



Alabama Department of Child Abuse and Neglect Prevention
The Children's Trust Fund



REQUEST FOR PROPOSAL/GRANT APPLICATION

Frequently Asked Questions & Answers

- **When submitting my budget and target data form am I submitting the budget for 2017-2018 or both years (2017-2019)?**
You will only complete a budget for the first year (2017-2018). Before 2018-2019 grant year begins, you will complete another budget and target data form as a part of your continuation application.
- **Since it is a two-year grant cycle, will I be funded the same amount the second year as I was the first grant year?**
Funding for the second year will be contingent upon availability of ADCANP funds and the program's performance.
- **Can two people be in the grant application at the same time from the same agency?**
Each agency should have only one username and password that they will share.
- **Do grantees have to put a narrative with their logic model?**
No, but it is recommended you complete a narrative to keep for reference.
- **Is there a certain limit amount I can apply for with a public awareness/PR program?**
There aren't any specified amounts this year.
- **Do we have to scan all job descriptions/resumes in one document?**
Yes you are allowed only one upload per question or you can type the information directly in the text box.
- **Do we have to do mandatory reporting, domestic violence and protective factors each year?**
Mandatory Reporting and Domestic Violence Training are required annually but you only have to complete the Protective Factors training once at the beginning of employment.
- **Is this a competitive grant?**
Yes.
- **How much information do we need to supply in the brief abstract section?**
The abstract will be used for publication purposes and needs to be concise.

- **If I am a current grantee and I merge with another grantee, would we be considered a new grantee?**
No.
- **Can we upload different types of files or does it have to be PDF?**
You can upload a Word document, Excel spreadsheet or PDF as long as it meets the file size requirements listed on that section in the Grant Application.
- **Once you get to the last page of the application, can you print out a hard copy before submission?**
Yes. You have the ability to print an "Application Packet" which will show all of the answers you have supplied thus far.
- **Are spaces and punctuation counted in the overall character capacity limit?**
Yes they are counted.
- **If an agency intends to expand their program to include several counties but the expansion hasn't been finalized, should the Agency still select the additional counties in "All Counties Served"?**
Yes, you can select all counties you intend to serve.
- **Does an agency with several programs have to use a different name for each program?**
Each program should have a different name so it won't be confusing to reviewers and the program name should be different than the agency's name.
- **What happens if I press "Save Application" instead of exiting out of the application?**
The application will be saved automatically as a "DRAFT" and will remain there until it is submitted or the deadline has passed.
- **How many usernames and passwords do I need if I have several programs?**
Each organization should share one username and one password.
- **How do you add several program applications under your one agency username?**
You sign in using the username (email address) and password created in the registration process and click the link on the far left that says "Apply".

