

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.
- New Applicants Only** – Applicant has contacted Victims Services Section Staff regarding Project Description and other elements of new grant application development.
- Cooperative agreements with all appropriate agencies are attached, or list of all current cooperative agreements is attached.
- Annual victim and witness service targets for FY2005 and FY2006, required program development objectives, and other required certifications are attached.
- An organizational chart is attached, if necessary.
- Completed and signed copies of forms entitled “General Grant Conditions and Assurances” and the “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements” are attached.
- Documentation addressing program performance IS / IS NOT (circle one) attached to the grant application.
- An original and four copies of the application will be **received** before 4:30 p.m. on **April 16, 2004**. Applications should be mailed to the attention of Ms. Janice Waddy, Grants Administrator, DCJS, 805 E. Broad Street, 10th Floor, Richmond, Virginia 23219.