



New Jersey Courts – Family Practice Division
Subgrant Application - Fact Sheet
Court Improvement Program

The New Jersey Court Improvement Program (CIP) is dedicated to continuous quality improvement of court proceedings in child welfare matters. Through collaboration between the judiciary and stakeholders in the child welfare system, the CIP supports families and promotes positive outcomes for children. In addition, the CIP advocates for racial equity and addresses disparities within the child welfare system. Through federal Court Improvement funding, the CIP can provide financial support through subgrants to organizations whose work is consistent with the CIP's objectives. This fact sheet answers basic questions on the process to apply for CIP funds.

Who can apply?

Programs and service providers involved in court improvement service implementation for families involved in the child welfare system

What to include in the application?

- 1. Identification of Need:** State the need for the program with statistical or empirical evidence.
- 2. Program Activities:** Provide a detailed description of the activities the program will undertake to meet the identified needs and the rationale behind these activities.
- 3. Target Population:** Provide information on the program's target population and how the program will be implemented.
- 4. Goals and Objectives:** Provide clear program goals, objectives, and expected outcomes.

Does your proposed project align with court improvement objectives?

The proposal should support at least one of the key CIP objectives such as improving the safety, permanency, and well-being of children in foster care; improving the quality of legal representation for parents or children; enhancing the quality of court hearings; or strengthening families or kinship placements through preventive programs. The proposal could also suggest using a new or innovative approach or idea not already in widespread use in New Jersey's child welfare system.

In addition, the proposal should include an explanation of the impact to minority populations, particularly those underserved or over-represented in the New Jersey child welfare system. A certification that the program will not contribute to racial disparities is required.

What factors will be considered in reviewing the subgrant application?

- 1. Data Analysis Plan and Evaluation:** Applicants must describe how they will evaluate their proposal's success, including the tools used to measure success.
- 2. Financial Viability:** Applicants must submit a complete budget and provide detailed program expenses and justifications for those expenses. The budget must be realistic and describe sustainability of the program after grant funding has been exhausted.
- 3. Sustainability Measures:** Applicants must describe how the program aligns with and is supported by existing legislation, policies and practices in New Jersey's child welfare system. This includes demonstrating how the program integrates into the broader context of child

welfare. Applicants must also describe how their work will continue after the funding period ends.

What does the subgrant application process entail?

Subgrant applications are evaluated for completeness and alignment with CIP objectives by the CIP in the New Jersey Administrative Office of the Courts. Completed applications are considered by the Child in Court Improvement Committee (CICIC), a multidisciplinary task force responsible for reviewing and making recommendations on the use of federal CIP funds. Applicants might be asked to present their proposals at a CICIC meeting.

If the CICIC endorses a proposal, it is then submitted to the Administrative Director of the Courts for review and approval. The Administrative Director of the Courts solely has the authority to approve projects and submit them to the federal Administration for Children and Families (ACF) for funding consideration.

Proposals submitted before March will be reviewed for the grant period starting in October of the same year and ending two years later in August. Proposals submitted in or after March will be considered for the following year's grant period.

Where is the subgrant proposal form located?

The proposal form is available on the New Jersey Courts public website. You can access the form directly through this link:

[**Court Improvement Program \(CIP\) Grant Proposal Form**](#)