



Rape Prevention and Education (RPE) Grant Renewal Information 2008-2009

Attorney General's Sexual Assault Task Force
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Task Force Website: www.oregonsatf.org

www.EndSexualViolenceOregon.org

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Required Forms (available at www.oregonsatf.org/prevention/rpe.html)

- Form 1: RPE Grant Renewal Checklist
- Form 2: RPE Grant Renewal Cover Sheet
- Form 3: RPE Project Goals, Activities, Outputs, Outcomes Table
- Form 4: RPE Project Budget Form

Overview

Announcement of Continuing Rape Prevention and Education Funds for 2008-2009

The Attorney General's Sexual Assault Task Force (Task Force) is announcing the availability of continuing funds from the Centers for Disease Control and Prevention (CDC) Rape Prevention and Education (RPE) funds, which enables states and territories to educate communities about sexual assault and to develop projects to prevent it. Oregon's funds are passed from the CDC through the Oregon Public Health Division, Office of Family Health (PHD/OFH) and administered through the Task Force. Renewal applications will be reviewed by Task Force staff who will develop funding recommendations. The Task Force Board of Directors will review the recommendations to ensure the allocation process was followed and all criteria met. The Board of Directors may convene a RPE Advisory Committee to provide consultation; if deemed necessary. Final approval of grant awards rests with the Task Force Board of Directors.

Best Practice Guidelines

The CDC is in the process of developing best practice guidelines for primary prevention, which are available in draft form. The Task Force plans to continue working with RPE-funded agencies to develop and modify projects to reflect the changing levels of knowledge in the field of prevention.

Purpose of RPE Funds

The purpose of the Rape Prevention and Education funds is to promote the development or expansion of projects for the *primary* and *secondary* prevention of sexual violence. Primary prevention projects are designed to stop sexual violence *before it occurs*. Secondary prevention projects are designed to *reduce the risk* of those individuals or groups identified as most likely to become victims or perpetrators of sexual violence, as well as to reduce the risk of repeat victimization or perpetration.

Amount Available

The Task Force currently funds 14 projects. The maximum amount available to each project is \$20,000.

Grant Period

The grant period for the current application will be July 1, 2008 to June 30, 2009. If funding allows, programs in good standing may rely on RPE funding through June 30, 2010.

Eligibility

Only programs currently receiving RPE funds are eligible to apply for renewal funding.

Authorized Expenses and Limitations

Focus on Primary and Secondary Prevention

Both the CDC and Oregon advocate that RPE funds be used to promote efforts that seek to modify or eliminate the attitudes and behaviors that allow sexual violence to occur. Because RPE funds are the only source of funding available in Oregon for the primary prevention of sexual assault, the majority of RPE funds will be allocated toward projects that specifically address primary prevention.

Ineligible Expenses

The following are *ineligible* projects, services, and costs; and should not be included in the grant application. These are listed to assist applicants in understanding the focus of the RPE funds.

- Victim Response Projects: RPE funds may not be used for direct victim service activities. This includes crisis lines, crisis intervention, case management, advocacy, counseling, victim support groups, firearms training, model mugging projects or martial arts training, and community outreach efforts focusing on direct client services.
- Victim Compensation: RPE funds may not be used to pay for costs that would otherwise be eligible for local or federal Victim Compensation reimbursement.
- Victim Response Training: RPE funds may not be used for training which focuses on how service providers respond to victims of sexual violence.
- Child Abuse Prevention: RPE funds may not be used for activities focusing solely on the prevention of child abuse. Projects which address the interrelating roots causes of child abuse and sexual violence should be discussed with Task Force staff before submitting a proposal.
- Lobbying, Legislative and Administrative Advocacy: RPE funds may not be used for expenses associated with lobbying for particular legislation, systems improvement, or administrative reform, whether conducted directly or indirectly.
- Fundraising: RPE funds may not be used for expenses associated with fundraising whether indirect or direct (e.g., to raise capital or obtain contributions through activities such as bingo, financial campaigns, endowment drives, solicitation of gifts and bequests, etc. or to pay for all or a portion of staff salary to engage in such activities).
- Rent, Equipment and Office Supplies: RPE funds may not be used for rent, equipment (such as VCRs, TVs, computers, and printers), or general office supplies, unless they are directly related to the specific activities of the grant and are in the approved budget.
- Administrative/Operating Expenses: RPE funds may not be used for general administrative or operating expenses.

Requirements

- Non-Supplanting: RPE funds may not be used to supplant or substitute for other federal, state, or local funds, which would otherwise be available for the same purpose.
- Expertise/Experience in Sexual Violence Prevention: Applicants must clearly demonstrate training/expertise/experience in sexual violence prevention within the agency or through collaboration (e.g., job descriptions, staff qualifications and experience, etc.).

- Community Partnerships: The complexity of sexual violence prevention, and the comprehensive strategies needed to address it, requires a collaborative effort. No single agency or organization can mount the wide-ranging effort that is truly needed to make significant change. Grantees are required to work with other community partners. Agencies are encouraged to engage in discussion with both traditional and non-traditional partners, particularly those who work at the local level within specific communities. A discussion with key stakeholders and community leaders will help build support and sustainability for prevention efforts.
- Fiscal Accountability: Applicants must clearly demonstrate the ability to administer funds and to comply with federal and state accountability requirements. Applicants must be current in their financial and other reporting for any current or previous RPE funds. The Task Force reserves the right to make conditional awards to applicants who have not satisfied these conditions.
- Record keeping: Agencies are expected to maintain records of revenues and expenditures by funding source and produce verification of expenses upon request.
- Audit/Review: Agencies are expected to conduct an independent audit or review of the fiscal records annually.

What the Task Force Expects from Grantees

Evaluation

RPE grantees are expected to work with the Task Force to develop an effective evaluation process to assess the chosen strategies and activities.

Sharing Information

RPE grantees are expected to share information with the Task Force and other grantees about what has worked and not worked in their prevention efforts. The Task Force will use the information from grantees to develop and improve the base of information about promising and evidence-based sexual violence prevention practices. Additionally, it is important that grantees maintain open communication with the Task Force about the progress of their projects, so that technical assistance and support can be offered as appropriate.

Site Visits

RPE Grantees are expected to participate in an accountability review site visit once a year, and in technical assistance site visits as needed.

RPE Grantee Meetings, Trainings and Conferences: **There is no scheduled RPE Grantee Meeting for the 2008-2009 grant year.** Grantees are encouraged to take advantage of other appropriate local, state, and national educational and training events that offer sexual violence prevention and related information. The Task Force considers ongoing professional education and networking essential for enhancing prevention efforts in Oregon. For information about training and conferences contact Task Force staff, or check online at www.EndSexualViolenceOregon.org or www.nsvrc.org. *RPE funds may not be used to pay for expenses related to education or training specifically for responding to victims, unless otherwise approved by Task Force staff.* If you are unsure whether an educational or training event is an appropriate use of RPE funds, please contact Task Force staff.

What Grantees Can Expect From the Task Force

A Commitment to Learning What Works

The Task Force is committed to improving and enhancing Oregon's sexual violence prevention strategies. Although many organizations and communities have been engaged in sexual violence prevention efforts for years, there is still little evidence-based information identifying proven strategies. At this time, the best that can be done is to utilize promising practices and evaluate them for effectiveness in local communities. To this end, the Task Force promotes learning from both successes *and* failures. "Failures" provide valuable learning experiences, especially when they are examined and the information gained is used to improve future efforts. Grantees that demonstrate an ability to incorporate such lessons into their planning process will not be penalized in future grant years.

Sharing Information

The Task Force is committed to sharing information about promising and evidence-based practices. Information about prevention theories, strategies, and practices and local prevention efforts will be made available through the following venues:

- www.oregonsatf.org/prevention/rpe.html
- www.EndSexualViolenceOregon.org
- Oregon Sexual Violence Prevention Listserv (svprevention@oregonsatf.org). For instructions on how to join the listserv visit www.oregonsatf.org/resources/prevresources.html
- RPE Grantee meetings, trainings and conferences
- A final summary of RPE activities at the end of the current 5 year grant cycle

Technical Assistance and Support

RPE Grantees will have access to Task Force staff for technical assistance and support via site visits, email and telephone. Technical assistance includes information on program planning, effective prevention strategies and program components, availability of existing promising and evidence-based practices and materials, and program evaluation.

The Task Force will also provide technical assistance to Grantees in implementing their budget or in documenting their fiscal information.

Consideration of Applications

The Task Force reserves the right to reject any or all applications, to waive informalities and minor irregularities in applications received, and to accept any portion of the applications, or all items proposed, if deemed in the best interest of the Task Force to do so. It is the applicant's responsibility to provide all information requested in this grant application. Failure of the applicant to provide the information requested in this grant application may result in the disqualification of the applicant. The fact that an applicant meets eligibility requirements and applies for eligible activities does not guarantee funding.

Supplemental Materials

Applicants are encouraged to review and use the supplemental materials available at www.oregonsatf.org/prevention/rpe.html in writing your renewal application.

Technical Assistance

For all questions pertaining to the application process, please contact:

Brie Akins, Prevention Program Coordinator, briekins@oregonsatf.org or (541) 284-8275

Additional information on prevention concepts and strategies, and program planning and evaluation is available at www.EndSexualViolenceOregon.org and www.oregonsatf.org

Application Timeline

Friday, April 11 th	Renewal Application Available
Tuesday, May 27th	Applications must be <u>postmarked</u> or <u>received at the office by 5:00 p.m.</u>
Monday, June 16 th	Applicants notified of funding decisions
Tuesday, July 1 st	Grant period begins

Submission Requirements

- **Submit one (1) original and two (2) copies** of the Renewal Application.
- Renewal Applications *must* be **postmarked** or received at the office by **5:00 p.m. on Tuesday, May 27th, 2008.**

RPE Renewal Application
AGSATF
93 Van Buren Street
Eugene, Oregon 97402

- Applications will not be accepted via fax or email.
- **Late, incomplete or ineligible applications will not be considered.**
- Please use a paper clip or butterfly clip to fasten applications.

RPE Grant Renewal Application Instructions

SECTION 1 CHECKLIST

1. RPE Grant Renewal Checklist

This form is included in the kit as Form 1 and has been provided to assist in the application process. This form is supplied to ensure that the grant renewal application has been completed. When submitting the application, attach this form to the front of the original application.

SECTION 2 COVER SHEET

2. RPE Grant Renewal Cover Sheet

The form is included in the kit as Form 2.

Applicant Agency: refers to the legal name of the organization submitting the renewal application. Please also include the name under which the organization is conducting business if different from the organization's legal name (e.g., Community Sexual Assault Prevention Agency, DBA¹ Healthy Kids). The organization must comply with applicable law (e.g., as a non-profit corporation) with the legal power to contract.

Mailing Address: refers to the address at which the applicant wishes to receive mailed correspondence.

Street Address: refers to the physical address of the applicant organization, if not confidential; you do not have to include confidential location information.

Phone #/Fax #: refers to the applicant organization's primary phone and fax numbers.

Website: refers to the URL of the agency/program website, if there is one.

Federal Employer I.D. Number (FEIN): refers to the applicant organization's Federal Tax ID Number.

Primary Contact Person/Position/Phone #/Email: refers to the name and job title, primary phone numbers and email of the primary contact person for this grant renewal application.

Request Amount: refers to the total amount of funds requested in this renewal application, rounded up to the nearest dollar. *Please double check the amount you enter.* **The requested dollar amount on the Cover Sheet must be the same as the total amount listed on the Project Budget (Form 2) and the Budget Narrative.** There may be a delay in the award process if all of the figures are not consistent.

¹ DBA = "Doing Business As"

Name/Title/Signature of Authorized Official: The “Authorized Official” is defined as the individual legally responsible for obligating the organization to receive funds and comply with all requirements of the RPE grant. In many non-profit organizations, the Authorized Official is the Board Chair. If the Executive Director of the organization is authorized to sign the grant documents, a letter of authorization from the Board of Directors or Chair of the Board must be included in the grant application. The applicant organization’s Authorized Official must sign the Cover Sheet.

SECTIONS 3-13

PROJECT NARRATIVE INSTRUCTIONS

3. Updated Project Title*:

*Complete this section only if your project title has changed since the previous year or if you wish to provide an updated title.

Please provide your specific project title. *The project title should provide the reader with some idea of what your specific project is (applicants are discouraged from using the generic “Rape Prevention and Education Project” as their specific project title).*

4. Updated Project Summary*:

*Complete this section only if your project has substantially changed since the previous year or if you wish to provide an updated summary.

Please provide a brief summary of the proposed project. The project summary should be clear, succinct and descriptive, and answer the question: “*Who will receive what, and for what purpose?*”

Keep in mind that the Project Title and Project Summary will be included on the Task Force website and may be used for other informational purposes.

5. Updated Contact Information: Please list the name, job title and contact information (email, phone #, address – if different from the general agency information) of all staff involved with your RPE project (e.g., Project Coordinator, Fiscal Coordinator, Executive/Program Director, etc.).

6. Updated Project Vision & Goal(s)*:

*Complete this section only if your project vision or goal(s) has changed since the previous year.

Please describe your *new* or *revised* project vision or goal(s). Explain how and why your vision or goal(s) has changed since the previous year.

7. Updated Project Activities:

*Complete this section only if your project involves any *new* or *revised* activities.

A. New or Revised Project Activities:

Please describe any *new* or *revised* activities that your project will engage in during the 08-09 grant year; how you developed your project activities; and the rationale behind why you believe these activities will help you to reach your stated goals and objectives.

1) What criteria did you use in prioritizing and selecting *new* or *revised* activities? For example (this is not an exhaustive list of possible selection criteria):

- Readiness – Is the target population/community open to or wanting the selected activities? Do project staff have the training and expertise to implement the selected activities effectively? Does the organization have the resources to implement the selected activities effectively?
- Effectiveness – Is there evidence that the selected activities work? Are the activities based on theory, judgment, experience or evidence?
- Cost – Is there a cost for doing, versus not doing, the selected activities to the target population, the community, or the organization? *Cost may include financial, human, political, etc.*
- Equality vs. Equity – Do the selected activities target everyone equally, or target individuals or groups differently in order to make them more equal?
- Stigmatization – Were activities dismissed or selected based on their likelihood of stigmatization for the target population, the community, or the organization?
- Feasibility – Are the selected activities technologically, organizationally, or politically feasible?

2) Describe the theory or rationale behind the selected activities (there may be multiple theories or rationales underlying each activity). *Please refer to the supplemental materials for information and resources relating to theories of behavior change and prevention.*

8. **Updated Project Goals, Activities, Outputs, Outcomes Table:** Please complete Form 3 “RPE Project Goals, Activities, Outputs, Outcomes Table.” See Appendix A for an Example Project Goals, Activities, Outputs, Outcomes Table.

Goals are broad statements that address *who* will be affected, and *what* will change in the long-term as a result of your project activities.

Activities are the actions or products that will be taken or developed. Each activity should be as specific as possible and indicate the target population/community. **For each activity indicate which level(s) of the *Ecological Model* will be impacted.**

Objectives identify how the project goals will be achieved in concrete terms. Objectives should be SMART:

- **Specific** – who is the target of the project? what will change and by how much?

- Measurable – what will change and how will the change be assessed?
- Achievable – are the proposed results realistic and feasible in terms of current knowledge, resources, politics, technology, and participants?
- Relevant – do the proposed results relate to the project goals?
- Time-bound – when will the intended change or activity occur?

Objectives are divided into two categories:

Process Outputs describe the steps along the way needed to achieve the expected outcomes resulting from the project activity. Outputs should identify:

- 1) *Who* and *how many* will participate in the activity or receive the “product.”
- 2) *What* activity or product being delivered.
- 3) *How many times* will the activity(ies) or product(s) be delivered during a specified time period.

Outcomes describe the short-term or immediate effects of the project activity or product. Outputs should identify:

- *Who will benefit* or *what will change* as a direct result of the activity or product.
- *How much* benefit or change is expected as a direct result of the activity or product.
- *Where* and *when* will the benefit or change occur.

9. **Quarterly Timeline:** Please list the expected process steps and implementation activities of the project for each quarter.

10. **Project Evaluation:** Please describe your project evaluation plan and progress.

- 1) Have you begun collecting process data, outcome data, or both?

If no, please explain where you are at in the process of developing an evaluation plan and tools for your project, and when you expect to begin collecting data.

If yes, please answer the following:

- a. Have you begun interpreting the data you have collected? *If no*, please explain when you expect to begin interpreting the data.
- b. Have you begun using the data for project planning and improvement? *If yes*, please describe how you are using the data.

- 2) Are there any technical assistance needs that you have identified or anticipate?

11. **Community Engagement:** Briefly describe:

- How you are involving the target population/community in taking ownership for planning, implementing, evaluating and sustaining your RPE project.

OR

- If you are not currently engaging members of your target population/community, how and when you plan on doing this.

12. Project Sustainability: Briefly describe

- 1) How is support for your prevention project demonstrated within your organization (e.g., are Board, staff, and volunteers knowledgeable about and involved in your RPE project and prevention efforts)?
- 2) Has your organization begun thinking about project sustainability? If no, when do you expect to begin considering how you might sustain the project after the current 5 year RPE cycle which ends June 30, 2010?
- 3) Is your organization currently utilizing resources other than those supported by RPE funds (e.g., volunteer, in-kind, other funding, etc.)? If no, what resources exist in your community that might be utilized to supplement RPE funds?

13. Updated RPE Project Budget and Budget Narrative

A. RPE Project Budget: Please complete Form 4 “RPE Project Budget Form.” Please note:

- RPE grant funds are to be used to support only the functions and activities of the RPE project for fiscal year 2008-2009 (July 1, 2008 – June 30, 2009). Budget items must correspond with the identified activities and objectives.
- Your budget should be reasonable, clear, accurate, well-justified, and appropriate for the identified project.
- Please review the eligible and ineligible costs provided in the application kit.
- **There is no allowance for administrative costs in the RPE budget.** All costs must be associated with the implementation of the specific project funded by RPE money.
- *We are asking for you to provide the **actual** total costs of implementing your RPE project, including other sources of funding that supplement the RPE grant. By providing us with this information we can more effectively advocate for increased prevention funding.*

B. RPE Project Budget Narrative: Please provide a detailed justification for the funds that you are requesting for each budget component.

See Appendix B for an Example Project Budget & Budget Narrative.

SECTION 14

REQUIRED DOCUMENTATION

Please provide the following documentation *only with the original* application:

- **Form 1**

- **Outline of any *updated* or *new* curriculum** you plan on using (if applicable). The outline should list the specific topics covered and the percentage or amount of time to be spent on each subject (e.g., Rape Myths – 10mins).
- ***Updated* or *new* evaluation tools**
- **Most recent Board-approved financial statement**
- **Most recent agency audit** OR a statement indicating your exemption from auditing

Please provide the following documentation with *both the original and each copy* of the application:

- **Forms 2, 3 4**
- **Current Annual Agency Budget**
- **Resumes for any NEW agency staff involved in implementing the RPE project,** include relevant qualifications, training, and experience

Example Project Goals, Activities, Outputs, Outcomes Table

Goal 1: citizens of <i>Happy Town, OR</i> will understand the dynamics and impact of sexual violence					
Goal 2: citizens of <i>Happy Town, OR</i> will take a role in and responsibility for preventing sexual violence					
Activities		Outputs		Outcomes	
Activity 1: Provide a 3 session educational seminar	<i>Ecological Level(s):</i> Individual, Relational	Who & How Many: 600 students at X, Y, Z high schools	How Many Times & When: 30 seminars between September 08 – June 09	Rate of Change/Benefit: 80% of students will demonstrate an increase in knowledge	Where & When: Evidenced by improved scores between pre/post test surveys administered at the beginning and end of seminars
Activity 2: Develop a community Task Force	<i>Ecological Level(s):</i> Individual, Institutional	Who & How Many: Contact individuals from 20 identified community groups & organizations	How Many Times & When: Between July 08 – September 08	Rate of Change/Benefit: 70% of individuals contacted will demonstrate interest in prevention efforts	Where & When: Evidenced by commitment of individuals to participate on community Task Force
Activity 3: Convene community Task Force	<i>Ecological Level(s):</i> Individual, Relational, Community, Institutional	Who & How Many: At least 15 individuals from identified community groups or organizations	How Many Times & When: 5 meetings between September 08 – June 09	Rate of Change/Benefit: Increased community commitment to preventing sexual violence	Where & When: Evidence by attendance record of meetings Evidenced by development of action plan

Example RPE Project Budget & Budget Narrative

Budget Category	RPE Request	Other Sources*	Total Budgeted
Salaries	\$15,020	\$2,980	\$18,000
Benefits	\$2,970	\$990	\$3,960
Total Personnel	\$17,990	\$3,970	\$21,960
Contractual Services	\$285	\$0	\$285
Total Contractual Services	\$285	\$0	\$285
Travel	\$291	\$0	\$291
Training	\$500	\$0	\$500
Office Supplies	\$0	\$200	\$200
Postage	\$25	\$0	\$25
Printing/Copying	\$50	\$0	\$50
Equipment Rental	\$0	\$120	\$120
Total Services & Supplies	\$866	\$320	\$1,186
Rent/Occupancy/Space	\$0	\$1,200	\$1,200
Communications (phone, paging, internet)	\$120	\$0	\$120
Other	\$739	\$0	\$739
Total Facility/Other	\$859	\$1,200	\$2,059
PROJECT TOTAL	\$20,000	\$5,490	\$25,490

***Other Funding Sources Specifically for RPE Project**

Source	Amount
Donation from <i>Community Action Group</i> specifically for prevention supplies	\$200
<i>Community Grant</i> in support of prevention project	\$2,000

Example RPE Project Budget & Budget Narrative

Salaries: \$18,000

- 0.5 FTE Prevention Coordinator @ \$27,000 = \$13,500; to implement RPE project activities
- 0.1 FTE Executive Director @ \$45,000 = \$4,500; to supervise Prevention Coordinator and provide grant/fiscal management

Benefits: \$3,960

- Benefits @ 22% of \$13,500 = \$2,970
- Benefits @ 22% of \$4,500 = \$990

Contractual Services: \$285

- 10% of Bookkeeper*

Travel: \$291

- 600 miles @ \$0.485/mile = \$291

Training: \$550

- *XYZ Conference*
 - Registration: for Prevention Coordinator = \$170
 - Travel: 300 miles @ \$0.485 = \$146
 - Lodging: 2 nights @ \$90 + taxes = \$190
 - Per diem: dinner x 2 nights @ \$22 = \$44

Postage: \$25

- Postage for contact with teachers and community members

Printing/Copying: \$50

- Handouts and materials for education seminars and community Task Force meetings

Communications: \$200

- Phone, fax, internet email account for contact with teachers and community members

Other: \$739

- Food for community Task Force meetings
- Give-aways for school seminars
- Purchase of resource materials