

Grant Application Checklist

- Cover sheet of Grant Application is completed and signed by Project Administrator.
- An itemized budget and budget narrative for FY17 has been provided, explaining and justifying all items shown on budget forms. (Use Excel Worksheets)
- Job description for NEW staff and volunteer(s).
- List of current cooperative agreements is attached.
- Annual victim and witness service targets for FY2017 and FY2018, required program development objectives, and other required certifications are attached.
- 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.
- Email the following to: grantsmgmt@dcjs.virginia.gov

Applications must be ***received*** by DCJS before 4:30 p.m. on ***April 18, 2016 and must be submitted electronically.***

One (1) completed Excel budget itemization worksheet for FY17
AND

One (1) PDF copy of the entire complete signed application

Sample file naming convention (include part of your current grant #):

AlbemarleVW9593itemizeFY17.xlsm Albemarle's FY17 Excel budget itemization

AlbemarleVW9593complete.pdf Scanned copy of all application documents

NEW Applications ALSO include:

- A Project Description including Project Title; Need Justification; Implementation Plan.