

WELCOME

Justice and Public Safety Cabinet
Grants Management Branch
Victim Services Application
Training

DISCLAIMER

**ATTENDEES ARE ACTORS
NOT ACTUAL VICTIM SERVICES SUBGRANTEES OF THE
KENTUCKY JUSTICE AND PUBLIC SAFETY CABINET**

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Video funded in part by:



Get ready, Get set, GO!

**Begin by reading the
Guidelines and
Instructions!**

**Then, read them
again!**

Be a wise grant writer

- A successful grant proposal is one that is well-prepared, thoughtfully planned, and concisely packaged.
- Less is more.
- Read all guidelines and instructions before you begin.
- Study the eligibility requirements.
- Learn what is allowable and unallowable.
- Get organized.



The Application

- Read ***all the way*** through the application before you begin.
- Select “Save” after completing each page of the application.



Wise Words...

- The gathering of documents such as your Equal Employment Opportunity Plan (EEO), Certifications, Limited English Proficiency Plan, Agency Audits, List of Advisory/Board Members, Letters of Support, Site Review Certification, etc. should be completed, if possible, before the writing begins.



Wise Words...

- Things You Must Know Before Writing Your Proposal:
- Vision/Mission of the organization.
- Purpose of the project for which funding is proposed.
- Expected outcome of the project.
- How will success of the project be measured.

MODULE I

Justice and Public Safety Cabinet
Grants Management Branch
Victim Services Application
AGENCY OVERVIEW

Agency Overview Instruction

- Please provide a ***BRIEF description*** of the **agency** implementing this grant project. Information should include mission statement and a list of staff to be funded with VAWA/VOCA grant dollars.

Write an Agency Overview

- Team Exercise:
- You are a domestic violence shelter.
- Please write an Agency Overview.

Agency Overview: Maximum 10 Points

- The agency overview provides a brief description of the agency implementing the grant funded project, the agency's mission statement, and staff to be employed through the project. **Possible Points 6 – 10**
- *The agency overview provides limited information on agency implementing the project, or staff to be employed through the project. **Possible Points 1-5***
- *The agency overview is absent or provides no useful information on the agency implementing the project, or the staff to be employed as a result of the project. **Possible Points 0***

Agency Overview

- The ***mission*** of the ABC Domestic Violence Shelter is to provide safety and support to victims of domestic violence and their children; to protect the rights of individuals to be free from any form of abuse; and to increase public awareness of domestic violence in order to affect systems change; and to provide opportunities for empowerment that lead to safety and self-sufficiency.
- Since 1980, this agency has provided 24 hour access to crisis intervention and emergency shelter, as well as legal advocacy. ABC Domestic Violence Shelter is a regional domestic violence program accredited by the Kentucky Coalition against Domestic Violence. The agency recognizes domestic violence as a crime and enlists full community support and involvement in addressing this serious issue. The agency has won several awards for its commitment to end domestic violence and for innovative programming that empowers victims of domestic violence. The agency is committed to outreach to under-served populations, including victims with disabilities, refugee and immigrant battered women, LGBTQ individuals, women who have experienced trafficking, and undocumented battered women who seek assistance with completion of U-VISA'S, self-petitions or deferred action applications. The agency has made progress in hiring bi-lingual advocates, accessing pro-bono legal assistance with VAWA issues and engaging community partners in this work.
- The project for proposed funding is a continuation of our current VAWA project. We will support one part-time and one full-time advocate with grant funds.

MODULE II

Justice and Public Safety Cabinet
Grants Management Branch
Victim Services Application
GENERAL INFORMATION

General Information Instruction

- Please provide a *brief* abstract of your proposed or continued grant project.

Write a Grant Abstract for General Information Page

- Team Exercise:
- Please write a grant abstract (general information page)

General Information/Grant Abstract 2 Points

- The grant abstract provides a brief and complete overview of the proposed project. **2 points**
- The grant abstract provides little or no information about the proposed project. **0-1 point**

General Information

- VAWA funding is needed to continue our ABC Domestic Violence Services Project with a focus on victims of domestic violence.

MODULE III

Justice and Public Safety Cabinet
Grants Management Branch
Victim Services Application
STATEMENT OF THE PROBLEM

Statement of the Problem Instruction

Please describe the problem this project proposes to solve. Support your statement with evidence such as statistical facts, expert views and trends. **Document all your data.**

Focus on people you serve rather than your organization's needs. If your statement proposed expansion of a current project, provide justification for the expansion.



Wise Words...

- Use current data and give the citation and date.
- Do not say “according to recent data.” What is the data source? When was it published?
- The information provided should be both factual and directly related to the problem addressed by the proposal.

Write a Problem Statement

- Teams:
- Please write a problem statement.

FIVE DAYS LATER

**AFTER GATHERING STATISTICAL FACTS,
EXPERT VIEWS AND TRENDS**

Statement of the Problem Maximum 10 Points

- The problem statement clearly describes the problem(s) to be addressed, using state and local demographics, crime and other relevant support data to describe its size and scope. Data is verifiable, with appropriate citations throughout. Target population is clearly identified with statistics on size and characteristics of population appropriate to the problem. **6-10 Points**
- The problem statement partially describes the problem(s) to be addressed using limited state and/or local demographics, crime or other relevant support data with some citations. It is not clear who comprises the target population to be served. **1-5 Points**
- The problem statement provides irrelevant or no information about the problem to be addressed. State and local support data is inadequate or not provided at all. Target population not identified in the proposal. **0 Points**

Statement of the Problem

- From 2003 – 2012, domestic violence accounted for 21% of all violent crime in the U.S. A greater percentage of domestic violence was committed by intimate partners (15%) than immediate family members (4%) or other relatives (2%). – **National Crime Victimization Survey, Bureau of Justice Statistics, April 2014.**
- Nationally, an average of 3 women die each day as a result of domestic violence. The demand for domestic violence services throughout our area increased by 7% this year, with a **25% spike in crisis calls during the last 30 days.** This increase necessitates a creative response to calls for assistance, protection, education, and emergency services. Crisis Line Advocates respond to an average of **450 crisis calls each month. During FY'14 our agency served 372 victims** in the emergency shelter **and over 2607 in nonresidential services.** Victims of domestic violence often identify the time of escape from continued and impending harm, assault and the threat of homicide. Essential to this escape, and to emotional and physical well being is the ability to access, understand and utilize crisis intervention and advocacy services. Our 2014 needs assessment identified domestic violence as "one of the most pressing needs in our community". With recent unemployment rates reaching over 9.5% in our service area, crisis calls continue to increase as the economic crisis sometimes facilitates an increase in violence. **According to the 2010 Census report, 21% of women live in poverty in Kentucky as compared to the national rate of 14.5%.** Women living in poverty have less resources and are more isolated. There is a continued need to provide additional information on available services, service accessibility, safety planning, legal options, immigration resources and self-petitions. **According to the Family Violence Prevention Fund, the risk of separation violence increases by 75% when a woman prepares to leave or leaves her abuser.** This includes filing for protective orders, filing for divorce, moving out of the residence or mention of this separation.

MODULE IV

Justice and Public Safety Cabinet
Grants Management Branch
Victim Services Application

GOALS, OBJECTIVES &
PERFORMANCE MEASURES

GOAL Instruction

- ***Briefly*** state the ***long-term*** effects the project should achieve.

GOALS

- *Goals are typically **broad general statements** that describe what the program plans to accomplish.*
- *Goals:*
- *Focus on how a situation will be changed as a result of a successful project, not what a project will do.*
- *Serve as the foundation for developing program objectives*

Write a Goal

- Teams:
- Write a Goal.

GOAL

- **Victims will exit our program with a positive change of attitude and behavioral skills to be self-reliant and secure.**

OBJECTIVE Instruction

Objectives are building blocks toward reaching your goal. They should be measurable. Example: “We will provide counseling to 50 victims of domestic violence during this grant year.”



Wise Words...

Objectives are the building blocks or steps toward achieving a goal. An objective is a specific and usually a quantifiable statement of program achievement. Collectively, objectives represent a quantification of the program goal.

When writing objectives, consider:

1. Who is the target population? What will be accomplished?
2. Is the objective measurable? Can it be measured? How much change is expected?
3. Does the objective address the goal? Will the objective have an impact on the goal?
4. Does the objective propose a timeline when the objective will be met?
5. Objectives form the basis for the activities of a project.



More Wise Words...

- Elements of a Measurable Objective:

Use language such as:

Increase

Improve

Eliminate

Implement

Maintain

Seek

Reduce

Provide

Write an Objective

- Teams:
- Please write:
 - An objective

Objective

1. To provide a minimum of 800 hours of in-shelter individual counseling and 300 hours of in-shelter group counseling to 80 adult victims of domestic violence.

Performance Measures Instruction

Monitoring and evaluation criteria must be provided for each objective. Ideally, evaluation of a project will consist of more than the accumulation of quantitative information (process measures, e.g. number of clients served; number of types of services provided; number and types of educational material distributed; cost per person served). It will also provide a qualitative assessment (outcome measures, e.g. changes in knowledge, attitude or behavior of the target population; pre-test and post-test results).



Wise Words...

- If you can't track something, you can't measure it. And if you can't measure it, you won't know what impact you have had on the problem.
- An evaluation plan includes a performance measure that will provide evidence that the proposed objective(s) have been met.
- The performance measure demonstrates how you will prove you achieved your objective.
- Use the clearly stated goals and objectives to determine the purpose of the evaluation (what you are attempting to assess) and the questions that can be asked to determine the results of the project.
- Include the type of information to be collected, how it will be collected, and how the data will be analyzed.

Write a Performance Measure

- Teams
- Please write your performance measure(s).

Performance Measure

- Staff will keep a database that captures victim/client attendance at individual and group counseling sessions. (Process Measure)
- Staff will give pre-tests and post-tests surveys at the first and the last counseling session to each victim/client to determine changes in knowledge and attitude. (Outcome measure)

Goals, Objectives and Performance Measures 25 Points

- The goals clearly state the long term effects the project will attempt to achieve and are clearly related to the problem statement. Objectives are clearly measurable with meaningful outcomes. Performance measures are clearly defined including process and outcome measures for each objective. **13-25 Points**
- The goals attempt to state the long term effects of the project but the link to the problem statement is not clear. Objectives are stated, yet measurable data is only partially supplied. Limited performance measures are provided or may not be the appropriate performance measurement for their respective objectives. **1 – 12 Points**
- The goals are unrealistic given the time frame provided and are not directly related to the problem statement. Objectives are insufficient and/or unrealistic for all or most of the goals. Poorly designed performance measures or no performance measures were included in the proposal. **0 Points**

MODULE V

Justice and Public Safety Cabinet
Grants Management Branch
Victim Services Application
PROJECT ACTIVITIES

Project Activities and Operation Instruction

- Please provide a narrative explaining the activities and operations of the grant funded project, including:

Overview of planned activities:

- What parts of grant project are continuing or new activities?
- How work will be staffed/organized, including hours worked per week for each position?
- Responsibilities of grant staff personnel.
- Discussion of facilities.
- Anticipated barriers to implementing project and agency's solutions.

Write Project Activities and Project Operations

- Team Exercise:
- Please write the project activities and project operations.

Project Activities and Operation

30 Points

- Agency provided a clear overview of planned activities; clearly identified if project is continuing or new; how work would be staffed/organized with hours worked per week for each position; detailed responsibilities of grant funded staff personnel; discussed the facilities and identified any barriers along with solutions to implementing their grant funded project. **16-30 Points**
- Agency provided some but not all activities as a solution to their problem; if project is continuing or new; how work would be staffed/organized or hours worked per week for each position. It included some but not all responsibilities of the grant staff personnel. Limited discussion of facilities and barriers to implementing the grant funded project. **1-15 Points**
- Project Activities exclude most of the activities as a solution to addressing the problem or included activities/operations unrelated to their problem statement. Unsure if project is continuing or new. No discussion of facilities and did not identify any barriers to implementing the grant funded project. **0 Points**

Project Activities and Operation

- **This project is continuing.**
- Our staff will continue to provide assistance to victims of domestic violence and their children. Shelter for 80 residents is available. We also offer individual and group counseling, accompaniment to court, assistance with EPOs, life-skills classes and therapy referral.
- The goal will be met by the work of the Shelter Coordinator, 2 Full-time Advocates (one federally funded), 1 Part-time Advocate (federally funded) and volunteers.
- Elizabeth Taylor, Shelter Coordinator, responsible for the overall direction of the project and supervisory responsibilities.
- Judy Garland and Jane Russell: Full-time advocates (40 hours per week), who will assist clients with daily advocacy and referrals, answer questions regarding Emergency Protective Orders, accompany clients to court and provide individual counseling and court-ordered counseling. Judy also attends local events and shelter events and distributes informative brochures about our agency and answers questions.
- Julia Roberts, Part-time advocate (20 hrs per week), will answer the crisis line, attend relevant community meetings, liaison with law enforcement groups, provide life-skills training (resume writing and preparation for job interviews, cooking classes) and provides back-up for the full-time advocate.
- Facilities: Office and shelter is at 100 W. Main Street. We offer beds for victims and their children. Our shelter includes a full-service kitchen, a day room and counseling/therapy rooms. A large fenced-in and secure playground is provided for the children. We also sponsor out-reach offices in all of our outlying counties.
- Barriers: Funding is still a problem. It is increasingly difficult to keep up with the ever-increasing costs of retirement and health insurance for our staff.

MODULE VI

Justice and Public Safety Cabinet
Grants Management Branch
Victim Services Application
COORDINATION NARRATIVE

Coordination Narrative Instructions

- Please describe collaborative efforts to provide victim services with other agencies and individuals within the community. Include agency/individual *AND* description of services collaborated.

Coordination Narrative

- Team Exercise:
- Please write a coordination narrative.

Coordination Narrative – 10 Points

- Coordination narrative provided a comprehensive list of agencies along with detailed discussion of how the applicant will coordinate services and partner with other agencies to address the problem. **6-10 Points**
- Coordination narrative included list of agency types rather than a comprehensive list with which the applicant will coordinate services. Discussion of collaborative services was limited. **1-5 Points**
- Coordination narrative did not provide lists of agencies or include discussion of how the applicant will coordinate with agencies to address the problem. **0 Points**

Coordination Narrative

- The staff of the ABC Shelter firmly believes that collaboration with community agencies and coordination of services are essential when it comes to fully meeting the needs of victims of sexual or domestic violence. DEF Therapist and Outreach Counselor have successfully grown strong relationships with agencies and individuals in the Pennyriple that also serve our clients.
- In each county we have established good working relationships with the judges, clerks, law enforcement officials, county jails, county attorneys, commonwealth attorneys, Legal Aid, and attorney based victim advocates. These relationships assist our staff in providing knowledgeable referrals within the legal system of each county. Likewise, we regularly receive referrals from these entities of clients who might not otherwise have known about our services. Being able to coordinate services with the legal community is highly beneficial when assisting a victim through the healing process.
- ABC's Therapist and Outreach Counselor also frequently collaborate with local health and mental health care providers in order to address the "whole person" during the course of counseling and therapy. To this end, we have cultivated strong relationships, including mutual referrals and case collaboration, with our local hospitals (particularly Jennie Stuart Medical Center, Baptist Health of Madisonville and Baptist Health of Hopkinsville), Pennyroyal Center for Mental Health, Western State Hospital, local health departments, and St. Luke Free Clinic. Because our providers routinely screen for substance abuse issues, it is imperative that effective coordination of services occurs with our regional treatment programs run by Pennyroyal Center for Mental Health and Cumberland Hall. Trilogy Center for Women, a long-term residential substance abuse program, has provided even more opportunity for collaboration to better meet the needs of our clients dealing with issues of addiction. ABC's staff now provides supportive counseling groups focused on interpersonal violence at Trilogy Center.

Coordination Narrative (cont'd)

- Our staff also enjoys good interactions and reciprocity with the following community organizations that work to meet various needs of our clients and serve as a referral base to our agency as well: Department of Community Based Services, local housing authorities, Crisis Relief Center, Kentucky Housing Corporation, Salvation Army, United Way, Family Resource Centers, Employment Services, Targeted Assessment Program of the University of Kentucky, Pennyryle Allied Community Services, Vocational Rehabilitation Services, Hopkinsville Community College, the Hands Program, One-Step, Head Start, Senior Citizens Center, and the Literacy Council.
- Additionally, ABC Shelter has formed strong relationships with local churches. These relationships have resulted in opportunities for education and consultation on issues of domestic violence and sexual assault. These efforts have resulted in many referrals to ABC for counseling and advocacy services.
- ABC's staff participates in local coordinating councils, multi-disciplinary teams, and community events throughout the region in order to educate and raise awareness. Additionally, this staff attends local civic meetings and Chamber events in an effort to further strengthen the agency's network of support

MODULE VII

Justice and Public Safety Cabinet
Grants Management Branch
Victim Services Application
BUDGET



Wise Words...

- Funding is the reason you have applied for the VAWA/VOCA grant so your budget is very important. You should treat it as such.
- READ THE INSTRUCTIONS.
- Read through the ENTIRE budget section BEFORE you start entering information to ensure you have all the data needed to complete the section.
- Calculate match amounts before you begin. Then create your budget on paper so you can see where the funds are going and what amounts are left to allocate without switching between pages on the application.
- If awarded be sure to keep all grant related receipts and documentation.

What is Match?

In-Kind Match – donated goods and services

- Volunteer Time
- Donated office space / Equipment (must provide proof)

Cash Match – real cash contributed to project

- Rent you pay for office space to operate project
- Utilities paid to operate project

What is match? Con't

- **Federal funds cannot be used as a Source of Match**

For example: You can't use VOCA funds as a Source of Match for VAWA.

How to calculate Match

MATCH IS BASED ON TOTAL PROJECT COST

$$\frac{\text{Federal Share}}{\text{Federal share \%}} = \text{Total Project Cost}$$

$$\$70,000 / 80\% = \$87,500$$

Total Project Cost x Match % = Match

$$\$87,500 \times 20\% = \$17,500$$

** This example is for a 20% matching requirement such as VOCA (50% 1st yr.); VAWA match is 25%

PERSONNEL Instructions

- Required fields are marked with an *.
- Fields that do not allow data entry are automatically calculated, you will see the amount after you SAVE the page.
- Necessity and method of calculation must be detailed in the Budget Narrative.
- Please click the ADD button at the top of the page to create additional personnel sheets if necessary.
- Please attach a current job description and resume at the bottom of this page.

Name
 *

Position
 *

Annual Salary *
 Percent on Project *
 Total Annual Salary \$37,000.00
 No. of Months on Project *

Project Salary \$37,000.00

Fringe Benefits	Rate Per Month	Total
Flexible Spending or Health	<input type="text" value="\$0"/>	\$0
Employee Retirement	<input type="text" value="6 %"/>	\$2,220.00
Agency Retirement	<input type="text" value="26.79 %"/>	\$9,912.30
Workers Compensation	<input type="text" value="0.7 %"/>	\$259.00
FICA	<input type="text" value="7.65%"/> *	\$2,660.67

Not included in fringe benefits

Unemployment Insurance (Total Annual Cost)

Other (Total Annual Cost)

Total Fringe \$12,975.97
Annual Grant Salary \$49,976

Cash Match *

Federal Share *

Total Cost \$49,976

Job Description:
 Please attach a job description for this position. If the position is not funded 100% by VOCA grant funds, please specify which duties/activities are VOCA-funded and which activities are non-VOCA funded.

No file selected. *

Job Resume:
 Please attach a resume for the VOCA-funded staff.

No file selected. *

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Google

Name
 *

Position
 *

Annual Salary
 *

Percent on Project
 *

Total Annual Salary
 \$14,500.00

No. of Months on Project
 *

Project Salary
 \$14,500.00

Fringe Benefits	Rate Per Month	Total
Flexible Spending or Health	<input type="text" value="\$0"/>	\$0
Employee Retirement	<input type="text" value="6 %"/>	\$870.00
Agency Retirement	<input type="text" value="26.79 %"/>	\$3,884.55
Workers Compensation	<input type="text" value="0.7 %"/>	\$101.50
FICA	<input type="text" value="7.65 %"/> *	\$1,042.70

Unemployment Insurance
 (Total Annual Cost)

Other (Total Annual Cost)

Total Fringe \$5,138.75

Annual Grant Salary \$19,639

Cash Match
 *

Federal Share
 *

Total Cost \$19,639

Job Description:
 Please attach a job description for this position. If the position is not funded 100% by VOCA grant funds, please specify which duties/activities are VOCA-funded and which activities are non-VOCA funded.
 No file selected. *

Job Resume:
 Please attach a resume for the VOCA-funded staff.
 No file selected. *

Not included in fringe benefits

RELATED PAGES



Wise Words...

- Your HR representative should be able to assist you in acquiring the correct percentages and amounts that apply to the personnel page.

VOLUNTEER HOURS Instructions

- Required fields are marked with an *
- Once you have saved this page, the total will pull into the Budget Summary Page to the In-Kind Match column.
- Remember that subgrantees are required to contribute 200 volunteer hours for VOCA whether the hours are used as match or not. In extenuating circumstances, a waiver of this requirement may be granted at GMB discretion. Upon receipt of notice of award, please use Grant Adjustment Notice (GAN) tool to request a volunteer waiver for the grant year.
- **Volunteer hours not required for VAWA

SAVE DELETE VIEW PDF

Judy Garland

The information has been saved.

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Go to Related Pages

You are here: > Budget

VOLUNTEER HOURS

Instructions:

- Required fields are marked with an *
- When you are finished filling out this page, please click SAVE. You must save before proceeding or you will lose data.
- You may return to your application forms list by clicking the Office of the Secretary - VDCA Menu tab at the top of your screen or hold your mouse over the tab and you will see a drop down list, move your mouse over the page you want to go to, and when your cursor changes to a hand, select it.
- Once you have saved this page, the total will pull into the Budget Summary Page to the In-Kind Match column.

Number of Volunteer Hours:

200 *

Average Hourly Volunteer Rate:

\$0 *

Total: \$0

If you do not complete this page please remember that subgrantees are required to contribute 200 volunteer hours whether the hours are used as match or not. In extenuating circumstances, a waiver of this requirement may be granted at GMB discretion. Upon receipt of notice of award, please use Grant Adjustment Notice (GAN) tool to request a volunteer waiver for the grant year.

RELATED PAGES

- Personnel
 - Volunteer Hours(1)

SAVE DELETE VIEW PDF

Judy Garland

CONTRACTUAL SERVICES Instructions

- Necessity and method of calculation must be detailed in the Budget Narrative.
- Please click the ADD button at the top of the page to create additional Contractual Services sheets if necessary.
- Individual Consultants:
The rate is not to exceed \$81.25 per hour (\$650 per day max).

CONTRACTUAL SERVICES

Instructions

- Necessity and method of calculation must be detailed in the Budget Narrative.
- Please click the ADD button at the top of the page to create additional Contractual Services sheets if necessary. After you have SAVED the second Contractual Services page, a box will appear at the top of your screen, on the right side, with a list of the personnel that you have entered. Choose the correct page from the dropdown list, click the "GO" button to the right to access the selected page.
- You may return to your application forms list by clicking the Office of the Secretary - VOCA Menu tab at the top of your screen. Or hold your mouse over the tab and you will see a drop down list. Move your mouse over the page you want to go to; when your cursor changes to a hand, select it.
- When you are finished filing out this page, please click SAVE. You must SAVE before proceeding or you will lose data.

INDIVIDUAL CONSULTANTS

- The rate is not to exceed \$26.25 per hour (\$150 per day max) unless approved.

Name	Affiliation	Specialty	Cash Match	In Kind Match	Federal Share	Total Cost
Ocean Phone Interpreters	Contractual Interpreter Service	Interpretations	\$200	\$0	\$0	\$200
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
Contractual Services Total:			\$200	\$0	\$0	\$200

Comments:

81 of 4000

Rate for Ocean Phone Interpreters is \$1/Minute at 200 Minutes for a total of \$200



Wise Words...

- Provide documentation from contractor of amount quoted.

TRAVEL Instructions

Requested travel expenses shall not exceed the established mileage and subsistence policy as set forth by the Commonwealth of Kentucky, Finance and Administration Cabinet.

- Necessity and method of calculation must be detailed in the Budget Narrative.
- Maximum rates may apply to reimbursement requests for mileage, per diem and lodging.
- When you are finished filling out this page, please click **SAVE**. You must **SAVE** before proceeding or you will lose data.

Note: If agency travel and reimbursement policies are more restrictive than state and/or federal regulations, the most restrictive rate or policy must be used to determine the cost assigned to the budget.

You are here: > Budget

TRAVEL & TRAINING

Requested travel expenses shall not exceed the established mileage and subsistence policy as set forth by the Commonwealth of Kentucky, Finance and Administration Cabinet.

Instructions

- Necessity and method of calculation must be detailed in the Budget Narrative.
- Maximum rates may apply to reimbursement requests for mileage, per diem and lodging.
- When you are finished filling out this page, please click **SAVE**. You must **SAVE** before proceeding or you will lose data.

Note: If agency travel and reimbursement policies are more restrictive than state and/or federal regulations, the most restrictive rate or policy must be used to determine the cost assigned to the budget.

	Cash Match	In-Kind Match	Federal Share	Total Cost
Airfare	\$0	\$0	\$1,050	\$1,050
Lodging	\$0	\$0	\$1,200	\$1,200
Meals	\$0	\$0	\$210	\$210
Mileage	\$0	\$0	\$800	\$800
Registration/Tuition Fees	\$600	\$0	\$0	\$600
Miscellaneous	\$0	\$0	\$0	\$0
Travel Total	\$600	\$0	\$3,200	\$3,800

RELATED PAGES

- [Personnel](#)
- [Contractual Services](#)
- [Travel & Training\(1\)](#)
- [Operating Expenses](#)
- [Equipment](#)
- [Source of Match](#)
- [Budget Narrative](#)
- [Budget Summary](#)

SAVE **ADD** **DELETE** **VIEW PDF**

OPERATING EXPENSES Instructions

- Necessity and method of calculation must be detailed in the Budget Narrative.
- Some examples of Operating Expenses include: Supplies, rent, utilities, postage, etc.
- Costs must be *detailed* in the Budget Narrative.

- Some examples of operating expenses include: supplies, rent, utilities, postage, etc.
- costs must be detailed in the Budget Narrative.
- may return to your application forms list by clicking the Office of the Secretary - VOCA Menu tab at the top of your screen. Or hold your mouse over the tab and you will see a drop down list. Move your mouse over the page you want to go to; when your cursor changes to a hand, select it.
- When you are finished filling out this page, please click **SAVE**. You must **SAVE** before proceeding or you will lose data.

Item	Cash Match	In-Kind Match	Federal Share	Total Cost
Rent	\$7,200	\$0	\$0	\$7,200
Utilities	\$661	\$0	\$2,304	\$2,965
Folders	\$0	\$0	\$20	\$20
Postage	\$0	\$0	\$10	\$10
Copy Paper	\$0	\$0	\$30	\$30
Computer	\$0	\$0	\$500	\$500
Telephone	\$0	\$0	\$100	\$100
Radio ads	\$3,000	\$0	\$0	\$3,000
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Operating Expenses Total	\$10,861	\$0	\$2,964	\$13,825

RELATED PAGES

- [Personnel](#)
- [Contractual Services](#)
- [Travel & Training](#)
- [Operating Expenses\(1\)](#)
- [Equipment](#)
- [Source of Match](#)
- [Budget Narrative](#)
- [Budget Summary](#)

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EQUIPMENT Instructions

- Necessity and method of calculation must be detailed in the Budget Narrative.
- List items with a unit price of \$5,000 and over and usefulness greater than one year, e.g. furniture, fixtures, office machines, stand alone and main frame computer equipment, etc.
- Items with a unit price under \$5,000 should be entered in the Operating Expenses page.

Main Menu > Actions > Office Of The Secretary - VOCA Menu >

SAVE ADD DELETE VIEW PDF

You are here: > Budget.

EQUIPMENT

Instructions

- Necessity and method of calculation must be detailed in the Budget Narrative.
- Please click the ADD button at the top of the page to create additional Equipment pages if necessary. After you have SAVED the second Equipment page, a box will appear at the top of your screen, on the right side, with a list of the personnel that you have entered. Choose the correct page from the dropdown list, click the "GO" button to the right to access the selected page.
- List items with a unit price of \$5,000 and over and usefulness greater than one year, e.g. furniture, fixtures, office machines, stand alone and main frame computer equipment, etc.
- Items with a unit price under \$5,000 should be entered in the Operating Expenses page.
- You may return to your application forms list by clicking the Office of the Secretary - VOCA Menu tab at the top of your screen. Or hold your mouse over the tab and you will see a drop down list. Move your mouse over the page you want to go to; when your cursor changes to a hand, select it.
- When you are finished filling out this page, please click SAVE. You must SAVE before proceeding or you will lose data.

Note: The Total Cost divided by the Quantity must be at least \$5,000.

Item	Quantity	Cash Match	In-Kind Match	Federal Share	Total Cost
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
Equipment Total		\$0	\$0	\$0	\$0

SAVE ADD DELETE VIEW PDF

BUDGET NARRATIVE Instructions

- Provide a narrative detailing calculation method and necessity of all project costs listed on budget forms.
- Any supporting attachments such as charts and graphs can be placed on the attachments page.
- Provide detailed information pertaining to each of the expenditures listed in your budget.
- Provide any necessary justification for listed items. This should include all calculations used to determine the expense.
- Explain the basis for determining a volunteer rate if volunteers have been used as in-kind match.

Budget Narrative

- The budget narrative is an explanation of all funds requested.
- Categorize each section of the budget narrative as listed in the budget summary.
- Show all calculations.
- Provide up-to-date price quotes.

*Example using 80/20 match percentages

Personnel:

Judy Garland

Full-time Advocate

Salary-	\$37,000
Percent on Project-	100%
Total annual salary-	\$37,000
Number of months on project-	12
Total project salary-	\$37,000

Fringe Benefits

Flexible spending / Health =	\$ 0.00
Employee Retirement- 6% * \$37,000 =	\$ 2,220.00
*Employee Retirement not included in Fringe Benefit calculation	
Agency Retirement- 26.79% * \$37,000 =	\$ 9,912.30
Workers Compensation- .7% * \$37,000 =	\$ 259.00
FICA- 7.65% * \$37,000 * .94 (take out 6% for retirement) =	\$ 2,660.67
Unemployment insurance- \$12/month * 12 months on project=	\$ 144.00
Other-	<u>\$ 0.00</u>
Total Fringe-	\$12,975.97

Annual Grant Salary: Total Annual Salary + Total Fringe \$12,976 + \$37,000 = \$49,976

Cash Match - \$1200

In-Kind- \$0

Federal Share-\$48,776

Total Cost- \$49,976

Personnel:

Julia Roberts

Part-time Advocate

Salary-	\$29,000
Percent on Project-	50%
Total annual salary-	\$14,500
Number of months on project-	12
Total project salary-	\$14,500

Fringe Benefits-

Flexible spending / Health-	\$ 0.00
Employee Retirement- 6% * \$14,500 =	\$ 870.00
*Employee Retirement not included in Fringe Benefit calculations	
Agency Retirement- 26.79% * \$14,500 =	\$ 3,884.55
Workers Compensation- .7% * \$14,500 =	\$ 101.50
FICA- 7.65% * \$14,500 * .94 (take out 6% for retirement) =	\$ 1,042.70
Unemployment insurance- \$9.16/month * 12 months on project=	\$ 110.00
Other-	<u>\$ 0.00</u>
Total Fringe-	\$ 5,138.75

Annual Grant Salary- Total Fringe+ Total annual salary= \$5,139 + \$14,500= \$19,639

Cash Match - \$4,102

In-Kind- \$0

Federal Share- \$16,407

Total Cost- \$19,639

Volunteer Hours:

Volunteer hours will not be used as In-Kind match.

Contractual Services:

ABC will be hiring Ocean Phone Interpreters through contract to provide interpreting services to victims who speak different languages. The rate will be \$1/minute with a proposed 200 minutes for a total of \$200.

Price quote from Ocean Phone Interpreters is attached to the application in "Attachments".

Cash Match- \$200

In-Kind Match-\$0

Federal Share- \$0

Travel:

Airfare - flights through Southwest Airlines for 3 people to attend XYZ Conference in XXXXX, USA will cost \$350/person for a total of \$1050.

Cash Match- \$0

In-Kind Match-\$0

Federal Share- \$1050

Lodging - Lodging for the conference will be \$200/night * 3 people * 2 nights = \$1200

Cash Match-\$0

In-Kind Match-\$0

Federal Share- \$1200

Meals- Per Diem Rate \$30/day * 2 days * 3 people= \$180

Cash Match-\$0

In-Kind Match-\$0

Federal Share- \$180

Mileage- ABC travels throughout Kentucky to provide in-home treatment, attend court, and transport victims to safe locations. ABC has estimated the need for 1,951 miles of travel at a rate of \$0.41 per mile: $1,951 * \$0.41 = \799.91 (Round to \$800)

Cash Match-\$0

In-Kind Match-\$0

Federal Share- \$800

Registration for the XYZ Conference is \$200/person * 3 people for a total of \$600.

Cash Match-\$600

In-Kind Match-\$0

Federal Share- \$0

Operating Expenses:

Rent- ABC will use rent for the facility at the rate of \$600/month for 12 months totaling \$7,200. ABC's facility is used 100% on VAWA.

Cash Match-	\$ 7,200.00
In-Kind Match-	\$ 0.00
Federal Share-	\$ 0.00

Utilities- ABC will use funds for utilities including electricity, water, and sewer. Prices are based on averages of previous year's bills.

Electricity-	\$1,900.00	Kentucky Utilities
Water-	\$ 700.00	Highlands Water Company
Sewer-	<u>\$ 365.00</u>	Highlands Water Company
Total Utilities =	\$ 2,965.00	

Federal Share-	\$ 2,372.00
Cash Match-	\$ 593.00
In-Kind Match-	\$ \$0.00

Misc Items: Folders \$20, Postage \$10, Copy Paper \$30

Cash Match-\$0

In-Kind Match-\$0

Federal Share- \$60

Computer- ABC will purchase a computer at the price of \$500 for our full-time victims advocate to use. ABC obtained a price quote from Vendor Name. The price quote has been uploaded to the "attachments" page of the application.

Cash Match-\$0

In-Kind Match-\$0

Federal Share- \$500

Telephone- ABC will use a portion of grant funds to pay for the telephone bill at the cost of \$100. ABC uses Mountain Plant Board as their service provider.

Cash Match-\$0

In-Kind Match-\$0

Federal Share- \$100

Radio Ads- ABC has received an opportunity to create radio ads for their shelter. These ads were donated by XX Company at the rate of 3 ads at \$1000/ad totaling \$3000. Proof of donation is attached to "attachments" page of the application.

Cash Match-\$0

In-Kind Match-\$3,000

Federal Share- \$0

Equipment- No equipment will be purchased with grant funds.

Budget Summary

	Cash Match	In Kind Match	Federal Share	Total Cost
Personnel	\$5,839	\$0	\$63,776	\$69,615
Contractual Services	\$200	\$0	\$0	\$200
Travel/Training	\$600	\$0	\$3,230	\$3,830
Operating Expenses	\$7,861	\$3,000	\$2,994	\$13,855
Equipment	\$0	\$0	\$0	\$0
Total Project Cost	\$14,500	\$3,000	\$70,000	\$87,500
Percentage of Total	16.57%	3.43%	80.00%	

Attachments

- Do not attach any narratives that are required within the application. For example, do not attach your budget narrative, problem statement, etc. Use the space provided in each respective section of the application.
- Please **do attach** your letters of support. Do not mail hard copies to our office.

ANNOUNCEMENTS

- Grant Guidelines and Instructions have been updated on the 2015 awards.
- Conditions of Award have been updated on the 2015 awards.
- Check out our website frequently at:
<http://justice.ky.gov/Pages/GrantsManagementBranch> for updates and more information.

**BE SURE TO READ YOUR APPLICATION GUIDELINES AND
INSTRUCTIONS, AND CONDITIONS OF AWARD
THOROUGHLY**

**THESE CHANGES COULD AFFECT YOUR
FUNDING**

Helpful websites

VAWA

- 2013 OVW Financial Grants Management Guide:
<http://www.justice.gov/sites/default/files/ovw/legacy/2013/04/25/ovw-fgmg.pdf>
- OVW Frequently Asked Questions (FAQs): <http://1.usa.gov/1sNGse1>
- JPSC VAWA Program & Financial Guidelines and Instructions:
http://www.kyjusticegms.com/documentation/KYJPS/2014_VAWA

VOCA

- JPSC VOCA Program & Financial Guidelines and Instructions:
<http://www.kyjusticegms.com/documentation/KYJPS/VOCA>
- **Final program guidelines, Victims of Crime Act Victim Assistance Grant Program:** <http://www.ovc.gov/voca/vaguide.htm>
- **Please see our Statistical Analysis Center for links to statistical data:**
<http://justice.ky.gov/Pages/KentuckySAC.aspx>

Wise Words...



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