



# 2025 VALE GRANT GUIDELINES & INSTRUCTIONS

VICTIMS AND WITNESSES ASSISTANCE & LAW ENFORCEMENT BOARD  
21ST JUDICIAL DISTRICT

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## GENERAL INFORMATION

The 21<sup>st</sup> Judicial District Victims & Witnesses Assistance & Law Enforcement (VALE) Board is authorized to enter into contracts for the purchase and coordination of victim and witness assistance services in the 21<sup>st</sup> Judicial District with persons or agencies that the Board deems appropriate. The 21<sup>st</sup> 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 §24-4.1-302.5 C.R.S.;
2. Provide services and programs delineated in §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 § 24-4.1-302(1) C.R.S.;

The 21<sup>st</sup> Judicial District VALE Board has also established the following local funding priorities:

3. Programs that provide direct victim services, crisis or emergency services;
4. Programs that will provide new or innovative approaches to meeting unmet victim service needs;
5. Programs with a demonstrated effective response to victim needs.

The 21<sup>st</sup> Judicial District VALE Board will consider grant requests submitted for new programs as well as those received for programs that are requesting funding continuation. The Board will give appropriate deference to the need for continuity in providing service to programs with a proven track record with the local VALE Board. The fact that an applicant meets eligibility requirements and applies for services within a priority funding category does not guarantee funding.

Applications for the 2025 21<sup>st</sup> Judicial District VALE grant can be accessed through the link found on the VALE website at <https://www.mesacounty.us/departments-and-services/VALE/funding-opportunities> and on ZoomGrants™ at <https://www.zoomgrants.com/zgf/CY2025VALEGrant21stJD>. 2025 VALE grant applications and grant administration is done through ZoomGrants™, an online grant application management system. Failure to complete the current and correct grant application form through the ZoomGrants™ application process will result in denial of grant funding consideration by the VALE Board.

The following guidelines are for grant applicant reference and use in preparing the grant application for funding consideration of a 21<sup>st</sup> Judicial District VALE Project/Personnel request. Compliance with grant application guidelines will not guarantee funding although fully complete and clear applications are a necessity for consideration. Please read the applicable statutes, the entire application and guidelines before writing the grant application.

The statutes related to the disbursement of VALE funds are available on the Colorado Legal Resources Public Access Web site at:

<https://advance.lexis.com/container?config=0345494EJAA5ZjE0MDIyYy1kNzZkLTRkNzktYTkxMS04YmJhNjBINWUwYzYKAFBvZENhdGFsb2e4CaPI4cak6laXLCWyLBO9&crd=de1d8f19-e0a6-4d28-806f-9cb0e95208af&prid=858ce714-6d0b-47a4-946d-bd5545859f4e>

We hope that this guide provides useful information and will be beneficial in completing the 2025 VALE grant application for 21<sup>st</sup> Judicial District VALE funding consideration.

## SUBMISSION DEADLINE

**Applications must be submitted by 11:59:59 pm (PST):**

**Friday, September 6, 2024**

*\*Please note submission deadline uses Pacific Standard Time. Applications must be received by 1:59:59 AM MST on September 7, 2024.*

Grant applications are only accessible online by using ZoomGrants™. To access the application visit:

<https://www.zoomgrants.com/zgf/CY2025VALEGrant21stJD>

You will be taken to the login page of the application in ZoomGrants™.

**For technical assistance using ZoomGrants™, contact:**

ZoomGrants™

Phone: 1-866-323-5404

Email: [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com)

Website: <https://www.zoomgrants.com/about-us/request-technical-help/>

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

Jennifer Ballagh

21st JD VALE Administrator

[Jennifer.Ballagh@mesacounty.us](mailto:Jennifer.Ballagh@mesacounty.us)

(970) 244-1737

## BEFORE YOU BEGIN

Often the 21<sup>st</sup> 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 and 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 the submission deadline. 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 §24-4.2-101 and §24-4.1-302.
- **REVIEW THE PROPOSED ACTIVITIES OF THE PROJECT** to determine applicability pursuant to state statute and based on the Request for Proposal.
  - Is the request for **direct services** or related to the provision of direct services to crime victims?
  - Is the request **duplicating** victim services already in place in the 21<sup>st</sup> Judicial District?
  - Is the need for the proposed project **evidence based**?
  - Is the need **substantiated by current local statistical data**?
  - Is your plan for the project **realistic and reasonable** considering personnel, time and fiscal resources currently available?
  - How will the project **measure the difference** that grant funded services will make for a crime victim?
- **ONE PROJECT PER GRANT APPLICATION.** An agency may apply for multiple VALE grants but each project requires a separate application.
- **USE THE 12 MONTH CALENDAR OR YOUR AGENCY'S FISCAL YEAR CALENDAR** for any financial and statistical information provided.
- **DO NOT INCLUDE REQUESTS FOR FUNDS TO ATTEND THE COVA CONFERENCE.** Agencies that are selected for funding will have the opportunity to apply for a COVA Training Grant, if funds are available, through a separate application process.

## GRANT APPLICATION WRITING TIPS

- **PLAN AHEAD.** Create a detailed work schedule that includes due dates for writing, editing, making changes and corrections, proofreading, and obtaining necessary signatures. It may help if only one person has the authority to direct the workflow associated with writing the grant application. 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.** Grant applications should be clearly written, neat and easy to read. Proofread for typographical and grammatical errors before submitting. Always fully define any abbreviations or jargon that you use, as some VALE Board members work outside of victim services.
- **BE SUCCINCT.** Responses are limited to the space provided in the grant application. Documents are limited to what is required. The 21<sup>st</sup> Judicial District VALE Board will not consider any supplemental documents and/or information other than what has been required or is included in the grant application.
- **BE THOUGHTFUL WHEN CUTTING AND PASTING FROM A PREVIOUS GRANT.** Be sure to update all relevant information, particularly statistical data and contact information.
- **AVOID UNSUPPORTED ASSUMPTIONS.** Assume that the 21<sup>st</sup> Judicial District VALE Board knows nothing about the proposed project/personnel, the grant applicant agency, and about victim service community needs that the grant funded project addresses- *even if the request is for continued funding.* Any “beliefs” expressed in the grant application should be supported by evidence, current local statistics and/or other factual documentation. Provide reference cites and sources of data in the body of 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. The ZoomGrants™ system will not allow you to submit the grant application if a question is left blank.
- **USE MEASURABLE OBJECTIVES.** The objective of your proposal should be to describe what your organization hopes to accomplish with your project. It also spells out the specific results or outcomes you plan to achieve. Goals should be broad statements describing what you intend to accomplish with grant funds. Objectives must be specific and measurable, and should answer the questions “What?”, “Who?”, “By when?”, “How many?”, “For whom?”, and “How?”.
- **FOLLOW THE INSTRUCTIONS FOR THE BUDGET NARRATIVE SECTIONS.** Provide a complete, itemized and accurately calculated budget narrative for every item requested for grant funding consideration.

## ZOOMGRANTS™ LOGIN

**ELECTRONIC SUBMISSION:** Grant applications are only accessible online by using ZoomGrants™. To access the application visit: <https://www.zoomgrants.com/zgf/CY2025VALEGrant21stJD>. You will be taken to the login page of the application in ZoomGrants™.

**NEW ACCOUNT:** Create a User ID and Password for future access to your 21<sup>st</sup> 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.

**RETURNING AGENCIES:** Agencies that have used ZoomGrants™ to apply for other grants will login with previously used User ID and Password to access the VALE application.

**APPLY:** Click ‘Apply Now/Start Application’ next to the CY2025 Victim Assistance and Law Enforcement Grant.

## AMOUNT AVAILABLE

It is estimated that approximately \$600,000 will be available for 2025 grant projects.

## FUNDING PERIOD

Grant awards are for the calendar year 2025. The grant funding period runs from January 1, 2025 through December 31, 2025.

## APPLICATION SUBMISSION

Project applications must be submitted online. Failure to submit a complete project application may result in denial of funding.

## ELIGIBILITY

The Board is authorized to enter into contracts for the purchase and coordination of victims and witness assistance services with persons or agencies that the Board deems appropriate. Per statutes, to be eligible for VALE funding an applicant must:

- provide services within the 21<sup>st</sup> Judicial District and
- provide assistance or services to victims of crime, special advocate services or
- be a law enforcement agency requesting funds for the following purposes, including but not limited to, equipment, training programs and additional personnel that are directly related to the implementation of rights afforded to crime victims pursuant to § 24-4.1-302.5 C.R.S. and the provision of services delineated pursuant to §24-4.1-303 and §24-4.1-303(13.5) C.R.S..
- not be a state agency with the exception of:
  - The court executive for each judicial district for the purpose of collecting all moneys assessed by the courts, and collecting and disbursing restitution owed to victims; and
  - The local probation department may apply for grants for the purpose of implementing the rights of victims pursuant to §24-4.1-303(13.5).
- acknowledge in writing that such agency or persons assigned to the grant has read and understands the rights afforded to crime victims pursuant to §24-4.1-302.5 C.R.S. and the services delineated pursuant to §24-4.1-303 C.R.S. and §24-4.1-304 C.R.S..

### **IMPORTANT NOTE:**

*“Special Advocate Services” means the services offered to aid victims who are children, including but not limited to court-appointed special advocate (CASA) programs, sexual assault treatment and prevention programs, community-based youth and family servicing programs, gang alternative programs, school-based intervention and prevention programs, big brother and big sister programs offering aid to children who are victims, restitution programs, partners programs offering aid to children who are victims, and child abuse treatment programs.*

*“Court Appointed Special Advocate” or “CASA” means a trained volunteer appointed by the court pursuant to the provisions of part 2 or article 1 of title 19, C.R.S., in a district to aid the court by providing independent and objective information as directed by the court, regarding children involved in actions brought pursuant to this title.*



## ALLOWABLE COSTS

VALE funds may be used for the purchase of victims and witnesses services listed below:

- Provision of services for early crisis intervention;
- Provision of telephone lines for victims and witnesses assistance;
- Referral of victim to appropriate social service and victim compensation programs and assistance in filling out forms for compensation;
- Assistance programs for victims and their families;
- Education of victims and witnesses about the operation of the criminal justice system;
- Assistance in prompt return of the victims' property;
- Notification to the victim of the progress of the investigation, the defendant's arrest subsequent bail determinations, and the status of the case;
- Intercession with the employers or creditors of victims or witnesses;
- Assistance to the elderly and to persons with disabilities in arranging transportation to and from court;
- Provision of translator services;
- Coordination of efforts to assure that victims have a secure place to wait before testifying;
- Provision of counseling or assistance during court appearances when appropriate;
- Protection from threats of harm and other forms of intimidation; and
- Special advocate services.

VALE funds may also be used by police departments, sheriffs departments, and district attorneys for the following purposes:

- Purchase of equipment;
- Training programs; and
- Additional personnel.

VALE funds allocated for the purposes listed above shall only be used for the purchases of equipment, training programs, additional personnel, and victim and witnesses services that are directly related to the implementation of the rights afforded to victims pursuant to § 24-4.1-302.5 C.R.S. and the provision of services delineated pursuant to § 24-4.1-303 C.R.S. and 324-4.1-304 C.R.S..

Equipment that may be purchased with such moneys includes technical equipment directly related to the immediate individual physical safety of crime victims.

Funds may be approved for registration fees and expenses for lodging, travel, and meals for in-state training programs specifically directed toward delivery of services to crime victims and for the actual cost of providing the necessary staff training directly related to the implementation of the rights afforded to crime victims pursuant to § 24-4.1-302.5 C.R.S. and the provision of services delineated pursuant to § 24-4.1-303 C.R.S. and 324-4.1-304 C.R.S..

VALE funds may also be used by the court administrator of the 21<sup>st</sup> Judicial District for the purpose of collecting all money assessed by the courts, including moneys owed pursuant to this article, and collecting and disbursing restitution owed to victims of crime.

VALE funds may also be used by the local probation department for the purpose of implementing the rights of victims established pursuant to article 4.1 of title 24 C.R.S..

## FUNDING LIMITATIONS

- VALE funds shall not be used for defraying the costs of routine and ongoing operating expenses.
- Funds may not be used to attend out-of-state conferences.

## FUNDS DISBURSEMENT

Funds will be disbursed on a quarterly basis or a lump sum basis (for equipment or other special circumstances approved by the VALE Board).

## FACTORS CONSIDERED IN DETERMINING AWARDS:

The 21<sup>st</sup> Judicial District VALE Board conducts an open, fair, impartial and equitable award process of receiving, reviewing, evaluating, and voting on all grant applications in accordant with statutory guidelines and standards requirements, and intended uses for these funds. Funding criteria include but are not limited to:

- Clear and complete application;
- Project goals and objectives are clear and measurable;
- The priority use for moneys in the fund shall be for the implementation of rights afforded to crime victims pursuant to §24-4.1-302.5 C.R.S. and the provision of the services and programs delineated in §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 § 24-4.1-302(1) C.R.S.;
- Non-duplication of services
- Sound financial management and ability to administer funds and comply with accountability requirements;
- Application demonstrates community's need for service or project;
- Community support and coordination of services with other agencies;
- Applicant demonstrates efficient and effective delivery of victim services;
- Applicant efficiently utilizes its resources, including volunteers, or otherwise maximizes the number of persons served per grant dollar;
- Applicant demonstrates reasonable fundraising efforts, local volunteer and/or financial support and, if appropriate, a diversified funding base.
- The Board will give appropriate deference to the need for continuity in providing service to programs with a proven track record with the local VALE Board.

## ORAL PRESENTATION

All grant applicants must make an oral presentation to the VALE Board. Applicants will be notified of the presentation date and time in writing after grant submission.

## GRANT REPORTING

All grant recipients shall be held accountable for their performance and financial management and shell submit to a monitoring process that includes both financial and programmatic reports. Reports shall be made using reporting forms made available by the VALE Board and due on dates listed in the written grant contract agreement. Failure to return the reports on the due date with the needed information will jeopardize the current grant and future funding requests and result in a 5% reduction in grant amount approved.

## APPLICATION TIMETABLE:

Monday, July 29, 2024	Request for Proposal Application Period Opens
Friday, September 6, 2024	Grant Application Submission Deadline
Friday, October 4, 2024	VALE Board Meeting Applicant Presentations Preliminary Funding Decisions
Monday, October 25, 2024	Reconsideration Period Ends

**PLEASE NOTE: THESE DATES ARE SUBJECT TO CHANGE UPON AGREEMENT OF THE VALE BOARD.**

## RIGHT TO RECONSIDERATION

The VALE Board reserves the right to reject any or all proposals, or to reject any portion of a proposal if it is determined to be in the best interest of the 21<sup>st</sup> Judicial District to do so. Applicants who are denied funding shall be notified in writing of their right to request a reconsideration of the VALE Board's decision and the conditions under which a funding decision may be reconsidered. This information shall be provided to the applicant no less than six working days prior to the deadline to request reconsideration. The VALE Board will hold a special meeting within thirty (30) days of the reconsideration request deadline to review reconsiderations. Written notification of the results of the request will be sent to the applicant within seven (7) working days after a determination has been made.

## GRANT APPLICATION INSTRUCTIONS



Add VALE@MESACOUNTY.US as a collaborator and check the boxes to allow access to the Application.

### TAB 1: APPLICATION SUMMARY

**Project Name/Project Title:** Provide a name for the project specifically being requested for 21<sup>st</sup> Judicial District VALE consideration.

**Amount Requested:** Enter the total amount requested. Round to the nearest whole dollar.

**Applicant Information:** Provide the name and contact information of the main and primary contact person for the grant. This is the person who will be contacted about questions and concerns that may come up during the funding period. This is usually the Project Director, but not always.

**Organization Information:** Provide the requested information. Make note of the following:

- Address 1: *This is the address that all written notifications and payments will be sent to, unless alternate arrangements are approved by the VALE Board.*
- Address 2: This is the physical address of the 21<sup>st</sup> Judicial District VALE Project, if different from the mailing address.
- The EIN is the same as the nine-digit Federal Employer Identification Number (FEIN) used by your finance department for filing and paying various withholding and social security taxes to the Internal Revenue Service (IRS).

**CEO/Executive Director/Authorized Official:** Enter contact information for the Authorized Official who is, by virtue of their position, authorized to enter into contracts for the agency.

**Additional Contacts:** Enter the email addresses for other interested parties to receive information on the project.

### TAB 2: PRE-APPLICATION

The Pre-Application is for administrative use only. It allows the 21<sup>st</sup> Judicial District VALE administrative personnel to provide the VALE Board with preliminary data regarding past funding requests and current demographic information.

**Question 1: If your project/program has not been previously funded or was not funded in 2024 enter 'Yes'. If your project/program was funded in 2024, enter 'No'.**

For 'Yes' answers- Question 5 applies

For 'No' answers- Questions 2-4 apply

## TAB 3: APPLICATION QUESTIONS

### ADDITIONAL APPLICANT INFORMATION

1. **AGENCY DOING BUSINESS AS (DBA) STATUS:** Indicate if your business is doing business under a parent company or unit of government.
2. **ORGANIZATION LEGAL NAME:** If your agency is DBA (Doing Business As), the legal name will be different than the applicant name. If your agency is not a DBA, then the Applicant Name and Legal Entity Name will be the same.
3. **LEGAL ENTITY PHYSICAL ADDRESS:** Enter the physical address of the legal entity under which the agency does business.
4. **APPLICANT TYPE:** Non-Profit Agency means your agency has a 501(c)(3) designation from the IRS.
5. **AGENCY DESCRIPTION:** Provide a brief and concise description of the grant applicant agency's purpose and capacity to ensure proposed grant funded services are delivered to victims of crime in the 21<sup>st</sup> Judicial District. This may include the agency's mission statement, the types of clients currently being served, current services provided to victims of crime, the agency's area of expertise regarding the proposed activities of the project, and the agency's organization capability to manage the grant.

### POPULATION SERVED

6. **NUMBER OF VICTIMS SERVED:** Enter the anticipated number of unduplicated crime victims your agency will serve during the 2025 grant cycle (January 1, 2025 through December 31, 2025). **TOTAL VICTIMS SERVED WILL SHOW ON THE PRINT PREVIEW. IT WILL NOT BE VISIBLE WHILE ENTERING DATA.**
7. **OTHER VICTIMS ADDITIONAL INFORMATION:** List the crime type and corresponding number of victims of the victims included in the figured entered in the "Other" field on question 6.
8. **CRIME VICTIM DEFINITION & DETAILS:** Provide an explanation of your agency's definition of a crime victim for the purposes of this grant and how eligible victims are identified for services provided for by this grant request.

Information to consider including when providing a response:

- Are the victims your program serves direct or indirect victims?
- How do you identify the defined crime victims who will qualify for services under this grant request?
- What process is used to count the defined crime victims?
- How do you avoid double counting of victims?

## **PROJECT NEED & DESIGN**

9. **PROBLEM STATEMENT:** Describe the problem the proposed project intends to address. Use factual data, identify and substantiate the specific need(s) of crime victims in the 21<sup>st</sup> Judicial District that will be addressed by the grant-funded project/personnel. The information provided should make a logical connection between your organization and the problem. The information provided in this response sets the stage for the project's goals, objectives and budget line item requests. In preparing this response, use current statistics involving the 21<sup>st</sup> Judicial District. Do not include national statistics- even statewide statistics have minimal relevance in responding to this question.

A complete response to this section will include:

- What specific services are needed;
- Who needs these services;
- What local, factual documentation (data) exists for the service(s) needed and where you found this data/documentation;
- The reason(s) that your agency is the best or most logical organization to provide these services in the 21<sup>st</sup> Judicial District.

10. **PROJECT DESCRIPTION:** Outline the grant funded services to be provided to victims of crime in the 21<sup>st</sup> Judicial District that address the need identified in the Problem Statement. Explain in a clear and succinct way the project and the services you are planning to provide with VALE funds.

Describe only the part of your program for which you are requesting funds. The project's goals and objectives, and the budget included with this request should support the activities that are described in this section.

A complete response to this section will include:

- What services will be provided;
- Where the services will be provided;
- When the services will be provided;
- Who (Job Title) will be providing the services;
- Who is receiving the services;
- How the services are being delivered;
- How many services are being delivered; and
- How many victims are receiving the services.

### ***Example:***

***VALE grant funds may be requested for the salary and benefits of one full-time victim advocate of a law enforcement victim service program. Therefore, the Grant Budget Request outlines ONLY the services to be provided by the one full-time victim advocate.***

***The What/Where/When/Who/Whom/How***

***→ becomes Goals and Objectives***

***→ identifies budget line items.***

NEW APPLICATIONS/NEW PROJECTS: If the grant request was not funded in the previous grant cycle include the information listed below in the Project Description:

- Identify the other agencies in your community that agree that this is a needed service.
- If services and/or personnel are currently being funded, identify the current funding source; explain why this funding source will no longer be available in the next fiscal year; explain the reasons 21<sup>st</sup> Judicial District VALE is the most appropriate funding source to assume the costs of this service/personnel.
- If training and/or equipment are being requested, explain how the items are not routine, ongoing operating agency expenses and the reasons 21<sup>st</sup> Judicial District VALE is the most appropriate funding source to pay for these expenses.

CONTINUING/CURRENT GRANT FUNDED PROJECT/PERSONNEL: Describe any Project or Grant Budget changes (services, personnel or budget line items) in this grant application that are different from the current funding. For any increased funding requests, total or budget line item, the following must be included:

- Identify the specific change(s) being proposed.
- Identify the specific budget line item(s) to be increased.
- Provide a brief and concise justification for the increase that demonstrates the increase is directly related to achieving the goals and objectives of the grant funded project or personnel.
- Provide supportive, verifiable data that the change(s) were based upon.
- Address the reason(s) why the 21<sup>st</sup> Judicial District VALE is the most appropriate source to fund changes.

**11. PROJECT TIMELINE AND WORK PLAN:** This section refers only to time specific or time sensitive areas of the project (i.e. equipment purchase, attendance at in-state training, hiring of new staff, etc...). Do not include day-to-day or ongoing service provision. **If you are requesting funds solely for salaries for ongoing service provision, enter N/A in this section.**

The project timeline and work plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives of the project. The strategy or design must include a description of project phases, tasks, activities and staff responsibilities. In preparing the timeline and work plan, applicants should make certain that all project activities will occur within the proposed project period.

**12. COORDINATION OF SERVICES:** Are there other agencies in the 21<sup>st</sup> Judicial District that provide similar services to crime victims? Describe the other agencies that provide similar services to crime victims in the 21<sup>st</sup> Judicial District. Describe how you currently or will coordinate services with these programs in order to reduce the duplication of services. Describe how your services differ from the other agency. Explain the nature and extent of your collaboration with these other agencies.

## **STATUTORY REQUIREMENTS**

- 13. VICTIM RIGHTS ACT RESPONSIBILITIES:** If your agency has statutory mandates under the Victim Right Act select 'Yes'. If your agency does not have statutory mandates under the Victim Rights Act select 'No'.
- 14. APPLICABLE STATUTES:** Identify which statute(s) apply to the services to victims and witnesses of crime provided by your agency as part of this project.
- 15. DESCRIPTION OF MANDATED/ELIGIBLE SERVICES:** Describe the services you will provide as part of this grant that are mandated in the Victim Rights Act (§24-4.1-302.5 C.R.S. §24-4.1-303, and §24-4.1-304), or are listed as statutorily eligible in the VALE statute (§24.4.2-105 (4)). Be sure to address all applicable statutes that relate to your project. This section should clearly outline how the grant request is in compliance with the statutes and funding priorities that guide the decision-making process of the 21<sup>st</sup> Judicial District VALE Board.
- 16. ASSURING RIGHT OF VICTIM & WITNESSES PURSUANT TO §24-4.1-303 C.R.S.:** 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. Describe the efforts of your agency to ensure that the crime victims served as part of this grant request fully understand the rights afforded to them by the constitutional amendment. **If §24-4.1-303 C.R.S. does not apply to your project, enter N/A in this section.**
- 17. VICTIMS RIGHTS ACT (VRA) TRAINING PROVIDED:** Describe the most recent Victim Rights Act training provided to your staff/volunteers. It is required by statute that applicants have read and understand the rights afforded to crime victims pursuant to VRA statue C.R.S. §24-4.1-302.5. This section allows you to document VRA training. Include the name and title of the person who provided the training and the date of the training.
- 18. CRIME VICTIM COMPENSATION TRAINING PROVIDED:** Describe the most recent Crime Victim Compensation training provided to your staff/volunteers. This section allows you to document Crime Victim Compensation training. Include the name and title of the person who provided the training and the date of the training.



## **PROJECT CONTACTS AND OFFICIALS (Questions 18-25)**

In this section, provide information about the responsible parties for this grant application and project, should it be funded. Provide the name (first & last), job title, agency, email and phone number for each role.

**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. They share responsibility with the Financial Officer for seeing that all expenditures are within the approved budget. This person will normally devote a major portion of their 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 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 Authorized Official is the person who is, by virtue of such person's position, authorized to enter into contracts for the grant recipient. This could include: Mayor or City Manager for City Agencies/Police Departments, Chairperson of the County Commissioners for County Agencies, President or Chairperson of the Board of Directors for Non-Profit agencies, District Attorney, Sheriff, Superintendent, or Chief Executive Officer. The Authorized Official must be a person other than the Project Director or the Financial Officer.

**PRIMARY CONTACT:** This is the person we will contact if we have questions about your grant application. This is often the same person listed as Project Director, but not always.

## **FINANCIAL INFORMATION**

- 26. PERCENT OF AGENCY BUDGET USED FOR SERVICES TO CRIME VICTIMS:** Enter the percentage of your total agency budget that is used for provision of services to crime victims.
- 27. TRACKING FUNDS:** Identify any services provided by your agency and/or this project that are eligible for Crime Victim Compensation reimbursement. Describe how your agency tracks funds and services to ensure that it is not using VALE funds to provide services which could be or have been paid for by Crime Victim Compensation.
- 28. DIVERSIFICATION OF FUNDING:** Describe the sources of funding that you have solicited or plan to solicit (government, local VALE, foundations, etc...) for this project. This includes fundraising events/campaigns.
- 29. SUSTAINABILITY PLAN:** If this project is to continue beyond the contract period, describe how this project will be funded in the future. How will future funding needs be met? 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 enter "N/A" in this section.

## TAB 4: AGENCY BUDGET & GRANT REQUEST

**FUNDING SOURCES/REVENUES:** Information in this section should reflect your agency's total revenues from the time period identified. These figures should be from your agency's accounting system/records.

- 2024 FUNDS RECEIVED: List all 2024 sources of revenue of the grant applicant agency.
- 2025 FUNDS (PROJECTED): List all 2025 sources of anticipated revenue for the grant applicant agency.
- PERCENTAGE (%) of 2025 AGENCY SERVICES: Enter the percentage of agency personnel and/or direct victim services anticipated to be funded in 2025 by each revenue source listed.
- NUMBER (#) OF 2025 AGENCY PERSONNEL FUNDED: Identify the number of agency personnel anticipated to be funded in 2025 by each revenue source listed.
- 2025 FUNDING INCREASE/DECREASE: Provide dollar amount of anticipated 2025 funding increase OR decrease for each revenue source listed.

**FUNDING USES/EXPENSES:** Information in this section includes ALL line items being requested for 21<sup>st</sup> Judicial District VALE funding consideration. This section provides five budget categories. If your funding request does not fit into one of the five budget categories listed, please contact the VALE Administrator before submitting the grant application. The figures reported in each category should match the figures entered in the Budget Details section.

The five categories are:

- Personnel *Grant funded positions only. May include salary and fringe benefits.*
- Supplies & Operating *Office supplies, computer software, training materials, tuition/registration fees for training/conferences, copy costs, rent, phone, postage, etc. Generally, requests will correlate with the percentage of grant-funded activities of grant funded personnel. Items less than \$5,000 should be included in this section.*
- In-State Travel *Includes lodging, travel and meals for training programs. Includes travel expenses of project personnel. Per-diem and expense rates are based on GSA standards. Refer to [www.gsa.gov](http://www.gsa.gov) for rates.*
- Equipment *Durable, single item costing \$5,000 or more with a useful life over one year. Requests for equipment purchases must be accompanied by two (2) written competitive bids. All bids must meet the same specification; the state bid price should be utilized if at all possible; local vendors should be used whenever possible. Purchase and payment must be made within 180 days of grant approval.*

- Professional Services & Consultants

*Consultant or independent contractors who will provide services under the grant. They offer his/her contracted services to the public at large, who controls their own work, does not require training, pays their own taxes, and has his/her own liability and worker's compensation insurance. This category does not include agency employees.*

For each category enter the following information:

- 2024 VALE FUNDS AWARDED: Enter the dollar amount of funds your agency was awarded from VALE for the 2024 Grant period. First time applicants enter '0'.
- 2024 VALE GRANT EXPENDITURES: Enter the projected total grant expenditures of your agency's 2024 VALE grant. If the scope of work for your agency's 2024 VALE grant has been completed, enter the total amount of grant funds expended. First time applicants enter '0'.
- 2025 GRANT REQUEST: Enter the dollar amount of your request on your current application for VALE funds.
- 2025 GRANT REQUEST INCREASE/DECREASE: Enter the dollar amount of the increase or decrease between the 2025 VALE grant award and the current application for VALE funds. Please use " - " in front of the figure to indicate a decrease.

## TAB 5: BUDGET DETAILS

**PERSONNEL: BUDGET & BUDGET NARRATIVE:** Provide the following information for each position for which VALE funding is requested:

- Position title & name of person filling that position (if known);
- Annual base salary and fringe benefits for the position;
- Dollar amount requested to be paid by the VALE grant;
- Percentage of annual base salary & fringe benefits requested to be paid by the VALE grant; and
- Budget narrative and justification

*VERIFY THAT THE TOTAL OF ALL LINE ITEMS EQUALS THE TOTAL ENTERED IN THE FUNDING USES/EXPENSES SECTION.*

**NON-PERSONNEL: BUDGET & BUDGET DETAILS:** Provide the following information for each line item requested in the Supplies & Operating, In-State Travel, Equipment, and Professional Services & Consultants subheadings:

- Item description;
- Total cost of item;
- Dollar amount requested to be paid by the VALE grant; and
- Budget narrative and justification.

*VERIFY THAT THE TOTAL OF ALL LINE ITEMS EQUALS THE TOTAL ENTERED IN THE FUNDING USES/EXPENSES SECTION.*

**SUBTOTALS WILL NOT APPEAR WHILE ENTERING DATA. SUBTOTALS ARE VISIBLE IN PRINT PREVIEW.**

### **BUDGET NARRATIVES AND JUSTIFICATIONS GUIDELINES:** (BN& J TEXT FIELDS EXPAND AND ALLOW FOR 3,000+ CHARACTERS)

The narrative should be brief and concise and include an explanation and justification of need. It should contain the criteria and calculations used for each line item. All requests should be justified and explain clearly so requests are easily understood. The budget narrative must demonstrate the relationship between the line item amount and the project goals and objectives.

- Personnel: Salaries & Benefits
  - Include separate justification and calculations for salaries and benefits.
  - Include specific calculations showing how the salary for each position was determined.
  - Include specific calculations showing how the fringe/benefits were determined.
  - Include the amount(s) requested or received from other sources for the position.
  - Include whether this is a new or existing position.
- Supplies & Operating
  - Include specific calculations showing how costs were determined for each line item.
  - Include separate justification for each line item related to the Goals & Objectives of the grant application.

- In-State Travel
  - Identify specific training(s) and who is to attend each training.
  - Explain how the training(s) and how the attendance of each person corresponds with the Goals & Objectives of the grant application.
  - Itemize each expense requested in this category and show calculations.
  
- Equipment
  - Items requested are to clearly correspond with the grant project or personnel goals and objectives listed in the grant application.
  - If applicable explain any attempts to obtain equipment with other funding.
  - Explain the reason(s) that equipment requested is not considered routine, ongoing costs of the program/agency operations.
  - Explain any reason(s) purchase of equipment is more feasible than leasing or renting.
  
- Professional Services/Consultants
  - List each consultant or type of service, the proposed hourly fee, and the amount of time to be spent on such services.
  - Outline how these services correspond with the grant project or personnel goals and objectives listed in the grant application.
  - Itemize each expense requested in this category and show calculations.
  - Explain why project staff cannot provide the proposed services of consultants and/or independent contractors.

## TAB 5 CONTINUED: GOALS & OBJECTIVES

These are the elements against which your project will be evaluated and which you will use to report quarterly and final progress. In addition, funded applicants will be required to report quarterly on the number of, unduplicated victims served. Reporting will be similar to question #6 of the grant application.

Applicants are limited to four (4) goals and three (3) objectives per goal. Each line item requested for funding must be tied to a goal & objective. Be sure to include a goal and objective that encompasses all aspects of the grant funded project or personnel.

**Goals:** Broad statement describing what you intend to accomplish with grant funds. For this application, the goal is not in and of itself measurable. Progress made toward the goal should be reflected in data related to specified objectives.

**Objectives:** MUST be specific and measurable, and should answer “What?”, “Who”, “By when?”, “How many?”, “For whom?”, and “How?”. Objectives should be written using the “SMART” guideline. They should be:

- **Specific**
- **Measurable**
- **Action-Oriented**
- **Realistic**
- **Time-Specific**

Statements should include the specific type of change or improvement that will occur, the number or percent of individuals impacted (where appropriate), the expected magnitude, on average, of the expected change, and if client based, include the number of clients to be served. If the objective is not quantified with a numeric value, it must be measured by a “Yes” or “No” response.

**Measurement:** the description of what data will be collected to measure the change. Describe the specific measurement tool(s) you will use to collect data for each outcome. If you do not have a tool please state TBD (To Be Determined).

**Time-Frame:** The specific month in which the objective will be completed. Completion dates should occur during the twelve-month funding period.

**EXAMPLE:**

*Goal 1: The Victim Assistance Coordinator will provide direct services to meet the needs of crime victims in Mesa County.*

*Objective 1.1: The Victim Assistance Coordinator and volunteers will provide on-scene crisis intervention to 240 crime victims over the life of the grant.*

*Measurement: Number of victims provided on-scene crisis intervention*

*Time-Frame: End of grant period.*

## TAB 5 CONTINUED: PROJECT EVALUATION

Describe your approach for evaluating the project in response to the stated objectives, measurement and timeframes. In this section, include at minimum, information about the following:

- Explain your plan for collecting data on each specified outcome and managing the data once collected.
- How will the collected data be analyzed and used to change/improve your program?
- How will you confirm whether your project was successful in making progress toward achieving your goal?

## TAB 6: DOCUMENTS

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

- **Certified Assurances Signature Page** (REQUIRED FOR ALL AGENCIES)  
The Certified Assurances Page template is provided for you. Download the template and open the document. Review and obtain the required signatures on the document. Scan the document and upload to ZoomGrants™. There MUST be separate individuals identified as Project Director, Financial Officer, and Authorized Official.
- **Organization Mission & Vision Statement** (REQUIRED FOR ALL AGENCIES)
- **Board of Directors/Key Officers List**  
This requirement is waived for government agencies.
- **501(c)(3) Documentation**  
Non-profit agencies must submit a copy of their current 501(c)(3) tax-exempt certificate.
- **Most Recent Audit or Financial Review**  
Agencies must submit a copy of their most recent financial statement along with their last audit findings. This requirement is waived for government agencies.
- **Job Descriptions for VALE funded staff**  
If the proposed project included VALE funding for any paid position, a copy of the job description for the requested position is required.
- **Letters of Support**  
Letters of support may be uploaded. They are not required.