

# PY 2008-2009 CTF Target Data Form – Instructions

## Who Should Submit the CTF Target Data Form

Submit the CTF Target Data Form if at least one of the following applies to your program:

1. CTF stipulated that you must do so.
2. The Target Data Form for your program was not included in your 2008-2009 CTF Grant Application.
3. The information on the Target Data Form for your program needs to be revised from what was included in your 2008-2009 CTF Grant Application. Revisions may be needed for the following reasons:
  - a. A different number of hours/sessions/participants will be targeted.
  - b. Additional community awareness activities need to be included.
  - c. The information on the Target Data Form was completed incorrectly (i.e., the number of participants by age group is not consistent with the number by race/gender, the number of program participants includes people who will not complete evaluation forms/surveys, the number of participants to be served through a community awareness activity was not noted, etc.).
4. The Target Data Form submitted with your 2008-2009 CTF Grant Application was altered from the original document. (It is important to use the exact page, and simply insert the applicable information.)

## How to Complete the CTF Target Data Form

Complete the CTF Target Data Form (page 2) to indicate your goals for the program. (**NOTE:** Do not alter the form. Use the exact one from page 2.) In completing the CTF Target Data Form, put a single number in **every field** that applies to your program to indicate what you project for your program across PY 2008-2009.

The **top section** of the form involves information about program services and participants to be completed by **all program types except community awareness**. Report the anticipated length of services and age, race/ethnicity, and gender of participants to be served. The total number of participants indicated by the race/ethnicity breakdown and the gender breakdown should be consistent with the total number indicated by age group. **The targeted participants are the ones who will be reported on the Master List for your program and, potentially, will be completing the evaluation forms.**

The **bottom section** of the form involves information about community awareness activities to be completed by **all program types**. Community awareness activities include activities that raise awareness about child abuse and neglect. Report the anticipated number of activities and the number of people to be served. For all program types, please **plan at least one community awareness activity.**

**PY 2008-2009 CTF Target Data Form**  
**SUBMITTED OCTOBER, 2008**

**Program Services and Participants**

**Program Services to Be Conducted**

Average # of contact hours per participant:

Average # of contact sessions per participant:

**Adult/Parent Participants to Be Served**

# of adults/parents to be served (over age 18):

# of teen parents to be served (under age 18):

**Child/Youth Participants to Be Served**

# of children to be served pre-K (0-5):

# of children to be served K-5th grade:

# of youth to be served 6th-12th grade:

# of children/youth with special needs:

**Race/Ethnicity of Participants to Be Served**

# of Caucasians:

# of African-Americans:

# of Hispanics:

# of Asian-Americans:

# of Native Americans:

# of Bi-Racial Ethnicity:

# of Other Ethnicity:

**Gender of Participants to Be Served**

# of Males:

# of Females:

**Community Awareness Activities**

	# of Presentations	# Served
Trainings	<input type="text"/>	<input type="text"/>
Community Fairs	<input type="text"/>	<input type="text"/>
School Fairs	<input type="text"/>	<input type="text"/>
Poster Contests	<input type="text"/>	<input type="text"/>
Radio Spots	<input type="text"/>	<input type="text"/>
T.V. Shows & PSA's	<input type="text"/>	<input type="text"/>
Child Abuse Prevention Month	<input type="text"/>	<input type="text"/>
Brochures/Flyers	<input type="text"/>	<input type="text"/>
Speaking Engagements	<input type="text"/>	<input type="text"/>
Information Packets	<input type="text"/>	<input type="text"/>
Other: _____	<input type="text"/>	<input type="text"/>