



# Virginia Sexual and Domestic Violence Victim Fund (VSDVVF) Formula Grant Program For Continuation Prosecution 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](mailto:julia.fuller-wilson@dcjs.virginia.gov)
- Contact your Grant Monitor

**Instructions for Completing the Face Sheet and Budget Category Itemization**

**Applicants should submit a grant application Face Sheet and itemized budget for a SIX MONTH funding cycle. (please see Attachment “A” for maximum award allowed)**

Application and materials must be received by **4:30 p.m. Friday, October 31, 2014 by mail, had delivery, or email to [vsdvvf@dcjs.virginia.gov](mailto:vsdvvf@dcjs.virginia.gov)**. If materials are not received by the deadline, your locality **will not** be considered for continuation funding.

**Applicant:**

List the name of your locality. Funding will be distributed to Commonwealth’s Attorneys’ offices through the local unit of government.

**Jurisdiction(s):**

List the name of your locality.

**Program Title:**

List “Office of the Commonwealth’s Attorney.”

**Grant Period:**

List “January 1, 2015 – June 30, 2015”

**Type of Application:**

Applicants who received funding during the 2013-2014 grant cycle, should check “Continuation,” and should also include their **current** grant number.

**Project Director, Project Administrator, and Finance Director:**

Project Director: List the name of the Commonwealth’s Attorney, or other person at the local level whom DCJS can contact, if further information is needed.

Project Administrator: List the city manager or county administrator.

Finance Officer: List the individual who will be responsible for fiscal management of the funds.

***Note: The three people listed on the cover sheets must be three separate individuals. It is very important that you provide fax numbers and email addresses as well as phone numbers for each person above.***

**Brief Project Description:**

Provide a short summary of the proposed project. 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 target number of cases that you anticipate will be prosecuted using Virginia Sexual and Domestic Violence Victim Fund monies during the proposed grant period.

For example:

*Funds from the VSDVVF will be used to support the personnel costs of a part-time attorney to further dedicate existing resources to prosecuting misdemeanors and felonies involving domestic violence, sexual abuse, stalking, and family abuse. It is estimated that 100 cases will be prosecuted with support from the VSDVVF from January 1, 2015 to June 30, 2015. A portion of the award will also be used to support training and associated costs for project personnel.*

**Project Budget Summary:**

List the totals from each category. Verify that these figures match the budget totals on the Itemized Budget (Attachment 2A). Round all figures to the nearest dollar.

There are no matching funds required for this grant program.

**Budget Category Itemization:**

Itemize personnel costs 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.

**1. Personnel/Employees**

- **For salaries:** List each position by title (and name of employee, if available). Show the annual salary rate for the employee and the hours of time to be devoted to the project by the employee.
- **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.

**2. Travel**

Applicants requesting funds in the travel category must provide a budget narrative outlining requested expenses. Applicants should provide as much information about requested training and travel as is known at the time of application. If specific details are not known at the time of application, provide estimates of costs and list the staff that will benefit from the training and travel.

Funds may be used to support training and associated travel costs for VSDVVF project staff or other staff of the Commonwealth's Attorney's office working on domestic violence, sexual abuse, stalking, and family abuse cases, whether or not the staff person is directly funded with VSDVVF grant monies. Training supported by VSDVVF funds must be directly related to the development of skills that will be used to strengthen the prosecution of domestic violence, sexual abuse, stalking, and family abuse cases.

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. Justify training related travel expenses by documenting that grant funds will be used exclusively to strengthen the prosecution of domestic violence, sexual abuse, stalking, and family abuse cases.

Applicants should request only travel costs (mileage, lodging and subsistence) in the travel category. Training registration fees will be listed in the "Supplies & Other Expenses" category.

Should resources allow, applicants are encouraged to request funding to support attendance at statewide training events such as "From Trauma to Trial" offered by the Commonwealth's Attorneys' Services Council.

Applicants are also encouraged to attend training events focused on increasing skills in prosecuting domestic violence, sexual assault, and stalking cases. Trainings offered by the National District Attorneys Association **are also recommended, including the following:**

- **Annual National Multidisciplinary Conference on Domestic Violence**

Course and registration information can be found on the NCDA website at:  
[http://www.ndaa.org/upcoming\\_courses.html](http://www.ndaa.org/upcoming_courses.html)

### **3. Supplies and Other Operating Expenses**

Applicants may request funds to support the cost of training registration fees in the supplies & other category. Registration costs may be requested for VSDVVF project staff or other staff of the Commonwealth's Attorney's office working on domestic violence, sexual abuse, stalking, and family abuse cases, whether or not the staff person is directly funded with VSDVVF grant monies. Training supported by VSDVVF funds must be directly related to the development of skills that will be used

to strengthen the prosecution of domestic violence, sexual abuse, stalking, and family abuse cases.

In the Supplies/Other category, VSDVVF funds may only be used for training registration fees directly related to the development of skills that will be used to strengthen the prosecution of domestic violence, sexual abuse, stalking, and family abuse cases. VSDVVF funds may **not** be used to support the purchase of office supplies or other operating expenses.