

<b>COURT SECURITY FUND</b>	<b>GRANT APPLICATION INSTRUCTIONS</b>
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Completed application must include:

**Applicant:** Name, address and phone number of implementing agency.

**Project Director:** Name, address and direct phone number of individual charged with the **day-to-day operations and implementation** of the project. This person cannot also be listed as the Authorized Official or the Fiscal Officer.

**Fiscal Officer:** Name, address and direct phone number of the person responsible for the fiscal records of the project. This person cannot be the Project Director or the Authorized Official.

**Authorized Official:** Name, address and telephone number of the County Commission President. This is the individual who would be authorized to enter into a contractual agreement.

Questions and/or technical assistance please contact Tanisha Travis, Senior Justice Programs Specialist at the Division of Justice and Community Services at (304) 558-8814, ext. 53331, or [Tanisha.C.Travis@wv.gov](mailto:Tanisha.C.Travis@wv.gov).

**Applications are due no later than  
Friday, April 1, 2016**

**RETURN COMPLETED APPLICATION TO:**

Tanisha Travis, Senior Justice Programs Specialist  
Division of Justice and Community Services  
Court Security Fund  
1204 Kanawha Boulevard, East, Suite 200  
Charleston, West Virginia 25301-2900