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 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
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, 2018 – September 30, 2019).

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, Job Descriptions, Resumes, & Licenses/Certifications – Page 8
Hiring procedures, Firing procedures, Grievance 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
- Outreach Office Form