How to Apply for a Grant

On the Home screen, click on the yellow "Apply" tab to apply for a grant.

Select the grant you want to apply for by clicking on the dropdown arrow. Click the "Continue" button.

A green bar stating the application has been successfully created now appears near the top of the page. On the left-hand side is the sections of the application that must be completed. Select a section to begin editing your application. A Notice of Funding Opportunity with grant details can be downloaded by clicking on the "Download Application Documents" link directly above the application sections.

General section

Requested Amount: Enter the dollar amount you are requesting.

Purpose of VOCA Funding: Select the option that states why you are seeking VOCA Funding.

Primary Use of VOCA Funding: Select the option that states how you will use VOCA Funding.

Match Amounts: Enter the Value of In-Kind Match and Amount of Cash Match and the sources.

Click "Discard Changes" to delete information entered or click on "Save" to keep entered information. You can return to the section later and make changes if necessary.

Edit Application

Subgrantee:	Grant Name: FY 2022 VOCA Test Grant	Application Solicitation Period: 03/03/2021 - 04/02/2021
	Grant Number: 2019-GX-VA-0001	Grant Period: 07/01/2021 - 06/30/2022

Download Application Documents

General
Fund Usage
Victim Services
Narrative Summary
Volunteers
Crime Victim Allocation
Budget
Documents/Attachments

Review Application

General

Amount

*Requested Amount:

$ 0.00

*Purpose of VOCA Funding

○ Establish a new victim services program
○ Continue a VOCA victim program funded previously
○ Expand or enhance an existing program not funded by VOCA previously
○ Establish a new Native American victim services program
○ Expand or enhance an existing Native American program

*Primary Use of VOCA Funding

○ Expand services into a new geographic area
○ Offer new types of services
○ Serve additional victim populations
○ Continue existing services to crime victims

Match Amounts

*Value of In-Kind Match: *Source:

$

*Amount of Cash Match: *Source:

$

Discard Changes   Save

An exclamation mark will appear if some information has been entered but is not yet complete. A description of missing information will also appear at the top of the page and required information that needs to be completed will be highlighted in red.

Edit Application

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Review Application

The application has been updated, but the following information is still required in order to submit the application:
- Requested Amount must be a positive dollar amount.
- Primary Use of Funding is required.

✕

General

Amount

*Requested Amount:

$ 0.00

*Purpose of VOCA Funding

When the section is complete a green check mark will appear.

Funds Usage section

In the Funds Usage section select the items the grant funds will be used for. More than one item can be selected in each category. Some categories may have no items selected.

Victim Services section

Check the box for each type of crime victim services that grant funds will be used for.

Narrative Summary section

The Narrative Summary includes nine open ended questions. All questions are required and have a character limit. Respond in detailed and concise answers.

Edit Application

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Review Application

Narrative Summary

*Q01

Describe the geographic area and specific community demographic the project will serve. (Max 2,000 characters)

*Q02

Provide a comprehensive description of why the victim services are needed and how the services will address the community needs. (Max 2,000 characters)

*Q03

Provide details of your agency's proposed project plan using SMART (Specific, Measurable, Attainable, Research-based, Timely) goals and quarterly benchmarks towards meeting the objective(s). (Max 2,000 characters)

Volunteers section

Indicate whether or not your agency is requesting a volunteer services waiver.

If "yes" is selected, provide an explanation on why the waiver is being requested in the comment box.

Edit Application

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Review Application

Volunteers

Volunteer Usage

*Our agency is requesting a volunteer services waiver regarding this VOCA request.

◉ Yes ○ No

Request For Volunteer Services Waiver

The Grant Review Committee will evaluate the Request for Volunteer Services Waiver. VOCA guidelines provide only compelling reasons for a waiver of volunteer services. Any applicant agency requesting a volunteer waiver must provide a detailed explanation. Waivers may only be requested in the following situations:

1. Statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which prohibits using volunteers for certain positions. (Attach a copy of the applicable statute or contract with your explanation); or
2. Inability to recruit or maintain volunteers after sustained and aggressive effort. (Provide documentation regarding the type of efforts made to recruit volunteers).

Discard Changes   Save

If "no" is selected, provide information on how your agency uses volunteers, how many volunteers are used, and the average number of hours worked each month.

Crime Victim Allocation

Enter the dollar amount for each category grant funds will be used for. Total allocation must equal the dollar amount requested in the general section.

If the Total Proposed Allocation entered does not equal the requested amount, an error will appear at the top of the page. Edit the dollar amounts in the appropriate allocation categories or edit the requested amount until both dollar amounts are the same.

Budget section

Like the Crime Victim Allocation section, the budget amount must match the application's requested amount. A red warning bar will appear at the top of the page if the amounts do not match. Include a budget narrative at the bottom of the page and click Save to complete the section.

Edit Application

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	Grant Number: 2019-GX-VA-0001	Grant Period: 07/01/2021 - 06/30/2022

📄 Download Application Documents

General	⊘
Fund Usage	⊘
Victim Services	⊘
Narrative Summary	⊘
Volunteers	⊘
Crime Victim Allocation	⊘
Budget	
Documents/Attachments	

Review Application

Budget

Salaries and Wages

FTE Staff Professionals	$ 0.00
Fringe Benefits	$ 0.00
Overtime and Shift Differential	$ 0.00
Contractor(s)	$ 0.00
Volunteer(s)	$ 0.00
Total:	**$0.00**

Operating Expenses

Advertising	$ 0.00
Insurance	$ 0.00
Lease - Buildings/Land	$ 0.00
Lease/Rental - Equipment	$ 0.00
Lease/Rental - Motor Vehicles	$ 0.00
Miscellaneous Operating	$ 0.00
Operating Fees/Services	$ 0.00
Photocopying/Printing	$ 0.00
Postage	$ 0.00
Professional Development	$ 0.00
Professional Services	$ 0.00
Public Presentation Materials	$ 0.00
Supplies	$ 0.00
Telecommunications	$ 0.00
Travel	$ 0.00
Utilities	$ 0.00
Other	$ 0.00

Description:

Total:	**$0.00**

Equipment

Equipment/Computer/Furniture - Purchased	$ 0.00
Equipment/Computer/Furniture - Installation/Support	$ 0.00
Other	$ 0.00
Description:	
Total:	**$0.00**

Total Budget Amount: $0.00

*Budget Narrative:

Discard Changes   Save

Documents & Attachments

In the Documents/Attachments section, required documents are marked with an asterisk (*).

Documents

Board of Directors

If your agency is claiming non-profit status, provide the name, address, contact information and title for each board member.

Document not provided

Attach Document

*Budget Detail

Attachment for subrecipients to explain and/or demonstrate how they arrived at the figures in the budget.

Required document not provided.

Attach Document

*Exhibit B

Attach the completed Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements form.

Required document not provided.

Attach Document

*Exhibit C

Attach the completed Single Audit Certification Letter form.

Required document not provided.

Attach Document

*Exhibit D

Attach the completed EEOP Certification form.

Required document not provided.

Attach Document

Click on the "Attach Document" button in the shaded area of the document you wish to add. A pop-up box will appear. Click on the "Choose File" button to select the correct document. Click the "Add" button to attach the document.
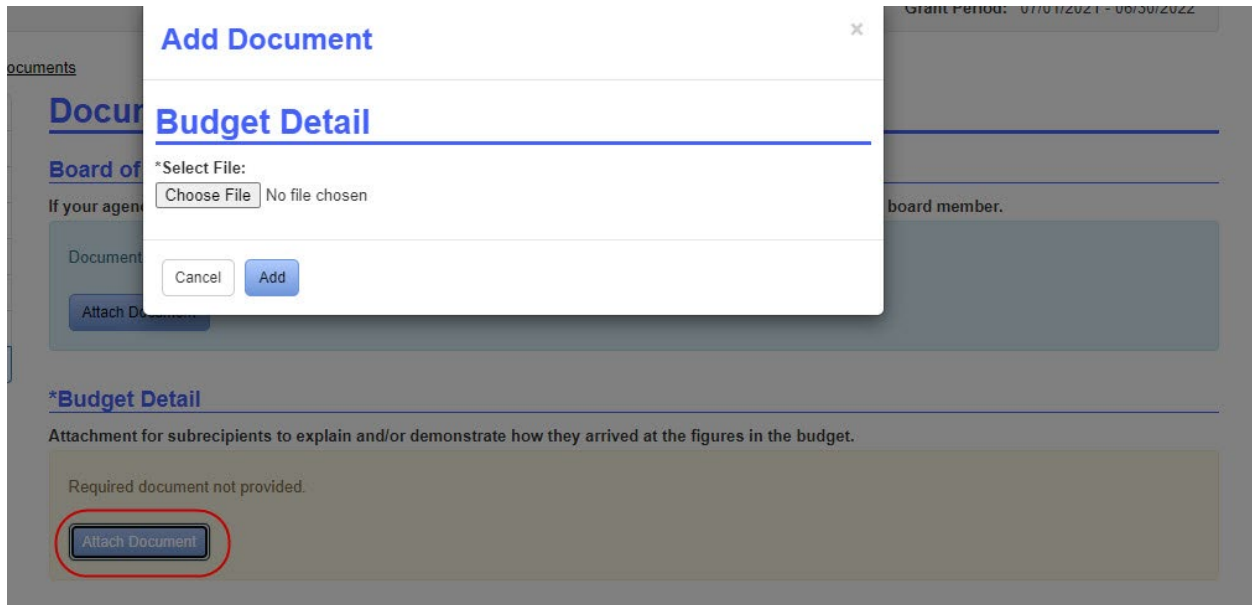
The document will now appear in the shaded area of that document type. From here you can now download the document or remove it.

Application Review

When the required documents have been attached and all sections are completed, your application is ready to submit. Click on the "Review Application" button to begin.

Click on the arrows at the right-hand side of each section to expand to review or click on "Expand All Panels" to open all sections. If a section needs revisions, click on the "Edit Application" button on the top left-hand side.

After each section is reviewed and information is correct, click on the "Submit Application" button at the bottom of the page. To remove the application from consideration, click on the "Delete Application" button on the bottom right-hand corner.

A pop-up box will appear, add any additional comments you feel may be relevant. Click on the "Submit" button.
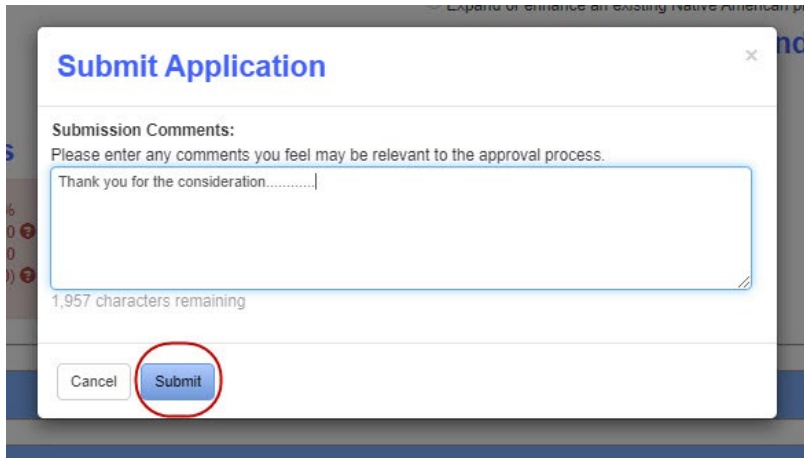
A green bar stating the application has been successfully submitted will appear at the top of the page. At this point you can still make edits to the application or delete it by clicking on the "Withdraw Application" button.

At any point in the application process, you may save your progress and return to it later. The incomplete application will appear in your Work Queue and under Applications on the Home page. Click on the "Review Application" button in the Work Queue or on the grant name under Applications to return to the application.

Shelter

Work Queue

Application for FY 2022 VOCA Test Grant has not yet been submitted.

[Review Application]

Reimbursement Request for FY 2021 CVA Grant has not yet been submitted.

[Review Reimbursement Request]

Reimbursement Request for FY 2021 CVA Grant has not yet been submitted.

[Review Reimbursement Request]

Awards

Grant Name	Amount	Remaining	Health
2019-2020 CVA Competitive Grant	$6,250.00	$0.00	100%

Applications

Grant Name	Amount	Status
FY 2022 VOCA Test Grant	$1,200.00	In Progress

Click on the "Edit Application" button in the upper left-hand side to continue editing your application.

| Home | Profile | Filing Cabinet | Search Payments | | Welcome Cosmos Site 3 | Log Out |

View Application

Subgrantee:	**Grant Name:** 2022 TEST	**Application Solicitation Period:** 02/01/2022 - 02/28/2022
Application Status: In Progress ⓘ	**Grant Number:** 34	**Grant Period:** 03/01/2022 - 07/31/2022

[Edit Application] **Use this button to continue filling out your application or to make changes.**

[Collapse All Panels] [Expand All Panels]

General

Amount

Requested Amount: $1,000.00
Amount Awarded: $0.00

Purpose of CVA Funding

◉ Establish a new victim services program