



Virginia Sexual and Domestic Violence Victim Fund (VSDVVF) Formula Grant Program

For Continuation Discretionary Applicants

**Calendar Year 2015
Program Guidelines and Application Procedures**

Grant Application Due Date

- Friday, October 31, 2014, by 4:30pm

Grant Period: Six Month

- January 1, 2015 - June 30, 2015

Award Amount Available

- Continuation Programs may apply for level funding

Grant Application Checklist

- Grant Application Cover Sheet
- Itemized Budget & Budget Narrative
- Signed Grant Conditions & Certifications

Questions?

- Contact Julia Fuller-Wilson, 804-371-0386 or julia.fuller-wilson@dcjs.virginia.gov
- Contact your Grant Monitor

Summary Instructions for Completing the Application

To assist applicants in submitting complete applications, a checklist has been included as Attachment 6. The components of the application must be submitted **in the same order as the checklist**.

Applications should include page numbers. Applications should be **double-spaced and typed in Arial 12 font**.

Copies of all forms can be found on the DCJS website at <http://www.dcjs.virginia.gov>.

Complete grant applications should contain:

1. A completed and signed DCJS Grant Application Cover Sheet (Attachment 1A) of the 6-month grant period (January 1, 2015 to June 30, 2015). The Project Administrator must sign these documents.
2. A completed itemized project budget (Attachment 2A) and a budget narrative of the 6-month grant period (January 1, 2015 to June 30, 2015).
3. Completed and signed General Grant Conditions and Assurances (Attachment 3). The Project Administrator must sign this document.

Instructions for Completing the Cover Sheet and Itemized Budget

All applicants should submit a grant application cover sheets (Attachment 1A) and itemized budget (Attachment 2A) for the 6-month grant period (January 1, 2015 to June 30, 2015).

Applicant:

List official name of local program or state organization applying for the grant (this may be the same as the Program Title).

Local, public agencies, such as law enforcement agencies, must apply through their local unit of government.

Jurisdiction(s):

List all primary localities to be served or, if appropriate, indicate "statewide."

Program Title:

Indicate the name of the program or organization (this may be the same as the Applicant).

Grant Period:

“January 1, 2015- June 30, 2015.”

Type of Application:

All Applicants should check “Continuation” indicating that they are submitting a continuation application. Please include the current grant number.

Project Director, Project Administrator, and Finance Director:

Project Director: List the person at the project or local level whom DCJS can contact, if further information is needed. Typically, the Project Director is the senior staff person responsible for the day-to-day activities of the grant project.

Project Administrator: List the person who has authority to formally commit the local program, the locality, or the state organization to complying with all the terms of the grant application. Typically, the Project Administrator for a non-profit agency is the President of the Board of Directors. For a local unit of government, the Project Administrator is usually the city manager or county administrator.

Finance Officer: List the individual who will be responsible for fiscal management of the funds. Typically, the Finance Officer for a non-profit agency is the fiscal manager or the Treasurer of the organization.

Note: *The three people listed on the cover sheets must be three separate individuals. One of these individuals should be a person outside of the funded organization (for example, a Board officer or government official). It is very important that you provide fax numbers and email addresses as well as phone numbers for each person above.*

Brief Project Summary:

Provide a short summary of the proposed project. **Please use the format below to provide your project summary.** This will be used to describe your program to the Criminal Justice Services Board during grant review, and **must not exceed 6 lines**. Indicate the specific number of people that will be impacted by your program in the proposed grant period. This number can be the anticipated number of victims served by the program, the anticipated number of participants in a training initiative, or another specific, determinate outcome.

For example:

The Heartsville Sexual and Domestic Violence Advocacy Program (HSDVAP) is requesting funds from the VSDVVF for a part-time Hispanic Outreach Advocate (HOA). During the period of January 1, 2014 through June 30, 2014, the HSDVAP served 58

victims of domestic violence, 20 victims of sexual assault, and 18 stalking victims. The HSDVAP anticipates serving 30 domestic violence victims, 10 sexual assault victims, and 5 stalking victims and will attend 9 events or meetings in the Hispanic community between January 1, 2015 and June 30, 2015.

Statewide programs should also provide a description of their proposed projects.

For example:

The Virginia Law Enforcement Association is requesting funds to conduct statewide training on law enforcement response to sexual assault for 40 officers between January 1, 2015 and June 30, 2015. Training topics will include dynamics of sexual assault, model law enforcement response to sexual assault, and a coordinated community response to sexual assault. During the period of January 1, 2014 through June 30, 2014, the Virginia Law Enforcement Association trained 160 officers on law enforcement response to sexual assault.

Project Budget Summary:

Provide total figures from itemized budget categories. Verify that these figures match the budget totals on the budget category itemization pages. Round all figures to the nearest dollar.

Itemized Budget:

Itemize all budget amounts and place in appropriate category for each line item. Each item should reflect expenditures for a twelve-month grant period. Round all figures to the nearest dollar.

If the initiative is requesting funds for positions that do not presently exist, please list “To Be Hired” under the column requesting the names of employees. Typically, full-time employees work 2,080 hours annually.

Instructions for Completing the Budget Narrative

All applicants must explain the reasons for each requested budget item and how requested amounts were determined. A line-item budget narrative is required.

Requested items not thoroughly justified will not be approved for funding.

Note: Applicants must document that the personnel costs and items requested are for the exclusive use of the program or staff supported with the VSDVVF grant. Applicants are reminded that grant funds cannot support the entire cost of an item that is not used exclusively for VSDVVF project related activities. However, grant funds can support a pro-rated share of such an item. For example, if a program requests a new computer to be shared by a part-time VSDVVF advocate and another non-VSDVVF funded advocate, only fifty percent of the cost of the computer can be requested through this grant.

Personnel

- **For salaries:** List each position by title. Show the annual salary rate for the employee and the hours of time to be devoted to the project by the employee. Typically, full-time employees work 2,080 hours annually. For the six month period, full time employees work 1,040 hours.

For employee benefits: Indicate each type of benefit included and the total cost allowable to employees assigned to the project. Budgets should take into account time needed to acquire new staff and the changing demands for personnel during the course of the project. Provide percentages used in calculating benefits for each employee. The following format should be used to detail employee benefits. List benefits for each employee separately. **For example:**

Salary	\$15,000 (one-half annual salary of \$30,000)
Fringe	
FICA (7.65%)	\$1,148
Medicare (1.45%)	\$218
Retirement (7.5%)	\$1,125
Life Insurance (.98%)	\$147
Health Insurance	\$1,500
Dental Insurance	\$90
Workers' Comp (.12%)	\$30
Fringe Benefit Total	\$4,258
Total Personnel	\$19,258

Consultants

For individuals to be reimbursed for personal services on a fee basis: List each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed daily fee rate, and the amount of time to be devoted to such services. An individual consultant's rate must not exceed \$450.00 per day.

- **For organizations, including professional associations and educational institutions, performing professional services:** Indicate type of services being performed and estimated contract price.
- **Consultant Travel and Subsistence:** Estimate actual cost. The cost must be reasonable and it should also adhere to the state or local travel policy. Maximum mileage rate is .56 cents a mile.

Requests for consultants will be carefully scrutinized. Only when it can be clearly justified that the use of outside consultants will significantly and permanently enhance project effectiveness will consultant fees be approved.

Travel

Itemize total travel expenses of project personnel by local mileage, non-local travel, and subsistence (lodging and meals). Grantees must follow local or state travel policy. Transportation costs, such as air and rail fares, are at coach rates. The state-supported mileage reimbursement rate is .56 cents a mile. Requests for a higher mileage rate must be supported with documentation that the local government or agency travel policy specifies mileage reimbursement at a higher rate. Justify travel by explaining its relevance to job duties.

Requests for funding to support attendance at national level trainings will **not** be considered.

Equipment

DCJS strongly encourages applicants to request only equipment that is essential to the program. Applicants must thoroughly document the necessity and cost effectiveness of requested expenditures.

Each item to be purchased must be listed separately with unit cost. List each item to be leased or rented with the cost associated with the lease or rental. Justify equipment expenses by documenting that items would provide or enhance services to victims of and/or children affected by domestic violence, sexual abuse, stalking, or family abuse. Applicants are reminded that grant funds cannot support the entire cost of an item that is not used exclusively for project related activities. However, grant funds can support a pro-rated share of such an item.

All computers purchased with DCJS funds must be equipped with anti-virus protection software, which must be updated regularly.

Supplies and Other Operating Expenses

All costs should be itemized within this category by major types (e.g., office supplies, equipment use fees, printing, photocopying, postage, brochures, books and other victim-related materials, and telephone).

For each itemized cost, show the basis for computation ("x" dollars per month for office supplies; "y" dollars per person for training materials; telephone -- long distance at "z" dollars per month, etc.). Additionally, the rationale used to determine the basis for each

computation should be explained (e.g. the photocopying cost estimate was determined based on factors including X number of staff; Y number of community presentations; Z average monthly cost of copies, etc.)

DCJS discourages requests for office space rental and will closely scrutinize office space rental requests. Applicants requesting funds to support office space rental must document efforts to secure non-grant funds.

DCJS will also carefully examine equipment maintenance requests. Applicants must thoroughly document the necessity and cost effectiveness of requested expenditures. Applicants should describe efforts to secure non-grant funds to support maintenance expenses.

Indirect Costs

Indirect costs are not allowed.

Cash/In-Kind Support from Sources Other Than Grant Program Sustaining This Project

Applicants may list source and amount of cash and in-kind support from the other sources that sustain this project. Applicants can add an attachment of this listing if more space is required. **Applicants are reminded that no matching funds are required for VSDVVF grants.**

General Grant Conditions and Assurances

Applications should include the General Grant Conditions and Assurances (Attachment 3) signed by the Project Administrator.

Forms and Attachments

Attachments 1A	Grant Application Form Cover Sheets
Attachments 2A	Grant Application Form Itemized Budgets
Attachment 3:	General Grant Conditions and Assurances
Attachment 4:	Grant Application Checklist
Attachment 5:	Maximum Amount of Funds to Request

Technical Assistance and Training

All Applicants are encouraged to contact their grant monitors if they have questions completing the application.

Eleanore Ashman	(804) 225-4060	Eleanore.ashman@dcjs.virginia.gov
Lenora Jones Elliott	(804) 225-4320	Lenora.elliott@dcjs.virginia.gov
Patricia Foster	(804) 371-8634	Patricia.foster@dcjs.virginia.gov
Julia Fuller-Wilson	(804) 371-0386	Julia.fuller-wilson@dcjs.virginia.gov
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Application Checklist

Six Month Funding Cycle (January 1, 2015 to June 30, 2015)

The items listed below **must be** submitted in the order outlined in this checklist. Additionally, all pages of the grant application must be numbered.

This checklist does not need to be submitted with your application.

- A signed application must be submitted by mail, email at vsdvvf@dcjs.virginia.gov, or by hand for receipt by DCJS by **4:30 p.m., October 31, 2014**. Please double space and use Arial 12 font.
- Grant Application Cover Sheet (Attachment 1A) is completed for the 6-month grant cycle (January 1, 2015 to June 30, 2015).
- Grant Application Face Sheet (Attachment 1A) is signed by the Project Administrator.
- Itemized Budget (Attachment 2A) is completed for the 6-month grant cycle (January 1, 2015 to June 30, 2015). All applicable sections of Itemized Budget have been completed. All columns have been totaled and arithmetic has been checked for accuracy.
- A Project Budget Narrative has been provided, explaining and justifying **all** items included in the Budget
- General Grant Conditions and Assurances (Attachment 4) form signed by the Project Administrator is attached.