



Commonwealth of Virginia
Virginia Department of Criminal Justice Services
Grant Application Instructions

Attachment 1B

- Grant Program** – List the grant program for which you are applying.
- Congressional Districts** – List the congressional districts that will benefit from this program.
- Applicant** – Use this space to provide the name of the locality or agency applying.
- Faith Based Organization** – Is the *applicant* a faith-based organization?
- Applicant FIN** – Use this space to provide the applicant’s federal Identification number.
- Best Practice** – Not applicable for this grant program.
- Jurisdiction(s) Served** - List all localities to be served; or indicate "statewide" if that is appropriate.
- Program Title** - List the specific title of the grant program category, if any, under which you are requesting funds; for example "Multidisciplinary Partnerships."
- Certified Crime Prevention Community** – Not applicable for this grant program.
- Grant Period** – Provide the proposed grant period.
- DUNS Number** – Provide the Data Universal Numbering (DUNS) Number. DUNS number is a unique nine-character identification number provided by Dun and Bradstreet. If you do not have a number for the locality or organization, please go to the website <http://fedgov.dnb.com/webform>.
- Type of Application** – New or Continuation
- Rural, Urban or Suburban** – Check the box that best describes the applicant locality.
- Project Director, Project Administrator, and Finance Officer**
 - **Project Director** – The person who will have day-to-day responsibility for managing the project.
 - **Project Administrator** – The person who has authority to formally commit the organization, locality or state agency to complying with all the terms of the grant application. This **must** be the president of the Board of Directors of a nonprofit organization; the city, county or town manager; the chief elected officer of the locality, such as the Mayor or Chairman of the Board of Supervisors; or, in the case of a state agency, the agency head. If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated.
 - **Finance Officer** – The person who will be responsible for fiscal management of funds.
- It is extremely important that you provide e-mail address, telephone and fax numbers for each person. Also please provide the zip +4 code for each person. You must list three different people in these roles.**
- Brief Project Description** – A short description of the proposed project.
- Project Budget Summary** – Total figures from “Itemized Budget.”