



Community Engagement and Outreach Grant Frequently Asked Questions

The Children's Trust Public Policy, Community Engagement and Communications Department offers community partners, providers and organizations with an opportunity to seek funding for existing programs, advocacy efforts or events that support children and families in Miami-Dade County as well as the mission and values of The Children's Trust.

GENERAL

What funding opportunities are offered and what are the criteria for each?

- **Direct Service Program Enhancement Grant**

This funding is to provide enhancement to existing programs that provide direct services to children/youth. It is beneficial if the service population to be addressed is demonstrated as a high-need community or population, or where some physical or safety factor prevents access to existing services.

- Required during the pre-application:

- Current W9 form
- [EIN/SunBiz Verification – Active Status](#)
- 1:1 cash match /or in-kind contributions from other funding sources.

- Required documents once an organization has been awarded:

- Active Certificate of General Liability Insurance -due 1 month prior to start of program.
- Workers' Compensation Insurance – Only required for organizations that currently employ four or more employees. Employers can count owners who are corporate officers or limited liability company members.
- Automobile Insurance – Only required if the proposal includes transportation of children/youth.

- **Promotion of Citizen Engagement, Advocacy, and Leadership Grant**

This funding is to support collaborative community projects with the intent to develop and/or operate in partnerships that promote citizen-led engagement, advocacy, and governance. **IMPORTANT:** Any service proposed under this grant

that has children/youth present must have a parent or guardian in attendance and should be specified in the application.

- Required Documents during the pre-application:
 - Current W9
 - [EIN/SunBiz Verification – Active Status](#)
- Required Documents which need to be provided 30 days prior to the start of contracted services once the organization is awarded:
 - Active Certificate of General Liability Insurance - Only upon request at the discretion of The Children’s Trust.
- **Community Outreach Grant**

This funding is to support partnership and/or sponsorship of community outreach activities that align with the mission and values of The Children’s Trust. IMPORTANT: Any service proposed under this grant that has children/youth present must have a parent or guardian in attendance and must be specified in the application.

 - Required Documents during the pre-application:
 - Current W9
 - [EIN/SunBiz Verification – Active Status](#)

What are some examples of typical application proposals?

- **Direct Service Program Enhancement Grant**
 - Existing summer camp or after school program (not funded by The Children's Trust Youth Development funding) that plans to add a robotics activity.
 - A program with direct service to children and youth.
- **Promotion of Citizen Engagement, Advocacy, and Leadership Grant**
 - Community feasibility study to test a potential idea for a new community initiative.
 - Promote census participation.
 - Promote advocacy and government best practices around services for children.
 - Any service that has children/youth present must have a parent or guardian in attendance.
- **Community Outreach Grant**
 - A sponsorship of a community event that supports children and families in Miami-Dade.
 - Any event that has children/youth present must have a parent or guardian in attendance.

What are the requirements for a Provider/Organization to be considered eligible to apply for the Community Engagement & Outreach funding opportunity?

A Provider/Organization is only eligible to apply if the following criteria is met:

- All proposed services will take place within Miami-Dade County.
- Organizations have an “active status” on Sunbiz.org.
- Provider/Organization is not a Miami-Dade County Public School or a charter school.
- All proposed services or events are planned to occur at least 90-days from the date of application submission (not pre-application submission). Example: If the application is completed on February 4th, the service/program/event cannot occur prior to May 5th.

How does this funding work for religious institutions?

A Provider/Organization shall not use any of The Children’s Trust funds to support any inherently religious activities, including, but not limited to religious instruction, worship, proselytization, publicity or marketing materials. Any such use by a Provider/Organization would require a return of funds to: Attn: Finance Department, The Children’s Trust, 3150 SW 3rd Ave, 8th Floor, Miami, Florida 33129.

Does The Children’s Trust suggest that I review any other documents before beginning my application?

Consider reviewing The Children’s Trust Strategic Framework found here: www.TheChildrensTrust.org/AboutUs.

Can I apply for grant funds if my organization is not a 501c3 (nonprofit)?

Yes, however, it is suggested to review The Children’s Trust Strategic Framework to ensure mission alignment, found here: www.TheChildrensTrust.org/AboutUs.

If my organization was previously funded, do I have priority status?

Previously funded organizations will not receive priority status.

If a third party will represent my organization, write my application or communicate on behalf of my organization, what additional steps are required?

If a Provider/Organization requests The Children's Trust to communicate at any point in the application or award process with additional parties, such as with a consultant or third party, they must list the contact(s) name and information in the application as an **Authorized User**. The Children's Trust will only discuss an application with those users authorized by the Provider/Organization.

Can I use a grant writer for my application?

It is highly suggested that the Provider/Organization complete their own application in order to build capacity. The Children's Trust provides Open Lab sessions to assist Providers/Organizations with questions on the pre-application and application. If the Provider/Organization does decide to utilize a grant writer, The Children's Trust grant funds can only be used for the services proposed and cannot be used to pay a grant writer.

APPLICATION PROCESS

When can I apply for funding?

Opportunities to apply for this funding occur annually in a four-week window in the Fall.

Where should I submit my pre-application and application for these funding opportunities?

To submit, begin by going to www.TheChildrensTrust.org/CommunityGrants, select one of the three (3) grant types, and then click on '**Click Here for Pre-Application**'. The Trust Central system will open and prompt the user to either create a username/password or login with existing credentials. It is important to save your credentials to access all of the pre-application, application and future contracting/reporting requirements.

How will I receive communication related to my pre-application and/or application?

Pre-applications, applications, contracting, reporting and email communication will be processed through the Trust Central system. Emails will come from NoReply@trustcentral.org. If you do not receive the confirmation email within a few minutes, please check your spam or junk folder. To ensure you receive future communications, mark **NoReply@trustcentral.org** as a "safe" or "not spam" email address in your email settings.

Do the services that I am applying for need to occur within the same fiscal year as the application submission?

The Children's Trust's fiscal year operates from October 1st to September 30th of the consecutive year. Programs, services and events must operate within the year the Provider/Organization receives funding. The application will not allow you to enter dates outside of The Trust's fiscal year.

What is the timeline for these funding opportunities?

Once the pre-application is submitted, an email will be sent to the applicant via NoReply@trustcentral.org with a decline or approval response. If the pre-application is approved, the email will contain a link for the Provider/Organization to officially apply for the funding opportunity in the Trust Central system using the same login credentials.

The official application must be submitted:

- Within the four-week application window
- At least 90-days prior to the proposed program, service, or event

Once the four-week application window closes, a multilayered internal review process is conducted. The Provider/Organization can expect to receive an email notification from NoReply@trustcentral.org.

How are the Community Engagement & Outreach Grant applications reviewed?

We utilize a multi-step review process for this funding opportunity to select and award Providers/Organizations in an open and fair manner. Each application is independently reviewed and scored by a team of reviewers from various departments within The Children's Trust.

Organizations that demonstrate a high-need or overlooked community or population, a necessary service in which barriers exist, or where some physical or safety factor prevents access will be given priority.

The geographical location of services is also considered during funding recommendations to ensure there is no duplication or saturation of services in any particular area. The review team may determine that more information is needed before a recommendation can be made, in which case the additional information will be requested for consideration.

Is there an appeals process for the award decisions during the Community Engagement & Outreach funding opportunity?

There is no appeals process for this funding opportunity.

After I am awarded, can I change my service dates or activity from what I originally included in my application?

If any changes are made to the approved funded service/program/event, a written request with written approval is required. This will also prompt a second review and determination of funding.

TECHNICAL

If I am having technical issues with my Trust Central login or on my application, whom should I contact?

If the Provider/Organization is experiencing technical issues with the pre-application or application, email helpdesk@thechildrenstrust.org.

Can I save and come back to my application in Trust Central?

Yes, you can begin your application, save it and then come back to it. However, once you press the submit button, you can no longer modify your application. The application is not complete until the submit button is pressed.

What if I need assistance with completing a W-9 form, invoice, checking my FEIN number or other related tasks?

Review the tutorials under the *Prepare to Apply* section of The Children's Trust webpage: www.TheChildrensTrust.org/CommunityGrants.

Does the name of the Provider/Organization have to match the name listed on the W9 document and on the Federal Employer Identification Number (FEIN)?

Yes, the Provider/Organization name must be the exact same name listed on both the W9 document and on the FEIN documentation.

How do I know that my pre-application or application was submitted?

Once the pre-application and/or application is submitted, the applicant will receive an automatic response from NoReply@trustcentral.org indicating receipt of the submission and any required next steps. If you don't receive the confirmation email within a few minutes, please check your spam or junk folder. To ensure you receive future communications, mark **NoReply@trustcentral.org** as a "safe" or "not spam" email address in your email settings.

FINANCIAL PROCESS

What does “other funding sources” mean?

This only applies to the Direct Service Program Enhancement Grant. The Provider/Organization must demonstrate a 1:1 match in dollars and/or in-kind funds. For example, if an organization is requesting a \$10,000 grant award, then the total program expenses should be at least \$20,000.

Can I apply for these funding opportunities, if I already receive funds from The Children’s Trust?

These grants are intended to support organizations not currently receiving funding through The Children’s Trust main investment areas. Providers/organizations that are funded by The Children’s Trust through initiatives such as Thrive By 5, Youth Development, Family Neighborhood Supports Partnerships, to name a few, are only eligible for grant funding under the Community Outreach grant.

What is The Children’s Trust’s fiscal year?

October 1st through September 30th of the following calendar year. For example, October 1, 2025 through September 30, 2026.

How many times can I apply for funding in one fiscal year?

Each agency can only be awarded once per fiscal year *per funding opportunity*. If an organization decides to apply for two (2) funding opportunities, here are the funding combinations allowed:

- Direct Program Enhancement Grant combined with the Promotion of Citizen Engagement, Leadership and Advocacy Grant.
- Direct Service Program Enhancement Grant combined with the Community Outreach Grant.

- No provider/organization can apply for a combination of the Community Outreach Grant and the Promotion of Citizen Engagement, Leadership and Advocacy Grant.
- There can be no duplication of participants between programs with similar scopes of services (i.e. two (2) summer camp programs cannot serve the same participants at one site).

What is the maximum funding award for each of the grants? (Please note, most awards are less than the maximum amount)

- Direct Service Program Enhancement - \$20,000
- Promotion of Citizen Engagement, Leadership and Advocacy - \$10,000
- Community Outreach - \$5,000

What if I am not sure if my expenses are allowable under this grant opportunity?

Generally, transportation and food are not covered under the Community Engagement & Outreach Grant opportunities. For further information on allowable and unallowable costs, please check The Children's Trust Budget Guidelines and Procurement Policy section 2008 and 2010 via: <https://www.thechildrenstrust.org/community-engagement-outreach-grantswww.TheChildrensTrust.org/CommunityGrants>
www.TheChildrensTrust.org/CommunityGrants

What if I am unsure if my service/program/event costs are in alignment with The Children's Trust?

Review the Children's Trust Procurement Policy and Budget Guidelines found under the Prepare to Apply section of The Children's Trust website: www.TheChildrensTrust.org/CommunityGrants

Does the Community Engagement & Outreach funding opportunity have a funding limit?

Once funds are depleted, applications for the Community Engagement and Outreach funding opportunity will close until the next fiscal year.

Can my organization use a fiscal agent?

Provider/Organizations may use a fiscal agent. However, the fiscal agent will be listed as the applicant, contract/agreement authorizer and will receive the funds from The Children's Trust, if awarded.

Can I apply for funding every year?

A Provider/Agency can reapply for funding each year with an acknowledgement that after three (3) years of consecutive funding, organizations will not be eligible for a fourth year of funding and will not be considered for a grant award, until the following fiscal year, when the organization may reapply.

The intent of this process is to allow for a wide variety of organizations to have a chance to apply, receive funding and to ensure programs are diversifying funding sources for purposes of sustainability.

What are other opportunities if I am not funded?

- Sign up for The Children's Trust Weekly Provider Bulletin for up-to-date opportunities via: www.TheChildrensTrust.org/Subscribe-Newsletters
- Check The Miami Foundation and United Way websites for opportunities.
- Visit any public library and request assistance with www.Candid.org to review other local funding opportunities.
- Reapply during the next funding opportunity.

WHAT TO EXPECT ONCE AWARDED

What is the timeline for these funding opportunities?

If awarded, there will be a series of expectations including but not limited to:

- Relationship management with The Trust staff.
- Attendance at mandatory Grant Management Sessions.
- Finalization and collection of proper documents including but not limited to W9, ACH, Certificate of Insurance, Contract (outlined above in the criteria).
- Contract/Agreement management and notification response via the Trust Central system.
- Account set up and invoicing according to the contract through The Trust's Finance Department.
- Site visit requirements.
- Closeout Reporting requirements.

If awarded funding, will I have to sign any documents before receiving funds?

All awarded Provider/Organizations will have to review and sign a Contract or Agreement outlining the terms and conditions of the funding opportunity.

- **Direct Service Program Enhancement Grant** - Contract signatures will be made available *after* the Certificate of Insurance is submitted to ceinsurance@thechildrenstrust.org and approved.

If awarded funding, will I have to provide proof of insurance?

- **Direct Service Program Enhancement Grant Providers/Organizations:**
 - Must email ceinsurance@thechildrenstrust.org the General Liability Certificate of Insurance (COI) 1-month prior to the start of the services.
 - The Contract will not be made available for signature until after the insurance is submitted and approved.
 - Services are authorized to begin *after* the submission and approval of the insurance and the contract is signed by all parties.
 - Workers' Compensation Insurance – Only required for organizations that currently employ four or more employees. Employers can count owners who are corporate officers or limited liability company members.
 - Automobile Insurance – Only required if the proposal includes transportation of children/youth.
- **Promotion of Citizen Engagement, Advocacy, and Leadership Grant and Community Outreach Grant providers** are only required to present insurance upon request at the discretion of The Children's Trust.

What is needed on the General Liability Certificate of Insurance (COI) for Direct Service Program Enhancement Grant Providers/Organizations?

- The dates of coverage on the COI must cover the dates of the services proposed in the application.
- The COI must show the *Insured* (top left) as the exact full name of the Provider/Organization as it is written on W9 document that also matches the federal employer identification number (FEIN).
- If the name of the organization does not match these records because another entity is providing insurance on behalf of these services, a letter will need to be supplied with an explanation. A review of the documents will be conducted before approved.
- The COI must show the *Certificate Holder* (bottom left) as:
The Children's Trust

3150 SW 3 Avenue
Miami, FL 33129

Should the Provider/Organization change the date of the services if the contract/agreement has not been executed?

The Children's Trust expects the Provider/Organization to maintain the service dates indicated in the awarded application. The Provider/Organization will be required to contact The Children's Trust via cegrants@thechildrenstrust.org with the full name of funded organization, the requested change comparing the original proposal and the new proposal. This request to change services will be subject to a new review and recommendation for funding. This request may be denied.

What is the best way to communicate or ask questions once I have been awarded a grant?

- All communication will come from NoReply@trustcentral.org or CEGrants@thechildrenstrust.org.
- All questions or clarifications can be sent directly to CEGrants@thechildrenstrust.org.

What should I consider for funding compliance?

The funded Provider/Organization agrees to return all funds provided by The Children's Trust within five (5) days if the program does not comply with the scope of work outlined in the approved grant application. The funds are to be made payable to The Children's Trust and are to be returned, within five (5) business days upon determination that the Provider/Organization is not operating in compliance, to the following address:

The Children's Trust
Attn: Finance Department
3150 SW 3rd Ave, 8th Floor
Miami, Florida 33129

If awarded, how will I receive payment?

All Provider/Organization(s) are expected to enroll in The Children's Trust's direct deposit program. Payments may be withheld until enrollment is complete. The direct deposit program requires that all payments received from The Children's Trust are

directly deposited into the Provider's designated bank account held at a financial institution located in the United States. Information regarding direct deposit may be found in The Trust's Frequently Asked Questions (FAQs). Please visit www.TheChildrensTrust.org/Ach-Direct-Deposit.

If awarded the Direct Service Enhancement Grant, what documents should my organization maintain as part of the compliance requirement?

All funded organizations are required to maintain original records documenting actual expenditures and services provided according to the Scope of Services and may be requested by The Children's Trust. Any supporting documentation shall be made available and provided to The Children's Trust upon request. The Provider/Organization agrees to deliver such assistance as may be necessary to facilitate a review or audit to ensure compliance with applicable accounting, financial and programmatic standards.

Provider/Organization receiving the Direct Service Program Enhancement Grant shall keep accounting records that conform to generally accepted accounting principles (GAAP).

All public records must be retained by the Provider/Organization for five (5) years after the end date of the program. The above referenced record retention policy does not apply to the Promotion of Citizen Engagement, Advocacy and Leadership Grant nor the Community Outreach Grants.

If my agency is awarded, what are the communications/marketing requirements?

Visit the "Community Engagement and Outreach Grants Marketing and Communications Compliance" document available at www.TheChildrensTrust.org/CommunityGrants under the corresponding grant type. This web page also has information about logos, media kits, consent for video and photography, among other marketing and communication related items.

If awarded, is it necessary to have all marketing or media materials referencing The Trust or featuring The Trust logo undergo a review?

Prior authorization is required for all materials incorporating The Trust logo or mentioning The Trust via the Communications Compliance Form available at www.TheChildrensTrust.org/Communications.

Are there any opportunities for capacity building for my organization and staff?

The Children's Trust's Trust Academy Learning Management System (LMS) is a resource for funded providers that assists with online courses, training activities and professional development. In the Spring of 2025, funded providers will begin to have access the list of suggested courses: [CE Trust Academy Courses](http://www.TheChildrensTrust.org/TrustAcademy) at no cost to the Provider/Organization. Once the contract/agreement is complete, the Provider/Organization will be given instructions on how to access Trust Academy using: www.TheChildrensTrust.org/TrustAcademy. As part of the Community Engagement and Outreach Closeout Report, Provider/Organizations will be requested to upload their certificates of course completion. This does not apply to Provider/Organizations with Community Outreach grants.

If awarded a Direct Service Program Enhancement grant, will The Children's Trust conduct a site visit?

Yes, a staff member of The Children's Trust will visit the program site during the duration of the activities to allow for interaction with the program staff and participants. The Provider/Organization will share successes, challenges, show evidence of record retention and offer a facility walk-through.

If awarded a Promotion of Citizen Engagement, Advocacy, and Leadership grant or Community Outreach grant, how will I complete the deliverables in my proposal?

The Children's Trust Communications team will review the proposed deliverables and work directly with you on finalizing them. All communications in relation to deliverables should be directed to outreach@thechildrenstrust.org.

If my organization is awarded, what are the requirements for closing out the grant?

Funded organizations will be expected to complete a Closeout Report at the end of their program. This report contains a detailed narrative of how the award funds were used and how the funds directly impacted the communities your program was intended to serve. This includes all services or activities rendered, number of

participants/beneficiaries, accomplishments, impacts, challenges, obstacles, and will also include the ability to upload photos, videos and documents.

- **Direct Service Program Enhancement grantees:**
 - Completion of the Closeout Report is required within 45 days of completion of the services and must be complete to receive the final 20% payment.
 - Beginning in the Spring of 2025, providers will be encouraged to upload their Trust Academy certificates to show evidence of Capacity Building course completion.
- **Community Outreach and Promotion of Citizen Engagement, Advocacy and Leadership grantees:**
 - Must complete the Closeout Report within 45 days of completion of the service/program/event.

How do I access the Closeout Report?

The Closeout Report is accessed through the Provider/Organization Trust Central account. Login to your account on www.TrustCentral.org using your saved login credentials. Your Closeout Report will be on your portal dashboard.