



New Jersey Judiciary Children in Court Improvement Subgrant Proposal Application

Introduction

The purpose of the New Jersey Court Improvement Program (CIP) is to promote: (1) the continuous quality improvement of court proceedings in child welfare matters and (2) collaboration between the New Jersey Judiciary and the New Jersey Department of Children and Families to improve child welfare outcomes. The CIP supports the safety, well-being, and permanency of children in the child welfare system through: improving the quality of legal representation; enhancing the quality of court hearings; strengthening families; giving families a voice to prevent the removal of children from their homes; and promoting racial equity in the child welfare system. The CIP accepts proposals from the New Jersey child welfare community to assist with improving the system.

Instructions

Complete the proposal cover sheet (*Appendix A: Proposal Cover Sheet*) and the information in this package, including a Budget Worksheet for your proposal (described in Section 4: Financial Viability CN 11299).

Submit your completed package to the FamilyCIPGrants Mailbox at FamilyCIPGrants.Mailbox@njcourts.gov.

1. Detailed Program Description

- a. Identify a need for this program, supported by statistical or empirical evidence.
- b. Describe the activities your program provides to meet the identified needs and why your organization is focused on this solution. Include any empirical support, if available.
- c. Describe the population this program will serve, how the program will be implemented, and where the program will be located.
- d. Provide program goals and/or objectives, reflecting the need your program intends to address. These goals should align with your expected outcomes in section 3: Data Analysis Plan & Evaluation.
 - i. If you are comparing two groups statistically, include your study design and baseline data for each group.
- e. Describe how you will evaluate your program as it progresses. For example, how will you make sure that staff and participants are following protocol? How will your program adapt to necessary changes? How will you determine what changes are necessary? How will your program address feedback from staff and participants? If this is not applicable to your program, explain why.

- f. Describe how you will measure participant and community satisfaction with the program.

2. Proposal Relevance to Court Improvement Objectives

- a. Describe the proposal's relevance to CIP objectives and how it supports one or more of the following:
 - i. Improving the safety, permanency, and well-being of children placed in a resource home (previously known as foster care);
 - ii. Improving the quality of legal representation for parents and/or children;
 - iii. Enhancing the quality of court hearings;
 - iv. Focusing on strengthening families or improving kinship placement efforts through a prevention-based program; and/or
 - v. Utilizing a new or innovative approach or idea not already in widespread use in New Jersey's child welfare system.
- b. Describe how this program will directly or indirectly impact minority populations that are underserved by or over-represented in the New Jersey child welfare system. Write a statement certifying that this program will not further contribute to racial disparities in the New Jersey child welfare system. If unable to provide this statement, explain why in 1-2 sentences.

3. Data Analysis Plan & Evaluation

- a. Provide clear definitions of the program's services. For example, if a program provides outreach to families, describe what happens during a typical visit.
- b. Describe how the program's services connect to the intended outcomes. Using the previous example: What happens during an outreach visit that impacts the well-being of the family?
- c. Describe how you measure the impact of the service on the outcome. What measurement are you using to determine success?
- d. Describe the tools you are using to measure outcomes. This might include surveys, randomized SMS text questions to clients, or observational tools. Provide a copy of the tools used.
 - i. If you are comparing two groups statistically, include your study design and baseline data for each group.
- e. Describe how you will evaluate your program as it progresses. For example, how will you make sure that staff and participants are following protocol? How will your program adapt to necessary changes? How will you determine what changes are

necessary? How will your program address feedback from staff and participants? If this is not applicable to your program, explain why.

- f. Describe how you will measure participant and community satisfaction with the program.

4. Financial Viability

- a. Include all expenses the program requires for adequate funding to achieve its purpose.
- b. Provide a justification for expenses and how those items reflect the services to be provided.
- c. Describe how the budget is realistic in the confines of the grant award range indicated in this application.
- d. Describe how this program will continue beyond CIP grant funding or how the program intends to secure financial sustainability.
- e. Include a completed Budget Worksheet outlining all program expenses.

5. Sustainability

- a. Describe how the current program is supported by existing legislation, policies and practices in New Jersey's child welfare system or your agency.

Other information

Applicants can request feedback on a proposal before its final submission.

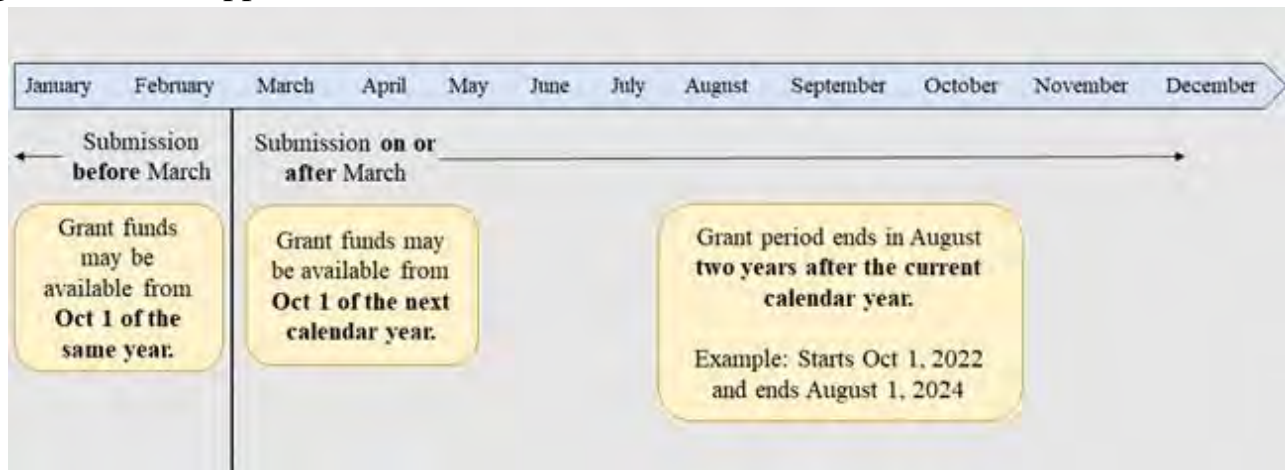
Proposals will be reviewed for completeness and relevance to the CIP objectives identified above. Complete and relevant proposals will be submitted to the Children in Court Improvement Committee (CICIC) for consideration. The CICIC is a multidisciplinary task force that makes recommendations to the Administrative Director of the Courts on spending federal CIP funds for the improvement of New Jersey's child welfare system. The CICIC may invite an applicant to present a proposal and answer questions.

If the CICIC endorses a proposal, recommendations will be made to the Administrative Director of the Courts who approves projects to be submitted to the federal Administration for Children and Families (ACF) for funding. ACF is the federal agency responsible for the distribution of funds to the CIPs nationally and makes the final decision on funding proposals submitted by CIPs.

Grant proposals submitted before March of a calendar year are likely to be reviewed and, if approved by the Administrative Director of the Courts, submitted to ACF for the grant period that begins on October 1 of the same calendar year. That grant period would end in August two years after the current calendar year. If a grant proposal is submitted in or after March, then it may be considered for funding beginning in October of the following calendar year (see Figure 1: Grant Application Timeline). These timelines are provided as a general guide

to assist programs in estimating the time to implement projects. The application and funding award process may take six months to one year to complete, and applicants should plan accordingly for the implementation of their projects.

Figure 1: Grant Application Timeline



Estimated funding for projects ranges from \$1,000 to \$50,000. The total number of approved projects is not pre-determined and award amounts depend on the availability of federal funds and priorities identified by the Administrative Director of the Courts.

Grant proposals with completed budget worksheets or questions can be sent to: FamilyCIPGrants.Mailbox@njcourts.gov.

Appendix A: Proposal Cover Sheet

Prepared By:	Proposal Date:
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Organization:

Mailing Address:

Email Address:	Telephone Number:
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Proposal Title:

Organization Description

Briefly describe your organization including its purpose, vision and experience within the community. Limit your response to three to five sentences.