

## **GUIDELINES: CAC**

The Office of Attorney General Derek Schmidt is accepting applications for the State Fiscal Year (SFY) 2023 State Children's Advocacy Center Fund (CAC) grant program. The following information defines guidelines, purpose, eligibility and fund limitations criteria for the application to the OAG State Children's Advocacy Center Fund, as authorized by K.S.A. § 20-370 and K.S.A. § 74-7336. If you have questions regarding this document or the grant program, contact Tracey Goering, Grant Monitor, at (785) 368-7463 or [tracey.goering@ag.ks.gov](mailto:tracey.goering@ag.ks.gov).

### **ELIGIBLE APPLICANTS**

Applicants for this grant must be recommended by the Children's Advocacy Centers of Kansas, Inc. Though the OAG prefers that all CACs are accredited through this agency, we will accept applications for those recommended by the accrediting agency (primarily new agencies).

### **ELIGIBLE EXPENDITURES**

1. These funds should be used primarily to support the operations of agencies serving child abuse victims and their non-offending family members.
2. Multi-program or "umbrella" agencies must pro-rate all agency expenses related to facility & telecommunications. CAC Funds may only be used for expenses to operate the CAC program.
  - All documentation must include proof of expense, proof of payment, and must be maintained by the grantee for 5 years after the close of the grant.
  - All funds will be paid on a reimbursement basis.
  - "Pre-payments" for expenses outside the grant cycle are not allowable.

### **ACCEPTABLE USE OF GRANT FUNDS**

Because funding is limited, a guideline for acceptable uses of grant funding is provided below. This list is not intended to be all-inclusive. If you wish to use funds for a purpose not listed, please seek approval through the Office of the Attorney General.

1. Operations Expenses
  - Salary
  - Fringe benefits
  - Supplies
  - Communication
  - Technology
  - Rent
  - Building maintenance
  - Audit
  - Contract services (including accountant, audit, maintenance, insurance, software lease, etc.)

- Fundraising, limited to expenses related to the planning and execution of fundraising activities including:
  1. Employee salaries
  2. Marketing
  3. Design
  4. Communication
  5. Printed materials
- 2. Direct Services
  - Clothing, food (within shelter), communication
  - Transportation within the state of Kansas (outside state requires approval)
  - Interpretation services
- 3. To be considered allowable, salaries, personnel costs, equipment, and hardware costs must be necessary and essential to the grant project's success.
- 4. For purposes of this application and grant program, equipment is defined as assets with a useful life of one year or more and a cost of \$500 or more.

## LIMITATIONS OF FUND USE

Because funding is limited, a guideline for fund limitations is provided below.

1. These grant funds shall not supplant federal, state, or local funds that would be available otherwise for grant projects for child abuse and neglect projects.
2. The use of grant funds to pay for gift cards or fuel vouchers is not allowed. (Phone cards for communication are permitted).
3. Construction or land acquisitions, including mortgages, are not allowable costs.
4. The use of grant funds is prohibited for grant projects that offer a low probability of improving services to children as determined by fiscal and project audits and grant reviews.
5. Expenses related to direct fundraising activities (meals with donors to request funding, rent for event space, food for attendees at an event, auctioneers or emcees, caterers, planners, contracted set up or other services, or entertainment for an event).
6. Lobbying or influencing the legislature.
7. Grant funds cannot be used to pay for magazines, individual professional membership dues, or fees. However, grant funds may be used to pay agency membership dues or fees to state or national (CAC, CASA, DV/SA, CEVC) organizations.
8. Grant project funds cannot be used to attend conferences, training or meetings that occur **outside the state of Kansas**.
9. Food may not be purchased with the use of grant funds, except for food purchased for consumption by clients.
10. Expenses incurred before or after the opening and closing dates of the grant cycle will not be reimbursed.
11. Grant funds may not be used to reimburse mileage expenses in excess of \$ .565 per mile or the applicant's approved policy rate, whichever is lower.