

Appendix A

Application Checklist



Note: This checklist is the desired order the grant application should be submitted to DJCS.

VOCA Application Checklist

Applicant: _____

Amount
Requested: _____

- General Administrative Information – Page 1
 - Applicant Information Complete
 - Type of Agency is Marked
 - Project Director Information Complete
 - Fiscal Officer Information Complete
 - Amount Requested is Complete
 - Percent Breakdown by Crime Category is Complete
 - Number of Years Previously Funded is Provided
 - Estimated Number of Victims to be Served is Provided
 - Geographic Area to be Served is Provided
 - Project Title is Provided
 - Project Description is Provided
 - Authorized Official Information is Complete – with **ORIGINAL** Signature in BLUE Ink

- Budget Information – Pages 2 - 4
 - Budget Summary (Complete with Applicant Name and FEIN and DUNS Number)
 - Funding Strategy Complete – List all funding sources
 - Budget Detail Provided (for all applicable agencies & categories)
 - Budget Justification Provided (Detailed w/ match included & labeled)

- Project Narrative – Page 5

Narrative addresses all minimum information contained within the grant application instructions section – including, but not limited to (**and in this order**). **All sections must be clearly titled with the bolded headings below:**

 - ☞ **Problem Statement/Statement of Need**
 - Problem clearly identified
 - Target population identified and described and needs outlined
 - Supporting data is provided
 - Past efforts shown
 - Gap in Service is clearly demonstrated and supported
(New and/or Expanding Programs)
 - ☞ **Program Description and/or Solution to the Problem**
 - ☞ **Underserved Populations Component**
 - Identified underserved Population
 - Provided supporting statistical information for the service area requesting funding
 - Identified how they will provide outreach to identified underserved Population
 - ☞ **Limited Language Proficiency Plan**
 - ☞ **Volunteer Recruitment and Utilization Plan**

- ☞ **Victim's Rights Notification Plan & Victim Centered Approach**
- ☞ **Collaboration**
- ☞ **Training Requirement**
- ☞ **Plan of Sustainability**

- Goals and Objectives – Page 6
 - At least one goal and one objective are required for each discipline requesting funding.
 - At least one objective addresses the outreach for the identified underserved population(s).
 - An activity, an outcome, and an implementation schedule is required for each objective.
 - Timelines are in date format (i.e. October 1, 2015 – September 30, 2016).

- Organizational Charts – Page 7

Included both an organizational chart for each agency requesting funding. The chart must include:

 - ☞ Staff members
 - ☞ Titles
 - ☞ Salaries
 - ☞ Source of salaries

- Hiring, Firing, & Grievance Procedures and Job Descriptions – Page 8

Hiring procedures, job descriptions, and applicable resumes and licenses are provided for each position requesting personnel funding.

- Attachments A through E
 - Organization Budget for Applying Agency (**All Applicants**) & Current Audit (**For New Projects Only**)
 - List of Governing Board Members (Board of Director Members, Advisory Board Members, County Commissions, City Council, etc.)
 - Support Letters (**For New Projects Only**)
 - Memorandum of Understanding
 - Proof of Non-Profit Status for **New Projects Only**:
 - ☞ Articles of Incorporation with proof of approval by WVSOS Office
 - ☞ Certificate of Incorporation issued by the WVSOS Office
 - ☞ IRS Determination Letter

- Appendices
 - System for Award Management (SAM) Registration
 - Project Director & Fiscal Officer Role and Responsibilities (**Original Signature**)
 - Standard and Special Conditions

ORIGINAL signature of the Authorized Official is provided