**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.