

Grants Portal General Application Sections Followed by ETS

This guide provides a comprehensive step-by-step process for navigating the NCA grant application portal for those General Sections that apply to all grants. It is then followed by Equipment & Technology Services grant specific sections, which in this case include: Project Questions, Budget, and Required Attachments.

1

If an account in the NEW applicant portal has not been created. Click on Create Account button and follow the instructions.

Ease of sign-in with BBID

Applicants can use one central identity to securely sign into Blackbaud Grantmaking and the rest of the Blackbaud product suite

- Access applications across funders with one username and password
- Orgs who already have a BBID can sign in

The screenshot displays the Blackbaud Grants Portal interface. On the left, the 'Sign up' section includes a language dropdown set to 'English (American)', a blue header, and input fields for 'Email address', 'Password' (with a strength indicator: 'Must contain at least 12 characters and 3 of the following: Capital letter, Lowercase letter, Number, Special character (& # % etc.)'), 'Confirm password', 'First name', and 'Last name'. Below these is a 'Sign up' button, followed by 'or' and 'Sign up with Google' and 'Sign up with Apple' buttons. On the right, the 'Applicant Portal' section has a header and an input field for 'Email address*' with a 'Remember me' checkbox and a 'Sign in' button. A 'Need help signing in?' link and a 'Create account' button are at the bottom. A blue arrow points from the 'Create account' button to the 'Sign up' section.

2

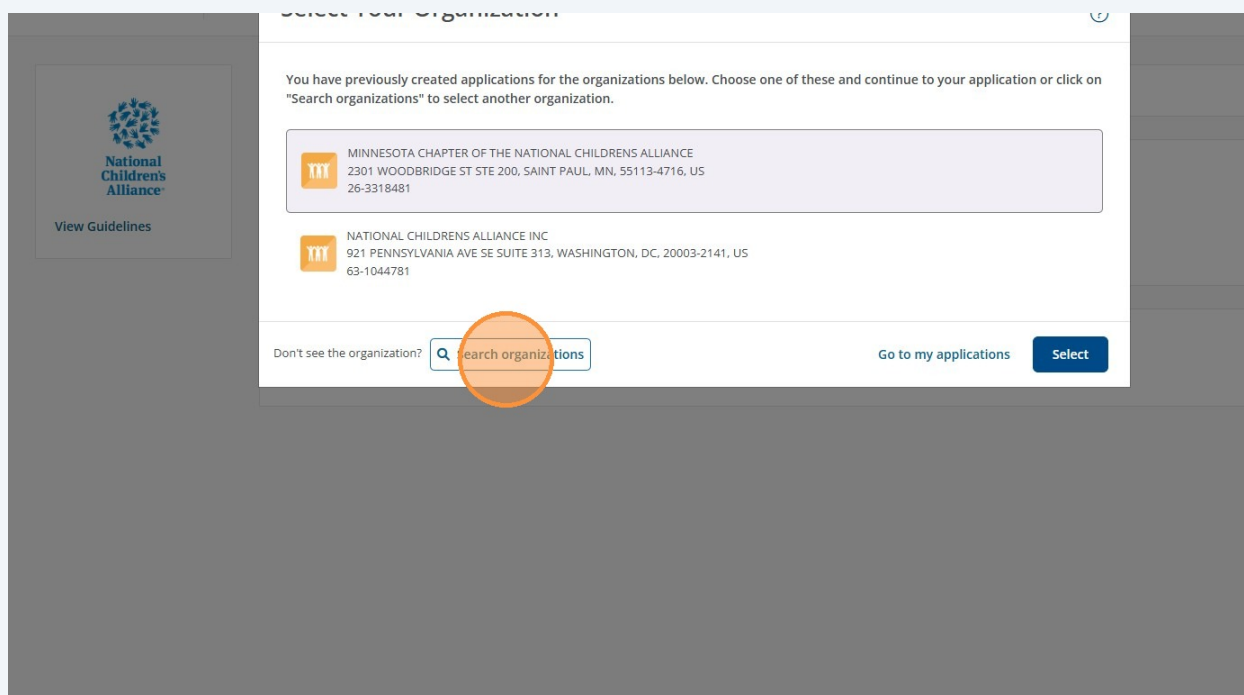
Once account created, and logged in proceed to apply to the application(s) your organization is eligible and interested in applying to. Each grant type will have its own application link found on the NCA Engage Application Page.

Click "Start new application"



3

If your organization has not previously applied in this NEW PORTAL, click "Search organizations"



- 4 Enter your organization name in "Search by name or Registration ID" field.

The screenshot shows the 'Select Your Organization' form in the blackbaud system. The search field, labeled 'Search by name or Registration ID', is highlighted with an orange circle. Below the search field, there is a dropdown menu for 'All countries'. The form also includes a link to 'View Guidelines' and a 'Back' button.

- 5 Select your organization (please confirm name, address, and tax ID are correct)

The screenshot shows the 'Select Your Organization' form in the blackbaud system. The search field contains the text 'national children's alliance'. Below the search field, there is a dropdown menu for 'All countries'. The results list is highlighted with an orange circle. The results list includes the following organizations:

- MINNESOTA CHAPTER OF THE NATIONAL CHILDRENS ALLIANCE
2301 WOODBRIDGE ST STE 200, ROSEVILLE, MN, 551134716, UNITED STATES
26-3318481
- NATIONAL CHILDRENS ALLIANCE INC
921 PENNSYLVANIA AVE SE SUITE 313, WASHINGTON, DC, 200032141, UNITED STATES
63-1044781
- INDIANA CHAPTER OF NATIONAL CHILDRENS ALLIANCE INC
C/O Casie Center 533 N Niles Ave, South Bend, IN, 46617, UNITED STATES
26-2269042
- NATIONAL CHILDRENS BOOK AND LITERACY ALLIANCE INC
4 WILDWOOD RD, WAYLAND, MA, 01778-2122, UNITED STATES
31-1574887

The form also includes a 'Back' button, a 'Go to my applications' button, and a 'Select' button.

6 Click "Select"

The Registration ID is the nonprofit's official ID

All countries

 MINNESOTA CHAPTER OF THE NATIONAL CHILDRENS ALLIANCE
2301 WOODBRIDGE ST STE 200, ROSEVILLE, MN, 551134716, UNITED STATES
26-3318481

 NATIONAL CHILDRENS ALLIANCE INC
921 PENNSYLVANIA AVE SE SUITE 313, WASHINGTON, DC, 20003-2141, UNITED STATES
63-1044781

 INDIANA CHAPTER OF NATIONAL CHILDRENS ALLIANCE INC
C/O Casle Center 533 N Niles Ave, South Bend, IN, 46617, UNITED STATES
26-2269042

 NATIONAL CHILDRENS BOOK AND LITERACY ALLIANCE INC
4 WILDWOOD RD, WAYLAND, MA, 01778-2122, UNITED STATES
31-1574887

« < 1 2 > »

Don't see the organization? [+ Add organization](#) [Back](#) [Go to my applications](#) [Select](#)

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7 Click "Manage applicants (1)" to add additional personnel as applicants.

ud Applications AL

NSP Core Services

Goal: To provide necessary support to developed CACs to ensure capacity to deliver core CAC services is maintained to meet demonstrated financial needs.

Applicant Information [Manage applicants \(1\)](#)

 NATIONAL CHILDRENS ALLIANCE INC
921 PENNSYLVANIA AVE SE SUITE 313, WASHINGTON, DC,
20003-2141, US
63-1044781 [Update organization](#)

 A L
dustunderourfeet@gmail.com

FORM QUESTIONS

Complete the required fields below.
Accepting applications until Aug 8, 2025 11:59 PM [Download](#)

Organization Information Pre Award Checklist Needs Statement Project Design & Implementa... Capabilities and Competenci... [More](#)

Is the CAC address for this application the same as the address listed in the Applicant Information above?*

The CAC address refers to the place of performance of the grant award.

8 Enter applicant email address. If not found, enter First and Last Name

blackbaud

Manage Applicants

Add Applicant
Add additional applicants to this application and select what permissions they have.

This applicant does not exist. Create an applicant below and assign permissions.

First Name*

Last Name*

Language*

☐ Is this person an employee of National Childrens Alliance?

[Clear](#) [Create](#)

APPLICANT	PERMISSIONS
A L dustunderourfeet@gmail.com	- Owner of application - Edit - Can add/edit and delete applicants - Receives application update emails

[Close](#)

The CAC address refers to the place of performance of the grant award.

9 Select preferred Language

blackbaud

Manage Applicants

Add Applicant
Add additional applicants to this application and select what permissions they have.

This applicant does not exist. Create an applicant below and assign permissions.

First Name*

Last Name*

Language*

☐ Is this person an employee of National Childrens Alliance?

[Clear](#) [Create](#)

APPLICANT	PERMISSIONS
A L dustunderourfeet@gmail.com	- Owner of application - Edit - Can add/edit and delete applicants - Receives application update emails

[Close](#)

The CAC address refers to the place of performance of the grant award.

[Saved](#)

10 Select "Is this person an employee of (your organization)?"

Add Applicant
Add additional applicants to this application and select what permissions they have.

maria.oter@nca-online.org

This applicant does not exist. Create an applicant below and assign permissions.

First Name* Maria Last Name* Oter

Language* English (American) x v

☐ Is this person an employee of National Children's Alliance?

Clear Create

APPLICANT	PERMISSIONS
A L dustunderourfeet@gmail.com	- Owner of application - Edit - Can add/edit and delete applicants - Receives application update emails

Close

The CAC address refers to the place of performance of the grant award.

+ Contacts

View Guidelines

Application Forms

- NSP Core Services
- Draft on May 23, 2025

Saved

11 Click "Create"

Add Applicant
Add additional applicants to this application and select what permissions they have.

maria.oter@nca-online.org

This applicant does not exist. Create an applicant below and assign permissions.

First Name* Maria Last Name* Oter

Language* English (American) x v

☒ Is this person an employee of National Children's Alliance?

Clear Create

APPLICANT	PERMISSIONS
A L dustunderourfeet@gmail.com	- Owner of application - Edit - Can add/edit and delete applicants - Receives application update emails

Close

The CAC address refers to the place of performance of the grant award.

+ Contacts

View Guidelines

Application Forms

- NSP Core Services
- Draft on May 23, 2025

Saved

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12 Click here.

The screenshot shows the 'Manage Applicants' modal. On the left is the 'Add Applicant' section with a search bar and 'Clear'/'Add' buttons. On the right is a table with two columns: 'APPLICANT' and 'PERMISSIONS'. The first row lists 'Maria Oter' with email 'maria.oter@nca-online.org'. A blue 'Change permissions' button with a pencil icon is next to her name, highlighted by an orange circle. The second row lists 'A L' with email 'dustunderourfeet@gmail.com' and a list of permissions: 'Owner of application', 'Edit - Can add/edit and delete applicants', and 'Receives application update emails'. A 'Close' button is at the bottom right.

APPLICANT	PERMISSIONS
Maria Oter maria.oter@nca-online.org	Change permissions
A L dustunderourfeet@gmail.com	- Owner of application - Edit - Can add/edit and delete applicants - Receives application update emails

13 Select permissions for this additional applicant

This screenshot shows the 'Manage Applicants' modal with a sub-modal titled 'Permissions for Maria Oter' open. The sub-modal contains three checkboxes: 'Can manage applicant', 'Receive email notifications for application status updates', and 'Current owner'. The 'Can manage applicant' checkbox is highlighted with an orange circle. 'Cancel' and 'Save' buttons are at the bottom of the sub-modal. The background modal remains visible, showing the 'Add Applicant' section and the table of applicants.

APPLICANT	PERMISSIONS
Maria Oter maria.oter@nca-online.org	Change permissions
A L dustunderourfeet@gmail.com	- Owner of application - Edit - Can add/edit and delete applicants - Receives application update emails

14

Make a selection on: "Is the C.A.C. address for this application the same as the address listed in the Applicant Information above?" Keeping in mind that the address must be the place of performance for the grant award. P.O. Boxes are not acceptable.

MO Maria Oter
maria.oter@nca-online.org

FORM QUESTIONS

Complete the required fields below.
Accepting applications until Aug 8, 2025 11:59 PM

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

Is the CAC address for this application the same as the address listed in the Applicant Information above?*

The CAC address refers to the place of performance of the grant award.

+ Contacts

Next Sign and s

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15

If "No" is selected: Complete the Organization Details section

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

Is the CAC address for this application the same as the address listed in the Applicant Information above?*

The CAC address refers to the place of performance of the grant award.

No

Organization Details

Organization Name*

Street Address*

The address entered must equal the place of performance of the grant award.

According to [Rural Health Information Hub](#), is your CAC eligible for the CMS-Rural Health Clinics (RHC) Program?*

City*

State*

Postal Code*

16 Expand the Contacts section and complete required fields.

cincinnati

State*
OH

Postal Code*
45202

Country*
United States

+ Contacts

Next Sign and save

Saved

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17 Click "Pre Award Checklist"

FORM QUESTIONS

Complete the required fields below.
Accepting applications until Aug 8, 2025 11:59 PM

Organization Information Pre Award Checklist Needs Statement Project Design & Implementation Capabilities and Competencies

Is the CAC address for this application the same as the address listed in the Applicant Information above?*

The CAC address refers to the place of performance of the grant award.

No

Organization Details

Organization Name*
Cosette Industries

Street Address*
The address entered must equal the place of performance of the grant award.
1254 Main St

City*
cincinnati

According to [Rural Health Information Hub](#), is your CAC eligible for the CMS - Rural Health Clinics (RHC) Program?*

No

18 Click on "Please indicate what type of audit the applicant has had performed"

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

Audit/General Information

Please indicate what type of audit the applicant has had performed*[?]

Date of Most Recent Single Audit or Audited Financial Statements [?]
Date should be fiscal year end and not date audit was conducted.

MM/DD/YYYY

On the most recent audit, what was the auditor's opinion?*

In the past three fiscal years, no "Materials Weakness" was disclosed.

Has the applicant organization been involved in any other financial or programmatic audits in the last three years?*[?]

If yes, please list the agencies that conducted the audit and when the audit was completed.

Has your organization managed Federal grants or cooperative agreements within the last 36 months?*

19 Make a selection from drop-down options

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

Audit/General Information

Please indicate what type of audit the applicant has had performed*[?]

Audited Financial Statements

None of the Above

Single Audit

On the most recent audit, what was the auditor's opinion?*

In the past three fiscal years, no "Materials Weakness" was disclosed.

Has the applicant organization been involved in any other financial or programmatic audits in the last three years?*[?]

If yes, please list the agencies that conducted the audit and when the audit was completed.

Has your organization managed Federal grants or cooperative agreements within the last 36 months?*

20

Select "Date of Most Recent Single Audit or Audited Financial Statements" if applicable.

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

Audit/General Information

Please indicate what type of audit the applicant has had performed*?

Single Audit

Date of Most Recent Single Audit or Audited Financial Statements ?
Date should be fiscal year end and not date audit was conducted.

MM/DD/YYYY

On the most recent audit, what was the auditor's opinion?*

In the past three fiscal years, no "Materials Weakness" was disclosed.

Has the applicant organization been involved in any other financial or programmatic audits in the last three years?*

If yes, please list the agencies that conducted the audit and when the audit was completed.

Has your organization managed Federal grants or cooperative agreements within the last 36 months?*

21

Click the "On the most recent audit, what was the auditor's opinion?"

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

Audit/General Information

Please indicate what type of audit the applicant has had performed*?

Single Audit

Date of Most Recent Single Audit or Audited Financial Statements ?
Date should be fiscal year end and not date audit was conducted.

04/30/2025

On the most recent audit, what was the auditor's opinion?*

In the past three fiscal years, no "Materials Weakness" was disclosed.

Has the applicant organization been involved in any other financial or programmatic audits in the last three years?*

If yes, please list the agencies that conducted the audit and when the audit was completed.

Has your organization managed Federal grants or cooperative agreements within the last 36 months?*

22 Make a selection from drop-down options

Please indicate what type of audit the applicant has had performed* 

Single Audit 

Date of Most Recent Single Audit or Audited Financial Statements 
Date should be fiscal year end and not date audit was conducted.

04/30/2025

On the most recent audit, what was the auditor's opinion?*

Disclaimer-Going Concern-Adverse Opinions

N/A: No audits as described above

Qualified Opinion

Unqualified Opinion

If yes, please list the agencies that conducted the audit and when the audit was completed.

Has your organization managed Federal grants or cooperative agreements within the last 36 months?*

Organization's Annual Budget*
If you are part of an umbrella organization, please specify the budget for your organization only.



23 Click the "In the past three fiscal years, no "Materials Weakness" was disclosed."

Audit/General Information

Please indicate what type of audit the applicant has had performed* 

Single Audit 

Date of Most Recent Single Audit or Audited Financial Statements 
Date should be fiscal year end and not date audit was conducted.

04/30/2025

On the most recent audit, what was the auditor's opinion?*

Unqualified Opinion 

In the past three fiscal years, no "Materials Weakness" was disclosed.

Has the applicant organization been involved in any other financial or programmatic audits in the last three years?* 

If yes, please list the agencies that conducted the audit and when the audit was completed.

Has your organization managed Federal grants or cooperative agreements within the last 36 months?*

Organization's Annual Budget*
If you are part of an umbrella organization, please specify the budget for your organization only.



24 Make a selection: True/False

Please indicate what type of audit the applicant has had performed.

Single Audit

Date of Most Recent Single Audit or Audited Financial Statements [?]
Date should be fiscal year end and not date audit was conducted.

04/30/2025

On the most recent audit, what was the auditor's opinion?*

Unqualified Opinion

In the past three fiscal years, no "Materials Weakness" was disclosed.

☐ False

☒ True

If yes, please list the agencies that conducted the audit and when the audit was completed.

Has your organization managed Federal grants or cooperative agreements within the last 36 months?*

Organization's Annual Budget*
If you are part of an umbrella organization, please specify the budget for your organization only.

[Saved](#)

25 Click the "Has the applicant organization been involved in any other financial or programmatic audits in the last three years?"

Single Audit

Date of Most Recent Single Audit or Audited Financial Statements [?]
Date should be fiscal year end and not date audit was conducted.

04/30/2025

On the most recent audit, what was the auditor's opinion?*

Unqualified Opinion

In the past three fiscal years, no "Materials Weakness" was disclosed.

☐ False

☒ True

Has the applicant organization been involved in any other financial or programmatic audits in the last three years?*

☐ No

☒ Yes

Has your organization managed Federal grants or cooperative agreements within the last 36 months?*

Organization's Annual Budget*
If you are part of an umbrella organization, please specify the budget for your organization only.

[Saved](#)

26 Make a selection: Yes/No

Single Audit

Date of Most Recent Single Audit or Audited Financial Statements ?
Date should be fiscal year end and not date audit was conducted.

04/30/2025

On the most recent audit, what was the auditor's opinion?*

Unqualified Opinion

In the past three fiscal years, no "Materials Weakness" was disclosed.

True

Has the applicant organization been involved in any other financial or programmatic audits in the last three years?*

No

Yes

Has your organization managed Federal grants or cooperative agreements within the last 36 months?*

Organization's Annual Budget*
If you are part of an umbrella organization, please specify the budget for your organization only.

Saved

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27 If applicable, enter information in "If yes, please list the agencies that conducted the audit and when the audit was completed."

04/30/2025

On the most recent audit, what was the auditor's opinion?*

Unqualified Opinion

In the past three fiscal years, no "Materials Weakness" was disclosed.

True

Has the applicant organization been involved in any other financial or programmatic audits in the last three years?*

No

If yes, please list the agencies that conducted the audit and when the audit was completed.

Has your organization managed Federal grants or cooperative agreements within the last 36 months?*

Organization's Annual Budget*
If you are part of an umbrella organization, please specify the budget for your organization only.

Saved

Recipients of Federal funds must maintain adequate accounting systems that meet the criteria outlined in 2 CFR §200.302. The resp
to this agreement are used to assist in the National Children's Alliance's (NCA) evaluation of your accounting system to ensure the
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28

Click the "Has your organization managed Federal grants or cooperative agreements within the last 36 months?"

04/30/2025

On the most recent audit, what was the auditor's opinion?*

Unqualified Opinion

In the past three fiscal years, no "Materials Weakness" was disclosed.

True

Has the applicant organization been involved in any other financial or programmatic audits in the last three years?*

No

If yes, please list the agencies that conducted the audit and when the audit was completed.

na

Has your organization managed federal grants or cooperative agreements within the last 36 months?*

Organization's Annual Budget*

If you are part of an umbrella organization, please specify the budget for your organization only.

na

Has your organization managed federal grants or cooperative agreements within the last 36 months?*

Organization's Annual Budget*

If you are part of an umbrella organization, please specify the budget for your organization only.

04/30/2025

On the most recent audit, what was the auditor's opinion?*

Unqualified Opinion

In the past three fiscal years, no "Materials Weakness" was disclosed.

True

Has the applicant organization been involved in any other financial or programmatic audits in the last three years?*

No

If yes, please list the agencies that conducted the audit and when the audit was completed.

na

Has your organization managed federal grants or cooperative agreements within the last 36 months?*

Organization's Annual Budget*

If you are part of an umbrella organization, please specify the budget for your organization only.

na

Has your organization managed federal grants or cooperative agreements within the last 36 months?*

Organization's Annual Budget*

If you are part of an umbrella organization, please specify the budget for your organization only.

04/30/2025

On the most recent audit, what was the auditor's opinion?*

Unqualified Opinion

In the past three fiscal years, no "Materials Weakness" was disclosed.

True

Has the applicant organization been involved in any other financial or programmatic audits in the last three years?*

No

If yes, please list the agencies that conducted the audit and when the audit was completed.

na

Has your organization managed federal grants or cooperative agreements within the last 36 months?*

Organization's Annual Budget*

If you are part of an umbrella organization, please specify the budget for your organization only.

na

Has your organization managed federal grants or cooperative agreements within the last 36 months?*

Organization's Annual Budget*

If you are part of an umbrella organization, please specify the budget for your organization only.

Recipients of Federal funds must maintain adequate accounting systems that meet the criteria outlined in 2 CFR §200.302. The response to this assessment are used to assist in the National Children's Alliance's (NCA) evaluation of your accounting system to ensure the

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29

Make a selection: Yes/No

04/30/2025

On the most recent audit, what was the auditor's opinion?*

Unqualified Opinion

In the past three fiscal years, no "Materials Weakness" was disclosed.

True

Has the applicant organization been involved in any other financial or programmatic audits in the last three years?*

No

If yes, please list the agencies that conducted the audit and when the audit was completed.

na

Has your organization managed Federal grants or cooperative agreements within the last 36 months?*

Organization's Annual Budget*

If you are part of an umbrella organization, please specify the budget for your organization only.

na

Has your organization managed Federal grants or cooperative agreements within the last 36 months?*

Organization's Annual Budget*

If you are part of an umbrella organization, please specify the budget for your organization only.

04/30/2025

On the most recent audit, what was the auditor's opinion?*

Unqualified Opinion

In the past three fiscal years, no "Materials Weakness" was disclosed.

True

Has the applicant organization been involved in any other financial or programmatic audits in the last three years?*

No

If yes, please list the agencies that conducted the audit and when the audit was completed.

na

Has your organization managed Federal grants or cooperative agreements within the last 36 months?*

Organization's Annual Budget*

If you are part of an umbrella organization, please specify the budget for your organization only.

na

Has your organization managed Federal grants or cooperative agreements within the last 36 months?*

Organization's Annual Budget*

If you are part of an umbrella organization, please specify the budget for your organization only.

Recipients of Federal funds must maintain adequate accounting systems that meet the criteria outlined in 2 CFR §200.302. The response to this assessment are used to assist in the National Children's Alliance's (NCA) evaluation of your accounting system to ensure the

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30 Enter your "Organization's Annual Budget" here

Has the applicant organization been involved in any other financial or programmatic audits in the last three years?*

No

If yes, please list the agencies that conducted the audit and when the audit was completed.

na

Has your organization managed Federal grants or cooperative agreements within the last 36 months?*

Yes

Organization's Annual Budget*

If you are part of an umbrella organization, please specify the budget for your organization only.

Recipients of Federal funds must maintain adequate accounting systems that meet the criteria outlined in 2 CFR §200.302. The responses to this assessment are used to assist in the National Children's Alliance's (NCA) evaluation of your accounting system to ensure the adequate, appropriate, and transparent use of Federal funds.

+ I certify that the following statements are true:

+ The following policies are board adopted/agency approved and currently in place and meet the requirements of 2 CFR 200 and/or the DOJ Financial Guide:

Saved

31 Expand the certifications section

Has your organization managed Federal grants or cooperative agreements within the last 36 months?*

Yes

Organization's Annual Budget*

If you are part of an umbrella organization, please specify the budget for your organization only.

1,000,000

Recipients of Federal funds must maintain adequate accounting systems that meet the criteria outlined in 2 CFR §200.302. The responses to this assessment are used to assist in the National Children's Alliance's (NCA) evaluation of your accounting system to ensure the adequate, appropriate, and transparent use of Federal funds.

Open

+ I certify that the following statements are true:

+ The following policies are board adopted/agency approved and currently in place and meet the requirements of 2 CFR 200 and/or the DOJ Financial Guide:

Previous

Next

Sign and submit

Saved

32 The applicant organization utilizes accounting software

Recipients of Federal funds must maintain adequate accounting systems that meet the criteria outlined in 2 CFR §200.302. The responses to this assessment are used to assist in the National Children's Alliance's (NCA) evaluation of your accounting system to ensure the adequate, appropriate, and transparent use of Federal funds.

– I certify that the following statements are true:

The applicant organization utilizes accounting software.*
Applicant will be able to provide the necessary reports and ledgers upon request.

The applicant organization's accounting system separately identifies receipt and expenditure of program funds for each grant.*
Expenses must be identified as expenses for the individual NCA grant award in the accounting system.

The applicant organization's accounting system provides control and accountability of federal funds.*
Including prevention of expenditures in excess of approved budget and in compliance with federal guidelines.

The financial management system is capable of producing a detailed activity ledger (GL) for each grant.*

The applicant has a system in place to track and accurately allocate employees actual time spent performing work for each federal award.*
Records are maintained for each employee that track actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award and maintain records to support actual time spent and specific allocation of charges associated with each employee.

33 The applicant organization's accounting system separately identifies receipt and expenditure of program funds for each grant.

Recipients of Federal funds must maintain adequate accounting systems that meet the criteria outlined in 2 CFR §200.302. The responses to this assessment are used to assist in the National Children's Alliance's (NCA) evaluation of your accounting system to ensure the adequate, appropriate, and transparent use of Federal funds.

– I certify that the following statements are true:

The applicant organization utilizes accounting software.*
Applicant will be able to provide the necessary reports and ledgers upon request.

True

The applicant organization's accounting system separately identifies receipt and expenditure of program funds for each grant.*
Expenses must be identified as expenses for the individual NCA grant award in the accounting system.

The applicant organization's accounting system provides control and accountability of federal funds.*
Including prevention of expenditures in excess of approved budget and in compliance with federal guidelines.

The financial management system is capable of producing a detailed activity ledger (GL) for each grant.*

The applicant has a system in place to track and accurately allocate employees actual time spent performing work for each federal award.*
Records are maintained for each employee that track actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award and maintain records to support actual time spent and specific allocation of charges associated with each employee.

34

The applicant organization's accounting system provides control and accountability of federal funds.



— I certify that the following statements are true:

The applicant organization utilizes accounting software.*
Applicant will be able to provide the necessary reports and ledgers upon request.

True

x

The applicant organization's accounting system separately identifies receipt and expenditure of program funds for each grant.*
Expenses must be identified as expenses for the individual NCA grant award in the accounting system.

True

x

The applicant organization's accounting system provides control and accountability of federal funds.*
Including prevention of expenditures in excess of approved budget and in compliance with federal guidelines.

True

The financial management system is capable of producing a detailed activity ledger (GL) for each grant.*

True

The applicant has a system in place to track and accurately allocate employees actual time spent performing work for each federal award.*
Records are maintained for each employee that track actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award and maintain records to support actual time spent and specific allocation of charges associated with each employee.

True

+ The following policies are board adopted/agency approved and currently in place and meet the requirements of 2 CFR 200 and/or the DOJ Financial Guide:

35

The financial management system is capable of producing a detailed activity ledger (GL) for each grant.



— I certify that the following statements are true:

The applicant organization utilizes accounting software.*
Applicant will be able to provide the necessary reports and ledgers upon request.

True

x

The applicant organization's accounting system separately identifies receipt and expenditure of program funds for each grant.*
Expenses must be identified as expenses for the individual NCA grant award in the accounting system.

True

x

The applicant organization's accounting system provides control and accountability of federal funds.*
Including prevention of expenditures in excess of approved budget and in compliance with federal guidelines.

True

x

The financial management system is capable of producing a detailed activity ledger (GL) for each grant.*

True

False

True

The applicant has a system in place to track and accurately allocate employees actual time spent performing work for each federal award.*
Records are maintained for each employee that track actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award and maintain records to support actual time spent and specific allocation of charges associated with each employee.

True

+ The following policies are board adopted/agency approved and currently in place and meet the requirements of 2 CFR 200 and/or the DOJ Financial Guide:

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36

The applicant has a system in place to track and accurately allocate employees actual time spent performing work for each federal award.

Expenditures must be determined as expenditures for the individual federal award in the accounting system.

True ✕

The applicant organization's accounting system provides control and accountability of federal funds.*
Including prevention of expenditures in excess of approved budget and in compliance with federal guidelines.

True ✕

The financial management system is capable of producing a detailed activity ledger (GL) for each grant.*

True ✕

The applicant has a system in place to track and accurately allocate employees actual time spent performing work for each federal award.*
Records are maintained for each employee that track actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award and maintain records to support actual time spent and specific allocation of charges associated with each employee.

False ✕

True ✕

+ The following policies are board adopted/agency approved and currently in place and meet the requirements of 2 CFR 200 and/or the DOJ Financial Guide:

Previous Next Sign and s

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37

Expand the policies in place section

including prevention of expenditures in excess of approved budget and in compliance with federal guidelines.

True ✕

The financial management system is capable of producing a detailed activity ledger (GL) for each grant.*

True ✕

The applicant has a system in place to track and accurately allocate employees actual time spent performing work for each federal award.*
Records are maintained for each employee that track actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award and maintain records to support actual time spent and specific allocation of charges associated with each employee.

True ✕

+ The following policies are board adopted/agency approved and currently in place and meet the requirements of 2 CFR 200 and/or the DOJ Financial Guide:

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38 Pay rates and benefits, time and attendance, and payment methods.

The applicant has a system in place to track and accurately allocate employees actual time spent performing work for each federal award.*
Records are maintained for each employee that track actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award and maintain records to support actual time spent and specific allocation of charges associated with each employee.

True

The following policies are board adopted/agency approved and currently in place and meet the requirements of 2 CFR 200 and/or the DOJ Financial Guide:

Pay rates and benefits, time and attendance, and payment methods.*

Management of equipment, supplies and property.*

Purchase/procurement of equipment, supplies, property, and services.*?

Checking the Excluded Parties List system for suspended or debarred consultants/contractors prior to obligation.*?

Record retention*

Travel Policies*

39 Management of equipment, supplies and property.

True

The following policies are board adopted/agency approved and currently in place and meet the requirements of 2 CFR 200 and/or the DOJ Financial Guide:

Pay rates and benefits, time and attendance, and payment methods.*

True

Management of equipment, supplies and property.*

True

Purchase/procurement of equipment, supplies, property, and services.*?

Checking the Excluded Parties List system for suspended or debarred consultants/contractors prior to obligation.*?

Record retention*

Travel Policies*

Separation of financial duties.*?

Saved

40 Purchase/procurement of equipment, supplies, property, and services.

● Saved

The following policies are board adopted/agency approved and currently in place and meet the requirements of 2 CFR 200 and/or the DOJ Financial Guide:

Pay rates and benefits, time and attendance, and payment methods.*
True

Management of equipment, supplies and property.*
True

Purchase/procurement of equipment, supplies, property, and services.*
False
True

Record retention*

Travel Policies*

Separation of financial duties*

41 Checking the Excluded Parties List

↶ Saving

The following policies are board adopted/agency approved and currently in place and meet the requirements of 2 CFR 200 and/or the DOJ Financial Guide:

Pay rates and benefits, time and attendance, and payment methods.*
True

Management of equipment, supplies and property.*
True

Purchase/procurement of equipment, supplies, property, and services.*
True

Checking the Excluded Parties List system for suspended or debarred consultants/contractors prior to obligation.*
False
True

Travel Policies*

Separation of financial duties*

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21

42 Record retention

True

Checking the Excluded Parties List system for suspended or debarred consultants/contractors prior to obligation.*

True

Record retention*

False

True

Separation of financial duties*

Appropriate background screening*

Please visit [Suitability for Individuals Interacting with Participating Minors](#) for more information.

Employee Eligibility Verification*

Please visit [Employment Eligibility Verification](#) for more information.

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43 Travel Policies

True

Checking the Excluded Parties List system for suspended or debarred consultants/contractors prior to obligation.*

True

Record retention*

True

Travel Policies*

Separation of financial duties*

Appropriate background screening*

Please visit [Suitability for Individuals Interacting with Participating Minors](#) for more information.

Employee Eligibility Verification*

Please visit [Employment Eligibility Verification](#) for more information.

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44 Separation of financial duties

True ×

Checking the Excluded Parties List system for suspended or debarred consultants/contractors prior to obligation.* ?

True ×

Record retention*

True ×

Travel Policies*

True ×

Separation of financial duties* ?

☐

Appropriate background screening*

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Employee Eligibility Verification*

Please visit [Employment Eligibility Verification](#) for more information.

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45 Appropriate background screening

True ×

Record retention*

True ×

Travel Policies*

True ×

Separation of financial duties* ?

True ×

Appropriate background screening*

Please visit [Suitability for Individuals Interacting with Participating Minors](#) for more information.

☐

False

True

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The remaining slides display ETS Specific Sections

46

In Project Questions Section respond to: "Please indicate which Focus you are applying under."

FORM QUESTIONS

Complete the required fields below.
Accepting applications until Jun 30, 2025 11:59 PM

Organization Information

Pre Award Checklist

Project Questions

Budget

Required Attachments

Description of Issue/Needs Statement

Please indicate which Focus you are applying under.*
Applicants are permitted to apply under more than one focus up to a total application of \$50,000.

Please describe the current CAC response/systems, why the CAC needs this equipment/technology, what it will be used for, and the timeline for completion/impl

Describe the impact that this project would have on improving the medical care/forensic interviewing/peer review/ victim advocacy/ mental health/ general opera
the anticipated caseload, if applicable.*

Saved

47

Respond to: "Please describe the current CAC response/systems, why the CAC needs this equipment/technology, what it will be used for, and the timeline for completion/implementation to determine the project period for award."

FORM QUESTIONS

Complete the required fields below.

Accepting applications until Jun 30, 2025 11:59 PM

Organization Information

Pre Award Checklist

Project Questions

Budget

Required Attachments

Description of Issue/Needs Statement

Please indicate which Focus you are applying under.*

Applicants are permitted to apply under more than one focus up to a total application of \$50,000.

Forensic Interview Equipment and HIPAA equipment

Please describe the current CAC response/systems, why the CAC needs this equipment/technology, what it will be used for, and the timeline for completion/imple

Describe the impact that this project would have on improving the medical care/forensic interviewing/peer review/ victim advocacy/ mental health/ general opera

the anticipated caseload, if applicable.*

Saved

48

Respond to: "Describe the impact that this project would have on improving the (focus area or areas) of the CAC. Please provide the number of children served and the anticipated caseload, if applicable."

Please indicate which Focus you are applying under.*

Applicants are permitted to apply under more than one focus up to a total application of \$50,000.

Forensic Interview Equipment and HIPAA equipment.

Please describe the current CAC response/systems, why the CAC needs this equipment/technology, what it will be used for, and the timeline for completion/implementation to determin

HIPAA Compliance and Tele-Forensic Interviews

Describe the impact that this project would have on improving the medical care/forensic interviewing/peer review/ victim advocacy/ mental health/ general operations of the CAC. Please

the anticipated caseload, if applicable.*

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Click "Next" to proceed to Budget section, which is limited to Equipment/Technology & Supplies

Focus you are applying under:
 d to apply under more than one focus up to a total application of \$50,000.

Equipment and HIPPA equipment.

urrent CAC response/systems, why the CAC needs this equipment/technology, what it will be used for, and the timeline for completion/implementation to determine the project period for award.*

and Tele-Forensic Interviews

hat this project would have on improving the medical care/forensic interviewing/peer review/ victim advocacy/ mental health/ general operations of the CAC. Please provide the number of children served and ad, if applicable.*

ccessibility|

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50

Enter requested amount in "Equipment/Technology" field.

Organization Information Pre Award Checklist Project Questions Budget Required Attachments

Budget

The applicant must include allowable costs in accordance with federal requirements and NCA guidelines. All proposed costs must occur within the grant period, are allowed for the proposed project. All requested expenditures must adhere to the latest edition of the DOJ Grants Financial Guide and 2 C.F.R Part 200.

Important: Please use ONLY numbers and decimal points.

***The cost of existing, ongoing or renewal software licenses/maintenance agreements is not an allowable cost. Only the cost associated with upgrades will be considered.

***Extended warranties that go beyond the grant year will not be approved ***

Equipment/Technology

\$

Supplies Amount

\$

Total Grant Amount Requested*

Must not exceed maximum allowable for the grant category.

\$ 0.00

Minimum or maximum not correct.

I certify that no grant funds will be used for Fundraising or Lobbying Activities.*

[Previous](#)

51 Enter requested amount in "Supplies Amount" field, if applicable.

Organization Information Pre Award Checklist Project Questions Budget Required Attachments

Budget

The applicant must include allowable costs in accordance with federal requirements and NCA guidelines. All proposed costs must occur within the grant period, are allowable for the proposed project. All requested expenditures must adhere to the latest edition of the DOJ Grants Financial Guide and 2 C.F.R. Part 200.
Important: Please use ONLY numbers and decimal points.
***The cost of existing, ongoing or renewal software licenses/maintenance agreements is not an allowable cost. Only the cost associated with upgrades will be considered.
***Extended warranties that go beyond the grant year will not be approved ***

Equipment/Technology
\$ 45,000

Supplies Amount
\$

Total Grant Amount Requested*
Must not exceed maximum allowable for the grant category.
\$ 45,000.00

I certify that no grant funds will be used for Fundraising or Lobbying Activities.*

Previous

52 Click the "I certify that no grant funds will be used for Fundraising or Lobbying Activities." field.

Important: Please use ONLY numbers and decimal points.
***The cost of existing, ongoing or renewal software licenses/maintenance agreements is not an allowable cost. Only the cost associated with upgrades will be considered.
***Extended warranties that go beyond the grant year will not be approved ***

Equipment/Technology
\$ 45,000.00

Supplies Amount
\$ 5,000

Total Grant Amount Requested*
Must not exceed maximum allowable for the grant category.
\$ 50,000.00

I certify that no grant funds will be used for Fundraising or Lobbying Activities.*

Previous

Saved

53 Click "Next" to proceed to Required Attachments section

ONLY numbers and decimal points.

ongoing or renewal software licenses/maintenance agreements is not an allowable cost. Only the cost associated with upgrades will be considered ***
that go beyond the grant year will not be approved.***

by

USD

USD

requested*

um allowable for the grant category.

USD

ids will be used for Fundraising or Lobbying Activities.*

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Next

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54 Upload Budget using NCA template here

te the required fields below.

ng applications until Jun 30, 2025 11:59 PM

Organization Information Pre Award Checklist Project Questions Budget **Required Attachments**

.OAD: Grant budget (using NCA provided template)*?

name should read: PROJECT BUDGET_ORG NAME

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

epted file types include: xls, xlsx

.OAD: Your most recently completed audit (including Management Letter, if applicable) ?

name should read: SINGLEAUDIT_ORG NAME

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

epted file types include: pdf

ers of Support

Member Multidisciplinary Teams (multidisciplinary teams in areas in which there are no existing CACs) or entities in the process of establishing a CAC must provide a Letter of Support from the State Chapter to document that the application is
rdinated and in compliance with the state Chapter growth and development plan

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Maximum file size: 29MB

epted file types include: pdf

55 Upload Single Audit as PDF here, if applicable

; applications until Jun 30, 2025 11:59 PM

ization Information Pre Award Checklist Project Questions Budget Required Attachments

AD: Grant budget (using NCA provided template)*
me should read: PROJECT BUDGET_ORG NAME


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Maximum file size: 29MB

ted file types include: xls,xlsx

AD: Your most recently completed audit (including Management Letter, if applicable)
me should read: SINGLEAUDIT_ORG NAME


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

ted file types include: pdf

rs of Support
Member Multidisciplinary Teams (multidisciplinary teams in areas in which there are no existing CACs) or entities in the process of establishing a CAC must provide a Letter of Support from the State Chapter to document that the application is
ated and in compliance with the state Chapter growth and development plan


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Maximum file size: 29MB

ted file types include: pdf

56 Upload letter(s) of support as PDF here, if applicable

D: Grant budget (using NCA provided template)*
ne should read: PROJECT BUDGET_ORG NAME


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

ed file types include: xls,xlsx

D: Your most recently completed audit (including Management Letter, if applicable)
ne should read: SINGLEAUDIT_ORG NAME


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ed file types include: pdf

of Support
Member Multidisciplinary Teams (multidisciplinary teams in areas in which there are no existing CACs) or entities in the process of establishing a CAC must provide a Letter of Support from the State Chapter to document that the application is
ated and in compliance with the state Chapter growth and development plan


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ed file types include: pdf

ous

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57 When ready, click "Sign and submit"

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File type: xls, xlsx

Recently completed audit (including Management Letter, if applicable) ⓘ
GLEAUDIT_ORG NAME

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

File type: pdf

Charity Teams (multidisciplinary teams in areas in which there are no existing CACs) or entities in the process of establishing a CAC must provide a Letter of Support from the State Chapter to document that the application is in compliance with the state Chapter growth and development plan

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