



**NEW JERSEY CHILD ASSAULT PREVENTION**  
**2011/2012 Grant Application**  
**Elementary, Teen & Special Needs**

The NJ Child Assault Prevention Project (CAP) is a statewide prevention program whose mission is to provide schools and communities with information and resources to reduce children’s vulnerability to assault. NJ CAP, a program of the Educational Information and Resource Center (EIRC) and the NJ Department of Children and Families, has trained over 2.5 million children and 300,000 parents and teachers since its inception in 1985. NJ CAP has 21 county offices with an additional office in the city of Newark and over 200 program facilitators.

The District Superintendent will complete the following application, review and sign implementation timelines and contract criteria, and return it to **CAP State Office**, by **June 30, 2011**.

Schools applying for CAP funding must provide a minimum of **30%** of the total cost of implementation.

Exceptions to this provision must be documented and approved by the State CAP Office/EIRC. If your district is eligible for urban aide funding or can document financial need and other related factors, the provision may be waived. Application will not be accepted without waiver documentation when requesting the 30% exemption.

**Depending on availability of funds, the district may be responsible for additional funding.**

\_\_\_\_\_

(Please Print)

COUNTY: \_\_\_\_\_ SCHOOL DISTRICT: \_\_\_\_\_

SCHOOL NAME \_\_\_\_\_  
*(private/non-public use only)*

DISTRICT SUPERINTENDENT NAME: \_\_\_\_\_

PHONE: (        ) \_\_\_\_\_ Email: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

## NJ CAP

A project of the Educational Information and Resource Center (EIRC)  
 107 Gilbreth Parkway, Suite 200  
 Mullica Hill, NJ 08062  
 Phone – (856) 582-7000- Fax: 856.582.3588  
[www.njcap.org](http://www.njcap.org)

## Elementary CAP Program

**This application is for Pre–K, Kindergarten, and 1st - 6<sup>th</sup> Grades.** (See page 7 for specific information about each program.)

### PLEASE COMPLETE FUNDING REQUEST:

The following should be completed in conjunction with the CAP county coordinator. The CAP program requires a **1 ½ hour staff in-service** for teachers who have not had CAP training in the last four years. The in-service date should be reserved in advance. A **1 ½ hour parent workshop** is also required for each school however where low attendance is anticipated schools are encouraged to combine these workshops.

**Monies may not be authorized to districts who cannot guarantee in-service dates. Please indicate a tentative in-service date \_\_\_\_\_.**

Elementary Program (Pre K through 6th grades)

a) \$181.00 x \_\_\_\_\_ # of **Pre-K classes** in district = \$ \_\_\_\_\_

b) \$169.00 x \_\_\_\_\_ # of **Kindergarten classes** in district = \$ \_\_\_\_\_  
(AM Classes & PM Classes)

c) \$130.00 x \_\_\_\_\_ # of **1<sup>st</sup> - 6<sup>th</sup> classes** in district = \$ \_\_\_\_\_  
(Includes **all classes other than** cognitively impaired  
- see page four for special needs classes)

d) \$168.00 x \_\_\_\_\_ # of **Adult workshops** = \$ \_\_\_\_\_

(List # of staff workshops \_\_\_\_\_ , # of parent workshops \_\_\_\_\_)

Total cost of implementation (a+b+c+d) = \$ \_\_\_\_\_

District contribution – 30% minimum minus \$ \_\_\_\_\_

State CAP Funding = \$ \_\_\_\_\_

### Partial grants may be awarded.

If the application is not approved for CAP funding, the district may still implement the CAP program using other funding sources. Visit the NJ CAP website at [www.njcap.org](http://www.njcap.org) to download additional applications.

## TEEN CAP PROGRAM

This application is for **Teen CAP, 7<sup>th</sup>-12<sup>th</sup> Grades**. (See page 7 for specific information about program.)

### PLEASE COMPLETE FUNDING REQUEST:

The following should be completed in conjunction with the CAP county coordinator. The CAP program requires a **1½ hour staff in-service** for teachers who have not had CAP training in the last four years. The in-service date should be reserved in advance. A **1½ hour parent workshop** is also required for each school however where low attendance is anticipated schools are encouraged to combine these workshops.

**Monies may not be authorized to districts who cannot guarantee in-service dates. Please indicate a tentative in-service date \_\_\_\_\_.**

Teen CAP Program (7<sup>th</sup> through 12<sup>th</sup> grades)

a) \$191 x \_\_\_\_\_ # of \_\_\_\_\_ **grade classrooms** in district = \$ \_\_\_\_\_

b) \$168 x \_\_\_\_\_ # of **adult workshops** = \$ \_\_\_\_\_

(List # of staff workshops \_\_\_\_\_, # of parent workshops \_\_\_\_\_)

Total cost of implementation (a+b) = \$ \_\_\_\_\_

District contribution - 30% minimum minus \$ \_\_\_\_\_

State CAP Funding = \$ \_\_\_\_\_

### Partial grants may be awarded.

If the application is not approved for CAP funding, the district may still implement the CAP program using other funding sources. Visit the NJ CAP website at [www.njcap.org](http://www.njcap.org) to download additional applications.

## SPECIAL NEEDS CAP PROGRAM

This application is for the CAP program designed for **cognitively impaired** students. (See page 7 for specific details on program.)

### PLEASE COMPLETE FUNDING REQUEST:

The following should be completed in conjunction with the CAP county coordinator. The CAP program requires a **1½ hour staff in-service** for teachers who have not had CAP training in the last four years. The in-service date should be reserved in advance. A **1½ hour parent workshop** is also required for each school however where low attendance is anticipated schools are encouraged to combine these workshops.

**Monies may not be authorized to districts who cannot guarantee in-service dates. Please indicate a tentative in-service date \_\_\_\_\_.**

Special Needs CAP Program

a) \$307 x _____ # of <b>cognitively impaired classes</b> in district	=	\$ _____
b) \$168 x _____ # of <b>adult</b> workshops	=	\$ _____
 Total cost of implementation (a+b)	 =	 \$ _____
District contribution - 30% minimum	minus	\$ _____
State CAP Funding	=	\$ _____

### Partial grants may be awarded.

If the application is not approved for CAP funding, the district may still implement the CAP program using other funding sources. Visit the NJ CAP website at [www.njcap.org](http://www.njcap.org) to download additional applications.



## **NEW JERSEY CAP TIME LINES/DEADLINES**

**By February 2011**- CAP State Office will have communicated with all county superintendents, notifying them of the potential Child Assault Prevention monies in their county. This notification will be accompanied by program time lines, program description, and county coordinator roster.

**By March 2011** - CAP application will be available on-line at [www.njcap.org](http://www.njcap.org) .

**By June 30, 2011** - All District Superintendents interested in applying for CAP monies will complete the application, receive school board approval and return application to the CAP State Office.

**By September 9, 2011**- The CAP State Office in conjunction with County Superintendents and CAP County Coordinators will have selected school districts and notified them of this selection.

**By January 31, 2012** -All CAP grant workshops will have been scheduled with the CAP County coordinator.

**By May 31, 2012** - All CAP workshops will have been completed. Deadline extensions must be approved by the State CAP Office.

**Program evaluation will be completed one month following the finalization of services and will be conducted by CAP county coordinator in conjunction with school administrator.**

**I have read and agreed to the above deadlines and I understand that they are essential for the efficient implementation of the CAP program within my district. I understand that by signing this document the school district is legally bound to implement the CAP Program as indicated by Timelines/Deadlines and Contract Criteria.**

\_\_\_\_\_  
District Superintendent

\_\_\_\_\_  
Date

## CONTRACT CRITERIA

**A school district which chooses to nominate itself will meet the following criteria:**

1. Will agree to have CAP county coordinator and facilitators implement the CAP programs according to the design of the International Center for Assault Prevention, including:
  - a. **Teacher-Staff Workshops** - provide *1½ hours* of **continuous** and **uninterrupted** time for teacher/staff in service.
  - b. **Support Staff** - (e.g. bus drivers, crossing guards, maintenance and kitchen staff) will be invited to participate in parent or teacher workshops.
  - c. **Parent Workshops** - provide space to conduct a 1 ½ to 2 hour parent workshop.
  - d. **Pre-K**- provide one hour on three consecutive days for the classroom workshop and for review time. The school will allow the post workshop review to take place in the classroom. Children interested in participating in the review time shall be permitted the time to attend.
  - e. **Kindergarten**- provide one hour on two consecutive days for classroom workshop and for review time. The school will allow the post workshop review to take place in the classroom. Children interested in participating in the review time shall be permitted the time to attend.
  - f. **Elementary CAP Children Workshops** - provide 1½ hours of uninterrupted time for each workshop and for post workshop review. The school will provide space for the post workshop review. Children interested in participating in the review time shall be permitted the time to attend.
  - g. **Teen CAP Student Workshops** - provide staff to be present during the three classroom workshops and have additional staff coverage for day two and three. Provide time for each class to attend three student workshops on three sequential days, within a maximum of seven school days. The school will provide the following: space on the first day for one joint workshop which will include both male and female students; space for two separate and simultaneous workshops, one male and one female, the second and third day; space for the post workshop review for individual students to meet with workshop facilitators each day.
  - h. **Special Needs (Cognitively Impaired)** - provide five consecutive days for students workshops (day 1 and 5 taught by the classroom teacher. Day 2, 3 & 4 are presented by CAP facilitators. One hour of uninterrupted time for each workshop and for post workshop review.) **(Note: This program is designed for students with moderate to severe cognitive impairment in self-contained special education settings. Students with mild cognitive disability should receive CAP in the regular education classroom with typically developing peers.)**
2. All elementary and/or secondary schools in a district will participate.
3. All districts will have school board approval.
4. All districts will have support of home/school organization.
5. All districts will be available for implementation during the months of September 2011-May 2012
6. All districts will participate in a CAP evaluation process which will involve evaluations of the classroom workshop by classroom teacher and an exit interview with School Principal or Chief School Administrator.

**I have read and agreed to the above terms for application to this grant application.**

\_\_\_\_\_  
District Superintendent

\_\_\_\_\_  
Date