**Commonwealth of Virginia**

**Virginia Department of Criminal Justice Services**

**Grant Application Checklist**

\_\_\_\_\_ Fiscal Year 2017 Budget Documentation:

Grant Application Cover Sheet (Attachment 1A) completed and signed by the Project Administrator.

Grant Application Budget Itemization Worksheet (Attachment 2).

For programs requesting funds to support both domestic violence and sexual assault services, the “DV Budget Itemization” **and** the “SA Budget Itemization” tabs within the Worksheet must be completed.

Itemized Budget Narrative.

\_\_\_\_\_ If Personnel Funds are requested, the following must be attached:

Organizational chart of all agency employees.

Job descriptions for all requested grant-funded staff positions.

Job descriptions for all sexual assault and domestic violence program-related volunteer positions.

\_\_\_\_\_ Project Description:

Program Title

Sexual Assault and Domestic Violence Service Objectives Target Form (Attachment 3)

Other Program Objectives, including the required objectives (Attachment 4)

List of current cooperative agreements (*continuation and expansion projects only*)

Project Evaluation Plan

\_\_\_\_\_ VAdata Release Form, signed by the agency director (Attachment 5).

\_\_\_\_\_ Completed and signed copies of:

*General Grant Conditions and Assurances* (Attachment 6A). This must be signed by the Project Administrator.

*Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements* (Attachment 6B). This must be signed by the Project Administrator.

\_\_\_\_\_ A copy of the agency’s most-recent 501(c)(3) confirmation letter.

\_\_\_\_\_ **NEW PROJECT APPLICANTS ONLY**:

Need Justification and Other Requirements as outlined in Attachment 9.

A copy of the project’s confidentiality form/policy.

Copies of all Cooperative Agreements.