

# 2022 VALE Grant APPLICATION INSTRUCTIONS

Grant Period (January 1, 2022 – December 31, 2022)

VALE Applications must be received at  
DISTRICT ATTORNEY'S OFFICE,  
1140 North Grand Avenue, Suite 200, Montrose, CO 81401  
No later than 4:00 p.m. on Tuesday, August 10, 2021.  
**Late applications will not be accepted.**

**READ CAREFULLY - before you begin. It may save you hours of work!**

## FORMAT AND SUBMISSION OF APPLICATIONS:

- ✓ **SUBMIT TO THE VICTIM SERVICES OFFICE:**
  - One copy of the application and appendices
  - THE APPLICATION ABOVE MUST HAVE ORIGINAL BLUE INK SIGNATURES
  - One copy of the audit or financial review is required
  - One electronic copy of the completed and signed grant application and appendices
  
- ✓ **MAIL OR DELIVER APPLICATION (S) TO:**
  - Aimee English
  - District Attorney's Office
  - 1140 North Grand Avenue, Suite 200, Montrose, CO 81401
  - [a.english@co7da.org](mailto:a.english@co7da.org)

**NOTE: Late applications may be denied solely due to failure to meet the deadline. Applicants are responsible for the method of delivery selected and to assure that applications are delivered to the DA's Victim/Witness Program prior to the deadline.**

- ✓ **DO NOT attach cover letters to original or copies.** It is not necessary to include a cover letter, but if you do, please do not put information in the cover letter which is not found in the application. The Board does not receive copies of cover letters.
- ✓ **DO NOT place applications in binders or folders.**
- ✓ **DO NOT use font size smaller than 9 points.**
- ✓ **Submit only ONE copy of audit reports and financial reviews.**
- ✓ **Computer-generated applications MUST be identical to the official application as to form, spacing, & page breaks. DO NOT alter application or table formats.**

## FOR INFORMATION AND QUESTIONS, PLEASE CONTACT:

Aimee English, VALE Administrator (970) 252-4276

**Thank you!**

## NOTICE TO APPLICANTS:

Please read instructions carefully and contact me if you have problems.

The application is designed to limit the responses of applicants to the space allotted. Please note that if the type disappears when you are completing the application, you have used too much space, and will need to edit your response to be more succinct. Please take care not to exceed the space allowed. While it is possible for you to modify the size of tables in this document, please do not do so. The order of the sections, format, space allocation and page breaks should not be altered. The application must not exceed 20 pages from page 1 to the final page.

**REMEMBER:** Each Judicial District's VALE Board is decentralized and makes the funding decisions for their district per that VALE Board's policy and procedures as well as any other criteria that the VALE Board has made relevant to the funding process.

**ELIGIBILITY:** The Board is authorized to enter into contracts for the purchase and coordination of victims and witnesses assistance services with persons or agencies which the Board deems appropriate.

**PRIORITY CATEGORIES:** The priority use for funding as listed in the statute is:

1.) Implementation of the rights afforded to crime victims pursuant to section 24-4.1-302.5 CRS, and 2.) The provision of the services and programs delineated in sections 24-4.1-303 CRS, 24-4.1-304 CRS, and 24-4.2-105(4) CRS, related to all crimes as defined by section 24-4.1-302(1) CRS.

The VALE Board has also established the following priorities: Programs that provide direct victim services to victims of those crimes listed in Section 24-4.1-302(1) CRS. The VALE Board may also take into consideration factors other than those stated above in making their final decisions. Board members may award money for projects not designated in the priority categories. The fact that an applicant meets eligibility requirements and applies for services within a priority category does not guarantee funding.

**EVALUATION CRITERIA:** The VALE Board has established criteria which it uses to evaluate grant applications. The criteria are as follows:

Tier One: Agencies' primary focus and mandate is to provide services as required by the VALE Statute AND the majority of those they serve are victims of "VRA Crimes."

Tier Two: Agencies that clearly meet at least one of the two criteria for Tier One.

Tier Three: Prevention based organizations and agencies that do not have a primary focus of assisting crime victims, but do provide some services to victims of VRA crimes.

The VALE Board may also consider as part of their evaluation criteria for funding, the number of VRA crime victims served in comparison to the amount of funds being requested.

**Oral presentations may be requested by the VALE Board from grant applicants. Oral presentation will be granted to grant applicants by request.**

**NOTE: If an application does not contain complete answers to each item listed in the grant application, this lack of information may be the basis for denying or reducing a grant award.**

## Section A - APPLICANT INFORMATION

**1. & 2. Applicant Agency/Project Title:** Enter the applicant agency's name, if the agency is a new applicant or a continuing applicant from the previous funding cycle, the project title, the project director's name, mailing address,

telephone number, and the e-mail address of the governmental agency or non-profit corporation that will administer/implement the project.

3. Amount Requested: Please indicate the total amount of VALE funds requested in this grant application. Please round your request to the nearest dollar.

4. Non-Profit Status: Indicate if your agency is currently of non-profit status and include your agency's tax identification number.

**NOTE: If you are claiming non-profit status and if you have not previously provided documentation supporting this claim to the VALE Board, then you must provide sufficient documentation concerning your agency's non-profit status with this application.**

5. Government Agency: Indicate if your agency is a government agency.

6. Ongoing or Routine Operating Expenses: Indicate if the requested VALE Grant funds will be used to defray ongoing costs or routine operating expenses.

7. Expectation of Revenue: Indicate if your agency expects to obtain revenue from the implementation of this grant.

8. Mandated Reporter Status: Indicate if your agency is a mandated reporter.

9. CVC Referrals: Indicate how many, if any, direct referrals your agency has made in the previous twelve months to the Crime Victim Compensation Administrator or Program within the past 12 months. This information is included so that we can assure that all eligible crime victims are receiving information and assistance regarding compensation *Crime Victim Compensation funds are available to help people who are victimized of certain crimes. Victims may receive reimbursement of out-of-pocket expenses directly related to the victimization that are not covered by insurance or other collateral resources. Such expenses include: medical bills, dental bills, mental health costs, lost wages, loss of support, funeral and burial expenses and residential brake-in damage. If you do not have a full understanding of the Victim Compensation Program, contact Eleasha Cervantes, Victim Compensation Administrator at (970) 252-4266 or [eleasha.cervantes@co7da.org](mailto:eleasha.cervantes@co7da.org).*

10. CVC Services eligible for reimbursement: Please list any services that your agency may provide to victims that can be paid for by CVC. For example: counseling, lost wages, etc. For a list of compensable services contact your local CVC Administrator at 970-252-4260.

11. VRA Rights and Crime Victims: **Annual VRA training is required to receive VALE funding!** Please describe how your agency assures that direct victim services staff and volunteers are trained annually to provide information to the crime victims served by your agency and assist crime victims in fully understanding the rights afforded them by the constitutional amendment (Victim Rights Act). It is required that you report the last date of this required training and who provided that training.

12. Understanding statutory mandates per the Colorado Revised Statute: Colorado Revised Statute Title 24, Article 4.1 clearly defines the rights afforded to victims of crime as well as which crimes are covered and the agencies tasked per statute to ensure those rights. This section requests verification that the project manager and staff working with victims understand this state statute.

13. How do you notify victims of their constitutional rights under the VRA? Please explain the process that your agency utilizes to inform victims of their constitutional rights under the VRA. If this is not a function your agency handles please indicate so with "N/A"

14. Documentation of Victim Notification: Provided that there was an answer other than "N/A" as noted in item 13., please indicate if your agency documents notification to victims of their VRA rights under the Colorado Revised Statutes. If this does not apply indicate so with "N/A".

15. Applicant Agency Mission: Please give a description of your agency's mission specifically addressing the project that you are requesting funding for in this application.

16. Tier System Classification: **The VALE Board utilizes the following Tier System in evaluating applications.**

**Tier One: Agency has, as a primary mission/focus, to provide services as outlined in the Statute AND the majority of their clientele are victims of “VRA Crimes.”**

**Tier Two: Agencies that clearly meets at least one of the two criteria stated above.**

**Tier Three: Prevention based organizations and agencies that do not have a primary focus of assisting crime victims, but do have victims of crime mixed into their clientele.**

Please indicate which Tier you believe your project should be classified as and provide an explanation for your answer. You may meet the criteria for more than one tier if so, please include that information as well as an explanation. Please also note that the VALE Board makes the final decision as to which tier designation will be assigned to your project.

## Section B – SERVICES FUNDING

- 1. Project Description:** Please describe the project that will be supported with these funds. Include a description of services and activities, which your agency will provide. Please describe the **specific part of your total program** for which you are requesting funding. The project description, the goals and objectives, and the budget section in this application should all describe a specific project, not necessarily the total victim assistance program or total prevention education program for your agency. Grant dollars may support a particular component, i.e. children's counseling, hot line for crisis calls, sexual assault prevention education for teachers, or a particular service. Include information about your total agency victim services program only to the extent that it helps the reader understand the specific project requested. Be specific about what VALE funds will provide to this community.
- 2. Problem Statement:** Please describe what problem(s) in your community your program is addressing.
- 3. Goals and Objectives for this Project:** List your goals (no more than three) and objectives (no more than three per goal) for the project in the narrative.

### *What you need to know about Goals and Objectives:*

- ◆ Project goals are clear, general statements which highlight what the project is intended to achieve. They should relate to the Project Description and the Budget pages of the application.
- ◆ Project objectives (no more than three per goal) should be quantifiable, (i.e. a numeric value should be attached) in order to measure changes or achievements brought about by the project toward each goal. Objectives state specifically what will be done; by whom, by when, and the method of measurement. If an objective cannot be quantified with a numeric value, it should be able to be measured by a yes or no response. (i.e. Yes, this objective was done as described and on time.) Project objectives should reflect what will be accomplished during the grant period.
- ◆ An estimate of the total number of unduplicated victims to be served for a 12-month period must be shown in the goals and objectives.
- ◆ Project objectives should include both process (efficiency) and impact (outcome) measures.

- ◆ There are basically two kinds of measurements - process and outcome.
  - Process measures, sometimes called efficiency or administrative measures, answer the questions: who will do what by when to/for whom and how many.
  - Outcome measures, sometimes called effectiveness or impact measures, answer the questions: Did my actions make any difference in addressing the problem I was trying to solve or the service I was trying to improve. They are often quantifiable by number or percentage. For instance, a 15% increase in filings of domestic violence cases, or 80% client satisfaction rate for services provided.
- ◆ Measurable objectives will give a clear picture of what your project will do. If your project is awarded a grant, you will be required to provide quarterly reports on the objectives to evaluate the success and effectiveness of your program.
- ◆ Project goals and objectives should describe exactly what services the funds will support in your program. Do not include services that are supported by other funding sources, if possible.

◆ Project goals and objectives should be in the format of the example that follows:

***Examples:***

**Goal I:** To establish satellite programs that will reach victims of domestic violence and sexual assault in the southern 13th Judicial District (Kit Carson County), and the northern 13th Judicial District (Logan County).

**Objective I A:** By December 31, 2013, the Logan project will provide direct counseling services to 75 victims. At least 25 victims of sexual assault and 50 victims of domestic violence will be served.

**Objective I B:** By December 31, 2013, the Kit Carson project will provide direct referral services to 100 victims. At least 30 sexual assault victims and 70 domestic violence victims will be served.

**Objective I C:** By December 31, 2013, a summary of results of survey/exit interviews will be completed on services.

**Goal II:** To provide direct assistance, support services, and referral to underserved crime victims whose cases are being handled by the District Attorney's Criminal Investigation Unit.

**Objective II A:** By December 31, 2013, this project will provide advocacy services for 100 elderly victims.

**Objective II B:** By December 31, 2013, this project will provide direct referral services for 50 at risk adults.

**Objective II C:** By December 31, 2013, a summary of exit surveys from 30% of the clients served will be done indicating impact.

4. A. Number of primary victims that your agency expects to serve: Provide an estimate of the unduplicated number of primary victims you expect the VALE project to serve during the twelve-month period of the grant. You may wish to use the number of victims served in the previous year as your best estimate, or you may have data that indicates the number will be different from a previous year. Count each victim only once, by predominant type of crime. Total the number of estimated unduplicated victims to be served during the twelve-month period. It is best to limit the number of victims served to the specific VALE-funded project.

**DEFINITIONS:**

Unduplicated Count: For the proposed grant period, estimate all new and continuing victims being served by the

VALE project once. A continuing victim is a person served in a prior grant year who is continuing to receive services in the new year.

Victim: For purposes of this application, the term *victim* will refer to primary and secondary victims.

Primary Victim: The person against whom the crime was committed, except in the case of homicide and DUI/DWI deaths where the primary victims are the survivors of the victim. In domestic violence crimes, children of the primary victim receiving services are also considered to be primary victims.

**The following are definitions of the services:**

- *Follow-up* refers to in-person contacts, telephone contacts, and written communications with victims to offer emotional support, counseling, provide empathetic listening, check on a victim's progress, etc.
- *Crisis counseling* refers to in-person crisis intervention, emotional support, and guidance and counseling provided by advocates, counselors, mental health professionals, or peers. Such counseling may occur at the scene of the crime, immediately after a crime, or be provided on an ongoing basis.
- *Therapy* refers to intensive professional psychological and/or psychiatric treatment for individuals, couples, and family members arising from the occurrence of a crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.
- *Group Treatment/Support* refers to the coordination and provision of supportive group activities and includes self-help, peer, social support, etc.
- *Shelter/Safehouse* refers to offering short- and long-term housing and related support services to victims and families following victimization.
- *Information/Referral (in person)* refers to in-person contacts with victims during which time services and available support are identified.
- *Criminal Justice Support/Advocacy* refers to support, assistance, and advocacy provided to victims at any stage of the criminal justice process, to include post-sentencing services and support.
- *Emergency Financial Assistance* refers to cash outlays for transportation, food, clothing, emergency housing, etc.
- *Emergency Legal Advocacy* refers to filing temporary restraining orders, injunctions, and other protective orders, elder abuse petitions, and child abuse petitions but does not include criminal prosecution or the employment of attorneys for non-emergency purposes, such as custody disputes, civil suits, etc.
- *Victim Compensation Assistance* includes making the victim aware of the availability of crime victim compensation, assisting the victim in completing the required forms, fathering the needed documentation, etc. It also may include follow-up contact with the victim compensation agency on behalf of the victim.
- *Personal Advocacy* refers to assisting victims in securing rights, remedies, and services from other agencies; locating emergency financial assistance, intervening with employers, creditors, and others on behalf of the victim; assisting in filing for losses covered by public and private insurance programs including workman's compensation, unemployment benefits, welfare, etc.; accompanying the victim to the hospital; etc.
- *Telephone Contact* refers to contacts with victims during which time services and available support are identified.
- *Crisis or Hotline Counseling* refers to immediate response to victims using the crisis-line or hotline.
- *Other* refers to other VALE allowable services and activities not otherwise listed.

**NOTE:** It is important that staff and all volunteers assigned to this project have read and understand the rights afforded to crime victims pursuant to section 24-4.1-302.5 CRS and the services delineated pursuant to sections 24-4.1-303 and 24-4.1-304 CRS, commonly known as the Victim Rights Act and enabling legislation.

4.B. Cases charged by law enforcement: Indicate, of the primary victims accounted for above, how many of those victims' reports resulted in charges being filed by a law enforcement agency.

4. C. How was the crime victim referred to your agency: Indicate how the crime victim came to be in contact with your agency/project.

4. D. Total number of victims/clientele expected to serve in the next calendar year: In a brief narrative please explain the information contained in the grid under 4.A and also include any non-VRA crime victims that will be served by this project.

5. A. Define, by listing the specific services to be provided, how the project will address assuring the rights of victims as outlined in the Victim Rights Act: (Section 24-4.1-302.5 C.R. S.)

5. B. Define how the project will address how this project will address victim services needs as outlined in VALE Statute: (Section 24-4.2-105(4) C.R.S.)

6. Volunteers: Indicate if your agency utilizes volunteers and if so how they are utilized in the specific program for which you are requesting funds.

7. Evaluation: If your project is funded, your Goals and Objectives will be used to evaluate the success of your project. However, the manner in which you will evaluate your project's effects and impact is important and should be given the same advance planning as the project design itself. The evaluation design should provide detailed information regarding evaluation efforts and requirements. The evaluation design must address the following areas:

#### Performance Indicators

There are two types of performance indicators or evaluation measures - efficiency (process) and effectiveness (outcome):

Efficiency measures: Efficiency, or process measures, assesses internal project operations or activities. Efficiency measures are designed to answer the question: Were the projects proposed activities accomplished as intended and in the time frame given? Another example of an efficiency measure is cost/ benefit ratio. For example: 300 students trained for \$200.00.

Effectiveness measures: These are measures that determine the impact on the system or the outcome of the service. Effectiveness measures are designed to answer the question: Did our activities (however well designed and delivered) have any impact? Did they make a difference? Examples of effectiveness measures might be: 1) pre-and-post self-esteem scores for a group of school-aged child abuse victims; 2) client surveys by phone, interview or mail; 3) surveys of other agencies and professional colleagues regarding your project's effectiveness. This data collection will be required in quarterly reports to the Division of Criminal Justice.

8. Population/Geographic Area: Define the area that will benefit from the services provided in this project as well as the population for that geographic area.

9. Geographic location of victims and witnesses to benefit from project: Indicate the percentage of victims or witnesses not within the 7<sup>th</sup> Judicial District that this project will benefit.

10. Letters of Support: Attachment: In the appendix, you should attach three letters of support. In this section, please list the name of the agency, which provided the letters of support.

NOTE: Community Support, Coordination and Networking: VALE places a high priority on demonstrated community support, coordination, networking, and the establishment of cooperative working relationships. Your knowledge of and compatibility with other governmental and non-profit victims assistance services in your community is important to assure coordinated, non-duplicating services for victims. While new applicants may not have as many working relationships in place as others, it is expected that these steps will be taken prior to or during the early years of funding. Continuation applicants are evaluated on their ability to obtain and maintain community support, cooperative working relations, and as diversified a funding base as possible.

## *What you should know about letters of support:*

- ◆ Letters of support should specifically reference the project for which you are applying for funding, be recently written, demonstrate coordination and collaboration with others, and alleviate duplication of service concerns. They should be from agencies/persons who are referral sources, or whose support is otherwise key to your project.
- ◆ Letters will be reviewed by the staff and/or Board/Committee members and should address the need for proposed services and/or the quality of services provided or proposed, as well as your agency's ability to provide these services. They should be from relevant, knowledgeable, community or government agencies indicating support for this project.
  - b. Please list agencies/individuals who make referrals to your program for victim services.
  - c. Please describe the most usual and regular referral sources to which you most regularly refer victims for other services. In some cases, the referral source will be case filings or case prosecutions only, and in other cases there will be multiple referral sources

11. Non-Duplication of Services/Cooperation and Collaboration: Please describe and justify the steps you have taken to ensure non-duplication of services within your own organization or comparable programs and what your agency has done to secure collaboration and cooperation with other area victim service agencies.

12. Management Plan: Provide a detailed project management plan indicating tasks to be accomplished and by whom they will be accomplished. Also identify who will be accountable for the expenditure of the grant funds.

13. Cost per Client: Indicate the cost per client served by the project. Example: We are asking VALE for \$10,000 and expect to serve 50 victims.  $\$10,000/50 = \$200.00$  cost per client served.

14. American Disability Act: Indicate how your agency complies with ADA requirements and what communication will be provided for the hearing impaired.

15. Continuation Applicants Only: Please provide a brief summary of the challenges or problems faced by your project during the previous 12-month period (if you have been receiving funding during the entire twelve-month period).

## **Section C - TRAINING TO INCLUDE COVA FUNDING**

1. Training Requested: Name the training and indicate what type of training it is, as well as, where the training is located.

2. Number of People Attending: Indicate the number of people attending the training that you are requesting funds for. Justify the reason why you are sending more than one person to the training if the number is greater than one.

3. Training Objectives: Outline your needs and objectives from the training requested and include how the training will be utilized specifically as it pertains to your agency.

4. Training Timeline: Indicate the timeframe for obtaining the training requested.

5. Training Request and VALE Statute: Indicate the correlation between the training you are requesting and the assistance provided to victims under the VALE Statute.

**6. Who Will Benefit from This Training:** Include the number of victims that will be assisted by those of your staff that will be attending this training as defined in Section 24-4.1-302(5) of the Colorado Revised Statute. If you are unable to determine the number of victims you expect to assist with this training, then please provide the number of victims that this training *would have* assisted during the past calendar year.

**7. Training Benefits to Other Agencies:** Explain which other agencies will benefit from this training and how they will benefit.

**8. Evaluation of the Training:** Describe your plan to evaluate the training attended and how successful that training was/is for your agency.

9. See instruction under **Section B, Item 10** of these instructions. Only three agencies are necessary, so if those were already provided under **Section B, Item 10** under the Services portion of this application, please disregard this question.

## Section D - EQUIPMENT/SUPPLIES & OPERATING FUNDING

**For VALE applicants,** requests for training funds may only be for direct services staff and volunteers.

**1. Equipment/Supplies & Operating Funds Requested:** describe the equipment, supplies and operating expenses you are requesting funding for. Include computer generated information or store publications if necessary.

**2. Equipment/Supplies & Operating Funds Needs and Objectives:** Outline your needs and objectives or the equipment/supplies and operating funds requested and include how the items in the request will be utilized specifically as it pertains to your agency.

**3. Equipment/Supplies & Operating Funds Timeline:** Indicate the timeframe for obtaining the items requested.

**4. Equipment/Supplies & Operating Funds Request and VALE Statute:** Indicate the correlation between the items you are requesting and the assistance provided to victims under the VALE Statute.

**5. Who Will Benefit From This Equipment/Supplies & Operating Funds:** Include the number of victims projected to be served with the items requested, as defined in Section 24-4.1-302(5) of the Colorado Revised Statute. If you are unable to determine the number of victims you expect to assist with these items, please provide the number of victims that these items *would have* assisted during the past calendar year.

**6. Equipment/Supplies & Operating Funds Benefits to Other Agencies:** Explain which other agencies will benefit from the use of this request and how they will benefit.

7. See instruction under **Section B, Item 10** of these instructions. Only three agencies are necessary, so if those were already provided under **Section B, Item 10** under the Services portion of this application, please disregard this question.

## Section E - FINANCIAL INFORMATION

☞ **REMEMBER: ALWAYS ROUND TO THE NEAREST DOLLAR.**

☞ **Do not include matching funds on this page.** VALE does not require a match.

**1. Project Funds Requested:** Indicate the total funds requested for the grant period.

2. Funding Priority: Itemize *in order* of priority specifically what the VALE Grant funds will be used for? (i.e. \$5,000 salaries; \$2,000 printer, \$500.00 COVA Scholarship, etc.)

3. Project Funding Sources: Please report all funding sources for your victim services program. For each funding source, please provide both the amount and the time period of current funding that supports this program.

4. Current VALE Funding: Indicate your current VALE funding status.

5. Future VALE Funding: Indicate if you will be applying for VALE funding from other Districts.

6. Increase in Funding Requests: (for continuing applicants only) Succinctly describe the **reasons** for the differences between your request and last year's award. Do not simply repeat the changes; rather explain why you made them and substantiate or quantify factually or with other supportive documentation.

7. Anticipated Revenue: Will you obtain revenue or do you anticipate client fees associated with your project?

8. Project Budget: In comparison to the total budget for this project what percentage of those funds are you requesting from VALE?

9. A. Budget Narrative: A budget narrative that includes a clear explanation and justification for items requested within the application. This narrative summarizes your detailed budget for the grant cycle and includes TOTAL project budget. Make sure to address each item in the budget and give detail sufficient enough to justify each line item. The budget narrative should use the same category subheadings (e.g. Personnel, Supplies, Operating, etc.). Explain your basis for prorating and calculating where applicable (i.e. salary \$15,000/year x 50% full-time employee – for 12 months = \$7,500.00). The budget narrative should also illustrate the relationship between the category amount proposed and project operations (i.e. why the item is needed to do the project). Please be sure that the budget figures in the narrative and those on the budget information within the application are the same.

a. Personnel: It is very important for you to explain and justify any increased costs in personnel, which may be due to such things as cost-of-living increases, increased percent of the position being requested, an additional program component, or a new staff position. Increases in percent of positions, or requests for new positions, must be fully justified by using data to support the need for the position. If there has been a cut of other funding sources that too should be noted as a justification.

b. Supplies and Operating: Explain how the costs were determined and justify the need for the various line items. For continuation applicants, justify any increase over the amount requested last year. Explain the relationship of the cost to the project.

c. Travel: Explain the relationship of each cost item to the project (e.g., if training or conference expenses are requested, explain the topic of the conference and its relationship to the project and direct service staff / volunteers who will attend). Items in this category usually include: mileage, meals, lodging.

d. Equipment: Reminder: Equipment includes items over \$1,000 having a useful life of over one year. Items requested should show a clear link to the project. Documenting unsuccessful attempts to obtain items elsewhere may help demonstrate your need for the equipment. Software should not be included in this category. Explain why the proposed equipment is essential to meeting the goals and objectives. Provide justification that the purchase is more reasonable than the rental or the leasing of the equipment. Include detailed information in the narrative the process of vendor selection. The collection of bids / vendor selection can also be done after the award is made.

e. Professional Services/Consultants (Contracts): Explain why proposed services of consultants and/or independent contractors cannot be provided by project staff. (Professional services should be procured competitively. Sole source contracts must be justified and are subject to prior approval.)

## *What to include in a good budget detail and justification:*

- ✓ Clearly explain your basis for prorating and calculating where applicable, i.e. salary \$15,000/year x 50% time for this project = \$7,500.
- ✓ The budget detail and justification should show the relationship between the requested amount and proposed goals and objectives, i.e. how they are related to accomplishing the tasks of the project.
- ✓ Particularly in the area of personnel cost, be sure that the reader can understand exactly how each position is being paid for, what percent of time is being requested from VALE, what other sources of funding are contributing to the salary and benefits, WHY you need this position, and particularly justify why you need increased dollars for personnel. **Important: Use data to justify the need for increases.**

## *Budget-What to include in each category:*

### 9. B. Budget Information Form:

Fill in the itemized Funds Requested Budget and remember to round to the nearest whole dollar.

The Budget Request is divided into five categories: Personnel, Supplies and Operating, Travel, Professional Services, Equipment, and Training.

### PERSONNEL:

Salaries: List each job position and include the name of the employee, if available. If two individuals have the same job position, list it twice. Show the amount of salary you are requesting for each position. Applicants should consider time needed to acquire new staff and changing demands for personnel during the project.

Employee Benefits: Indicate the cost of fringe benefits for which grant dollars are being requested.

*[Attachment:]*: Attach in the Appendix a job description for each position listed.

NOTE: Independent contractors should be shown under Consultant/Professional Services, not Personnel.

### SUPPLIES AND OPERATING EXPENSES:

List items by major type (e.g., office supplies, computer software, training materials, tuition and registration for conferences, telephone, postage, etc.) Show the basis for computation (i.e., "X" dollars per month for office supplies, "Y" dollars per person for training materials, telephone-base charge plus long distance at "Z" dollars per month, etc.).

### IN-STATE TRAVEL:

Itemize travel expenses of project personnel by purpose (e.g., to attend training sessions, to transport clients, etc.) and show the basis for computation. (AX@ amount per mile times AY@ miles) Show ground transportation, automobile, lodging and meals individually.

NOTE: Tuition and registration fees (even if they include lodging and/or subsistence expenses incurred), and vehicle gas and maintenance on government-owned vehicles are operating expenses not travel.

### PROFESSIONAL SERVICES/CONSULTANTS:

List consultants or independent contractors who will provide services under the grant. List each consultant or type of

service with proposed fee (by day or hour) and the amount of time to be spent on such services. There must be a contract between the agency and the consultant that must be included and approved by the VALE Board. Consultants or independent contractors must provide direct services to crime victims or services essential to delivery of direct services, i.e. supervision of direct service workers.

**EQUIPMENT:**

List items requested. All requests will be carefully reviewed.

**TRAINING:**

Itemize training expenses to include lodging, travel, meals /per diem and any other miscellaneous items associated with training.

**TOTAL FUNDS REQUESTED:** Total of all category subtotals

## Section F - ADDITIONAL COMMENTS

This section can be utilized to briefly explain any items that can't be accurately identified within the confines of the VALE Grant application form, or any other information you would like to pass on to the VALE Board.

## SIGNATURES

**REMEMBER: The application submitted must have original blue-ink signatures.**

**Victim Rights Act:** The applicant assures that the application signatories, staff, and all volunteers assigned to this project have read and understand the rights afforded to crime victims pursuant to section 24-4.1-302.5 CRS and the services delineated pursuant to sections 24-4.1-303 and 24-4.1-304 CRS, commonly known as the Victim Rights Act and enabling legislation.

**PROJECT DIRECTOR:** The person who has direct responsibility for the implementation of the project. This person should combine knowledge and experience in the project area with ability to administer the project and supervise personnel. He/she shares responsibility with the Financial Officer for seeing that all expenditures are within the approved budget. This person will normally devote a major portion of his/her time to the project and is responsible for meeting all reporting requirements. The Project Director must be a person other than the Authorized Official or the Financial Officer.

**FINANCIAL OFFICER:** The person who is responsible for all financial matters related to the program and who has responsibility for the accounting, management of funds, verification of expenditures, audit information and financial reports. The person who actually prepares the financial reports may be under the supervision of the Financial Officer. The Financial Officer must be a person other than the Authorized Official or the Project Director.

**AUTHORIZED OFFICIAL:** The person who, by virtue of such person's position, is authorized to enter into contracts for the grant recipient. *This could include: Mayor or City Manager, Chairperson of the County Commissioners, District Attorney, President or Chairperson of the Board of Directors, Superintendent, or other Chief Executive Officer.*

**NOTE:** If someone other than the AUTHORIZED OFFICIAL as described above has been delegated the authority to enter into contractual agreements such as this grant, please provide written documentation of such delegation immediately following the signature page.

**Signatures:** All signatures must be original (blue ink preferred so that it is easy to determine the original) and **written by the individual whose name appears in the appropriate block.** Signatures completed by anyone else are **not acceptable.** Date is the month, day, and year signature was affixed.

**You are expected to provide original signatures of all three signing authorities when the application is submitted.**

**If there are extenuating circumstances and you cannot obtain all of these signatures, call the Victim Services Office before the application deadline.**

## NEW APPLICANTS

You are considered to be a new applicant if you did NOT receive VALE funding last year.

1. Indicate the time frame you will utilize in completing each goal listed under your Goals and Objectives within this application.
2. Indicate any anticipated problems you may encounter in the implementation of your program or in the project's goals and objectives as stated in this application.
3. In response to the previous question, how do you plan to resolve those anticipated problems?
4. Indicate funding plans for the project beyond the grant period applied for in this application.

## APPENDICE

### VALE GRANT APPLICATION GUIDELINES

Please submit one original and one hard copy as well as one electronic copy (e-mail or CD) of the following:

- The completed application form. Please remember that the Board appreciates **brevity** when reading applications.
- A copy of your agency's 501(c)(3) IRS Tax Ruling (if applicable).
- A listing of Board of Directors and Key Officers.\*
- A copy of your agency's current Financial Statement and Audit Report.\*
- Three letters of support demonstrating cooperation and/or referrals from the local collaborating agencies.
- Memorandum(s) of Understanding (MOUs) if they are key to your project.
- If you are requesting funding for a full or part-time position, then you must attach your agency's classification of that position and job description.
- The Project Director's resume. Please limit the resume to two pages.
- The new applicant's page, if you are a new applicant. (You are a new applicant if you did not receive VALE funding last year. However if the funding you received last year was ONLY an equipment/training grant, or scholarship, and you are applying for a services grant this year, then you are considered a new applicant and must complete the new applicants page.)
- A description of your agency's entire victim assistance budget that includes all funding sources.\*
- A copy of the budget for the project listed in this application\*

\* Waived for governmental agencies.

## REMEMBER

In order to treat all applications fairly, please consider the following:

1. Applicant must clearly demonstrate that it meets the requirements of Title 24, Section 4.2 CRS.
2. Application clearly demonstrates community's need for service or project.
2. Application demonstrates reasonable fund-raising efforts, local volunteer and/or financial support.
3. Application is complete, concise, and clearly represents the proposed project and provides all information requested.
4. All grants are subject to the availability of funds.

**You may also** request a copy of the statute pertaining to the Victim Assistance Law Enforcement Act and a copy of the Board's Rules and Regulations.

**IF YOU NEED ASSISTANCE** in completing the application/attachments, or if you have questions, please contact Aimee Gonzalez, District Attorney's Office, at (970) 252-4276. Please do not wait until the last minute to ask for assistance!

**Send or deliver your completed application to:**

Aimee English, VALE Administrator  
Office of the District Attorney  
1140 North Grand, Suite 200  
Montrose, CO 81401  
[a.english@co7da.org](mailto:a.english@co7da.org)

**Applications that are late, incomplete or faxed will not be considered.**

The VALE Board hopes that you find the application, and instructions, simple and easy to follow. If you have suggestion on how to improve the application/instructions, please contact Aimee English, District Attorney's Office, at (970) 252-4276 or [a.english@co7da.org](mailto:a.english@co7da.org).