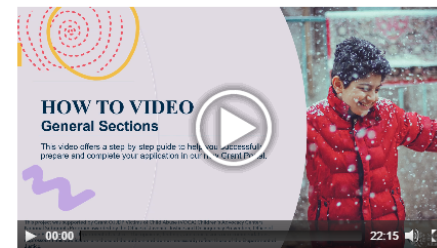


## Application Training Videos

Each of these videos offer a step-by-step demonstration to help you successfully prepare, complete, and submit your application within the Grant Portal. Start by viewing the General Sections video, followed by the Chapter Core Services Sections video. After viewing each, return to the award toolkit.

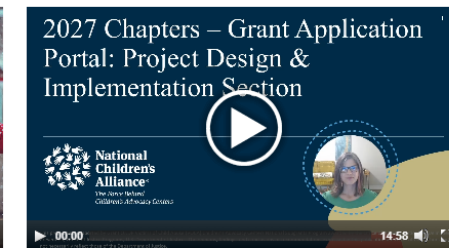
### General Sections

The following video demonstrates how to complete the general sections of the application (applicable to all RFPs).



### Chapter Sections

The following video demonstrates how to complete the Chapter sections of the application (specific to the Chapter RFP only).



[Click Here to Return to Application Toolkit](#)



# Other Required Attachments

## ● REQUIRED ATTACHMENTS

- ★ Grant Proposal Budget and Timeline Template
- ★ Organization's Annual Budget
- ★ Organizational Chart

| Nonprofit Budget               |                            |             |
|--------------------------------|----------------------------|-------------|
| Revenue                        | Amount                     |             |
| Program Income                 | \$12,000.00                |             |
| Sales                          | \$2,500.00                 |             |
| Individual Contributions       | \$3,000.00                 |             |
| Events Income                  | \$5,000.00                 |             |
| Appeal Income                  | \$7,000.00                 |             |
| Corporate Donations            | \$12,000.00                |             |
| Misc. Revenue                  | \$500.00                   |             |
|                                | <b>Total Revenue</b>       | \$42,000.00 |
| Expenses                       | Amount                     |             |
| Staff Payroll and Benefits     | \$20,000.00                |             |
| Staff Training and Development | \$2,500.00                 |             |
| Travel                         | \$2,500.00                 |             |
| Rent and Utilities             | \$7,500.00                 |             |
| Telecommunications             | \$250.00                   |             |
| Insurance                      | \$100.00                   |             |
| Professional Support           | \$2,000.00                 |             |
| Marketing and Advertising      | \$2,500.00                 |             |
| Print and Postage              | \$1,000.00                 |             |
| Supplies                       | \$1,000.00                 |             |
|                                | <b>Total Expenses</b>      | \$39,350.00 |
|                                | <b>Net Surplus/Deficit</b> | \$2,650.00  |



# Additional Application Components

## ● APPLICANT SPECIFIC REQUIRED ATTACHMENTS

- ★ Resumes and Job Descriptions (*Only if requesting personnel funding*)
- ★ Indirect Cost Rate Agreement (if applicable)
  - Indirect costs may be charged to an award only if:
    - ✎ The recipient has a current (unexpired), federally approved indirect cost rate; or
    - ✎ The recipient is eligible to use, and elects to use, the "de minimis" indirect cost rate described in the Part 200 Uniform Requirements, as set out at 2 C.F.R. 200.414(f).
    - ✎ NCA Certification of De Minimis Indirect Cost Rate available on the Application Resource Pages
- ★ Audit (if applicable)

### ADDITIONAL RFP RESOURCES

#### 🔗 Certification of De-minimis Indirect Cost Rate

An applicant that is eligible to use the "de minimis" rate and wishes to use the "de minimis" rate must complete NCA's Certification of De Minimis Indirect Cost Rate. A signed copy must be uploaded as part of the application.

[Link](#)



### Negotiated Indirect Cost Rate Agreement - Example Nonprofit Organization

**ORGANIZATION:**  
XYZ Organization  
1234 5th Street, N.W.  
Washington, D. C. 26789

For Illustrative  
Purposes Only

**DATE:** May 20, 2019  
**Report No(s):** XXXXX  
**FILE REF:** XXXXXXX

The indirect cost rates contained herein are for use on grants, contracts, and other agreements with the Federal Government to which 2 CFR Part 200 apply for fiscal years beginning on or after December 26, 2014 subject to the limitations contained in Section XX of this agreement. The rates were negotiated by the U.S. Department of the Interior, Interior Business Center, and the subject organization in accordance with the authority contained in applicable regulations.

#### SECTION I: RATES:

| TYPE        | EFFECTIVE PERIOD |           | RATE*  | LOCATION | APPLICABLE TO |
|-------------|------------------|-----------|--------|----------|---------------|
|             | FROM             | TO        |        |          |               |
| Final       | 7/1/2016         | 6/30/2017 | 16.50% | All      | All Programs  |
| Provisional | 7/1/2018         | 6/30/2019 | 16.50% | All      | All Programs  |

#### SECTION II: BASE:

\*Total direct costs excluding capital expenditures (buildings, individual items of equipment; alterations and renovations), and that portion of each subaward in excess of \$25,000.

#### SECTION III: GENERAL

- A. **LIMITATIONS:** Use of the rate(s) contained in the Agreement is subject to all statutory or administrative limitations and is applicable to a given grant or contract only to the extent that funds are available. Acceptance of the rate(s) agreed to herein is predicated upon the following conditions:
- (1) that the same costs that have been treated as indirect costs have not been claimed as direct costs,
  - (2) that similar types of costs have been accorded consistent treatment, and
- B. **PROVISIONAL-FINAL RATES:** Provisional rates must be established within 90 days of the award. The grantee/contractor must submit a proposal to establish a final rate within six months after their fiscal year end.
- C. **SPECIAL REMARKS:** Indirect costs charged to Federal grants/contracts by means other than the rate(s) cited in this Agreement should be adjusted to the applicable rate(s) cited herein and be...

For Illustrative Purposes Only



# Application Checklist

## Chapter Application Checklist

The Chapter Application Checklist lists critical application elements required to pass Basic Minimum Requirements review. An application that NCA determines does not meet the Basic Minimum Requirements listed below, will neither proceed to peer review nor receive further consideration.

### APPLICATION CHECKLIST

What an applicant must do:

- ❑ Acquire a Unique Entity Identifier (UEI) from [SAM.gov](https://sam.gov)
- ❑ Review the [Award Conditions for NCA Awards](#) and the [NCA Grants Application Resource](#) page
- ❑ Review NCA guidance on conference approval, planning, reporting available at [Conference Cost Prior Approval FAQs](#)

### Content of Application Submission:

The following items are critical application elements required to pass the basic minimum requirements review. An application that NCA determines does not include the required application elements for the application to meet the basic minimum requirements will neither proceed to peer review nor receive further consideration.

- ❑ [Program Abstract \(in online application portal\)](#)
- ❑ [Program Narrative \(in online application portal\)](#)
- ❑ [Grant Proposal Budget Workbook and Timeline Template](#)

Additional Application Components

- ❑ [Resumes and Job Descriptions](#)
- ❑ [Annual Program Budget](#)
- ❑ [Organizational Chart](#)
- ❑ [Indirect Cost Rate Agreement \(if applicable\)](#)
- ❑ [Audit \(if applicable\)](#)

## National Children's Alliance Application Resource Page Request for Proposals



Welcome!

This page is your go-to guide for preparing and submitting applications for NCA grant funding. It offers essential information to help you navigate the application process and understand the key policies, statutes, and regulations that apply to many—if not all—NCA grants and cooperative agreements for the 2027 award year.

### New to NCA Engage? Start Here

If you're new to NCA Engage, visit our Getting Started page [HERE](#) for step-by-step instructions on how to request an account.

When completing the account request form, you'll be asked to provide your Organizational ID number. This helps us verify your connection to a member organization. If you're unsure of your Organizational ID, please email us at [membership@nca-online.org](mailto:membership@nca-online.org).

[2027 RFPs](#) [Eligibility](#) [Support](#) [FAQs](#) [Navigation](#)

## Support Center



# Application Review Process

Once applications are submitted, they will be put in the NCA Application Review Process. This process consists of four steps:

1. Pre-Screen
2. Peer Review
3. Management Review
4. OJJDP Concurrence

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, NCA also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant that has one or more prior Federal awards has a satisfactory record with respect to performance, integrity, and business ethics, NCA checks whether the applicant is listed in SAM as excluded from receiving a Federal award.

All final award decisions will be approved by NCA's Executive Director and obtain OJJDP concurrence, who may consider not only peer review ratings but also other factors as indicated in this section.



# What Happens Next

## ● Award Notification

- ★ For all applications, the online system will send an e-mail confirmation immediately after successfully submitting an award application. This will be the official notification of the receipt of the award application from NCA. Please print and keep this for the organization's records.
- ★ The notification for the outcome of the application submission will be emailed using the email address associated with the online account that submitted the application.

## Application Submitted

Dear Stephanie Stewart,

You have successfully submitted your application for the following program:

National Children's Alliance / Chapter Core Services

**Application ID:** 1737878

**Form Submitted:** Chapters

Sincerely,  
National Children's Alliance

[Go to GrantsConnect](#)



# Thank you!



**National  
Children's  
Alliance®**

*The Force Behind  
Children's Advocacy Centers*

