

**Department of Criminal Justice Services  
2015 JAG Concept Paper Form Instructions**

Attachment B

Eligible agencies and organizations interested in applying for 2015 Byrne Justice Assistance Grant (JAG) Program funds from the Department of Criminal Justice Services (DCJS) must first submit a Project Proposal on a [DCJS 2015 JAG Concept Paper Form](#). Forms must be submitted electronically to DCJS at [JAGproposal@dcjs.virginia.gov](mailto:JAGproposal@dcjs.virginia.gov). Those whose proposals are approved will be invited to submit grant applications. Please use the instructions below to complete the [DCJS 2015 JAG Concept Paper Form](#).

#	Section	Instruction
1.	Applicant	Provide name of locality, state agency or Virginia public college or university submitting the concept paper.
2.	Jurisdiction(s) Served	List all localities to be served by the proposed project or indicate "statewide" if appropriate.
3.	JAG Purpose Area	Identify the JAG Purpose Area selected (Law Enforcement, Prosecution and Court, Prevention and Education, Corrections and Community Corrections, Drug Treatment and Enforcement, Planning and Evaluation, Crime Victim and Witness)
4.	Project Proposal Contact	Name, title, daytime telephone number and e-mail address of the person who can answer questions about the proposed project.
5.	Brief Project Summary	Provide a complete and concise summary of your project. Your summary will be used verbatim for a compilation list of Concept Paper summaries for review team members.
6.	Problem & Need Statement	Describe the problem and need thoroughly. Explain why the project is needed. Provide statistics, objective data and/or anecdotal evidence that document and support the need for the project.
7.	Project Description & Planned Outcomes	Describe in detail what the project is, how it will be implemented and how it will address the needs identified in Section 6. Provide a timeline (July 1, 2015 through June 30, 2016). State the project's planned outcomes. Explain who will benefit directly from the project.
8.	Organizational Capacity & Project Partners	Describe your organization and its capacity to carry out the proposed project successfully. Include any information that is relevant to the planning of the project. Questions you might want to answer include: "Who do we need as partners for this project?", "How do we organize all partners to work effectively together?", "By whom and how will this project be managed?" and "What are the benefits of this project?"

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2011 JAG Concept Paper Form Instructions**

#	Section	Instruction
9.	Funding Needs	Briefly discuss the funding needs for the project, including an estimate of the total grant funds needed.
10.	Non-supplanting Statement	Individual listed as authorizing name certifies non-supplanting.
11.	Authorizing Name/Title	Indicates that the city/county/town manager, agency head, chief executive or other person authorized to commit the applicant has approved submission of the Concept Paper.
12.	Date	Date approved.

Eligible applicants must complete and electronically submit a DCJS 2015 JAG Concept Paper Form. Please do not alter the form. Concept Papers must be:

- on a [“DCJS 2015 JAG Concept Paper Form”](#);
- for projects that fit within one of the seven JAG Purpose Areas listed;
- within the maximum funding limit of \$150,000, including cash match;
- three pages or less, with pages numbered sequentially;
- in Times New Roman, 12-point font;
- submitted electronically to [JAGproposal@dcjs.virginia.gov](mailto:JAGproposal@dcjs.virginia.gov);
- submitted individually (one Project Proposal per e-mail);
- received by DCJS no later than 5:00 PM on Monday, March 16, 2015.

**Technical Assistance for Project Proposals:**

For technical assistance or questions related to these guidelines, contact either Albert Stokes for questions regarding law enforcement projects at 804-225-2091 or by email at [albert.stokes@dcjs.virginia.gov](mailto:albert.stokes@dcjs.virginia.gov) or Ed Holmes for juvenile delinquency prevention programs at 804-786-4576 or by email at [ed.holmes@dcjs.virginia.gov](mailto:ed.holmes@dcjs.virginia.gov)