



National Alliance of Children's Trust and Prevention Funds

Guidelines for Effective Children's Trust and Prevention Funds

I. Mission and Program

1. Children's Trust Fund (CTF) has a well-defined mission that includes a commitment to enhancing communities, strengthening families and promoting healthy children. These outcomes translate to preventing child abuse and neglect before it occurs.
2. The mission, values, goals and strategic plan are in writing and made available to staff, advisors and board members.
3. Individuals associated with the CTF (staff, advisors, volunteers, parent leaders and board members) can articulate the mission of the CTF.
4. All staff and advisors understand how their role relates to the organization's mission and receive training on their respective role.
5. Programs effectively and efficiently work toward achieving the mission, addressing prevention at all levels of the ecological model.

II. Working in Partnership with Families

1. CTF partners with parents who are or have been program participants in all aspects of their work, including planning, governance, evaluation, policymaking, funding decisions and provision of training and technical assistance.
2. CTF-funded programs are family focused, partnering with families in program planning, implementation and evaluation.
3. CTF-funded programs are community-based so that families can have access to the formal and informal supports that they need.
4. CTF-funded programs allow the community to have a sense of ownership by including them in planning and decision-making, including peer review and grant reviews.
5. Parent participants are respected and treated as partners in CTF-funded programs, which includes active listening, shared decision-making and promotion of individual and family strengths.
6. CTF-funded programs identify specific roles for parent leaders and provide training and support for parents to take on those roles.

III. Governance

1. A governance body is in place to monitor the CTF's management, financial and programmatic performance.
2. Management policies and fiscal policies and procedures are written and made available to staff, volunteers, board members and advisors.

1. Organizational policies include benchmarks to ensure that specific programmatic outcomes are achieved.
2. Organizational policies reflect the demographics of the community being served.
3. CTF makes information about the organization's mission, basic audited financial data and program activities available to the public on an annual basis.
4. CTF policies support parent leadership and shared leadership.

IV. Management and Operations

1. CTF has published telephone numbers and office locations that are accessible, with office hours that are convenient for the communities they work with.
2. CTF is in compliance with all local, state and federal laws.
3. CTF ensures that information technology (hardware, software, training and maintenance) is appropriately matched with the mission, staffing, goals and expectations of the program.
4. CTF complies with both the actual and the spirit of laws that require disclosure of information to members of the public.

V. Human Resources

1. The CTF has adequate staffing (paid and volunteer) capacity.
2. Staff are adequately and appropriately trained to perform their duties.
3. Written personnel policies and procedures are provided to each staff member and volunteer, describing the protocol for hiring, firing, grievance procedures, confidentiality and any required assessment or screening procedures.
4. Training is provided regularly to staff, volunteers and parent leaders to build and strengthen their capacity to develop additional skills and to do increasingly more responsible work.
5. Staff and volunteers receive training to ensure that programs, policies and messages are delivered in a consistent and appropriate manner.
6. Personnel reflect the demographic make-up of the communities that the CTF works with and

VI. Funding and Financial Capability

1. Written financial policies are appropriate to the size and complexity of the organization.
2. Budget line items and categories are tied to specific outcomes.
3. Budgets contain realistic expectations and projections of revenue and expenses.
4. Fundraising policies are consistent with the mission and organizational capacity of the CTF.
5. Funding decisions are made within a shared governance structure.

VII. Public Education/Awareness

1. Public awareness/education materials provided to the community and the media are factually accurate.
2. Public awareness/education materials are culturally appropriate and relevant.
3. Public awareness/education materials are clear, easy to read and easy to communicate to the public.
4. CTF adopts the "reframing" approach to public awareness — reframing messages to focus on changing individual, organizational, community and societal behavior to better support and strengthen families.
5. CTF provides specific information about their activities and their role in the states, in an effort to inform others in the community about family strengthening and opportunities for collaboration.

VIII. Public Policy

1. Guidelines clearly state that the promotion of public participation in community, state and national affairs is nonpartisan.
2. CTF follows all required policies regarding advocacy in their state or agency.
3. CTF takes active roles in educating policymakers and the general public about issues of importance to children and families.
4. Guidelines support and recognize (utilize) the essential role of government in preventing child abuse and strengthening families.
5. CTF promotes health, childcare, workplace, education, housing and community policies that support and value children and families.

IX. Funding and Evaluating Family-Strengthening Strategies

1. CTF evaluates the results of its own activities and those funded.
2. Funding decisions are based on criteria that include the consideration of past research and evaluation of programs and other strategies.
3. CTF implements and provides support for continuous quality improvement strategies.
4. CTF contributes to the Alliance's body of knowledge regarding evidence-based practice, ultimately contributing to research on evidence-based practice.
5. Demonstrated parent leadership is a criterion when funding and evaluating programs.
6. Parent leaders are involved in the evaluation process from the program level to the funding level.

X. Building Statewide Prevention Networks

1. CTF leads or engages in collaborations of public and private agencies to partner on policies, procedures, services and funding to create a system that promotes child and family well-being.
2. CTF ensures that statewide prevention networks include diverse and underserved communities.
3. CTF helps ensure that communities have opportunities to learn and develop an understanding about protective factors and their relationship to child abuse and neglect prevention.
4. CTF ensures that parent leaders are active network participants.

XI. Providing Technical Assistance to Grantees

1. CTF assesses whether grantees' goals and objectives are being achieved.
2. CTF works with grantees to determine their level of readiness to accept assistance and implement proposed changes.
3. CTF identifies the areas where grantees need additional support and training and provides it whenever possible.
4. CTF works with grantees to strengthen and increase program effectiveness.
5. CTF encourages grantees to develop a sustainability plan for projects/programs beyond a grant funding period.
6. CTF identifies and builds on the strengths of grantees.
7. CTF encourages peer consulting among its grantees when appropriate.
8. Training and technical assistance accommodate different learning styles and are culturally responsive.

XII. Collaborating with Diverse Communities

1. CTF respects the customs and practices of individuals and community partners.
2. CTF respects the cultural traditions of its individuals and community partners.
3. CTF ensures that the RFP process is inclusive and promotes cultural diversity, in addition to providing training and technical assistance when needed.
4. Materials are available in the language spoken by the individuals and community partners that the CTF works with.
5. CTF ensures diversity among collaborating partners and seeks out partners that represent the diverse populations in the state, including families with disabilities and other special needs.
6. CTF ensures that diverse community-based organizations are aware of the resources offered by the CTF.

XIII. Providing Statewide Leadership in Strengthening Families and Preventing Child Abuse and Neglect

1. CTF identifies gaps in programmatic strategies, evaluation, research and public policy and serves as a conduit to address needs and fill the gaps.
2. CTF promotes innovation as an avenue to new and effective strategies.
3. CTF provides leadership, training and support to the field in the area of family strengthening.

XIV. National Role and Activities

1. CTF joins and participates in the activities of the National Alliance of Children's Trust and Prevention Funds.
2. CTF engages in peer consulting opportunities through the Alliance.
3. CTF takes advantage of national training and technical assistance as needed.
4. CTF shares its successes and challenges with the Alliance, other CTFs and other national organizations as appropriate.
5. CTF contributes to the Alliance's body of knowledge, by submitting data, articles and resource references that can be posted on the website and shared with the field.