

### Grant Application Checklist

- Cover sheet of Grant Application (including the Program Sponsor name and estimated volunteer hours) for each fiscal year is completed and signed by Project Administrator.
- All applicable sections of Budget Category Itemization have been completed for each fiscal year.
- An itemized Budget Narrative for each fiscal year has been provided, explaining and justifying all items shown in Section B.
- A Project Description (**Programs not currently receiving DCJS grant funds only**) has been provided and includes the following:
  - Program Title
  - Needs Justification
  - Goals and Objectives (Description of any original goals and objectives developed by the applicant)
  - Implementation Plan (Including descriptions of how applicant intends to use volunteers and how applicant intends to maintain confidentiality of client-counselor information).
- Cooperative agreements with appropriate agencies are attached, or list of current cooperative agreements.
- Completed Attachments 4 and 5 are attached - Annual victim and witness service targets for FY2003 and FY2004, required program development objectives, and other required certifications.
- An organizational chart is attached, if necessary.
- Completed and signed copies of Attachment 11 - "General Grant Conditions and Assurances" and the "Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements."
- An outcome measurement plan and/or data collection instruments are/are not (circle one) attached.
- An original and four copies of the application are being postmarked on or before **April 19, 2002**. Applications must be delivered to DCJS, 805 E. Broad Street, 10<sup>th</sup> Floor, Richmond, Virginia 23219.