**Regional Advisory Council (RAC) Application for CRP Funds**

**FY: 17** - funding period from: Nov. 1, 2016 through June 30th, 2017.

**DEADLINE FOR APPLICATION: November 15, 2016**

**Estimated** available $ amount per RAC: $1,250

Citizen Review Panels (CRP) were formed as a result of the Federal Child Abuse Prevention and Treatment ACT (CAPTA), and amended by the Keeping Children and Families Safe Act of 2003. Panels are mandated to make recommendations for the improvement to the state agency charged with child protective services.

The Department of Children and Families (DCF) State Advisory Council (SAC) is one of the state’s Citizen Review Panels and the SAC is interested in engaging the greater community in soliciting feedback regarding how to best serve CT children and families while keeping them safe. In this effort we would like to support and build the capacity of the six Regional Advisory Councils (RACs) to ensure the meaningful involvement of the community in the planning, implementation, and evaluation of child-centered, family-focused and community-based programs and policy.

RACs applying for the funds need to complete this application in its entirety, and submit it with all required signatures. Each RAC applying for funds is expected to designate a fiduciary, a 501(c) 3 and provide its contact information to process the funds to the RAC.

* The funds may not be used for capital purchases such as equipment or administrative costs for the fiduciary. The funds may be used for supports for parent, family, youth involvement, and for events such as forums and trainings, including food and supplies. The SAC encourages flexibility and innovative approaches which support family involvement such as providing child care, gas cards or a meeting meal. However, the SAC reserves the right to approve or disapprove of budget items. Because of the limited available funds, each RAC will determine its policy for eligibility to qualify for a stipend i.e. RAC membership, panelist, etc. The RAC is required to use the Parent/Family/Youth Stipend Form for each stipend.

Applications for the CRP funds should be submitted electronically to the current SAC co-chairs:

* Regina Moller: Rmoller@NoankCSS.org
* Elisabeth Cannata: ecannata@wheelerclinic.org

The RAC will be notified by email from the SAC Chairs of the SAC’s approval as quickly as possible.

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**Intended use of funding to support RAC activities and associated budget:**

|  |  |  |  |
| --- | --- | --- | --- |
| Check all that apply: | Activity/Expense | Amount per event/person | Total for funding period year: |
| ***Example:***  **X**  X | **Food**  *Light meal for evening monthly RAC meetings*  **Gift card family/youth stipend**  *Stop and Shop Gift Card* | $70 per meeting  $10 per family/youth per meeting  **Total requested funds**: $1430 | $770 (11 meetings per year)  $660 (average 6 cards per meeting, 11 meetings) |
|  | **Food** (provide brief description): | 0 | 0 |
| xx | **Family/Youth Stipend** (provide brief description):**:**  **Walmart Gift Card**  **Total requested funds…………………………………** | $20 Adults per mtg  $10 youth per mtg | $1040 (10 mtgs, avg 7-8 cards per mtg. We will run out before end of fiscal yr.)   $210 (10 mtgs, 2/3 per mtg)  **$1250** |
|  | **Childcare** (provide brief description): | n/a |  |
|  | **Transportation** (provide brief description): | n/a |  |
|  | **Other** (please specify): | n/a |  |

**Obligations of RAC in Receiving funds** (Note: Adherence to the following obligations and requirements will inform future eligibility for receiving CRP funds):

* Funds only used for intended purposes
* Summary of expenditures to SAC co-chairs by May 1st
* Fiduciary maintains receipts for expenses (for auditing purposes, for 7 years)
* Two voting representatives, one who is a parent or youth, are appointed annually to the SAC by each of the Regional Administrators.
* To ensure that there is always regional representation at the SAC, in the event that both voting representatives will be unable to attend a SAC meeting, alternates should be identified by the Region. In the rare event that no RAC representative or alternate for your region is able to attend a SAC meeting, the reason is noted on the Monthly *RAC/SAC Communication Form* which is still to be submitted in time for the meeting (see next bullet).
* Each RAC will submit a *RAC/SAC Communication Form* to SAC co-chairs electronically by the Friday before all scheduled SAC meetings, or bring the form to the meeting and submit electronically by end of business on the day of the SAC meeting (schedule of SAC meetings are developed annually and available).
* Each year the RAC will submit the top three themes/areas of identified need or recommendations from the RAC for the purposes of retreat planning by Sept. 1st.

Fiduciary to whom the CRP Fund check should be issued (agency, address, telephone and contact person): **Waterbury Youth Services**

**Attn: Kathi Crowe**

**83 Prospect St,**

**Waterbury, CT 06702**

**Printed Names and Signatures:**

RAC Chair(s)



Deb Kelleher

Regional Administrator:

Fiduciary

(Note: In accepting the disbursement check, the fiduciary agrees to monitor expenditures by maintaining receipts)