



# NEW JERSEY CHILD ASSAULT PREVENTION

## 2017/2018 Grant Application

### K-8 CAP's Bullying Prevention Program

CAP's Bullying Prevention Program is an initiative of New Jersey Child Assault Prevention (NJ CAP) for schools (grades K - 8<sup>th</sup>) and is funded through the NJ Department of Children and Families. The most effective prevention program for any school or district is one which involves the entire school community. As such, CAP's Bullying Prevention Program offers a series of workshops for staff, parents and students to assess the specific nature of bullying in the school, to train adults in appropriate intervention strategies and to improve student interaction. (See pages 4, 5 & 6 for time lines, program component, and contract criteria.)

*Applications should be submitted via email to [njcap.applications@gmail.com](mailto:njcap.applications@gmail.com)*

**This application is to be completed for each participating school in the district.** The School Principal will complete the application, review and sign Implementation Timelines and Contract Criteria, and return to **CAP State Office**, by **June 30, 2017**.

Schools applying for CAP funding must provide a minimum of **50%** of the total cost of implementation.

The school match may only be waived if there is a demonstrable financial need, eligibility for urban aide funding or other related factors. In these circumstances, a waiver letter on school district letterhead from the Chief School Administrator, must accompany this application. Applications requesting exemption will not be accepted without the waiver letter.

**Schools who have received funding from NJCAP for the Bullying Prevention Program in the past should be aware that priority goes to first time applicants.**

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

(Please Print)

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

SCHOOL NAME: \_\_\_\_\_  
(one application per school)

SCHOOL PRINCIPAL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

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

# NJ CAP

[www.njcap.org](http://www.njcap.org)

**PLEASE COMPLETE FUNDING REQUEST:**

The following should be completed in conjunction with the CAP County Coordinator.

CAP's Bullying Prevention Program requires a **1½ hour staff in-service** of continuous time for teachers who have not had CAP training in the last three years. The in-service date should be reserved in advance. A **1½ hour** parent workshop is also required for each school.

Funding may not be authorized to districts who cannot guarantee in-service dates.

**Please indicate a tentative in-service date \_\_\_\_\_.**

- a) \$229.00 x \_\_\_\_\_ # of K-2<sup>nd</sup> grades in school \$ \_\_\_\_\_
- b) \$229.00 x \_\_\_\_\_ # of 3<sup>rd</sup>- 4<sup>th</sup> grades in school \$ \_\_\_\_\_
- c) \$229.00 x \_\_\_\_\_ # of 5<sup>th</sup> grades in school \$ \_\_\_\_\_
- d) \$300.00 x \_\_\_\_\_ # of 6<sup>th</sup> grades in school \$ \_\_\_\_\_
- e) \$300.00 x \_\_\_\_\_ # of 7<sup>th</sup> - 8<sup>th</sup> grades in school \$ \_\_\_\_\_
- f) \$208.00 x \_\_\_\_\_ # of Staff in-service \$ \_\_\_\_\_
- g) \$208.00 x \_\_\_\_\_ # of Parent workshop \$ \_\_\_\_\_
- h) \$359.00 Implementation/Program Review \$ \_\_\_\_\_

**Required components for first time applicants that select third through eighth grade implementation.**

- 1) Staff In-Service
- 2) Parent Workshop
- 3) Implementation Planning Committee
- 4) Program Review Report
- 5) Workshops for students

Total cost of implementation (a+b+c+d+e+f+g+h ) = \$ \_\_\_\_\_  
 School contribution - 50% minimum minus \$ \_\_\_\_\_  
 State CAP Funding = \$ \_\_\_\_\_

Maintenance School \_\_\_\_\_ (check if applicable)

**Partial grants may be awarded.**

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

**PLEASE COMPLETE THE FOLLOWING:**

1. When did your district last implement the CAP Elementary Program?
  
2. If applicable, please respond to the following:
  - A. When did you last implement CAP's Bullying Prevention Program?
  
  - B. In what grades was the program implemented?
  
  - C. Is your Implementation Committee still in existence?
  
3. What needs do you think CAP's Bullying Prevention Program will meet in your school and/or community?
  
  
  
  
  
  
  
  
  
  
4. Please provide a statement of in-kind contribution which teaching staff will render on behalf of the project (e.g. additional in service time, public relations, community outreach, curriculum additions focusing on prevention issues, bulletin boards, etc.)
  
  
  
  
  
  
  
  
  
  
5. Please provide a statement of the service which parent/home organizations will render on behalf of the project?
  
  
  
  
  
  
  
  
  
  
6. How will CAP's Bullying Prevention Program fit into your current character education program?
  
  
  
  
  
  
  
  
  
  
7. Please provide a statement on future plans on follow up of this K-8 program. Will you provide for the maintenance phase of the program for next year? A school steering committee will be developed as a result of this program. Will you support and encourage its continuation? Will you include CAP in your character education/ health curriculum in the future?

**NEW JERSEY CAP  
TIME LINES/DEADLINES**

**By February 2017**- CAP State Office will have communicated with all county superintendents, notifying them of the potential Child Assault Prevention funding in their county. This notification will be accompanied by program time lines, program description, and county coordinator roster.

**By March 2017**- CAP application will be available on-line at [www.njcap.org](http://www.njcap.org)

**By June 30, 2017** – **Application Deadline**- All School Principals interested in applying for CAP funding will complete application, receive school board approval and return application to the CAP State Office.

**By August 31, 2017** - The CAP State Office in conjunction with School Principals and County Coordinators will have selected schools and notification of the selections will be made.

**By January 31, 2018**- All workshops will have been scheduled with the CAP County Coordinator.

**By March 30, 2018** - All adult and student workshops will have been completed. Deadline extensions must be approved by the State CAP Office.

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

\_\_\_\_\_  
School Principal Signature

\_\_\_\_\_  
Date

## CONTRACT CRITERIA

### A school that chooses to nominate itself will meet the following criteria:

1. Since the basic CAP curriculum forms the foundation for CAP's Bullying Prevention Program, schools must have had CAP within the three years preceding implementation of CAP's Bullying Prevention Program.
2. Will agree to have CAP County Coordinator and CAP Facilitators implement CAP's Bullying Prevention Program according to the design of NJ CAP, including:
  - a. **Administrative Meeting**-30-60 minutes. This meeting should be scheduled in the fall of the current school year. The CAP County Coordinator will meet with administration to discuss all specifics of the program.
  - b. **Teacher/Staff Workshop**-1½ to 2 hours of **continuous** and **uninterrupted** time for teacher/staff in service. All school staff are invited including cafeteria workers, playground aides and any auxiliary staff who interface with the children.
  - c. **Implementation/Planning Committee**-This group will be comprised of Principal, school nurse, counselor, parents, one student from each grade and staff representatives, etc. They will act as a steering committee for the implementation of the program and will meet after the staff inservice and prior to the classroom workshop. Their initial meeting will be 30-60 minutes with the CAP coordinator to discuss the specific needs of the school community and plan the implementation of school workshops. They will again meet at end of the program during the program review.
  - d. **Parent Workshop**-1½ to 2 hours. This workshop gives parents the opportunity to discuss the problem of bullying behaviors in the school community and to give strategies to help their children who are being bullied, those exhibiting bullying behaviors or those witnessing bullying.
  - e. **Student Workshops**-These workshops are developmentally appropriate for students in Kindergarten through 8<sup>th</sup> grades. This workshop helps sensitize students to the roles of those being bullied, those exhibiting bullying behavior and those witnessing bullying. Strategies to de-escalate bullying will be presented.

### **Kindergarten workshops will not be implemented until January of the school year.**

**K-5 grades**- two 1 hour classroom presentations with an additional 30 minute Review Time.

**6<sup>th</sup>-8<sup>th</sup> grades**- three 40 to 60 minute classroom presentations. The third session is the Cyber-Empowerment workshop. Additional 30 minutes required for Review Time for every two classes.

**Review Time** – The school will provide space for a post workshop review. This review follows the classroom workshop. Children interested in participating in the post workshop review shall be permitted the time to attend.

- f. **Program Review Meeting**-60 minutes. Takes place within one month of concluding the student workshops and is attended by the original Implementation Steering Committee, the principal, school nurse, counselor, parent, staff and student representatives from all grades, etc., and CAP Coordinator. A report will be given to the committee which will summarize the amount and severity of bullying in the school from the school communities perspective. A suggested timeline will be given to the committee for ongoing de-escalations of bullying in the school, including setting up school policies, adult intervention and resources on bullying. The Implementation Steering Committee will be encouraged to continue as the group which will oversee the prevention of bullying in the school.
  - g. **Exit Interview**-Within 6 weeks after completing the workshops. This meeting will allow feedback from school administrator and a written evaluation.
- 3. All schools will have support of home/school organization.
  - 4. All schools will be available for implementation during the months of September 2017 – April 2018.
  - 5. **All schools will participate in a CAP evaluation process which will require that each teacher complete an evaluation of the classroom workshop and the School Principal or Chief School Administrator complete an in-person exit interview with the CAP County Coordinator.**

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

\_\_\_\_\_  
School Principal Signature

\_\_\_\_\_  
Date