

# RFP Overview

## General Information - RFP Application Process

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**National  
Children's  
Alliance®**

*The Force Behind  
Children's Advocacy Centers*



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

## ● RFP Overview

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

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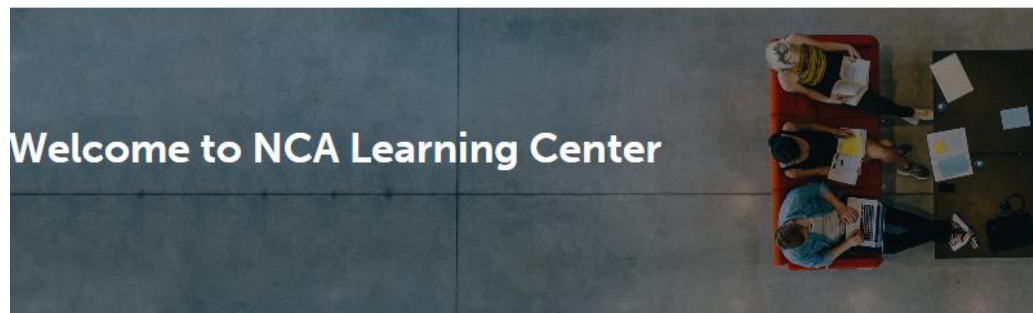
- ★ Grant Review Process
- ★ What happens next?



# 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.

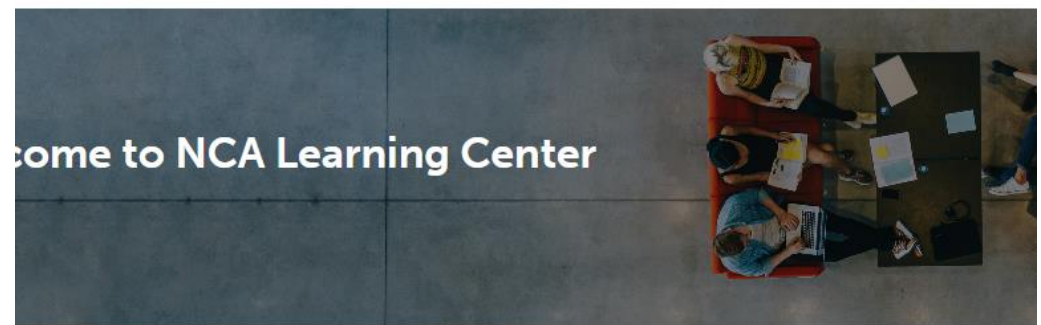


# Content Navigation

## RFP Page Navigation



# Grant Application Resource Page



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

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

Welcome!

### Highlights:

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



**RFP Page Navigation**

Application Resource Page <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
RFP Subpage: Core CAC Services RFP Toolkit	RFP Subpage: Expanding Reach & Access RFP Toolkit	RFP Subpage: Program Improvement RFP Toolkit	RFP 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>
<b>8/7/26 @ 11:59 PM EDT</b>	<b>By 1/1/2027</b>	<b>1/1/27 – 12/31/27</b>

### 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 @ 3:00 PM Eastern	Tuesday July 14th @ 1:00 PM Eastern	Thursday July 16th @ 1:00 PM Eastern	Friday July 17th @ 1:00 PM Eastern
<b>Have RFP Questions?</b>	<u>Military Live Q&amp;A</u>	<u>NSP Live Q&amp;A</u>	<b>Click Here to Register!</b>
	Tuesday July 14th @ 2:00 PM Eastern	Thursday July 16th @ 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.



# New Grant Portal

## National Children's Alliance Grants Portal Request for Proposals



AS OF MAY 2025, NCA HAS ADOPTED A NEW GRANTS PORTAL. ALL APPLICANTS MUST APPLY THROUGH THIS NEW PORTAL.

NCA's grants management system, Blackbaud, has implemented a new grants portal, YourCause from Blackbaud. The new portal includes some helpful features and updates that will improve the overall grantee and applicant experience. ALL applicants must apply through this new portal and are required to sign in with a new Blackbaud ID (i.e., new login information) or may use an existing Blackbaud ID if they utilize other Blackbaud products (i.e. certain organizations might already have an active Blackbaud ID).

Detailed directions, important links and easy to reference FAQs are available below.

### What You Need to Know

- All new grant applications must be submitted through the updated Grants Portal, which requires a Blackbaud ID (new login credentials).
- Please bookmark the portal link to access and manage any applications submitted on or after June 30, 2025.
- To support collaboration, applicants and grantees are encouraged to add additional contacts to their applications.
- Please add [noreply@yourcause.com](mailto:noreply@yourcause.com) AND [mail@grantapplication.com](mailto:mail@grantapplication.com) AND [grantsadvisor@nca-online.org](mailto:grantsadvisor@nca-online.org) to your safe senders list to ensure you receive all communications through the grantmaking system and from the NCA Grants Team.

### Creating an Account



Create an account using the new portal.

Follow [this link](#) to create a new account and use our [step-by-step instructions](#) to guide you through the process. A new Blackbaud ID is required to apply for a grant. However, if you already have an existing Blackbaud ID (i.e. certain organizations might already have an active Blackbaud ID to use programs such as Raiser's Edge) simply login to the grants portal.



Follow the steps to create your account.

Once you enter your email, you will be prompted to have a confirmation code sent to you. After confirming the code, you will create your password and add your name. Be aware of the password requirements listed.



Congratulations! You are ready to apply.

This page includes all grant applications through Blackbaud. Once you have created your new account, you are ready to apply for an NCA grant. [Click here](#) to access the main grants page. This page includes links to each individual grant page where links to applications will be available.

## Highlights:

- All new grant applications must be submitted through the updated Grants Portal, which requires a Blackbaud ID (new login credentials).
- Follow the “Creating and Account” steps
- Read through the ‘Frequently Asked Questions’ at the bottom of the page, prior to submitting questions.
- Use the form on the ‘RFP Questions’ page to submit your Technical Assistance questions.

### RFP Page Navigation

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



# 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.

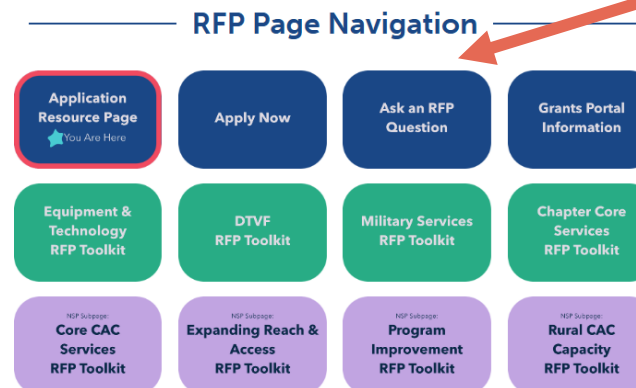
\* Required

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

Select your answer

Next

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



# RFP Pages & Toolkits

## National Children's Alliance DTVF - RFP Toolkit Request for Proposals



### Welcome!

Welcome to the DTVF Request for Proposal (RFP) page. This page is designed to guide you through the process of developing and submitting a strong, competitive proposal in response to a Request for Proposal (RFP). Whether you're new to grant writing or looking to refine your approach, this resource provides the essential tools, templates, and guidance needed to navigate each stage of the application process with confidence. Inside, you will find step-by-step instructions, helpful checklists, and sample documents tailored to the specific requirements of this funding opportunity. From understanding the RFP and aligning your project goals, to preparing your budget and submitting your final application, this toolkit is here to support you every step of the way. Use this toolkit as your go-to resource to stay organized, meet deadlines, and put your best proposal forward. Let's get started!

- DTVF Award
- How to Prepare
- Tools & Templates
- Checklist
- Support
- FAQs
- Navigation

### | DTVF 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.

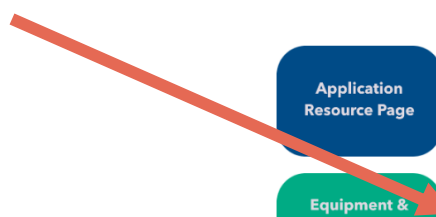
Application Training Videos	Step-by-Step Instructions	Application Demo	DTVF Objectives Matrix

### Highlights:

- RFP
- Important Information
- Application Specific Tools
- How to Prepare – Step-By-Step Instructions
- Application Checklist
- Resources

### RFP Page Navigation

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



# 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 CAC SERVICES	PROGRAM IMPROVEMENT	EXPANDING REACH & ACCESS	RURAL CAPACITY BUILDING & EXPANSION
DTVf	EQUIPMENT & TECHNOLOGY SUPPORT	MILITARY	IN-PROGRESS APPLICATION CLICK HERE

———— RFP Page Navigation ————

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# RFP Overview

## ★ National Subgrants Program (NSP)

- Program Improvement – Meeting National Standards
- Provision of Core Direct CAC Services
- Chapter Core Services
- Expanding Reach and Access
- Rural CAC Capacity Building

## ★ Equipment and Technology Support (ETS)

## ★ Domestic Trafficking Victims Fund (DTVF) – Victims of CSAM and Child Sex Trafficking

## ★ Military Services - Coordination of CAC Services for Military Families

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



The National Children's Alliance (NCA), under a cooperative agreement with the United States Department of Justice, Office of Juvenile Justice and Delinquency Prevention (OJJDP), is now accepting applications for the 2027 National Subgrants Programs.



# 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 resources have been provided on each of the grant type pages to show you what questions you can expect to see on the online grant application.


## 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](#)

 **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](#)

 **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](#)

 **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](#)

 **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](#)

 **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

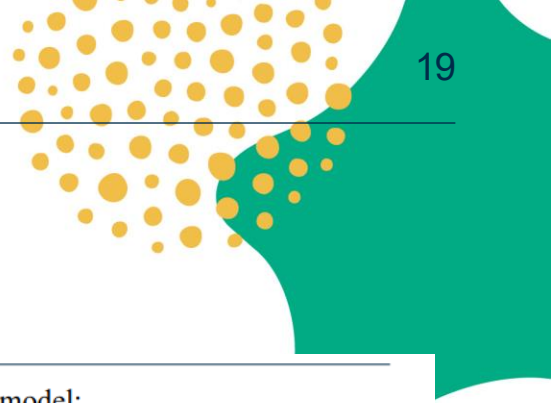
## ● Example Proposal Abstract Template:

- ★ 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.***



# Logic Model Template



## Logic Model

Application Type:

Organization Name:

Use these matrix links to complete your logic model:

- Core Direct CAC Services
- Program Improvement
- Expanding Reach and Access
- Rural Capacity Building
- DTVF
- Military

**FOCUS AREAS** →

**OBJECTIVES** →

**OUTCOMES** →



# Completing the NCA Logic Model

- Completion of the NCA Logic Model is now **OPTIONAL**, but highly recommended for all grant types (except Equipment and Technology Support)
- The template is located here – <https://www.nationalchildrensalliance.org/2027-logic-model-template/>
- Applicants are **STRONGLY** encouraged to complete the logic model as a first step, then refer to the logic model when answering the scored questions.

## | Budget Template & Resources

After watching the video, download and use the Grant Proposal Budget and Timeline Template to create your project budget. The resources in this section provide valuable information to assist in developing your budget.



# 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.

## Description of Issue/Needs Statement

Applicants must describe the service area need and describe the current CAC response in their community, as well as explain how existing limitations impact the CAC's ability to provide services.\*

### Supporting Documentation\*

Documentation may include service area maps and population data, current service statistics, and unmet needs data.

Click or drop files here to upload  
Maximum file size: 29MB

Accepted file types include: pdf, xls, xlsx

Describe how the submitted documentation demonstrates need.\*



# Program Narrative

## ● Project Design and Implementation

- ★ Select Focus Area(s), Objectives, and enter in estimated Outcomes
- ★ Applicants will have the option to enter a custom Objective in addition to the selected Focus Area(s)
  - The Objective must directly state the activity that will be funded and the resulting outcome

## ★ Discuss Sustainability

Please select only those objectives and outcomes that are relevant to your application scope of work and budget. It is recommended to choose only those objectives that can be fully completed during the award period and should be specific, measurable, achievable, relevant, and time-bound. Please keep in mind that choosing more objectives does not necessarily make for a stronger application.

Core Service 1\*

Core Service 2

Enter the estimated total number of children ages 0-10 that will be served with grant funds.\*?

To be "served" means a program, organization, or system admitted an individual and actively provided them services supported by NCA grant funding.

Enter the estimated total number of children ages 11-17 that will be served with grant funds.\*?

To be "served" means a program, organization, or system admitted an individual and actively provided them services supported by NCA grant funding.

\*\*Reference the award type/category for any additional requirements to be addressed



# 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 cannot 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



# Sample Completed Grant Proposal BUDGET

## SAMPLE COMPLETED BUDGET

APPLICANT ORGANIZATION NAME	CAC Near Me
AWARD TYPE	NCA Award Type
AUTHORIZED AGENCY REPRESENTATIVE	Grant C. Kerr

NCA INFORMATION (IF AWARDED)	
NCA AWARD NUMBER	ANYT-IL-CORE-PI25
NCA CONTACT	NCA GRANT
DATE BUDGET APPROVED BY NCA	1/1/2026

GRANT PROPOSAL BUDGET SUMMARY YEAR 1								
BUDGET CATEGORIES	PROPOSED BUDGET YEAR 1	NCA APPROVED ORIGINAL BUDGET YEAR 1	NCA NOTES	Projected Period 1 Expenses	Projected Period 2 Expenses	Projected Period 3 Expenses	Projected Period 4 (Chapters only)	Total Quarterly Projections
DIRECT PROJECT COSTS								
Personnel	\$ 60,930.00	\$ -		\$ 3,982.50	\$ 18,982.50	\$ 18,982.50	\$ 18,982.50	\$ 60,930.00
Fringe	\$ 14,610.00	\$ -		\$ 277.50	\$ 4,777.50	\$ 4,777.50	\$ 4,777.50	\$ 14,610.00
Travel	\$ 5,744.00	\$ -		\$ 364.00	\$ 4,652.00	\$ 364.00	\$ 364.00	\$ 5,744.00
Equipment	\$ 42,000.00	\$ -		\$ 29,000.00	\$ 13,000.00	\$ -	\$ -	\$ 42,000.00
Supplies	\$ 12,500.00	\$ -		\$ 10,890.00	\$ 800.00	\$ 810.00	\$ -	\$ 12,500.00
Consultants/Contracts	\$ 21,575.00	\$ -		\$ 19,268.75	\$ 768.75	\$ 768.75	\$ 768.75	\$ 21,575.00
Other	\$ 52,675.00	\$ -		\$ 47,825.00	\$ 3,850.00	\$ 1,000.00	\$ -	\$ 52,675.00
<b>TOTAL DIRECT PROJECT COSTS</b>	<b>\$ 210,034.00</b>	<b>\$ -</b>		<b>\$ 111,607.75</b>	<b>\$ 46,830.75</b>	<b>\$ 26,702.75</b>	<b>\$ 24,892.75</b>	<b>\$ 210,034.00</b>

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

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

GRANT PROPOSAL BUDGET DETAIL YEAR 1							
BUDGET CATEGORIES							
DIRECT PROJECT COSTS							
<b>A. PERSONNEL</b>	<i>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.</i>						
Title, Name of Employee* <small>If known, "New Hire" can be used for vacant/new positions</small>	Description of responsibilities/duties in relationship to fulfilling the project goals and objectives	FT/PT	Salary <small>hourly, daily, weekly or yearly rates</small>	Rate <small>hourly, daily, weekly or yearly</small>	Time Worked <small># of hours, days, weeks or year</small>	Percentage of Project Time	Requested Amount
Counselor, New Hire	Counselor will attend the training, consultation calls.	FT	\$ 60,000.00	yearly	0.75	100.00%	\$ 45,000

You will want to list out each position and title, name of the employee, the duties that employee is going to be performing for your particular grant program. You also need to show the salary or rate of pay for the

# Timeline Preparation

- The timeline template uses the Focus Area, Objectives, and Outcomes as identified in the Program Narrative Section of your application
- For each objective/activity, applicants will identify:
  - ★ the key action steps associated with the goals and objectives/activities of the project
  - ★ assign responsibility for each
  - ★ plot completion of each task by month or quarter for the duration of the award

Focus Area	Objective	Outcome	Measure	Key Action Steps <small>Identify the key action steps that need occur to accomplish each activity. Ensure your action steps are measurable (e.g. quantity, if possible)</small>	Timeframe <small>Use to help populate projected period regardless of award budget</small>	Staff Person(s)
Forensic Interview	To retain a Forensic Interviewer position to provide forensic services to child victims	Estimated total number of forensic services to be conducted	75			
	To train a Forensic Interviewer in approved initial FI training and/or ongoing training in the field of child maltreatment and/or FI	Estimated total number of forensic interview trainings to be completed	1			



# Budget and Timeline Template

- Completion of the NCA Grant Proposal Budget and Timeline Template is **required for all grant types**.
- Templates located on each grant type page
- **Grant Proposal 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**

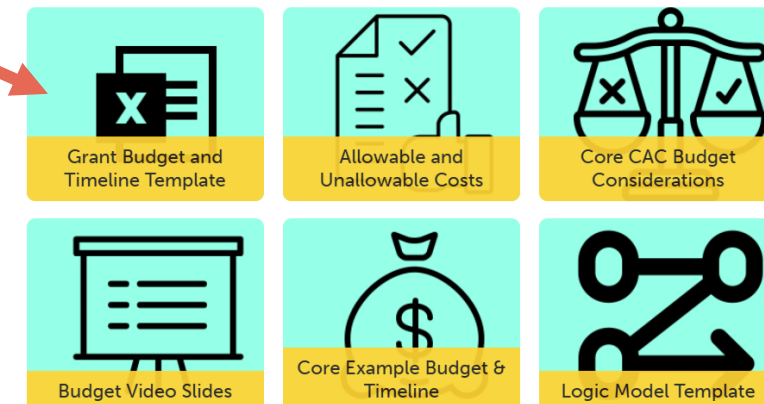
## | Grant Proposal Budget Worksheet Completion Video

Before getting started, please watch this short video presentation which will provide a general overview of the grant proposal budget worksheet for the NCA grant application process. We **STRONGLY** recommend that applicants view this video prior to attempting to complete the grant proposal budget worksheet.



## | Budget Template & Resources

After watching the video, download and use the Grant Proposal Budget and Timeline Template to create your project budget. The resources in this section provide valuable information to assist in developing your budget.



# 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

## ● GRANT TYPE SPECIFIC REQUIRED ATTACHMENTS

### ★ Need Documentation

- *Core Services: Funding Loss or notification of funding reduction from other funding agencies*
- *Expanding Reach and Access, and Rural Capacity Building: Service Area Need*
- *Rural Capacity Building: Am I Rural? - Report*

### ★ Letters of Support (*Expanding Reach and Access, Rural Capacity Focus 1, DTVF & Military, and Equipment and Technology only*)

**General letters of support for the organization that are not specific to the application being submitted will not satisfy this requirement.**



# 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

### 🔗 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 this form. A signed copy must be uploaded as part of the application.

[Link](#)



- ★ Audit (if applicable)

### 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

## APPLICATION CHECKLIST

What must an applicant 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.

- ❑ Proposal Abstract
- ❑ Program Narrative
- ❑ Grant Proposal Budget and Timeline Template

## Additional Application Components

- ❑ Resumes and Job Descriptions (if requesting personnel funding)
- ❑ Eligibility Documentation (RURAL Only)
- ❑ Need Documentation (Core Services, ERA and RURAL Only)
- ❑ Letters of Support (ERA and RURAL - Focus 1 only)
- ❑ Organization's Annual Budget
- ❑ Organizational Chart
- ❑ Indirect Cost Rate Agreement (if applicable)
- ❑ Audit (if applicable)
- ❑ Logic Model (optional template for individual use; submission is not required and no upload option is available in the application portal)

## 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 Chief Executive Officer 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 Jennell Diaz,

You have successfully submitted your application for the following program:

National Children's Alliance / NSP Core Services

**Application ID:** 1739974

**Form Submitted:** NSP Core Services

Sincerely,  
National Children's Alliance

[Go to GrantsConnect](#)



# Thank you!



**National  
Children's  
Alliance®**

*The Force Behind  
Children's Advocacy Centers*

