



New Jersey Judiciary – Supreme Court of New Jersey
Court Improvement Program (CIP)
Subgrant Proposal Form

This kit includes

Form A: Subgrant Proposal Cover Sheet 2

Form B: Subgrant Proposal Worksheet..... 3

Budget Summary 11

Subgrant Proposal Form 12

Note: These materials have been prepared by the New Jersey Administrative Office of the Courts for use by self-represented litigants. The guides, instructions, and **forms** will be periodically updated as necessary to reflect current New Jersey statutes and court rules. The most recent version of the forms will be available at the county courthouse or on the Judiciary’s Internet site njcourts.gov. However, you are ultimately responsible for the content of your court papers.



New Jersey Judiciary
Court Improvement Program (CIP)
Form A: Subgrant Proposal Cover Sheet

Prepared By:		Proposal Date:
Organization:		
Mailing Address:		
Email Address:		Telephone Number:
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.		



New Jersey Judiciary
Court Improvement Program (CIP)
 Form B: Subgrant Proposal Worksheet

Original receipts must be submitted when requesting reimbursement.

Proposal Form	Proposed Grant Activity
---------------	-------------------------

A. Consultants/Contracts: For “Consultant” fees, enter the name (if known) and service to be provided, anticipated hourly or daily fee and estimated time on the project (e.g., half day, 2 full days, etc.) List all expenses to be paid from the grant to the individual consultants in addition to their fees (e.g., travel, meals, lodging).

Note: Please contact FamilyCIPGrants.Mailbox@njcourts.gov for the most up-to-date New Jersey Judiciary Regulations for hotel, travel, meal, and per-diem costs.

For “**Contracts**”, provide a description of the product or service to be procured by contract and an estimate of the cost.

Name of Consultant	Service Provided	Anticipated Fee Structure	Budget Request
<i>Example: Dr. Jane Doe</i>	<i>Data Analysis</i>	<i>\$200 per hour x 5 hours</i>	<i>\$1,000</i>
Total Consultant/Contract			

B. Facility: Itemize the cost for the facility, audio-visual equipment, taxes, and meals related to the training. All beverages and a working lunch or dinner would require the permission of the administrative director of the courts after the grant is approved. Funding a working lunch or dinner requires the permission of the administrative director of the courts. If a cold boxed lunch or basic dinner is not available, then the least costly meal option is to be chosen. Per person costs as well as total costs must be included in the request to the administrative director of the courts. Please contact FamilyCIPGrants.Mailbox@njcourts.gov for the most up-to-date New Jersey Judiciary cost regulations.

Item	Unit Cost	Anticipated Fee Structure	Budget Request
<i>Example: ABC Lecture Hall</i>	<i>\$100 per room per hour</i>	<i>5 rooms=\$500 x 5 hours</i>	<i>\$2,500</i>
Total Facility			

C. Travel: Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meetings, etc.). Show the basis of the computation, including hotel, airfare, and meal allowance. Identify the location of travel, if known. Please contact FamilyCIPGrants.Mailbox@njcourts.gov for the most up-to-date New Jersey Judiciary cost regulations.

Purpose of Travel	General Location	Item	Anticipated Fee Structure	Budget Request
<i>Example: ABC Conference</i>	NYC	Room=\$100/ night Registration=5 people attending \$50/person	3 nights=\$300 Total per person=\$350	\$1,750
Total Travel				

D. Equipment: List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. Expendable items should be included either in “Supply” or “Other” category. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project.

Item	Anticipated Fee Structure	Budget Request
<i>Example: Computers</i>	<i>Each computer=\$200 5 computers needed</i>	<i>\$1,000</i>
Total Equipment		

E. Supplies: List items by type (e.g., office supplies, postage, training materials, copying, books, etc.) and show the basis for the computation. Generally, supplies include any materials that are expendable or consumed during the project. Explain how the item is necessary for the success of the project.

Supply Item	Unit Cost	Anticipated Fee Structure	Budget Request
<i>Example: Pens</i>	<i>1 box=\$15</i>	<i>15 boxes at \$15 each</i>	<i>\$225</i>
Total Supplies			

F. Other: List items (e.g., rent, telephone, security services, etc.) by major type and basis of computation.

Description	Anticipated Fee Structure	Budget Request
<i>Example: Rent</i>	<i>Office=\$1,500 monthly; 12 mo. lease</i>	<i>\$18,000</i>
Total Other		

NOTE: Categories G. Personnel and H. Fringe Benefits are rarely applicable. Please contact the Court Improvement Program Coordinator if you believe it is applicable to your grant activity. Please also contact FamilyCIPGrants.Mailbox@njcourts.gov regarding the current fringe rate.

G. Personnel: Identify the personnel and how they will contribute to the project.			
Name and/or Position on Project	Annual Salary	Anticipated Percent of Time to Be Spent on Project	Budget Request
Total Personnel			

H. Fringe Benefits: If applicable, fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (G) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workers Compensation and Unemployment Compensation. The NJ Judiciary applicable fringe rate shall apply. Please contact FamilyCIPGrants.Mailbox@njcourts.gov regarding the current fringe rate.

Name and/or Position on Project	Salary Spent on Grant Project	Applicable Fringe Rate	Budget Request
Total Supplies			

Budget Summary (Budget amounts will automatically fill.)	
Category	Budget Request
A. Consultant/Contracts	
B. Facilities	
C. Travel	
D. Equipment	
E. Supplies	
F. Other	
G. Personnel	
H. Fringe Benefits	
Total Project Costs	



New Jersey Judiciary – Family Division
Court Improvement Program (CIP)
Subgrant Proposal Form

Introduction

The purpose of the New Jersey Court Improvement Program (CIP) is to promote the improvement¹ of court proceedings and collaboration between the New Jersey Judiciary and the New Jersey Department of Children and Families in child welfare outcomes.

The CIP supports the safety, well-being, and permanency of children in the child welfare system by improving the quality of legal representation and enhancing the quality of court hearings; strengthening families and giving families a voice to prevent the removal of children from their homes; and promoting racial equity in the system. The CIP accepts subgrant proposals from the New Jersey child welfare community to help improve the system.

Instructions

Complete both Form A: Subgrant Proposal Cover Sheet and Form B: Subgrant Proposal Worksheet. Respond to paragraphs 1 through 5 below.

Submit your completed package (Form A, Form B, and your responses to paragraphs 1 through 5 below) to: 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 empirical support, if available.
- c. Describe the population the 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 results 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 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.

¹ The Judiciary uses the process of Continuous Quality improvement (CQI), in line with Children's Bureau standards. CQI is the process of identifying, defining, and examining strengths and problems and then testing, implementing, learning from them and modifying the solutions. [ACYF-CB-IM-12-07 \(hhs.gov\)](https://www.hhs.gov/ACYF-CB-IM-12-07)

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. Using 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 overrepresented in the child welfare system. Write a statement certifying that this program will not further contribute to racial disparities. If unable to provide this statement, explain why in one to two 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 results. 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 result. What measurement are you using to determine success?
- d. Describe the tools you are using to measure results. This could include surveys, SMS text questions to randomly selected 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 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 Form B: Subgrant Proposal 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 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 can 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 agency responsible for the distribution of funds to the States' CIPs and makes the final decision on funding proposals submitted by CIPs.

Subgrant 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 subgrant proposal is submitted in or after March, then it could be considered for funding beginning in October of the following calendar year (see Figure 1: Subgrant Application Timeline).

These timelines are provided as a general guide to help applicants estimate the time needed to implement projects. The application and funding award process could take six months to one year to complete. Applicants should plan accordingly for the implementation of their projects.

Figure 1: Subgrant Application Timeline

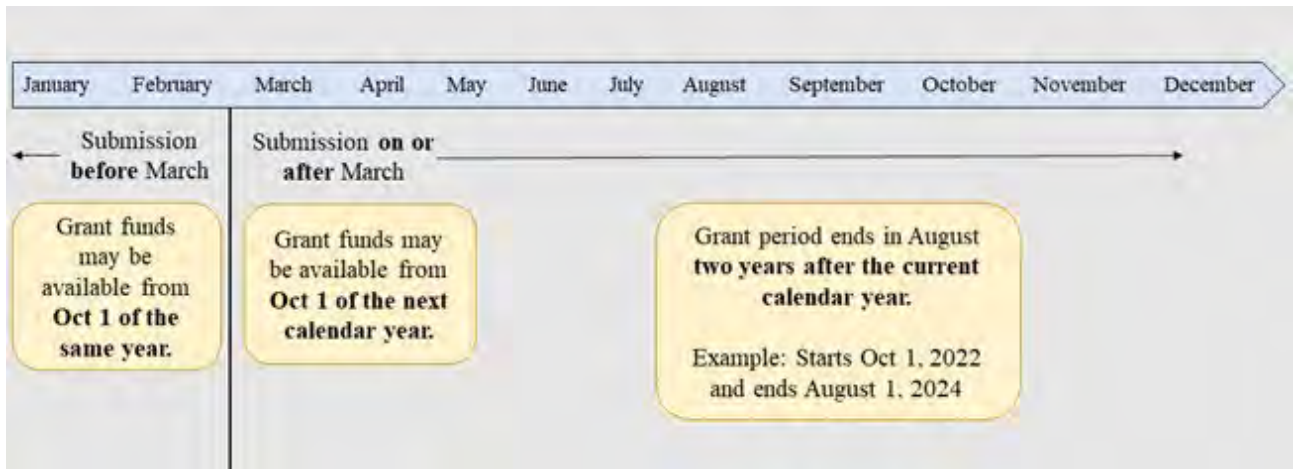


Figure 1 shows a timeline with expectations for when funding can begin, based on whether the grant proposal is submitted before or after March. Accepted proposals that are submitted before March typically are funded in October of the same year. Accepted proposals that are submitted after March typically are funded in October of the following year.

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.