



VICTIM ASSISTANCE AND LAW ENFORCEMENT FUND

2017 GRANT APPLICATION GUIDELINES

VALE Board

Eighth Judicial District

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GENERAL INFORMATION

The Eighth Judicial District Victim & Witness Assistance and Law Enforcement (VALE) Board is authorized to enter into contracts for the purchase and coordination of victims and witnesses assistance services with persons or agencies that the Board deems appropriate. The 8th Judicial District VALE Board will give priority consideration to victim service and law enforcement programs which:

1. Are required to provide services for the implementation of the rights afforded to crime victims pursuant to Section 24-4.1-302.5 C.R.S.;
2. Provide services and programs delineated in Sections 24.4.1-303 C.R.S., 24- 4.1-304 C.R.S., and 24.4.2-105(4) C.R.S. related to all crimes as defined by Section 24-4.1-302 (1) C.R.S.;

The Eighth Judicial District VALE Board has also established the following local funding priorities:

3. Provide **core victim services** (i.e. direct victim services, crisis or emergency services);
4. Have demonstrated an effective response to victim needs; or will provide new, innovative, or unmet victim services;
5. Do not duplicate other victim services in the 8th Judicial District.

Needed service, i.e., counseling both social and legal advocacy.

Secondary services, i.e., administration, training, travel, support groups.

Equipment, i.e., related to victim assistance.

The Eighth Judicial District VALE Board will consider grant requests submitted for new programs on an equal basis as those received for programs that are requesting funding continuation. Factors other than those stated above may also be utilized in making final funding decisions. Funds may be awarded for projects not designated in the priority categories depending on availability of adequate funding. The fact that an applicant meets eligibility requirements and applies for services within a priority funding category does not guarantee funding.

The following guidelines are for grant applicant reference in preparation of application for funding consideration of Eighth Judicial District VALE funds. Compliance with grant application guidelines is no guarantee of eventual funding although fully complete and clear applications are a necessity for consideration. Please review the applicable statutes, the entire application and guidelines before beginning to write grant application. Copies of the statutes related to the disbursement of VALE funds are available on the following webpage:

<http://www.larimer.org/da/vicwit/vale.htm>

We hope that this guide provides useful information and will be beneficial in completing the 2016 VALE grant application for Eighth Judicial District VALE funding consideration.

Applications must be submitted by September 6, 2016

Electronic Submission: Grant applications are only accessible online by using ZoomGrants™. To access the application visit <https://zoomgrants.com/Default.asp>. You will be taken to the login page of the application in ZoomGrants™.

For technical assistance with application, please contact:

ZoomGrants™
970-223-5404

For questions or concerns regarding grant application or application process, contact:

Sunni D. Ward
Eighth Judicial District VALE Grant Administrator
(970)498-7281
wardsd@co.larimer.co.us

or

Candace Smith
Eighth Judicial District VALE Grant Assistant
970-498-7290
smithcr@co.larimer.co.us

BEFORE YOU BEGIN

Each year the Eighth Judicial District VALE Board receives funding requests for more projects than grant funds available. The Board must make funding decisions based upon the grant application submitted. These guidelines will help applicants give the Board clear, concise agency and project information.

The most successfully written grant applications bring together the needs of victims and witnesses, your agency, and the VALE Board in one coherent and logical plan. Submission of a VALE grant application is not to be construed as a guarantee of funding or continuation of funding.

IMPORTANT NOTE

You will not have an opportunity to make additions, changes, or corrections to the grant application after it has been submitted.

The VALE Board will make their funding decisions based upon grant applications submitted. Be sure to review the following basics before you begin:

- **READ THE STATUTES** that govern the funding determinations of the VALE Board. The VALE Board is governed by Colorado Revised Statutes 24-4.2 and 24-4.1 Part 3.
- **REVIEW THE PROPOSED ACTIVITIES OF THE PROJECT** to determine applicability pursuant to state statute and based upon the 2016 Request for Proposal.
 - o Is the request for direct services or related to the provision of direct services to crime victims?
 - o Is the need for the proposed project evidence based?
 - o Is the need substantiated by current local statistical data?
 - o Is your plan for managing the project realistic and reasonable in consideration of personnel, time, and fiscal resources currently available?
 - o How will the project measure the difference grant funded services will make for a crime victim from the crime victim's perspective?
- **USE ENERGY WISELY** Research and compile a list of resources that already exist, both in your agency and in your community, to address the problem your project plans to address. There are several sources of information readily available regarding criminal traumatization and services to and for victims and witnesses. Check the telephone book, and the web for state membership organizations, contact local law enforcement, community based victim assistance providers, agencies offering crisis intervention, etc. Additionally, you could ask your colleagues to share "lessons learned" from grant application proposals that did or did not receive funding.

- **CREATE A DETAILED WORK SCHEDULE** that includes due dates for writing, proofreading, editing, obtaining signatures, and submitting. Keep in mind the general law of project design: *It always takes longer to do something than you think it will!*
- **USE CLEAR AND CONCISE LANGUAGE** When writing the grant application, always define abbreviations or jargon. Grant applications should be clearly written, neat, and easy to read. Proofread for typographical and grammatical errors before submitting.
- **MAKE IT BRIEF** A successful grant application is just long enough to clearly communicate your message and request. Concise answers are necessary. Sometimes less is more.
- **BE POSITIVE** Remember you are offering the VALE Board to participate in an important, useful project. Don't lose sight of what you want to accomplish. Place your goals and objectives on a piece of paper to hang on the wall in front of you. Reference the goals as you write the grant application.
- **RESPOND TO EVERY QUESTION** Never leave a section or question blank. If the question does not apply to your agency, write N/A.
- **READ EACH QUESTION CAREFULLY**

ZOOMGRANTS™ LOGIN

ELECTRONIC SUBMISSION Grant applications are only accessible online by using ZoomGrants™. To access the application visit <https://zoomgrants.com/Default.asp>. You will be taken to the login page of the application in ZoomGrants™.

For technical assistance with application, please contact:

ZoomGrants™
970-223-5404

NEW ACCOUNT Create a User ID and Password for future access to your Eighth Judicial District VALE Application. Each grant applicant agency will be allocated one User ID and Password; therefore, if multiple persons are working on the project, ensure each person is made aware of the User ID and Password.

CONTINUING PROJECTS Returning agencies will login with previously used User ID and Password to access the VALE Application.

APPLY Click Apply button next to 2017 Victim Assistance and Law Enforcement Grant

SUMMARY TAB

APPLICATION SUMMARY

- **Application Title/Project Name** – The title you assign in this field will be utilized on subsequent correspondence and the Contract Agreement should funding be approved.
- **Amount Requested** – The dollar amount being requested for funding
- **Additional Contacts** – Email addresses for other interested parties to receive information on the project. Please include Email address of Financial Officer in this section.

APPLICANT INFORMATION

- **Applicant information** – Include information for the primary contact/ Project Director for this project.

ORGANIZATION INFORMATION

- Address
- EIN number
- DUNS number if applicable

AUTHORIZED OFFICIAL

- Enter contact information for the Authorized Official who is, by virtue of their position, authorized to enter into contracts for the agency.

APPLICATION TAB

PROJECT CONCEPT

1. Organization

Provide a brief, concise, description of your organization.

Briefly describe the purpose of your agency, the mission statement, the types of clients your agency serves, and the services provided. Describe your agency's area of expertise in regards to the proposed project as well as your agency's ability to support the proposed project. Describe your agency's experience with similar projects and management of grant funds.

2. Problem Statement

Describe the problem the proposed project intends to address.

Provide a statement of need for the proposed project in Eighth Judicial District. The problem statement should describe the problem or the gap in services that needs to be addressed. It should be specific to our community and include local statistical data which demonstrates the need. The information provided should make a logical connection between your organization and the problem.

Questions to consider when providing a response:

- What specific services are needed?
- Who needs these services?
- What data exists to show need and what is the source of that data?
- How does your project impact the need you have documented?

3. Project

Provide a description of the project to be funded.

This is your opportunity to explain in a clear and succinct way the project for which you are requesting funding. The explanation should provide a clear picture of how VALE funds will be utilized for your project.

4. Management Plan

Define your management plan.

Provide a summary of who will be responsible for grant administration, evaluation/reporting, and accounting. This answer should include the duties of the Project Director, Financial Officer, and Authorized Official. Describe checks and balances within your organization for oversight of compliance with grant monies.

5. New/Continuing

Is this a new or continuing project? Describe any changes if applicable.

If this is a new project, please mark N/A.

Briefly describe any changes in this application from previous VALE funded projects. Changes may include, but not limited to, changes within your agency, programmatic changes, or budgetary changes.

GOALS AND OBJECTIVES

Applicants are limited to three (3) Goals and two (2) Objectives per goal.

6. Goal One

Describe GOAL ONE.

Goals should be clear, broad statements describing what you intend to accomplish with grant funds. The goals should highlight the overall purpose of the project, and each goal should be directly related to the project description and budget.

7. Objectives

Describe OBJECTIVES of GOAL ONE.

Objectives must be measurable and specific. Questions to consider when providing a response:

- What are you going to do and how are you going to meet your goal?
- Who will be performing/providing services?
- What services will be provided?
- How many victims will be served and how many services?

Intended Impact/Outcome is the change or benefit the project is expecting to produce which may include specific items of data used to assess the project status towards reaching objectives. Questions to consider when providing a response:

- What will these grant funds allow you to accomplish that you could not accomplish without them?
- What benefits will result from the project?

Data collection is the method(s) you will use to collect the impact data. Responses should include information such as who will be collecting what data and when.

Time frame should be the time period in which the objective will be accomplished. Most often, this will be the 12 month contract period.

8. Goal Two

Describe GOAL TWO.

Goals should be clear, broad statements describing what you intend to accomplish with grant funds. The goals should highlight the overall purpose of the project, and each goal should be directly related to the project description and budget.

9. Objectives

Describe OBJECTIVES of GOAL TWO.

Objectives must be measurable and specific. Questions to consider when providing a response:

- What are you going to do and how are you going to meet your goal?
- Who will be performing/providing services?
- What services will be provided?
- How many victims will be served and how many services?

Intended Impact/Outcome is the change or benefit the project is expecting to produce which may include specific items of data to be used to assess the project status towards reaching objectives. Questions to consider when providing a response:

- What will these grant funds allow you to accomplish that you could not accomplish without them?
- What benefits will result from the project?

Data collection is the method(s) you will use to collect the impact data. Responses should include information such as who will be collecting what data and when.

Time frame should be the time period in which the objective will be accomplished. Most often, this will be the 12 month contract period.

10. Goal Three

Describe GOAL THREE.

Goals should be clear, broad statements describing what you intend to accomplish with grant funds. The goals should highlight the overall purpose of the project, and each goal should be directly related to the project description and budget.

11. Objectives

Describe OBJECTIVES of GOAL THREE.

Objectives must be measurable and specific. Questions to consider when providing a response:

- What are you going to do and how are you going to meet your goal?
- Who will be performing/providing services?
- What services will be provided?
- How many victims will be served and how many services?

Intended Impact/Outcome is the change or benefit the project is expecting to produce which may include specific items of data to be used to assess the project status towards reaching objectives. Questions to consider when providing a response:

- What will these grant funds allow you to accomplish that you could not accomplish without them?
- What benefits will result from the project?

Data collection is the method(s) you will use to collect the impact data. Responses should include information such as who will be collecting what data and when.

Time frame should be the time period in which the objective will be accomplished. Most often, this will be the 12 month contract period.

12. Evaluation

How is data used to evaluate and determine the progress of the project funded goals and objectives?

Provide a brief explanation about how data collected will be used to evaluate and determine the progress of project funded goals and objectives.

13. Problems

Address what problems, if any, you anticipate in implementing the project goals and objectives. How do you plan to resolve these problems?

Identify and describe possible challenges that may be reasonably anticipated which could impact the implementation of the project's goals and objectives. Outline possible resolutions to each challenge listed.

STATUTORY SERVICES

14. VRA Statutory Requirement

Does your agency have a statutory requirement to provide services as outline by VRA C.R.S. 24-4.1-303?

Although many different agencies provide advocacy for victims' rights, state statute provides there are specific agencies *required* to ensure victims are afforded rights; these agencies include law enforcement, prosecutorial, judicial, and correctional.

If your agency is listed in statute, please mark "YES".

If your agency is not listed in statute, please mark "NO". Further, you will need to mark "N/A" on Question 15 and Question 16. Proceed to Question 17.

15. Funding Request

This funding request is, in part or whole, for:

Provision of direct victim and witness services

State statute provides examples of direct victim and witness services which can be found in VALE statute C.R.S. 24-4.2-105 (4).

Equipment, training programs, additional personnel

State statute provides that limited VALE fund cans can be utilized by law enforcement and district attorney offices for the purchase of equipment,

training programs, and additional personnel that are directly related to the implementation of the rights afforded to crime victims.

Additional personnel in this category does not include funds requested for salary/benefits of victim advocate staff providing direct victim and witness services.

If your agency does not have a statutory requirement to ensure victim rights, please type "N/A" and proceed to question 17.

16. Assuring Rights

Define how this project will address the guidelines for assuring the rights of victims and witnesses as outlined in VRA C.R.S. 24-4.1-302.5.

State statute outlines specific rights afforded to victims. Use this section to describe how your project works to preserve and protect a victim's rights to justice and due process.

If your agency does not have a statutory requirement to ensure victim rights, please type "N/A" and proceed to question 17.

17. Provision of Services

Is this funding request, in part or whole, for the provision of services and programs defined in VALE statute C.R.S. 24-4.2-105?

Yes

Funding for the project will provide for the provision of services, such as but not limited to, personal advocacy, information and referral, follow up.

No

Funding for the project will be utilized for equipment, training, additional personnel.

Additional personnel in this category does not include funds requested for salary/benefits of victim advocate staff providing direct victim and witness services.

18. Provision of Services

Define how this project will address the provision of services as outlined in VALE statute C.R.S. 24-4.2-105.

Use this section to describe how your project works to meet the needs of victims in our community.

19. Definition

What is your agency definition of a victim?

Briefly describe what criterion is utilized to define who is a victim eligible for services under this project request. Definitions may be defined by state statute, agency mission, or project specific.

20. Population and Geographic area

Define the population and geographic area targeted for this project.

21. Underserved Population

Describe how your agency provides services for underserved population(s).

All applicants should be able to demonstrate an awareness of the need for and the capacity to address services for the underserved and underrepresented populations. Underserved populations are defined as individuals who by virtue of language, ethnicity, race, culture, disability, age, sexual orientation, or geographic location may require special or different accommodations in order to access services.

Applicant should identify underserved population(s) and explain how the agency provides applicable services.

SERVICE INFORMATION

22. Location

If the project is not entirely located in the 8th Judicial District, what percentage of the project would be for victims and witnesses in the 8th Judicial District?

This is a numerical answer.

Example: Your agency is requesting funds for a Victim Advocate position which will spend half time in Fort Collins and half time in Denver. Your answer will be 50%.

23. Victims Served

If this is a continuing project, how many victims did this project serve in the first six months of the current calendar year?

Please provide accurate data for the number of victims served in the first six months of the current calendar year. This number should match data provided in the required Mid-Year VALE report previously submitted.

If this is a new project, please note "N/A" and proceed to Question 24.

24. Victims Served

Estimate the number of crime victims this project will serve during the contract period.

For each crime category, please note the number of victims of that crime which you estimate to serve during the contract period.

Calculate a crime victim only once. For example, if you provide services to a victim of Menacing and Adult Sexual assault, you will only record that victim under Menacing OR Adult Sexual Assault; not both categories.

25. Definition

If you provided data for "other" crimes in Question 24, please define "other".

This section is provided for a brief definition of "other" types of crimes. If you did not calculate any victims in "other" crimes in Question 24, please note "N/A" and proceed to Question 26.

26. Services Provided

If this is a continuing project, how many services did this project provide to victims in the first six months of the current calendar year?

Please provide accurate data for the number of services provided to victims in the first six months of the calendar year. This number should match data provided in the required Mid-Year VALE report previously submitted.

If this is a new project, please note “N/A” and proceed to Question 27.

27. Services Provided

Estimate the number of services this project will provide during the contract period.

For each service category, please note the number of services provided to each victim. Services should correspond with the total number of victims served by the project. No single service category can exceed the TOTAL number of victims as reported in Question 24.

For example, the project provides Follow-Up and Crisis Counseling to one victim; you will record each service one time for that victim. You cannot, however, record multiple services of the same type for the same victim. For example, you provide Telephone Contacts to the same victim on three different occasions; you cannot record three Telephone Contacts for that one victim.

28. Definition

If you provided data for “other” services in Question 27, please define “other”.

This section is provided for a brief definition of “other” types of services. If you did not calculate any victims in “other” services in Question 27, please note “N/A” and proceed to Question 29.

29. Services Provided

Briefly describe how project funded service(s) as outlined in VALE statute C.R.S. 24-4.2-105 and VRA statute C.R.S. 24-4.1-302.5 are provided to victims.

Detail WHO will deliver services, HOW services will be delivered and provided to victims, and WHEN services will be delivered with this project.

30. Volunteer Services

Describe the volunteer services that will be used to support this project.

Projects that are able to utilize the skills of volunteers are typically able to demonstrate a savings in operational expenses. Provide an estimate of the number of volunteers or interns which will be used to support this project as well as a description of volunteer duties.

31. Similar Agencies

Are there other agencies that provide similar services?

Yes – There are agencies within the geographical area which provide similar services to the same population

No – There are no agencies within the geographical area which provide similar services to the same population.

32. Duplication of Services

How will your project diminish or eliminate duplication of services with similar agencies?

To ensure victims of crime are receiving an array of comprehensive services, the VALE Board seeks to fund unduplicated programs and/or projects. Describe in this section how your program or project either stands alone in service provision or how your program or project will diminish or eliminate the duplication of services in the geographical area for the same population.

33. Coordination

How will you coordinate services with similar agencies?

Coordination and collaboration with similar agencies is an important function to reduce duplication of services. Explain how your agency will work together with similar agencies to coordinate services.

TRAINING

34. VRA Training

Describe the training your agency staff and volunteers receive about the rights afforded to victims pursuant to VRA statute C.R.S. 24-4.1-302.5.

It is required by statute that applicants have read and understand the rights afforded to crime victims pursuant to VRA statute C.R.S. 24-4.1-302.5. This section allows you to document VRA training.

Be sure to include the date of last training and who provided the training.

35. Crime Victim Compensation

Are any of the services provided by your agency and/or this project eligible for Crime Victim Compensation reimbursement?

Yes – this project or aspects of this project would be eligible for reimbursement from Crime Victim Compensation Funds.

No – this project nor any aspect of this project would not be eligible for reimbursement from Crime Victim Compensation funds.

If you have questions pertaining to Crime Victim Compensation, please contact the CVC Administrator.

36. Crime Victim Compensation Training

Describe the training your agency staff and volunteers receive about Crime Victim Compensation.

This section allows you to document Crime Victim Compensation training. Be sure to include the date of the last training and who provided the training.

FINANCIAL

37. Sources of Funding

List all other sources of funding that your agency has solicited to support this project for the contract period.

Many state and federal grant funding sources may not be available as the primary or sole funding source for extended periods of time. Identify other revenue sources that have been or will be explored to support this project request. Include information regarding the current status or outcome of efforts to obtain diverse funding sources.

38. Future Funding

If this project is to continue beyond the contract period, please identify how the project will be funded in the future.

Many state and federal grant funding sources may not be available as the primary or sole funding source for extended periods of time. Provide a funding sustainability plan which outlines long-term funding goals.

If this project will not continue beyond the contract period, please note "N/A" and proceed to Question 39.

39. Budget Narrative

Please provide a narrative for EACH LINE ITEM documented on the attached Victim Services Budget for which you are requesting funding.

The narrative should be brief, concise and include an explanation and justification of need. Line items that have not been adequately justified and/or lack calculations and/or are not directly related to the goals and objectives of the project may not be fully funded.

Budget narrative should contain the criteria used to calculate budget line items. All requests should be justified and explained clearly so as to be easily understood. The budget narrative must demonstrate the relationship between the line item amount and the project goals and objectives. Be sure that all budget calculations in the narrative match the budget calculations on the attached Victim Services Budget.

OTHER

40. Additional Information

Please note any additional comments/information not already included throughout the application.

This section allows you to add supplemental information which may not have been captured in the application questions. This is not designed to be another place to repeat information.

If you do not have additional information you feel would supplement your application, please note "N/A".

YEAR-OVER-YEAR ANALYSIS TAB

INSTRUCTIONS

This section will be utilized to provide a comparative analysis of funding.

You will provide only data as it pertains to your Victim Services budget; do not provide data on your overall agency budget.

VALE FUNDS REQUESTED

2016 Funds REQUESTED – Enter the dollar amount of funds your agency REQUESTED from VALE for the 2015 Grant Period.

2016 Funds RECEIVED – Enter the dollar amount of funds your agency was awarded from VALE during the 2015 Grant Period.

2017 Funds REQUESTED – Enter the dollar amount of your request on your current application for VALE funds.

Overall Victim Services Budget – Enter the dollar amount of total expenses for Victim Services Budget.

2017 Funds REQUESTED – Enter the dollar amount of your request on your current application for VALE funds.

DOCUMENTS TAB

REQUIRED DOCUMENTS

The following documents are requested to be submitted with your application. Failing to upload a document which is marked as “required” will prohibit you from submitting your application.

1. Victim Services Budget

A Victim Services Budget template has been provided. Download and open the template. The template is designed to be more user-friendly and will calculate totals as you enter data.

Be sure to only use data pertaining to your Victim Services Budget and NOT your entire agency budget.

Enter all victim service expenses and all victim service revenues for each line item. The total of expenses and the total of revenue should match.

Save the document and upload to ZoomGrants™.

TOTAL VICTIM SERVICES BUDGET						
ABC AGENCY						
VALE FUNDING REQUES* \$20,000.00						
VICTIM SERVICES EXPENSES				VICTIM SERVICES REVENUE		
LINE ITEM	AMOUNT	8TH JD VALE REQUEST	VOCA/VAWA	FUNDRAISING /DONATIONS	FEES	OTHER
FTE: POSITION:						
FTE: 1 POSITION: ADVOCATE	\$45,000.00	\$20,000.00			\$20,000.00	\$5,000.00
Benefits						
TOTAL EXPENSE						\$45,000.00
Office Supplies	\$15,000.00		\$15,000.00			
Postage						
Printing						
TOTALS MATCH						\$45,000.00

2. Financial Statement and Audit Report

Agencies must submit a copy of their most recent financial statement along with their last audit findings.

This requirement is waived for Government Agencies.

3. 501C(3) Documentation

Non-profit agencies must submit a copy of their current 501C(3) tax exempt certificate.

4. Job Description

If the proposed project included VALE funding for any paid position, a copy of the job description for requested position is required.

5. Resume of Grant Project Director

Upload the resume of the current Grant Project Director.

6. Organizational Chart

The Organization Chart should include names of the agency Board of Directors, Key Officers, and those responsible for administration and oversight of Grant Contracts and Funds.

7. Anecdotal Story and/or Client Feedback

This document is required for all agencies and will provide the Board with insight to the agency and/or project.

8. Certified Assurances Page

The Certified Assurances Page template is provided for you. Download the template and open the document. Review and obtain required signatures on document. Scan the document and upload to ZoomGrants™.

Project Director: The person who has direct responsibility for the implementation of the project.

Financial Officer: The person who is responsible for all financial matters related to the project.

Authorized Official: The person who is, by virtue of their position, authorized to enter into contracts for the agency.