

# How to Apply for a Grant

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

The screenshot shows the COSMOS application interface for the North Dakota Department of Corrections and Rehabilitation. The top navigation bar includes 'Home', 'Profile', 'Filing Cabinet', 'Search Payments', and 'Apply' (highlighted in yellow). The 'Apply' section is active, displaying a 'Work Queue' with two overdue items, an 'Awards' table, and a 'Recent Payments' table.

Grant Name	Amount	Remaining	Health
FY 2021 VOCA Assistance Grant		\$0.00	100%
FY 2022 VOCA Assistance Grant			73%
FY 2022 VOCA Competitive Grant			130%

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

The screenshot shows the 'Start Application' dialog box. It features a dropdown menu labeled '\*Select Grant:' with a red circle around the dropdown arrow. Below the dropdown are two buttons: 'Cancel' and 'Continue', with the 'Continue' button highlighted by a red circle.

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.

The Application has been successfully created.

## Edit Application

Subgrantee: Grant Name: 2022 TEST Application Solicitation Period: 02/01/2022 - 02/28/2022  
Grant Number: 34 Grant Period: 03/01/2022 - 07/31/2022

Download Application Documents

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

Review Application

Please select a section on the left to begin editing.

As data is saved in each section, an icon will display the status for the section:

- ✔ indicates that the section is complete.
- ⚠ indicates that the section has some information entered but is not yet complete.

### 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

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](#)

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.

## Edit Application

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

[Download Application Documents](#)

General	<b>General</b>
Fund Usage	<b>Amount</b>
Victim Services	
Narrative Summary	
Volunteers	

\*Requested Amount:  
\$ 1,000.00

## 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.

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

[Download Application Documents](#)

General	<b>Fund Usage</b>
<b>Fund Usage</b>	*Please select the proposed use of grant funds.
Victim Services	<b>Information &amp; Referral</b>
Narrative Summary	<input type="checkbox"/> Information about the criminal justice process
Volunteers	<input type="checkbox"/> Information about victim rights, how to obtain notifications, etc.
Crime Victim Allocation	<input type="checkbox"/> Referral to other victim service programs
Budget	<input type="checkbox"/> Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.)
Documents/Attachments	<b>Personal Advocacy/Accompaniment</b>
<a href="#">Review Application</a>	<input type="checkbox"/> Victim advocacy/accompaniment to emergency medical care
	<input type="checkbox"/> Victim advocacy/accompaniment to emergency medical forensic exam
	<input type="checkbox"/> Law enforcement interview advocacy in applying for public benefits, return of personal property or effects
	<input type="checkbox"/> Performance of medical forensic exam or interview, or medical evidence collection
	<input type="checkbox"/> Immigration assistance (e.g. special visa, continued presence application and other immigration relief)
	<input type="checkbox"/> Intervention with employer, creditor, landlord, or academic institution
	<input type="checkbox"/> Child and/or dependent care assistance (includes coordination of services)
	<input type="checkbox"/> Interpreter services
	<input type="checkbox"/> Assistance in filing compensation claim
	<b>Emotional Support or Safety Services</b>
	<input type="checkbox"/> Crisis intervention (in-person, includes safety planning, etc.)
	<input type="checkbox"/> Hotline or crisis line counseling
	<input type="checkbox"/> On-scene crisis response (e.g. community crisis response)
	<input type="checkbox"/> Individual counseling
	<input type="checkbox"/> Support groups (facilitated or peer)
	<input type="checkbox"/> Other therapy (traditional, cultural, or alternative healing; art, writing, or play therapy, etc.)
	<input type="checkbox"/> Emergency financial assistance (includes emergency loans, petty cash, payment for food, clothing, changing windows and/or locks, taxi, prophylactic, non-prophylactic medications, durable/medical equipment, etc.)
	<b>Shelter/Housing Services</b>
	<input type="checkbox"/> Emergency shelter or safe house
	<input type="checkbox"/> Transitional housing
	<input type="checkbox"/> Relocation assistance (includes assistance with obtaining housing)
	<b>Criminal/Civil Justice System Assistance</b>
	<input type="checkbox"/> Notification of criminal justice events (e.g. case status, arrest, court proceedings, case disposition, release, etc.)
	<input type="checkbox"/> Victim impact statement assistance
	<input type="checkbox"/> Assistance with restitution (includes assistance in requesting and when collection efforts are not successful)
	<input type="checkbox"/> Civil legal assistance in obtaining protection or restraining order
	<input type="checkbox"/> Civil legal assistance with family law issues (e.g. custody, visitation or support)
	<input type="checkbox"/> Other emergency justice related assistance
	<input type="checkbox"/> Immigration assistance (e.g. special visa, continued presence application and other immigration relief)
	<input type="checkbox"/> Prosecution interview advocacy/accompaniment (includes accompaniment with prosecuting attorney and victim/witness)
	<input type="checkbox"/> Law enforcement interview advocacy/accompaniment
	<input type="checkbox"/> Criminal advocacy/accompaniment
	<input type="checkbox"/> Other legal advice and/or counsel

[Discard Changes](#) [Save](#)

## Victim Services section

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

### Edit Application

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

[Download Application Documents](#)

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

[Review Application](#)

### Victim Services

\*Please select the proposed types of crime victim services.

- Adult Physical Assault (Aggravated Assault, Simple Assault)
- Adult Sexual Assault
- Adults Sexually Abused/Assaulted as Children
- Arson
- Bullying (Verbal, Cyber, Physical)
- Burglary
- Child Physical Abuse or Neglect
- Child Pornography
- Child Sexual Abuse or Assault
- DUI/DWI Incidents
- Domestic Violence and/or Family Violence
- Elder Abuse or Assault
- Hate Crimes (Racial, Religious, Gender, Sexual Orientation)
- Human Trafficking: Labor
- Human Trafficking: Sex
- Identity Theft/Fraud/Financial Crime
- Kidnapping (Custodial)
- Kidnapping (Non-custodial)
- Mass Violence (Domestic/International)
- Other
- Other Vehicular Victimization (e.g. Hit and Run)
- Robbery
- Stalking/Harassment
- Survivors of Homicide Victims
- Teen Dating Victimization
- Terrorism (Domestic/International)
- Violation of Court Protection Order
- Violation of Court Restraining Order

[Discard Changes](#) [Save](#)

## 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

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](#)

## 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

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](#)

## 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.

## Edit Application

Subgrantee: Grant Name: FY 2022 VOCA Test Grant  
Grant Number: 2019-GX-VA-0001 Application Solicitation Period: 03/03/2021 - 04/02/2021  
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](#)

### Volunteers

#### Volunteer Usage

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

Yes  No

#### Proposed Use of Volunteer Services

In what capacity does your agency use volunteers? Please include the number of volunteers used and the average total number of hours worked each month. (2000 characters max)

[Discard Changes](#) [Save](#)

## 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.

## Edit Application

Subgrantee: Grant Name: FY 2022 VOCA Test Grant  
Grant Number: 2019-GX-VA-0001 Application Solicitation Period: 03/03/2021 - 04/02/2021  
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](#)

### Crime Victim Allocation

**Instructions for completing this section**

1. Enter dollar amounts for each category below.
2. If not allocating an amount for a category, enter "0" (zero).
3. Displayed "Total" amounts will automatically update as dollar amounts are entered for each category.

Proposed Priority Crime Victims		Proposed Underserved Crime Victims	
<b>A. Child Abuse Total</b> <span style="float: right;">\$0.00</span>		<b>D. Proposed Underserved Crime Victims</b>	
A1. Child physical abuse/neglect	\$ 0.00	D1. Underserved DUI/DWI crashes	\$ 0.00
A2. Child sexual abuse	\$ 0.00	D2. Underserved Assault	\$ 0.00
<b>B. Domestic and Family Violence Total</b> <span style="float: right;">\$ 0.00</span>		D3. Underserved Adults Molested as Children	\$ 0.00
<b>C. Sexual Assault Total</b> <span style="float: right;">\$0.00</span>		D4. Underserved Elder Abuse	\$ 0.00
C1. Child sexual assault	\$ 0.00	D5. Underserved Robbery	\$ 0.00
C2. Adult sexual assault	\$ 0.00	D6. Underserved Survivors of Homicide	\$ 0.00
<b>Total Proposed Priority Crime Victims:</b> <span style="float: right;">\$0.00</span>		D7. Other Underserved - Other Violent Crimes	\$ 0.00
		D7 Description	
		<b>Total Proposed Underserved Crime Victims:</b> <span style="float: right;">\$0.00</span>	

**Total Proposed Allocation:** \$0.00

[Discard Changes](#) [Save](#)

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.

[Download Application Documents](#)

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

[Review Application](#)

**The application has been updated, but the following information is still required in order to submit the application:**

- Total entered Victim Allocation amount must match the application's requested amount.

### Crime Victim Allocation

**Instructions for completing this section**

- Enter dollar amounts for each category below.
- If not allocating an amount for a category, enter "0" (zero).
- Displayed "Total" amounts will automatically update as dollar amounts are entered for each category.

Proposed Priority Crime Victims		Proposed Underserved Crime Victims	
<b>A. Child Abuse Total</b>	<b>\$400.00</b>	<b>D. Proposed Underserved Crime Victims</b>	
A1. Child physical abuse/neglect	\$ 200.00	D1. Underserved DUI/DWI crashes	\$ 200.00
A2. Child sexual abuse	\$ 200.00	D2. Underserved Assault	\$ 0.00
<b>B. Domestic and Family Violence Total</b>	<b>\$ 0.00</b>	D3. Underserved Adults Molested as Children	\$ 0.00
<b>C. Sexual Assault Total</b>	<b>\$400.00</b>	D4. Underserved Elder Abuse	\$ 200.00
C1. Child sexual assault	\$ 200.00	D5. Underserved Robbery	\$ 0.00
C2. Adult sexual assault	\$ 200.00	D6. Underserved Survivors of Homicide	\$ 0.00
<b>Total Proposed Priority Crime Victims:</b>	<b>\$800.00</b>	D7. Other Underserved - Other Violent Crimes	\$ 0.00
		D7 Description:	<input type="text"/>
		<b>Total Proposed Underserved Crime Victims:</b>	<b>\$400.00</b>

**Total Proposed Allocation: \$1,200.00**

[Discard Changes](#) [Save](#)

## 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

Subgrantee:

Grant Name: FY 2022 VOCA Test Grant  
Grant Number: 2019-GX-VA-0001

Application Solicitation Period: 03/03/2021 - 04/02/2021  
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:	<input type="text"/>
<b>Total:</b>	<b>\$0.00</b>

Total Budget Amount: \$0.00

\*Budget Narrative:

## 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

#### \*Budget Detail

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

Required document not provided.

#### \*Exhibit B

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

Required document not provided.

#### \*Exhibit C

Attach the completed Single Audit Certification Letter form.

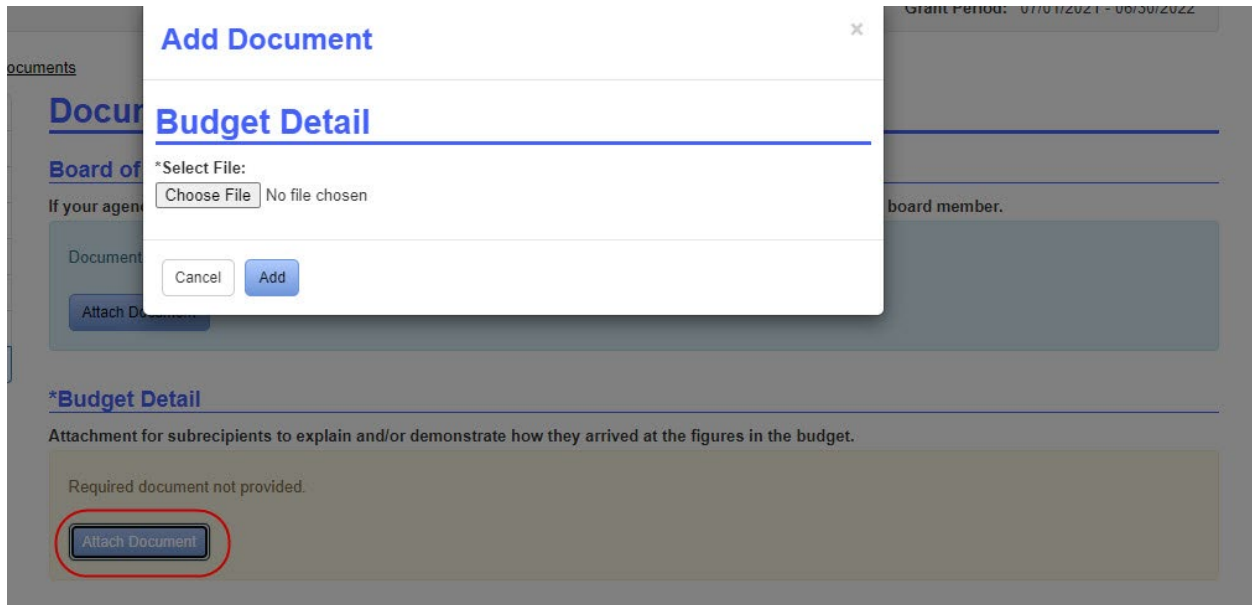
Required document not provided.

#### \*Exhibit D

Attach the completed EEOP Certification form.

Required document not provided.

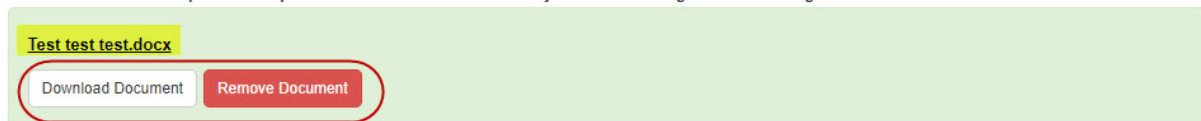
Click on the “Attach Document” button in the shaded area of the document you wish to add. A pop-up box will appear. Click on the “Choose File” button to select the correct document. Click the “Add” button to attach the document.



The document will now appear in the shaded area of that document type. From here you can now download the document or remove it.

### \*Budget Detail

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



## 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.

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

✔ Your application is ready to submit.  
Please review your application to verify all entered information is correct.

Review Application

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.

[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: \$1,200.00  
Amount Awarded: \$0.00

#### Match Amounts

Total Match: \$100.00  
Value of In-Kind Match: \$100.00  
test  
Amount of Cash Match: \$0.00  
test

#### Match Requirements

Required match %: 20%  
Required match amount: \$300.00  
Entered match amount: \$100.00  
Difference: (\$200.00)

#### 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

[Fund Usage](#)

[Victim Services](#)

[Narrative Summary](#)

[Volunteers](#)

[Crime Victim Allocation](#)

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.

[Budget](#)

[Documents & Attachments](#)

[Submission Comments](#)

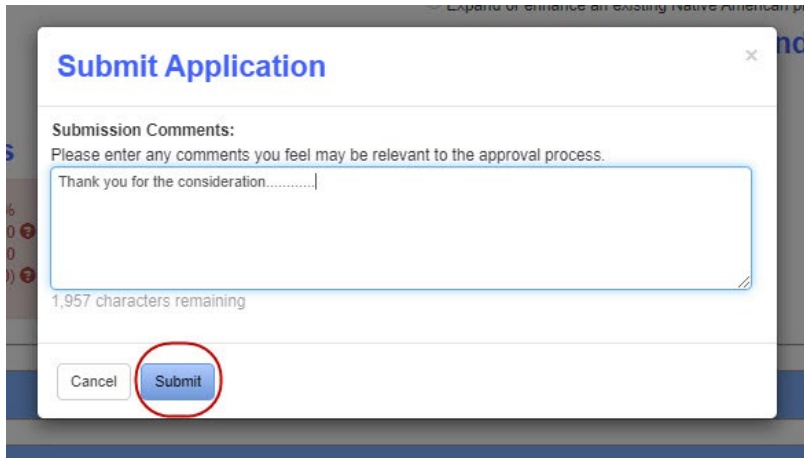
Your application is ready to submit.  
Please click on the “Submit” button to continue.

[Submit Application](#)

[Return](#)

[Delete Application](#)

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.

## View Application

<b>Subgrantee:</b>	<b>Grant Name:</b> 2022 TEST	<b>Application Solicitation Period:</b> 02/01/2022 - 02/28/2022
<b>Application Status:</b> In Progress	<b>Grant Number:</b> 34	<b>Grant Period:</b> 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