



CHILDREN'S  
SERVICES  
FUND  
OF JACKSON COUNTY



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# CSF APPLICATION TRAINING 2022-2023 FUNDING



The Children's Services Fund provides financial support to organizations promoting kids' mental health and emotional well-being.

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- Fund services for kids.
  - “services” – primary focus is mental health and emotional well-being.

# HOW IT STARTED...HOW IT'S GOING

- We began with 144 LOIs totaling \$26M.
- We decline 29 LOIs, totaling \$3M.
- The remaining 115 LOIs totaled \$23M...we reduced that to \$18.6M through recommended request amounts.
- Funding allotment for 2022 is \$15M.



# THE APPLICATION

# THIS LOOKS FAMILIAR...

- Most of the content from your LOI will populate into your application.
- This content can be edited, so feel free to strengthen any responses you so choose.
- This opportunity is to strengthen responses – not change the essence of your request.
- A note about Word Count...frame responses as both thorough and concise.

# REIMBURSEMENT TYPE

- Prevention Services as a Primary Service Area is the only service area that can request reimbursement by expenses.
- All other service areas will be reimbursed using units of service, which will be discussed more fully during the budget discussion.



# AMOUNT REQUESTED

- Year One/Year Two Amount Requested in LOI
- Year One Amount Recommended by CSF
- Year One Amount Requested
  - CSF Recommendation is Non-Binding.
- Year Two Amount Requested
  - Some LOIs did not include a year two request. Remember this is your only opportunity to request funding for 2023 or the 2023-2024 school year.

# PART I - AGENCY OVERVIEW

- Provide a brief historical summary of your agency and its work within Jackson County as it relates to the services for which you are requesting funding.

# PART II – PROGRAM/SERVICE DELIVERY

- Provide a detailed description of the problem/unmet need in Jackson County for the program and/or services for which your agency is applying.
- Describe the target population (with projected age ranges) to be served, and the number of children and youth that will be served by the program during the funding period.
- Does this program have a wait list and if yes, what is the current number?

# PART II – PROGRAM/SERVICE DELIVERY

- Describe how the proposal will increase, expand, improve or initiate services/programming in the CSF priority areas.

# PART II – APPROACH

- State the purpose of your program. Describe the extent to which your program uses evidence-based, research-informed, or promising-practice models/interventions. Discuss efforts that show this practice is effective with the target population. Describe the therapeutic methods or curricula that will be utilized in providing these services.
- If the program does not use an evidence-based practice, provide information to support your selection of the intervention for your population of focus.

# PART II – APPROACH

- Provide a detailed description of program services, distinguishing between services for which funding is requested and any other services provided by the program.
  - Prompts in Application
  - Timeline for New Projects

# PART II – APPROACH

- Describe how the service delivery system addresses the emotional and behavioral needs of youth within the context of diversity, inclusion and equity concerns experienced by youth and their families.
- Impact Statement – Describe how Jackson County will be better because of your project.
  - “Who, What, Where...” – Be tight and concise.

# PART III – PROGRAM AND/OR SERVICE MANAGEMENT

- Describe who will be providing oversight for the program and who will be providing services.
- Describe how management of the program and/or services and service providers will be done, including tests, forms, format, meeting frequency, resources and supervision, including personnel and expenditures.



# PART III – PROGRAM AND/OR SERVICE MANAGEMENT

- Indicate the amount of staff turnover in the program.
- Postal Code Spreadsheet
  - Proposed numbers served - children & families.
  - Organization's zip code for homeless population.
  - Geography weighed more heavily than in past applications.

# PART IV - OUTCOMES

“Outcomes are specific, measurable statements that let you know you have reached your goals. Outcome statements describe specific changes in knowledge, attitudes, skills, and behavior you expect as a result of your work. Good outcome statements are specific, measurable, and realistic.”

# OUTCOMES = INDICATOR + MEASURE

- The outcome is the best reflection of meaningful desired change. Decreased symptoms, positive change in attitude, greater knowledge, change in behavior.
- The indicator is the data point for assessing progress toward the outcome. Specific, measurable characteristics.
- The measure is the tool or instrument used to chart success toward the indicator.

# OUTCOMES = INDICATOR + MEASURE

- 85% of youth participants will experience a reduction in or be free of negative mental health symptoms, as evidenced by a reduction of at least 1 point on the Pediatric Symptom Checklist 17 (PSC17), completed at intake and quarterly throughout services.
- Outcome - reduction in or be free of negative mental health symptoms.
- Indicator - 85% of youth.....at least one point...quarterly.
- Measure - Pediatric Symptom Checklist 17 (PSC17).

Well-written and complete outcome statements will usually define the following five elements:

- Who will change (target clients)
- What will change (knowledge, attitudes, skill)
- By how much (what can you realistically achieve)
- By when (timeframe within you hope to see change)
- How measured (surveys, tests, interviews, other methods)

Getting to Outcomes - Fisher, Imm, Chinman & Wandermann, 2006

“85% of youth participants will experience a reduction in or be free of negative mental health symptoms, as evidenced by a reduction of at least 1 point on the Pediatric Symptom Checklist 17 (PSC17), completed at intake and quarterly throughout services.”

- Who will change (85% of youth participants)
- What will change (reduced negative mental health symptoms)
- By how much (by one point)
- By when (measured quarterly)
- How measured (PSC 17)

# OUTCOMES - CLOSING THOUGHTS

Does each outcome statement address:

- Who will change (target clients)
- What will change (knowledge, attitudes, skill)
- By how much (what can you realistically achieve)
- By when (timeframe within you hope to see change)
- How measured (surveys, tests, interviews, other methods)

# OUTCOMES - CLOSING THOUGHTS

- Focus on complete outcomes - outputs are not enough
  - “20 children will receive services”
- Remember our focus - mental health/SEL
  - Avoid “academic” or “vocational” outcomes
- Does your EBP use outcomes as a fidelity measure? If so, use them.
- Your outcomes could make or break your application.



# ATTACHMENTS

- Project Timeline - (New Projects Only)
- Jackson County Tax Clearance Waiver
  - [jacksongov.org/government/departments/assessment](http://jacksongov.org/government/departments/assessment)
- Licensing Uploads
- Partner MOUs/MOAs
  - When considering partners in service delivery - are they already receiving CSF funding?

# ATTACHMENTS - CONTINUED

- IRS Tax Determination Letter
- Board of Directors Roster
- Audit - Strongly Recommended, Not Required



# THE BUDGET

# REIMBURSEMENT TYPE

- Prevention Services as a Primary Service Area is the only service area that can request reimbursement by expenses.
- All other service areas will be reimbursed using units of service, which will be discussed more fully during the budget discussion.

# PART V - BUDGET

- Budget Document with Narrative must accompany every application regardless of reimbursement type.
- Revenue should include the amount requested from CSF, as well as other revenue that supports the requested program. Remember the 25% cash match requirement.
- There should be off-setting expenses for all revenue.
- Indirect Expense at 15% of Direct Expenses allowed.

# UNITS OF SERVICE

To figure unit cost, you will need to know:

- Number of Units to be Provided Monthly
- Number of Units to be Provided Annually
- Amount requested from CSF
  
- Request Amount / Number of Units to be Provided Annually
- \$120,000 / 1,440 units (120/month) = \$83/unit

# UNITS OF SERVICE

Application can include multiple units of service with different rates.

- Define each unit. Explain each rate methodology.
  - Individual Therapy - \$60/Unit
  - Family Therapy - \$60/Unit
  - Group Therapy - \$10/Unit

# BUDGET – START-UP FUNDING

- For new programming, the CSF is willing to provide an advance of up to 25% of your award for start-up funding. This advance will be reconciled throughout the life of your contract by deducting one-fourth of your advance from each quarterly payment.



# BUDGET – CONSIDERATIONS

- CSF funding should not be requested for:
  - Transportation
  - Emergency Assistance (Rent, Utilities)
- CSF funding can be requested for food only when that request is tied to a program with a “residential” component (transitional living, emergency shelter, respite).

# BUDGET – CONSIDERATIONS

- Be mindful of “double dipping”
  - CSF Funds can be applied to unreimbursed services. CSF Funds should not be used if another funder is reimbursing for the service, regardless of reimbursement amount.

# BUDGET – CLOSING THOUGHTS

- The “cash match” expectation is 25% of your request. That match should be reflected in both the revenue and expense sections of your project budget.
- Cash match can be listed as “secured” and “pending”. If the cash match requirement is met only through “pending” requests, that will likely give us pause during the application review.
- As a reminder, organizations are allowed one budget revision per contract year, pending CSF approval. Use that one revision wisely.

# BUDGET – CLOSING THOUGHTS

- If a budget revision is requested, we only consider movement between existing line items. Revisions are required on overages exceeding 10% and are not an opportunity to introduce new expense lines.
- Budget revisions must be submitted no later than the Q3 request for reimbursement.



# ODD & ENDS

# ODDS & ENDS

- Did you answer the questions we asked?
- Does your application collectively describe the work you are proposing? If read by someone who was unfamiliar with your organization - would they understand your request?
- Click “Submit” - Email Verification of Submission
- All registered participants will receive a copy of the slides.

# IMPORTANT DATES

- August 6, 2021– Applications due by 5:00 p.m.
- November 8-10, 2021 – Applicant Interviews, as needed.
- November 22, 2021 – Notification of funding decisions.
  - Notification to all applicants either way.



**QUESTIONS?**





# TECHNOLOGY GRANT

# TECHNOLOGY GRANT

- Funding Pool of \$2M - \$25,000 available per organization.
- Open Opportunity
  - Deadline to apply is 11.30.21.
  - Applications reviewed as received.
- One application – use it well.

# TECHNOLOGY GRANT

- Reimbursement of Expenses
  - Methodology still being finalized.
  - Likely two reimbursements – one at 50% spend and one at close.
- Target Release Date – 8.2.21
  - All relevant information regarding acceptable expenses, application location, and reimbursement process will be shared at that time.



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