

The Innocent Justice Foundation Grant Funding Guidelines

This document is intended as a guide for directors and staff of the Foundation, and civilian and sworn staff of law enforcement and governmental agencies and others interested in our work. Requests for additional information about our projects and procedures can be made to the offices of the Innocent Justice Foundation. We welcome your inquiries:

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The Innocent Justice Foundation is a nonprofit organization incorporated in the state of California.

Areas of Emphasis:

The Innocent Justice Foundation's mission is to educate the public about the true nature and scope of child pornography, encourage the allocation of resources towards increased investigations of child pornography crimes, and provide vital charitable material and other support not included in law enforcement and other governmental agency budgets for the investigation and prevention of sex crimes against children. In order to provide this vital charitable material, the Foundation has been organized to receive and administer grants and contributions of money and/or property from individuals, private organizations and public sources, and to apply or disburse these contributions for the benefit of the citizens of the United States by funding, assisting or undertaking programs and activities to strengthen law enforcement and other governmental agencies, particularly Internet Crimes Against Children (ICAC) task forces and their affiliates.

The Foundation relies entirely upon the generosity of corporations, individuals, foundations and philanthropic organizations for project and operating budgets. The Foundation does not engage in telemarketing nor provide goods or services in exchange for support.

The Foundation is an independent body governed by a Board of Directors, each of whom serves a renewable two-year term. The Board of Directors meets quarterly. The chief executive officer of the Foundation serves at the pleasure of the Board.

Project Agenda

The Foundation provides equipment and underwrites the cost of projects and activities to improve investigation and prosecution of sex crimes against children, particularly child pornography, that individual department budgets either do not fund or do not fund in a timely manner. The Foundation receives gifts and donations of money, goods, services and equipment to benefit these departments and agencies. Its project agenda is developed in collaboration with and in response to needs articulated by Internet Crimes Against Children task force members, prosecutors, and other advisors. The Foundation

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encourages grant submissions for innovative, experimental, and short-term programs. Priorities include but are not limited to technology advances and equipment like computer hardware and other electronic devices used to forensically analyze electronic equipment used to store and distribute child pornography; software; access to training, consulting and counseling; web development and other technical assistance.

Substantive program areas include:

- Investigating existing sex crimes against children, especially child pornography,
- Improving forensic capabilities in child pornography cases,
- Enabling pro-active investigations in the realm of Internet crimes against children,
- Public education on child sex crimes, victims, perpetrators, and ICAC taskforces.

Applications will be prioritized based on:

- 1) impact on child pornography investigation, prosecution or judgment;
- 2) submission date of application combined with the urgency and timing of the request (i.e. can we fulfill this request in the time frame requested);
- 3) the applicant's relationship to its local Internet Crimes Against Children (ICAC) taskforce (if law enforcement).

Denied requests may be resubmitted anytime. There is no limit on the number or type of requests an agency may submit.

Funding from the Innocent Justice Foundation may not supplant local, state, or federal government funding, but instead must provide for "discretionary" items not included in departmental budgets that will improve crime-prevention and law enforcement efficiency.

Grants and Contributions

The Foundation receives and administers grants and contributions of money, services, and/or property to fund, assist or undertake programs and activities to strengthen law enforcement and other governmental agencies in the realm of sex crimes against children. Contributions and gifts can be restricted by the donor to a specific program or given to the general fund as an unrestricted gift.

Unrestricted gifts: include all financial resources that are not designated by the donor for a specific use and can be disbursed at the discretion of the Directors. Those revenues are generated by gifts from individuals, corporations and other foundations. Revenues in this fund defray Foundation operating expenses, cover the cost of advocacy and education, and are the source of discretionary grants.

Restricted gifts are contributions that are restricted by donors to specific purposes. These donations are generated by proposals and often include detailed budgets. Donors may impose reporting requirements as a condition of grant awards, and it is the responsibility of the grantee to meet these requirements as well as to comply with approved project budgets. Interest and dividends earned on invested funds are available for unrestricted use as determined by the Board.

Donations of Equipment, Goods or Services are accepted subject to review by the Board of Directors and its determination that the donation is needed and donor conditions, if any, are acceptable. Anyone interested in donating equipment, goods or services

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should send a letter or email to the Foundation to outline their intentions including a description of the donation and an estimation of the fair market value.

Procedures for a Request for Support

Because the Foundation is not affiliated with just one law enforcement or governmental agency, all requests must have the approval of the team commander as well as the head of the department (i.e. chief, district attorney, etc.) All proposals must indicate why private funding, as opposed to departmental funding, is necessary. A report, as described below, will be required upon completion of the project (see "Financial Accounting and Project Monitoring for further requirements). Interim reports at intervals specified by Foundation staff will be required for grants which are a year or more in duration. All grantees must agree to the following requirements:

- 1) To document in writing the quantitative and qualitative increase in capabilities actually provided by the requested item or service,
- 2) To provide "success stories" achieved through use of requested item on a quarterly basis for one year after receipt,
- 3) To offer honest and constructive feedback on ways the Foundation can improve its service.

To that end, quarterly email and/or mailed forms and a final report at the end of one year will be sent to the grantee.

Reporting requirements of grant requests vary depending upon the nature of the request, and are generally as follows:

- o Goods and Merchandise – Confirmation that goods have been delivered and the manner in which said goods are helping to achieve desired outcomes,
- o Training – Completion of an evaluation form rating the effectiveness of training and applicability to the investigative or forensic work of the department or team. If the training is intended to be brought back and implemented as part of department or task force training, evidence that the training was implemented and participant evaluations of the new training are to be provided to the Foundation,
- o Consultants and Other Service Providers – Evidence of work performed is to be provided to the Foundation upon the conclusion of the project or earlier as stated above. Such evidence should include one or more of the following: (i) in the case of written studies, a copy or executive summary of said study to the extent it does not contain confidential or sensitive information; (ii) a report summarizing the work performed and the results achieved; (iii) representative examples of work product created by the consultant, such as report templates, training protocols/courses and analyses, so long as it does not contain confidential or sensitive information.

Authorization of grants varies depending upon the amount of the request, as follows:

- o Grants totaling up to \$25,000 may be approved by the CEO (with subsequent reporting to the Board);
- o Grants totaling more than \$25,000 require Board approval (majority vote).

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Often larger projects are supported by restricted funds provided through the generosity of donors in response to specific proposals. When such proposals are developed or in cases when the Foundation serves as the fiscal agent for grants, an administrative fee to cover the Foundation overhead incurred will be included in project grant budgets. Exceptions to the application of an administrative fee may be made at the discretion of the CEO and/or the Board. Standards of reasonableness, consistency and necessity set by the IRS are strictly adhered to. These costs must always be included in project budgets when preparing grant proposals.

Funding Considerations

The Foundation acknowledges that local cities and counties bear primary responsibility to fund their local law enforcement agencies, and the local, state, and federal governments bear primary responsibility for funding other governmental agencies, particularly in the area of salaries and benefits.

Accordingly, the Foundation will not fund employee salaries and benefits, but will consider project requests to fund consultants in connection with short-term projects of less than three years in duration. Further, the Foundation will not consider funding requests to support or oppose candidates.

Payment Procedures

Supporting documentation must accompany requests for purchases. As a general rule, approved items will be purchased by the Foundation and shipped directly to the grantee agency. It is important to remember that no member of a law enforcement or other governmental agency has the authority to enter into any agreements or contracts with third parties committing Foundation funds without the specific written authorization from the Foundation.

The following additional procedures apply:

1. **Equipment Purchases:** Equipment must be used solely for specified activities. Reimbursement of previously purchased equipment will not be considered for grant funding. To purchase equipment under a grant, the Foundation will secure more than one and up to three competing price quotes for a single piece of equipment valued at \$5,000 or greater whenever possible. Certificates of Title must list the local law enforcement or governmental agency as the owner. Lease-to-purchase agreements are generally not allowable.
2. **Contracts:** Contracts with consultants, service providers or vendors are with the Foundation (not the local law enforcement agency) and follow the format approved by the Foundation's Board. Grant requests to fund the retention of outside consultants and other service providers should be specific as to the requisite qualifications of the consultant or service provider, the exact nature of the work to be performed and an explanation as to the reasons why the work cannot be performed without the assistance of an outside expert.
3. **Payment Schedule:** The Foundation pays its bills on a rolling basis. Please allow sufficient time (10-14 days) for the proper processing of requests.

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4. Travel, Meals & Refreshments: The Foundation will consider funding travel, meals, refreshments and conference fees. Upon approval, the Foundation will provide the grantee with travel guidelines.
5. Material Changes to Budgets, Programs or Content: The local law enforcement or governmental agency must have prior written approval of the Foundation.
6. Ineligible Expenses: The Foundation will not honor any unauthorized expenses, unauthorized budget modifications, budget overruns or unauthorized verbal or written contracts without prior written approval. Retroactive payments are prohibited and will not be considered.

Requester initials _____