



## Community Partnership for Protecting Children

*"Promoting positive home and community environments  
to encourage safe, healthy, and successful children and families."*

July 2021

Dear Community Partner:

Thank you for your interest in the Johnson County Community Partnership. Our local site is a member of a statewide initiative of the Iowa Department of Human Services. The mission of Community Partnerships for Protecting Children (CPPC) is to promote positive home and community environments to encourage safe, healthy, and successful children and families. It is the CPPC philosophy that families need supportive communities to help them be strong and offer a sense of belonging. Children can best be kept safe when families, friends, residents, community members, and organizations work together as partners to provide support to families in need and to shape the services and supports that are available. The State of Iowa and Johnson County provide critical financial support to implement the 4 CPPC Strategies to engage the community in the protection of children. The 4 strategies are:

1. Community & Neighborhood Networking
2. Individualized Course of Action (Family Team Meetings and Youth Transition Meetings)
3. Shared Decision Making
4. Policy and Practice Change

The Johnson County Community Partnership is pleased to again make funds available for mini-grants in support of our mission. To apply, complete the attached Mini-Grant Application Form and budget form and submit to the address indicated on the application form.

Applications are reviewed by the Shared Decision Making Team on the first Tuesday of most months. After applications are reviewed, applicants are notified by email or phone from Laurie Nash regarding the decision of the Shared Decision Making Team.

When the mini-grant project/event is complete, submit a complete summary of funding impact, including (but not limited to) # of youth and families involved in your project, anecdotal stories to share with the team about the event, frequency of the event, and other essential information identified on your proposal and the attached report form. Applicants may be asked to provide a brief in-person summary to the Shared Decision Making Team. Please see attached for reporting instructions for reimbursement of funds.

If you have any questions about the application process for this mini-grant, please contact Laurie Nash at: 319.356.6090 or [lnash@johnsoncountyiowa.gov](mailto:lnash@johnsoncountyiowa.gov)

Thank you for supporting our community!



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## Mini-Grant Application Instructions

1. Applications must be received one month prior to the event. The Shared Decision Making Committee meets and votes on applications on the 1<sup>st</sup> Tuesday of the each month unless unforeseen circumstances arise.
2. **Applications must identify how this program/activity specifically promotes CPPC goals of keeping children safe and preventing child abuse.**
3. Requests must meet at least one of the four strategies of CPPC.
4. Applications must identify at least one at-risk population as their target audience. Examples of at-risk populations include:
  - Parents/caregivers, and/or children with special needs or disabilities
  - Racial and ethnic minorities
  - Teen parents, single parents, or fathers
  - Homeless families and children or those at risk of homelessness
  - Former childhood victims of trauma, abuse, neglect, or domestic violence
  - Families with low income
  - Parents/caregivers with low education
  - Parents/caregivers and/or children with substance abuse and/or mental health issues
5. The sponsoring agency/organization is highly encouraged to collaborate with other entities on their project. Priority will be given to applicants who demonstrate strong collaborative efforts with others.
6. Applications may be submitted only for projects that are provided as a direct service targeting youth and/or their parents. **Priority is given to projects that target both youth and their parents.**
7. Applications must include a detailed budget and description of how mini-grant funds will be utilized to promote positive home and community environments to encourage safe, healthy, and successful children and families.
8. Applications do not have to be for the full \$500. Apply for only the funding you need. We prefer to share the mini-grants with as many community groups as possible. With an accurate estimation of each group's needs, we can serve more children in our community.
9. Each individual/organization (ex: Prescott Elementary School) can apply for up to the maximum of \$500 per fiscal year. If three different programs in one school submit applications, they would be able to submit to a total of \$500 for all programs that year.

### Submit applications to:

Laurie Nash  
Johnson County Social Services / CPPC  
855 S. Dubuque St. Ste 202B  
Iowa City, Iowa 52240  
[lnash@johnsoncountyiowa.gov](mailto:lnash@johnsoncountyiowa.gov)



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## Mini-Grant Application Form FY2022

Date: \_\_\_\_\_

Group/Organization Name: \_\_\_\_\_

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

Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Name of activity/event: \_\_\_\_\_

Date(s) for activity/events: \_\_\_\_\_

Number of youth involved: \_\_\_\_\_ Number of families/parents involved: \_\_\_\_\_

Who is your target audience? (e.g., at-risk youth, general public) \_\_\_\_\_

What is the intended outcome of your activity/event? \_\_\_\_\_

**Which strategy of CPPC does this event/program meet?** (see instructions for descriptions)

- |  |   |
|--|---|
| <input type="checkbox"/> Community/Neighborhood Networking | <input type="checkbox"/> Shared Decision Making   |
| <input type="checkbox"/> Individualized Course of Action   | <input type="checkbox"/> Policy & Practice Change |

**How does it meet the identified strategy?** (see instructions for examples) \_\_\_\_\_

Describe activity/event: \_\_\_\_\_

**How will this help to prevent child abuse in our community?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**How will this promote positive home and community environments and encourage safe, healthy and successful children and families?:** \_\_\_\_\_  
\_\_\_\_\_

**How will you market this program to the public and get interested parties to your event?** \_\_\_\_\_  
\_\_\_\_\_

Johnson County Community Partnership SDMT

Submit application to:  
Laurie Nash  
Johnson County Social Services  
855 S. Dubuque St. Ste 202B  
Iowa City, Iowa 52240  
[lnash@johnsoncountyiowa.gov](mailto:lnash@johnsoncountyiowa.gov)

**CPPC Mini-Grant Budget Form**  
**Funds must be expended July 1, 2021 – June 30, 2022**

**Amount of funds requested and Itemized Budget (\$500 or less):** \$ \_\_\_\_\_  
*(please provide detailed, itemized budget on separate sheet; include total program budget and all funding sources)*

**Description of how funds will be used:** \_\_\_\_\_  
 \_\_\_\_\_

**What other funders are involved?** \_\_\_\_\_  
 \_\_\_\_\_

	<i><b>Total Budget</b></i>	<i><b>CPPC Request</b></i>	<i><b>Other funding</b></i>
Staff time			
Curriculum			
Food			
Marketing materials			
Participant handouts/materials			
Other (be specific)			
Other (be specific)			

## The Four Strategies of CPPC

### 1) Neighborhood Networking

**Purpose:** Promote cooperation and form alliances to provide more accessible and relevant informal and professional supports, services and resources for families whose children are at risk of abuse and neglect.

**Activities:**

- Increase awareness of CPPC and/or the prevention of child abuse and neglect.
  - Marketing materials/newsletters
  - Presentations and discussions
  - Community events
- Establish and maintain multiple linkages and relationships among informal and professional supports and resources.
  - Cross trainings
  - Ongoing opportunities for peer learning, information-sharing, and networking (e.g., monthly lunch and learns)
  - Joint planning efforts
- Develop an organized infrastructure of neighborhood and community groups, such as
  - Parent Partners
  - Circles of Support
  - Transitioning Youth
  - Neighborhood Hubs

### 2) Individualized Course of Action (Family Team Decision-Making and Youth Transition Decision-Making)

**Purpose:** Genuinely engage families and youth to identify strengths, resources, and supports to reduce barriers and help families succeed.

**Activities:**

- Work with DHS to strengthen and expand the use of quality Family Team Meetings and Youth Transition Meetings for families that come to the attention of the child welfare system:
  - Educate and engage partners
  - Promote best practice
  - Assist with evaluation
  - Identify and recruit informal supports and community resources
- Build a capacity to offer community Family Team Meetings and Youth Transition Meetings that includes agreed upon referral process, training and support of facilitators, and tracking and quality assurance activities.

### 3) Shared Decision Making

**Purpose:** Provide leadership for collaborative efforts that promote community responsibility for the safety and well-being children.

**Activities:**

- Identify and assess community strengths and gaps in services and supports.
- Develop plans and leverage resources to fill priority gaps.
- Agree on measures, evaluate outcomes, and share accountability for outcomes.

### 4) Policy & Practice Change

**Purpose:** Improve policies and practices to reduce barriers and increase accessibility and relevance of services that lead to positive family outcomes.

**Activities:**

- Gather and utilize data and community insights to identify and assess needs for policy and practice change
- Explore opportunities to implement best practices
- Facilitate parent and youth input
- Implement and evaluate change within the context of the community

For more information about CPPC and the four strategies, visit the state website at [dhs.iowa.gov/community-partnership-for-protecting-children](http://dhs.iowa.gov/community-partnership-for-protecting-children).



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## Mini-Grant Reimbursement Instructions

1. If you have been awarded a mini-grant and you no longer need the funding, please notify us as soon as possible, and no later than 10 to 15 days after your event, so we can release the funding for additional applications.
2. **Shifting funds** among categories is acceptable as long as:
  - a. funds are shifted among only the originally approved categories
  - b. it does not change the scope of work of the project
  - c. the shift is not more than 10% of the total budget.
3. Shifts **greater than 10%** of the total budget requires approval from CPPC **before** making any adjustments.
4. If your budget includes **food costs**, receipts for food costs must include a detailed list of foods purchased. We can't reimburse for alcohol or tobacco.
5. If your budget includes **travel costs**, you will bill mileage at the state rate of \$0.39 per mile. We can't reimburse for gasoline.
6. To be reimbursed, you **must** submit receipts and invoice to JC Social Services **by the 10<sup>th</sup> of the month** to receive reimbursement. Invoices and receipts must be mailed in **each month** in which purchases/expenditures are made. **Do not wait** until the end of the year to submit for reimbursement.
7. Unless other arrangements are made, **reimbursement requests received after June 10 may not be paid.**
8. When completing the invoice form, always refer back to the budget that was approved with your application.
9. Total of funding used will be included on final report, which must be submitted with the last payment request. The payment will not be made until a final report is received.
10. If you have not received reimbursement from Johnson County in the past, include a completed and **signed W-9** form with your invoice.
11. Invoices must include:
  - The name of the organization, person to contact, and address to which we will send payment.
  - All receipts and/or documentation for expenditures
  - The date of each receipt
  - Your organization tax id or a W-9 of the person being paid
  - If you have other funding from the county, you need a **separate** receipt for mini-grant items from other items for your agency.
  - Please total all receipts and provide a note if you are not able to expend the amount awarded.