



Children's Justice Act Task Force
Texas Center for the Judiciary
1210 San Antonio, Suite 800
Austin, Texas 78701
(512)482-8986 • (512)469-7664 (fax)



Children's Justice Act Scholarships

FFY 2010 Program Instructions

Purpose:

The Texas Children's Justice Act (CJA) program is committed to improving the investigation, prosecution, administrative, and judicial handling of criminal and/or civil child-protection cases by sending child-protection professionals and volunteers to quality training events. The CJA program is pleased to offer a limited number of scholarships to individuals and teams to participate in the following conferences:

Texas CASA 20th Annual Conference

Dates: 10/07/09-10/10/09
Location: San Marcos, TX

Texas Foster Families 36th Annual Conference

Dates: 10/08/09-10/10/09
Location: Corpus Christi, TX

Children's Advocacy Center of Texas 14th Annual Conference

Dates: 11/02/09-11/04/09
Location: Austin, TX

ChildSafe's Annual Child Abuse Conference

Dates: 12/07/09-12/08/09
Location: San Antonio, TX

National Children's Advocacy Center Annual Symposium

Dates: 03/22/10-03/25/10
Location: Huntsville, AL

National Children's Alliance Annual Leadership Conference

Dates: 06/06/10 – 06/09/10
Location: Washington, DC

Eligibility:

Awards are open to professionals and volunteers working in the child-protection field within the state of Texas whose applications demonstrate the relevance of the requested training to their work in the child-protection field and the financial need for scholarship assistance. Individuals may receive only one award per grant year.

Awards:

Successful applicants may receive up to \$1,000 per person (\$5,000 maximum per application) to cover conference registration fees and those travel costs directly related to conference attendance. Scholarships will be administered on a reimbursement basis and are dependent upon the submission of appropriate supporting documentation. The primary applicant's organization is responsible for the upfront payment of expenses, including the cost of attendance for any other attendees included in the request, even if these attendees are not employees of the organization. Reimbursement will be made to the primary applicant's organization unless CJA staff gives prior approval. Successful applicants must submit a request for reimbursement within thirty (30) days following the training event on a form provided by the Texas Center.

Application Guidelines:

To apply, please complete the attached 2010 Scholarship Application and Indication of Support and send to Attn: Heidi Penix via fax or email at 512-469-7664 or heidip@yourhonor.com. Application must be received at least 45 days in advance of the conference start date. Please make sure your form is complete and that you have accurately described your need for this training.

Announcement of Awards:

You will be notified of your award on a rolling basis as applications are received, but no later than 30 days prior to the training event. Notifications will be sent via email to the primary contact person listed on the application. Scholarships will be based on need and awarded in the order in which they are received.

TEXAS CHILDREN'S JUSTICE ACT (CJA) FFY 2010 SCHOLARSHIP APPLICATION

This application is for individuals seeking scholarships to attend those conferences approved on the Children's Justice Act 2010 Scholarships program instructions. Please type or handwrite legibly.

Primary Applicant Information:

Name: _____

Title: _____

Organization: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

Training Event:

- Texas CASA 20th Annual Conference**, Oct. 7-9, 2009, San Marcos, TX
- Texas Foster Families 36th Annual Conference**, Oct. 8-10, 2009, Corpus Christi, TX
- Children's Advocacy Center of Texas 14th Annual Conference**, Nov. 2-4, 2009, Austin, TX
- ChildSafe Annual Child Abuse Conference**, Dec. 7-8, San Antonio, TX
- National Children's Advocacy Center Annual Symposium**, March 22-25, 2010, Huntsville, AL
- National Children's Alliance Annual Leadership Conference**, June 7-9, 2010, Washington, DC

Other Attendees Included in Request (Names & Titles):

Demonstrated Need:

To help us determine your professional and financial need for the requested training, please respond to the following:

1. In the space below, provide a brief description of the nature of your work in the child-protection field and how the requested training relates to your current work, and if applicable, the work of any other attendees included in this request. If applicable, provide a brief description of the nature of your professional relationship to the other attendees included in the request and why you would benefit from attending this training as a team.

2. In the space below, provide a brief statement of need indicating your organization's inability to fully support your participation in this training.

3. In the space below, please explain what you hope to gain from attending this training.

Expenses:

Please see the attached "Scholarship Reimbursement Policy" before completing your budget.

Budget	Expense	Number	Total	Explanation
Registration Fees:				
Lodging:				
Meal Per Diem:				
Personal Auto Mileage:				
Car Rental/Transportation:				
Parking:				
Airfare:				

Total Amount Requested _____

Email or fax your application and Indication of Support to Heidi Penix at: heidip@yourhonor.com or 512-469-7664. This application must be received no later than 45 business days prior to the training date.

Indication of Support

I certify that: (1) all information in this application is accurate, (2) my organization/agency fully supports this scholarship request, (3) my organization will cover the upfront costs of the applicants' attendance at this training event and submit the appropriate paperwork to CJA staff for reimbursement, and (4) my organization/agency is unable to completely underwrite the cost of the applicant's participation in this training activity.

Signature of Applicant

Date

Signature of Supervisor

Date

Printed Name of Supervisor

Title

Scholarship Reimbursement Policy

The Texas Children's Justice Act (CJA) program will pay reasonable expenses for scholarship recipients attending approved trainings or conferences. Acceptable expenses may include, but are not limited to, registration fees, lodging, meals, personal auto mileage, car rentals, taxi fare, parking fees, and air transportation. Reimbursement for travel expenses should be based upon actual expenses with the exception of meals (see below). **Receipts are required for all expenses in excess of twenty-five dollars (\$25).**

Lodging: Lodging expenses will be reimbursed at the federal rates established by the U.S. General Services Administration (see below). When applicable, CJA will honor special group hotel rates negotiated by the training program sponsors. CJA staff reserve the right to designate allowable hotels and rate caps for certain events and will notify scholarship recipients of these restrictions in advance.

Meals: Meals will be reimbursed on a per diem basis and receipts are not required. The per diem rate used will be that established by the U.S. General Services Administration (see below).

Personal Auto Mileage: Reimbursement for the use of personal automobiles will be based upon the mileage rate in effect on the State Comptroller's website at the time of travel.

Airfare: Recipients will not incur airfare costs in excess of the customary standard, coach, or equivalent airfare offered during normal business hours except when the customary standard fare would require circuitous routing, require travel during unreasonable hours, excessively prolong travel, result in increased cost that would offset transportation savings, is not reasonably adequate for the physical or medical needs of the traveler, or is not reasonably available to meet mission requirements. Once the scholarship application is approved, airfare should be purchased as soon as possible to secure the most economical rate.

Resources:

U.S. General Services Administration: <http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0>

Texas State Comptroller: <https://fm.x.cpa.state.tx.us/fm/travel/travelrates.php>