

**Ohio Children's Trust Fund – Northeast Region  
Regional Child Abuse and Child Neglect Prevention Council  
Opportunity for Funding  
Request for Grant Applications**

**I. INTRODUCTION**

As the coordinating entity of the Northeast Ohio Regional Prevention Council, Stark County Family Council issues this Request for Grant Applications (RFGA) to establish or expand primary and secondary prevention programs that address of child abuse and/or neglect in the eleven county area served by the Northeast Ohio Regional Prevention Council. These eleven counties include Ashland, Columbiana, Holmes, Lorain, Mahoning, Medina, Portage, Stark, Summit, Trumbull, and Wayne counties.

The Ohio Children's Trust Fund (OCTF) and the Northeast Ohio Regional Council (NEORPC) announce the availability of funds for support of programs addressing the primary and secondary prevention of child abuse and neglect, as authorized under Ohio Revised Code 5101:5-1-01. The OCTF Board has allocated \$3.8 million in state funding for SFY 2026 and \$3.8 million in state funding for SFY 2027 to support the implementation of regional prevention services across the state of Ohio. The total allocation for the Northeast Region anticipated for each fiscal year for both SFY 2026 and SFY 2027 is approximately \$639,996.00 annually across the region.

Funding amounts available are contingent on the final award received from OCTF for the region, and the number and quality of applications received. Projects will be supported for a period of 12 months beginning July 1, 2025 through June 30, 2026, with an opportunity for automatic renewal for an additional 12 months (July 1, 2026 through June 30, 2027) contingent on satisfactory performance and fiscal management.

**II. BACKGROUND AND PURPOSE**

The Ohio Children's Trust Fund (OCTF) was created by Ohio lawmakers in 1984 to prevent child abuse and neglect by investing in strong communities, healthy families, and safe children. As Ohio's sole public funding source dedicated to child abuse and neglect prevention, the OCTF funds eight regional prevention councils throughout the state, which in turn fund community based primary and secondary prevention efforts at the local level. Each Regional Prevention Council is composed of two county prevention specialists representing each county, appointed by Board of County Commissioners or by the OCTF Board for a term of at least two years. Supported by a Regional Coordinator, each Regional Prevention Council is responsible for assessing community needs and oversight of funding awarded within the region.

The Northeast Ohio Regional Prevention Council is committed to preventing child abuse and neglect at the regional level support for evidenced based prevention programs aimed at addressing identified community needs and strengthening protective factors for families. The Northeast Ohio Region comprises eleven counties, including the cities of Akron, Canton, Lorain, Warren, and Youngstown. The

region has a total population of 2.2 million with nearly 21% of the population being under the age of eighteen.

### **Overview of Protective Factors**

Research has demonstrated that the five protective factors described below reduce the incidence of child abuse and neglect by providing parents with the knowledge and skills to parent more effectively.

1. Parental Resilience - A family's ability to manage stress and function effectively when faced with challenges, adversity, and/or trauma.
2. Knowledge of parenting and child development - Parental understanding of child development and parenting strategies that support physical, cognitive, language, social, and emotional development of children.
3. Social connections - Positive relationships that provide families and caregivers with emotional, informational, instrumental and spiritual support.
4. Social and emotional competence of children - Family and child interactions that help children develop the ability to communicate clearly, recognize and regulate their emotions, and establish and maintain positive relationships.
5. Concrete supports in times of need - Access to concrete support and services that address a family's acute needs and help stabilize and minimize stress caused by challenges.

The five protective factors provide a framework of strengths and resources that families can draw upon in stressful and challenging situations to maintain stability and increase family resiliency.

Previous funding cycles utilized the Protective Factors Survey (PFS-2) as the chosen survey instrument for measuring these protective factors with families, along with the completion of a Parent Intake Form and Brief Childhood Abuse Potential Inventory (BCAPI). For SFY 2026 and SFY 2027, OCTF has taken a more comprehensive approach to measuring protective factors for families receiving child abuse and neglect prevention services to align with the statewide goals of the Ohio Department of Children & Youth (DCY). DCY was established by the Governor's Office in fall 2023 to focus on the efficient and effective delivery of services to Ohio's children and families, housing the state's child centered resources and programs within one central agency. A list of the new tools is provided below.

- OCTF Parent/ Caregiver Intake Form
- Parent Family Adjustment Scales (PAFAS) - for parent programs with 4+ sessions -
- Parent Experiences Survey (PES) - for parent programs with 1-3 sessions
- Upstream Social Interaction Risk Scale (USIRS) - for parent programs with a strong social connection focus

**Service providers receiving funding will be required to implement and report results from the OCTF Parent/ Caregiver Intake Form and required surveys for their selected program(s) on an ongoing basis.**

### **Overview of Regional Needs & Target Populations**

A comprehensive needs assessment for the region was conducted by Wright State University in 2021 with a variety of inputs, including feedback from service providers, parent/ caregiver surveys, and a

compilation and analysis of third party data. At that time, the primary factors affecting child well-being in the region were identified as poverty, food insecurity, mental health, trauma, and substance abuse. In fall 2024, a comprehensive data review was conducted for the region to examine changes in local trends and identify potential gaps related to risk factors for child abuse and neglect. While reports of child maltreatment have declined slightly across the region since 2021, child abuse and neglect risk was found to be more prevalent in areas of the region with higher rates of poverty, substance abuse, and family trauma. There continues to be a significant need for parenting education aimed at enhancing caregivers' knowledge of effective parenting strategies and child development, along with encouraging parental confidence, increasing family resilience and reducing parental stressors. Trends from regional focus groups over the last several years have also highlighted an increasing need for parent education and resources to assist families caring for children with complex multisystem needs.

Based on this information, the Northeast Regional Prevention Council has identified the region's target populations for secondary prevention strategies to include:

- Families living in poverty and/or experiencing homelessness
- Families coping with substance abuse and/or mental health challenges
- Single-parent households (both male and female lead)
- Families caring for children with complex multisystem needs (behavioral, physical, emotional, development, learning-centered)
- Households with young parents under the age of 20.

Primary prevention strategies are defined as universal activities or inventions provided to the public that are designed to prevent or reduce the prevalence of child abuse and/or neglect before signs can be observed. Secondary prevention strategies can be defined as targeted intervention provided to a specific population having higher risk factors for child abuse and neglect. These strategies are designed to intervene at the earliest warning signs of child abuse or neglect in a family, or when a child can be identified for being at risk for abuse or neglect. **Tertiary prevention strategies focused on intensive, individualized treatment with families with high risk factors or where child maltreatment has already occurred, are not appropriate and will not receive funding.**

### Approved Programs

The Northeast Ohio Regional Prevention Council is committed to funding high-quality parent education programming focusing on both primary and secondary prevention across the Northeast Region. The Council has strategically selected a list of approved programs grounded in evidence-based practice with proven effectiveness in enhancing protective factors for families and decreasing risk factors associated with child abuse and neglect. The list of selected programs below aims to address the needs of a wide range of families offering both group and individual strategies utilizing a combination of existing programs and expanded offerings. Applicants must choose at least one of these approved programs for their implementation. Services must be physically located within one or more of the following counties in the Northeast Region and provided to participants residing in one of these counties in order to receive reimbursement: Ashland, Columbiana, Holmes, Lorain, Mahoning, Medina, Portage, Stark, Summit, Trumbull, and/or Wayne counties.

- Triple P Level 2 - Selected Seminars



- Triple P Level 3 - Primary Care/ Primary Care Teen
- Triple P Level 3 - Discussion Groups/ Teen Discussion Groups
- Triple Level 4 - Group/ Teen Group
- Triple P Level 4 Standard/ Teen Standard
- Triple P Fear-Less
- Triple P Stepping Stones (Primary Care, Group, Standard)
- Parent Cafe
- First Five Years
- Active Parenting (4th Edition)
- Nurturing Parenting
- Parenting Wisely
- The Incredible Years - Preschool Parenting Program (Basic)
- The Incredible Years - School Aged Parenting Program (Basic)

The Northeast Regional Prevention Council is required to ensure equitable and fair distribution of services throughout the region. Therefore, proposals for services in more than one county are highly desirable. Only applications with one or more of the programs identified above will be considered.

### **III. ELIGIBILITY REQUIREMENTS**

In order to be eligible for funding, applicants must:

- Be located in the Northeast Ohio region and provide services to residents in one or more of the following counties: Ashland, Columbiana, Holmes, Lorain, Mahoning, Medina, Portage, Stark, Summit, Trumbull and/or Wayne counties
- Be a public or private non-profit or government agency providing community based services or programs to children and families in the region.
- Have an Employer Identification Number (EIN) and an identified fiscal agent.
- Be able to demonstrate ability to maintain quality fiscal controls and documentation for timely invoicing as required.
- Be capable of complying with all required state, federal and local laws, regulations and standards.
- Be able to demonstrate the ability to work with program participants to ensure completion of all required forms and provide timely entry of demographic information and surveys into the OCTF website as required.
- Be able to demonstrate capacity and establish community relationships to engage with targeted populations in the counties for proposed services.
- Must acknowledge OCTF as the funding source at events and on all printed materials related to funded program(s) and include the OCTF logo on all promotional materials.

Note: Any agency or organization with current representation on the Northeast Ohio Regional Prevention Council is ineligible to apply for funding. Agencies and organizations with previous representation on the Regional Council are only eligible to apply after one year has passed since the representative's term has ended.

#### IV. APPLICATION INSTRUCTIONS AND PROCESS

##### A. Timeline

- Monday, March 24, 2025: Release of Funding Opportunity and Grant Application
- Wednesday, April 2, 2025: Letter of Intent due date by 3:00pm via email.
- April 7, 8, & 9, 2025: Open Period Application Question & Answer Submission - Due by 3:00 pm on April 9. No other questions will be accepted after April 9.
- Monday, April 14, 2025: Answers to application questions will be released on the Stark County Family Council website at [www.starkfamilycouncil.org](http://www.starkfamilycouncil.org)
- Monday, April 28, 2025: Completed applications are due to Stark County Family Council via email only by 3:00pm. No late applications will be accepted.
- May 2025 - Application review process by Council committee.
- Monday, June 2, 2025: Regional Prevention Council Meeting to identify awardees.
- Friday, June 6, 2025: Awardees will receive selection; award letters will be sent to agencies via email.
- Monday, June 9, 2025: Earliest date to start contract negotiations.
- Tuesday, July 1, 2025: Services begin pending finalized contract.

All application materials should be submitted in PDF via email to [Jennifer.Brinkle@apps.sparcc.org](mailto:Jennifer.Brinkle@apps.sparcc.org) by their required deadline as outlined above. A confirmation of receipt will be provided.

**B. Letter of Intent (REQUIRED) - Due no later than Wednesday, April 2, 2025 by 3:00pm.**

**C. Question & Answer Session Period - April 7 - 9, 2025**

Applicants are invited to submit questions via email to [Jennifer.Brinkle@apps.sparcc.org](mailto:Jennifer.Brinkle@apps.sparcc.org) regarding the application during the Q&A period by 3:00 pm on April 9, 2025. All questions and answers will be compiled into a document that will be available to applicants on the Stark County Family Council website at [www.starkfamilycouncil.org](http://www.starkfamilycouncil.org) no later than Monday, April 14, 2025. No phone calls will be accepted.

**D. Application Preparation & Submission**

Completed applications should be saved and submitted as a single PDF document including all required components listed in the submission checklist and other supplemental materials (ie. letters of support, partnership support letters, job descriptions, surveys) to support your application, with the exception of the Letter of Intent. Application components in other formats will not be accepted. Please name the PDF using your agency name and date of submission. For example, the Ohio Children's Trust Fund would submit their application as *Ohio Children's Trust Fund 4.25.2025.pdf*.

**Letters of intent and completed applications sent by fax or mail will not be accepted.**

**Completed application packets are due via PDF as an email attachment not later than 3:00 pm on Monday, April 28, 2025 and should be submitted to [Jennifer.Brinkle@apps.sparcc.org](mailto:Jennifer.Brinkle@apps.sparcc.org).**

**A complete application packet is defined as the following:**

- Letter of Intent - submitted by April 2, 2025
- Organizational Cover Sheet (with signatures)
- Completed Narrative and Workplan (Attachment A)
- Completed Budget Forms for each fiscal year (Attachment B)
- Revenue/ Expense Statement
- Table of Organization for the proposed service(s)/program(s) with names and titles
- Copies of Job Descriptions for Key Personnel
- Relevant Agency/ Individual Licensing Credentials (ex. Triple P Certification, Nurturing Parenting Certification)
- Two Letters of Support from each county you are proposing to serve (Required)
- Letters of support from partner organizations (if applicable)
- Additional Evaluation Tools (if applicable)

**E. Budget Form (Attachment B)**

Applicants must submit a complete Program Budget form (Attachment B) as part of their application packet and must specify the amount that they are requesting. No match funds or in-kind contributions are required. All proposed expenditures must directly relate to the delivery of primary and/or secondary prevention programs with the community and be in alignment with approved programs outlined in this application packet. For definitions of what are allowable and unallowable expenditures as required by OCTF, please refer to Attachment C: Allowable and Unallowable Expenditures.

Subject to all applicable approvals, the grant period for SFY 2026 will begin on July 1, 2025 through June 30, 2026, with the opportunity for an automatic renewal for SFY 2027 from July 1, 2026 to June 30, 2027. Annual renewals are contingent upon availability of funding, satisfactory performance and the continued need for services described herein, and all required approvals from OCTF/DCY.

Please note that service agreements (as known as contracts) are for **reimbursement** of actual expenses incurred in the delivery of approved services. Funds will be paid to each awarded applicant upon submission of regular invoices as designated by OCTF. This is a **reimbursement-based** grant opportunity dependent on completion of approved activities and submission of invoices with supporting documentation as defined by OCTF requirements.

**V. APPLICATION REVIEW PROCESS & NOTIFICATION OF AWARDS**

Applications will undergo an initial review by the Regional Coordinator to ensure completeness. Any application that is not complete will not receive consideration by the Council review committee.

Each application will be reviewed and scored by a review committee made up of Regional Prevention Council representatives and county prevention specialists. Applications will be scored and assessed based upon clarity, completeness of requested information, and the applicant's capacity to implement

the components of a successful program. Please note that application consideration and/ or approval is subject to availability of funds.

During the review period, the Regional Coordinator may contact applicants for clarification of items in their application packet or to seek additional information for the review process. Applicants should ensure that a contact person is clearly identified for these inquiries.

The review committee will make final recommendations to be considered for approval by the Northeast Ohio Regional Prevention Council in early June. Final selections for approval of awardees and funding allocation will be made by the Council.

**The Northeast Ohio Regional Prevention Council reserves the right to make final decisions on each application and they may apply additional criteria to their review. In addition, the Council will only consider applications that propose programming that is relevant to the current needs of the Ohio Children's Trust Fund and the Northeast Region.**

#### **VI. SELECTION OF AWARDS**

The Regional Coordinator will notify applicants of the Council's final decision on their application for funding as outlined in the timeline above. Applicants who are approved for funding will then enter into a Service Agreement with Stark County Family Council, who serves as the Coordinating Entity, detailing specific deliverables and budgets surrounding approved programming. Stark County Family Council reserves the right to negotiate the award amount, authorize budget items, and specify programmatic goals prior to issuing a contract for services.

The Northeast Ohio Regional Prevention Council is under no obligation to award any funds for programs and may cancel or postpone this selection process at any time if for any reason the Council decides not to proceed. The awarding of this funding is contingent upon the availability of funds to/from the Ohio Children's Trust Fund and certification of funds under Ohio Revised Code 126.07.



**Application Cover Sheet  
Northeast Regional Prevention Council Request for Grant Applications**

Applicant Organization: \_\_\_\_\_

Employer Identification Number (EIN): \_\_\_\_\_

Authorizing Official (Name/Title): \_\_\_\_\_

Agency Type (indicate only one):       Governmental entity       Not-for-Profit (501(c)(3))

Contact Person: \_\_\_\_\_

Contact Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Website Address (if applicable): \_\_\_\_\_

Proposed Counties for Implementation: (please check all that apply)

- Ashland     Columbiana     Holmes     Lorain     Mahoning     Medina  
 Portage     Stark     Summit     Trumbull     Wayne

Total Amount Requested      SFY 2026      \$ \_\_\_\_\_      SFY 2027 \$ \_\_\_\_\_

Total Estimated Number of Participants Per Year:      \_\_\_\_\_      \_\_\_\_\_

Has the agency previously received funding from the Ohio Children's Trust Fund (OCTF)?

- Yes       No      If Yes, latest year of funding: \_\_\_\_\_

I hereby certify that the application packet I have submitted to the Northeast Ohio Regional Prevention Council, the Ohio Children's Trust Fund is complete and accurate.

\_\_\_\_\_  
Signature of CEO/ Authorizing Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Program Contact

\_\_\_\_\_  
Date



**Northeast Region Application Submission Checklist**

A list of all required application materials is provided below. Applications missing any of these elements will be considered incomplete and will not be reviewed.

- Letter of Intent (Due April 2, 2025)
- Proposal Cover Sheet signed by authorized officials
- Completed Application Narrative and Workplan (Attachment A)
- Completed Budget Forms for SFY 2026 & SFY 2027 (Attachment B)
- Revenue/ Expense Statement
- Table of Organization for the Proposed Service(s)/ Program(s) with names and titles
- Job Description of Key Personnel
- Agency/ Individual Licensing Credentials
- Two Letters of Support from each county you are proposing to serve (required of all applicants)
- Additional Letters of Support for Partner Organizations (if applicable)

Any agency/ organization failing to submit a completed application by 3:00 pm on Monday, April 28, 2025 will not be considered.

**Applicant Background & Narrative Criteria  
(ATTACHMENT A)**

**I. Applicant Background**

Please provide a detailed description of the organization's work addressing the following three (3) components.

1. In 500 - 700 words, please provide a description of your organization's qualifications, history and experience serving families and children. Please include specific examples of the types of services or programs provided to families and/or professionals, such as parent education classes or capacity building strategies for service providers.
  
2. In 300 to 400 words, please describe your agency's policies and process for completing background checks (BCI and/or FBI) for those employees or contractors providing services directly to children and families as part of your proposed programming, including a statement verifying that background checks have been completed for those professionals who will be delivering services.
  
3. In 500 to 700 words, provide a detailed description of one or more completed projects (in the past three years) that demonstrate your organization's experience in implementing a child abuse and neglect prevention program (or similar program) for families. The example(s) used in your response should address the following:
  - Ability to serve families with varied needs and backgrounds.
  - Delivery of primary and secondary prevention strategies related to child abuse and neglect (or similar program).
  - Experience in conducting program evaluation including the type of evaluation conducted, the methodologies utilized, and how the results were utilized to inform program improvement.

**II. Program Narrative**

The program narrative must include the following elements to support the proposed program(s).

4. Program Summary: (400-500 words)  
Identify the specific program(s) that you are planning to implement with the funding. Provide a brief summary of your selected program(s) from the approved list and include which county/ies you are proposing to serve in your implementation. Please include whether this program is new or whether you are seeking funding to sustain the operations of an existing program. Describe how your agency plans to implement your proposed program(s), discussing adherence to

fidelity, delivery recommendations from the developer (i.e. group, individual, home based, virtual, etc.), and expected adaptations to meet the needs of your target population(s).

5. Alignment with Primary/ Secondary Prevention: (200-300 words)

Please explain how your proposed program(s) align(s) with Ohio's definition of primary and/or secondary prevention programs for child abuse and neglect. Definitions of primary and secondary prevention strategies can be found in the Background & Purpose Section of this application.

6. Geographic Coverage and Impact: (200-300 words)

Please describe how the proposed program(s) will address existing needs or gaps identified in the county/ies that the program(s) will serve.

7. Target Population(s): (300 to 500 words)

Describe the intended target population(s) for your proposed program(s). Use demographic information and other characteristics to describe why you have chosen your intended participants and their risk factors for child abuse and neglect. Include the number of adults that you anticipate will participate in each of your program(s) by county and total using the provided example below.

Program Name	County	Proposed # of Participants
Ex. Triple P L3 Discussion Groups	Medina County	20
	Lorain County	25
Ex. Active Parenting	Trumbull County	45

8. Program Activities, Objectives and Intended Outcomes: (not to exceed 2000 words; may include tables and charts if needed)

Please describe the goals, proposed activities and intended outcomes of your proposed program(s) with their intended populations, including a work plan and discussion addressing the following:

- Identification of major activities
- Necessary training/hiring of personnel
- Responsible persons
- Anticipated start dates
- Implementation timeline/schedule
- Outreach methods to be used (by county)

- Program sustainability
- Process evaluation/ quality improvement process

9. Program Evaluation and Monitoring: (not to exceed 800 words)

Identify your intended program(s) outcomes and objectives and describe how you plan to evaluate your program(s). Describe your intended process for implementing and monitoring of selected data collection tools for each program, describing how you will implement within your intended setting(s) and adhere to timely reporting through OCTF's website. Upon selection and award, the OCTF plans to convene webinars to ensure that service providers are aware of the assessment tools to utilize and the data entry procedures.

If you are planning to incorporate additional evaluation measures, please clearly identify your indicators for risk reduction, intended measurement tools, and outcomes as related to demonstrating program success. Describe how you will collect baseline data and outcome data. Please provide a copy of your tool(s) with your application along with any evidence supporting the validation of these tools for your target population.

10. Staff and Organizational Capacity: (300-400 words)

Please discuss how your current organizational structure and staff capacity would support the proposed program(s) for successful implementation. Please include the following (200-300 words):

- a. Key Staff Description: Please describe the specific roles and qualifications of key staff positions who will operate and/or provide direct oversight of the program(s), including facilitation and direct service to program participants. Please attach a job description and/or training requirements for all positions identified

11. Project Partners: If your selected program(s) require(s) partnership for implementation, please provide a letter of support from each relevant partner. Please provide a list below of program partners (if applicable) and attach your letters of support to this application.

12. Anticipated Challenges: (200-300 words)

Discuss any anticipated challenges during program implementation or start up and how you plan to overcome these challenges.

13. Supplanting Attestation: Provide a written statement verifying that, if awarded, this funding will not supplant other current state and local public funds provided by the Northeast Ohio Regional Prevention Council.

<b>SFY 2026 Budget</b>		<b>Attachment B</b>	
<b>Name of Organization</b>		<b>County or Counties / Region</b>	
<b>Director/President</b>		<b>Email</b>	<b>Phone</b>
<b>Contact Person</b>		<b>Email</b>	<b>Phone</b>
<b>Total Amount Requested</b>		<b>Funding Period Start Date</b> July 1, 2025	<b>Funding Period End Date</b> June 30, 2026
<b>Program(s) to be Provided:</b>			
<b>Expenditures Description-Please list detailed expenditures for each budget category.</b>			
<b>Personnel Services</b>			
Personnel costs for each of the people whose time is spent working directly with the service/program should be listed here; include fulltime and part-time staff, consultants and trainers. Please list fulltime equivalency (FTE) units for each position (i.e. 1 FTE=40 hours). If staff will require training, please include these costs in your explanation separately.			
Explanation:			Total Amount Requested
<b>Service/Program Materials and Supplies</b>			
Includes costs of any program related materials or supplies such as curriculums, printing of brochures, training materials, books, videotapes, etc. Transportation assistance (i.e. gas cards or bus passes) for program participants and/or child care expenses may be included in this category. Other items can include but not limited to postage, office supplies, food for group programming, promotional printing/advertising, etc. Please note that if the proposal includes the purchase of any educational toys or materials, they must be <i>directly related</i> to carrying out the program or delivering the service. Please provide the estimated number of materials to be purchased, along with the unit cost of each item.			
Explanation:			Total Amount Requested
<b>Travel</b>			
Includes any associated travel costs which are relevant to the service being proposed. Reimbursement for travel-related costs may not exceed the rate limits identified on the Allowable/Unallowable Expenditures Guidance document. The current reimbursement rate is 50 cents per mile.			
Explanation:			Total Amount Requested

<b>Other</b>	
Provide a description of indirect costs or administrative fees, which are <b>capped at 15%</b> . Provide any other expenses that are not personnel, service/program materials and supplies, or travel with a description of each expense. Expenses such as rent, utilities, phones, etc.	
Explanation:	Total Amount Requested
<b>Budget Summary</b>	
Please list the total amount requested from each category above.	
	Total Amount Requested
1. Personnel Services	
2. Service/Program Materials and Supplies	
3. Travel	
4. Other	
<b>Total Budget</b>	

Important information about the budget:

- Please review the Allowable and Unallowable Expenses (Attachment C).
- Grocery Store Gift Card Incentives to promote family/parent engagement are only allowed at \$10 per session, per participant.
- Gas cards are no longer permitted for incentives per OCTF.
- There is a 5% cap on food and beverage purchased for use during group parent education sessions.
- Please calculate mileage reimbursement at the current rate of 50 cents per mile. Awardees will be notified of any future changes to the mileage rate and adjustments.
- If you have staff who will need training for new programming or expect that you will need to have additional staff trained for implementation of your proposed program(s), please plan to build this costs into your budget for Personnel.

<b>SFY 2027 Budget</b>		<b>Attachment B</b>	
<b>Name of Organization</b>		<b>County or Counties / Region</b>	
<b>Director/President</b>		<b>Email</b>	<b>Phone</b>
<b>Contact Person</b>		<b>Email</b>	<b>Phone</b>
<b>Total Amount Requested</b>		<b>Funding Period Start Date</b> July 1, 2026	<b>Funding Period End Date</b> June 30, 2027
<b>Program(s) to be Provided:</b>			
<b>Expenditures Description-Please list detailed expenditures for each budget category.</b>			
<b>Personnel Services</b>			
Personnel costs for each of the people whose time is spent working directly with the service/program should be listed here; include fulltime and part-time staff, consultants and trainers. Please list fulltime equivalency (FTE) units for each position (i.e. 1 FTE=40 hours). If staff will require training, please include these costs in your explanation separately.			
Explanation:			Total Amount Requested
<b>Service/Program Materials and Supplies</b>			
Includes costs of any program related materials or supplies such as curriculums, printing of brochures, training materials, books, videotapes, etc. Transportation assistance (i.e. gas cards or bus passes) for program participants and/or child care expenses may be included in this category. Other items can include but not limited to postage, office supplies, food for group programming, promotional printing/advertising, etc. Please note that if the proposal includes the purchase of any educational toys, they must be <i>directly related</i> to carrying out the program or delivering the service. Please provide the estimated number of material to be purchased, along with the unit cost of each item.			
Explanation:			Total Amount Requested
<b>Travel</b>			
Includes any associated travel costs which are relevant to the service being proposed. Reimbursement for travel-related costs may not exceed the rate limits identified on the Allowable/Unallowable Expenditures Guidance document. The current reimbursement rate is 50 cents per mile.			
Explanation:			Total Amount Requested



<b>Other</b>	
Provide a description of indirect costs or administrative fees, which are <b>capped at 15%</b> . Provide any other expenses that are not personnel, service/program materials and supplies, or travel with a description of each expense. Expenses such as rent, utilities, phones, etc.	
Explanation:	Total Amount Requested
<b>Budget Summary</b>	
Please list the total amount requested from each category above.	
	Total Amount Requested
1. Personnel Services	
2. Service/Program Materials and Supplies	
3. Travel	
4. Other	
<b>Total Budget</b>	

Important information about the budget:

- Please review the Allowable and Unallowable Expenses (Attachment C).
- Grocery Store Gift Card Incentives to promote family/parent engagement are only allowed at \$10 per session, per participant.
- Gas cards are no longer permitted for incentives per OCTF.
- There is a 5% cap on food and beverage purchased for use during group parent education sessions.
- Please calculate mileage reimbursement at the current rate of 50 cents per mile. Awardees will be notified of any future changes to the mileage rate and adjustments.
- If you have staff who will need training for new programming or expect you will need to have additional staff trained for implementation of your proposed program(s), please plan to build these costs into your budget.



**Department of  
Children & Youth**

Ohio Children's Trust Fund



## **ATTACHMENT C**

**Ohio Children's Trust Fund**

**Allowable and Unallowable Expenditures Lists**



## Ohio Children's Trust Fund Allowable & Unallowable Expenditures Guidelines

### Part I: Allowable Expenditures List

**Purpose:** The following list is to be used as a guideline for acceptable purchases and expenditures. Please note that the list does not include every purchase(s) or expenditure(s) that is allowable with Ohio Children's Trust Fund grant dollars. If you have a question about an expense not on this list, please reach out to the Ohio Children's Trust fund for clarification by emailing [OCTFGrants@jfs.ohio.gov](mailto:OCTFGrants@jfs.ohio.gov).

In addition, the following requirements must be met for all purchase(s) and expenditure(s):

- 1) All costs must be incurred during the state fiscal year.
- 2) All expenditures must *directly* relate to the service of conducting primary and/or secondary child abuse and neglect prevention strategies within the community.

**Consultation Services:** This includes any individual conducting contract work on the service provider's behalf and may include, but is not limited to the following:

- ❖ Trainers
- ❖ Speakers
- ❖ Computer Technicians
- ❖ Therapists
- ❖ Interviewers
- ❖ Nurses

**Food and Beverages:** The purchase of food and beverages is only permitted for the purpose of supporting family/parent engagement at events that relate directly to a program or strategy. Examples of events that may provide food and/or beverages:

- ❖ Parenting Classes
- ❖ Training Events for Parents, Children, or Families
- ❖ Parent Focus Groups

**Please Note:** Food and Beverages are not an allowable expense for staff or professional trainings or events.

The total amount of expenditures for this category cannot exceed 5% of the total costs to provide services.

**Incentives to Promote Family/Parent Engagement:** This includes small incentives and/or rewards to support and encourage parents, families, and children to participate in a service, training, or event. Incentives are allowed up to \$10 per session, per participant. Incentives are not stipends and these funding limits do not apply to parent stipends. Examples of incentives:

- ❖ Grocery Store Gift Cards
- ❖ Other – Must be pre-approved by OCTF Program Manager

**Lodging and Travel:** This includes expenditures for service providers, staff, and consultants to travel to work-related meetings, trainings and events.



Department of  
Children & Youth

Ohio Children's Trust Fund

- ❖ Hotel and Lodging – Up to maximum reimbursable rate plus applicable taxes per [GSA rate](#)
- ❖ Per Diem – Up to maximum reimbursable rate per [GSA rates](#)
- ❖ Mileage – Up to maximum reimbursable rate per [State of Ohio Office of Budget and Management](#)
- ❖ Other – Airfare, railway fare, bus fare, rental cars, etc. if pre-approved by OCTF Program Manager

**Personnel Costs:** This includes salary and fringe benefits for staff, consultants, contractors, service providers, etc.

**Printing Costs:** This includes costs associated with printing materials for training, promotion, outreach, or other OCTF – related functions.

**Training Related Expenses:** This includes any costs associated with holding a training event. Examples may include, but are not limited to the following:

- ❖ Registration Fees
- ❖ Rental Fees for Conference Rooms, Meeting Space, State Offices
- ❖ Equipment Rental
- ❖ Other - Must be pre-approved by OCTF Program Manager

**Supplies/Equipment:** This includes any reasonable expenses for supplies and/or equipment necessary to conduct OCTF – related functions. Examples of allowable purchases include:

- ❖ General office supplies and equipment
- ❖ Computer Equipment
  - While purchasing and leasing equipment are both allowable, requests to purchase or lease equipment must be the most economical choice and be pre-approved by OCTF program manager.
- ❖ Computer Software
  - For computers located at/operated by service provider
- ❖ Furniture or Materials
  - i.e. Desks, chairs, tables, cabinets, etc.
  - Must be pre-approved by OCTF program manager.

**Other Costs/Miscellaneous:**

- ❖ Transportation Assistance
  - i.e. Gas cards, bus/taxi vouchers, etc.
- ❖ Childcare
- ❖ Parent Stipends (pre-approval is required; where intent is to support services such as parents participating in a focus group, providing engagement/recruitment services, attending/participating in meetings and work of the grantee.)
- ❖ Postage Costs
- ❖ Publications and Periodicals (i.e. journals, advocacy related, managerial)
- ❖ Publicity and Promotional Items (i.e. brochures, signs, ads, etc.)

**Indirect Costs:** The maximum indirect rate for OCTF cannot exceed 15% of direct program and/or project costs, unless subject to the federally limited amount of 10% for certain funding sources.



### **Part II: Unallowable Expenditures List**

**Purpose:** The following list is to be used as a guideline for unacceptable purchases and expenditures. Please note that the list does not include every unallowable purchase(s) or expenditure(s). Any expenditure that is not directly related to the delivery of a primary and/or secondary child abuse and neglect prevention strategy within the community is not reimbursable with Trust Fund dollars. If you have a question about an expense not on this list, please reach out to the Ohio Children's Trust fund for clarification by emailing [OCTFGrants@jfs.ohio.gov](mailto:OCTFGrants@jfs.ohio.gov).

**Lodging and Travel:** The following expenses related to lodging and travel are not reimbursable.

- ❖ Recreational trips during a conference (i.e. from training center to mall or restaurant)
- ❖ Cancellation fees or ticket exchange fees
- ❖ Hotel/Lodging Incidentals (i.e. telephone, internet, laundry, movies, etc.)

**Personnel:** The following personnel expenses are not reimbursable.

- ❖ Dual compensation of salaried employees
- ❖ Stipends for time attending training\*
- ❖ Bonuses or incentives
- ❖ Salary for employees or consultants for time spent lobbying or fundraising

**Training:** The following training-related expenses not reimbursable.

- ❖ Cancellation or attrition fees

**Rent/Utilities:** The following rent/utility related expenses not reimbursable.

- ❖ Late fees
- ❖ Indirect costs
- ❖ Administrative fees

**Other:** Below is a list of additional unallowable expenses.

- ❖ Any activity related to lobbying or fundraising
  - i.e. payments to finance related or complementary project activities
- ❖ Land acquisition
- ❖ Corporate formation fees and non-profit incorporation fees
- ❖ New construction and/or routine renovations
- ❖ Remodeling
- ❖ Mortgages and/or capital campaigns
- ❖ Vehicle purchases
- ❖ Refrigerators (unless used for medical purposes or pre-approved by OCTF Program Manager)
- ❖ Websites
  - i.e. to develop a website to accompany a program, or to maintain/enhance an organization's current website

\*This does not apply to stipends provided to parents for services (i.e. focus group participation, council engagement, etc.)