Grant Application

Grant Training
YouTube Video: (69552) GCC - Grant Writing, Module 2, Grant Application Process - YouTube
List of Available Training Modules on YouTube from GCC Website:
The Grant Application: RFA

A request for application (RFA) is a type of solicitation notice in which an organization announces that grant funding is available.

- GCC Request For Application (RFA)

- RFA Overview

- GCC Resources
GCC Request for Applications

- Victim of Crime Act (VOCA)
- Violence Against Women Act (VAWA)
- Byrne Justice Assistance Grant (JAG)
- Juvenile Justice
GCC Request For Application (RFA)

- Agencies must be a unit of government or a non-profit corporation and must have an active NCID.

- GCC operates on a reimbursement basis, so agencies must have sufficient operating funds in place to cover a minimum of 60 days.

- Assessments may be required for some agencies to determine if internal policies and procedures are adequate to manage federal or state grant funds.

www.ncdps.gov/gcc
GCC Request For Application (RFA)

- Detailed Information About RFA’s
- Important Dates and Requirements
- Application Management and Forms
- Quick Access to GEMS
- Grant Training Guides and Tools

**RFA Overview**

- General understanding of RFA

**Page 1: Important Dates**

- Grant Name
- Application Period:
- Application Deadline:
- Period of Performance (POP)
- CFDA#
- Eligibility Information
RFA Overview

- Introduction page

- Program Introduction

- Program contacts

INTRODUCTION

Thank you for your interest in seeking funding for crime victims from the North Carolina Governor’s Crime Commission (GCC). The Crime Victim Services (CVS) Committee advocates for victims by promoting the development of effective programs that improve the response of human service professionals and the criminal justice system to crime victims through grants from two Federal funding sources: the Victims of Crime Act (VOCA) and the Violence Against Women Act (VAWA), also known as STOP.

We encourage you to read through this document in its entirety as you prepare to apply for consideration. All applicants must meet the eligibility requirements listed in section II. Complete applications, including required documents, should be submitted through our online Grant Enterprise Management System (GEFS) no later than 11:59pm on January 31, 2022. Late applications will not be accepted. Proposals received with missing information may not be considered for funding.

If you have questions about the RFA, the application process or require assistance with developing your proposal, please contact the CVS Planning Team:

Sandy Dixon, Lead Planner, Crime Victim Services at sandy.dixon@ncdps.gov
Devin Brown, VOCA Administrator at devin.brown@ncdps.gov
Jim Lassiter, VOCA Administrator at jim.lassiter1@ncdps.gov
Karen Lombri, VAWA Administrator at karen.lombri@ncdps.gov

You may submit questions regarding this document and the application process to CVS staff. Responses to questions regarding the RFA and application process received by CVS staff by November 20, 2021 will be compiled into a Frequently Asked Questions document that will be made available on the Governor’s Crime Commission website beginning December 4, 2021.

Crime Victim Services Committee Mission Statement:
The mission of the Crime Victims’ Services (CVS) Committee is to advocate for victims by promoting the development of effective programs that improve the response of human service professionals and the criminal justice system to crime victims.

The staff at the Governor’s Crime Commission is committed to providing high-quality, efficient, and effective customer service through guidance, support services, collaboration, compliance, and technical expertise during the life of the grant. Our success relies on the success of our grantees in providing services to communities across the state, and in complying with all Federal, State, and GCC guidelines.

2021 Victims of Crime Act Request for Applications
RFA Overview

Table of Contents page

Table of Contents

I. AVAILABILITY OF FUNDS ANNOUNCEMENT ............................................. 5
   VOCA Program Description .................................................................... 5
   History of the Victims of Crime Act ...................................................... 5
   VOCA Application Limitations ............................................................... 5
   VOCA Award Period ............................................................................. 6
II. ELIGIBILITY INFORMATION ................................................................. 6
   Eligibility Requirements ...................................................................... 6
   Conditions of Eligible Organizations ................................................... 6
   Use of Volunteers ................................................................................ 7
   Promotion of Community Efforts .......................................................... 7
   Victim Compensation .......................................................................... 7
   Prohibited Discrimination ................................................................... 7
   Maintenance of Confidentiality ............................................................ 7
   Release of information ......................................................................... 8
   Information Sharing ............................................................................. 8
   Demonstrated Organizational and Financial Capacity ......................... 8
   Compliance with Federal Rules Regulating Grants ............................... 8
   Compliance with State Criteria ............................................................. 8
   Supplanting .......................................................................................... 9
   Cost Sharing or Match Requirement ................................................... 9
   Exceptions to Project Match Requirement ........................................... 9
   VOCA Match Waiver Policy ................................................................. 9
   Expressly Unallowable Costs ............................................................... 10
   Minimum Funding Allocations ............................................................. 11
III. CRIME VICTIMS SERVICES VOCA FUNDING PRIORITIES ............... 12
   Sexual Assault/Domestic Violence Victims’ Services (FOR DESIGNATED AGENCIES ONLY) ......................................................... 12
   CHILD Advocacy Centers (FOR DESIGNATED AGENCIES ONLY) ........ 13
   UNDERSERVED CRIME VICTIMS SERVICES .................................... 13
   LEGAL SERVICES FOR VICTIMS OF CRIME ................................... 14
   COLLABORATIVE/MULTI-AGENCY MODELS (FAMILY JUSTICE CENTERS) ................................................................. 14

2021 Victims of Crime Act Request for Applications

Page | 3

North Carolina Department of Public Safety

Governor’s Crime Commission (9/2021)
RFA Overview

Attachments

*Include ALL Attachments

*Detailed Budget Narrative - No longer required

*NEW Organizational Documents Locker

*NEW Sample Documents available

www.ncdps.gov/gccforms
Summarize & Review

GCC Website

- RFA
- Eligibility
- Requirements

Important Dates

Supporting Documents

GCC Resources
GEMS is GCC’s online grant application submission and grant project management system for all GCC grants. Applicants will need to have access to this system in order to access and submit the application.

- GEMS Access
- Setting up project
- Adding application information
- Review & Submit Application
The Governor's Crime Commission accepts applications for specified grant funding beginning November 1st and ending January 31st at 11:59pm.
Setting Up Project & Submitting Application

Setting Up Project

Coming Soon! Organizational Documents Locker

My Profile

Organization:
Department of Public Safety

Salutation: Ms.
Name: Daun Brown

Job Title: Crime Victim Services Planner

Phone: 919-733-4564
Email: daun.brown@ncdps.gov

Street Address 1: 1201 Front Street

City: Raleigh
State: North Carolina
Zip: 27699-4234

SAVE MY PROFILE
Organization Documents – NEW!

- Many documents are required of all grant projects, which can be cumbersome for agencies who apply for multiple grants.

- **Organization Documents** section in GEMS allows for upload of certain documents at the subrecipient level that can then be used for multiple applications.

- Additional project-specific documents will still need to be uploaded to each individual project.
Organization Documents – NEW!

<table>
<thead>
<tr>
<th>Document Type</th>
<th>FileName</th>
<th>Expiration Date</th>
<th>Status</th>
<th>Uploaded Date</th>
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<td>PMT Report 013100 6.30.20 (2) (1).pdf</td>
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<td>Confidentiality Certification</td>
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<td>Conflict of Interest Policy</td>
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</tr>
<tr>
<td>Lobbying, Debarment, Suspension Certification</td>
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<td></td>
<td>Missing</td>
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<tr>
<td>NCID Acceptable Use Policy Certification</td>
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<td>9/13/2021</td>
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<td>No Overdue Taxes Certification (if applicable)</td>
<td></td>
<td></td>
<td>Missing</td>
<td></td>
</tr>
</tbody>
</table>

North Carolina Department of Public Safety
Organization Documents – NEW!

- Organization Documents appear in the “My Profile” tab in GEMS

- The documents will populate based on your business type (Government vs. Non-Profit)

- Automated reminders will be sent to project contacts for expiration dates of organization-level documents – most only must be renewed every few years!
Organization Documents – NEW!

If an organization-level document does not apply to your agency, upload a statement on agency letterhead in its place.

Indirect Costs Rate Agreement

The Sample Agency listed above does not intend to charge indirect costs using a Federally negotiated nor de minimis indirect cost rate.
Setting Up Project & Submitting Application

Setting Up Project

[Image of GEMS interface with highlighted sections for My Projects and Project Setup]
Setting Up Project & Submitting Application

Setting Up Project

Project Setup

Project Name

Module 2: Grant Application

Project Summary (Max 360 Characters)

Committee

CRIME VICTIMS' SERVICES

Program Priority

- 2021 VOCA - Sexual Assault/Domestic Violence Basio Services (Designated agencies only) (Match Percentage: 20%)
- 2021 VOCA - COVID-19 Victim Outreach and Direct Assistance - Match Waived (Match Percentage: 0%)

Project Director

Financial Officer

Authorizing Official

SAVE

CANCEL

Active NCID

Request Project Access

Request Role
# Setting Up Project & Submitting Application

## Add Application Information

### Implementing Agency

<table>
<thead>
<tr>
<th>Implementing Agency</th>
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</thead>
<tbody>
<tr>
<td><strong>Implementing Agency</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Street Address 1</strong></td>
<td></td>
</tr>
<tr>
<td><strong>City</strong></td>
<td></td>
</tr>
<tr>
<td><strong>State</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Zip Code</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Business Phone</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Fax</strong></td>
<td></td>
</tr>
<tr>
<td><strong># Of Sworn Officers (For Law Enforcement Agencies)</strong></td>
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**SAVE**
## Setting Up Project & Submitting Application

### Add Application Information

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<thead>
<tr>
<th>PROJ010731</th>
<th>2019 - Governor's Crime Commission - Grant Writing Workshop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Overview</td>
<td>✔</td>
</tr>
<tr>
<td>Project Setup</td>
<td>✔</td>
</tr>
<tr>
<td>Implementing Agency</td>
<td>✔</td>
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<tr>
<td>General Information</td>
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<td>Abstract &amp; Narrative</td>
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<tr>
<td>Goals</td>
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<tr>
<td>Objectives</td>
<td>✔</td>
</tr>
<tr>
<td>Indirect Costs</td>
<td></td>
</tr>
<tr>
<td>First Year Budget</td>
<td></td>
</tr>
<tr>
<td>Second Year Budget</td>
<td></td>
</tr>
<tr>
<td>Budget Summary</td>
<td></td>
</tr>
<tr>
<td>Job Information</td>
<td></td>
</tr>
<tr>
<td>Certification</td>
<td></td>
</tr>
<tr>
<td>Attachments</td>
<td></td>
</tr>
</tbody>
</table>

### How will you accomplish the purpose of your project?

<table>
<thead>
<tr>
<th>GOAL #1</th>
<th>GOAL #2</th>
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<tbody>
<tr>
<td>Objective 1A</td>
<td>Objective 2A</td>
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<tr>
<td>Objective 1B</td>
<td>Objective 2B</td>
</tr>
<tr>
<td>Performance Measure 1A</td>
<td>Performance Measure 2A</td>
</tr>
<tr>
<td>Performance Measure 1B</td>
<td>Performance Measure 2B</td>
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<tr>
<td>Evaluation Method 1A</td>
<td>Evaluation Method 2A</td>
</tr>
<tr>
<td>Evaluation Method 1B</td>
<td>Evaluation Method 2B</td>
</tr>
</tbody>
</table>

**Be sure to include:**

Statistics
Local Information
Setting Up Project & Submitting Application

Add Application Information

Indirect Costs

Indirect cost option has to be selected by the ‘financial officer’ of your organization. Once an option is chosen, all projects will have to use the same indirect cost. Please ask your financial officer to complete the form provided at this URL.

Unless otherwise allowed, all costs attributed to a grant must be directly related to the objective of that grant. If your grant allows you to charge indirect costs, please select from the choices below. If your grant does not allow for indirect costs, the default (direct costs) option will be shown and no other elections are possible.

- **Option 1: Direct (Allocated) Costs Only.**
  All costs will be treated as direct costs and will be allocated proportionally.

- **Option 2: De Minimis Indirect Cost Rate.**
  Applicant agency is eligible for and elected to use the 10 percent de minimis rate per 2CFR200.414(f) for Modified Total Direct Costs (MTDC) as outlined under 2CFR200.68. MTDC means all program related direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward (regardless of the period of performance of the subawards under the project). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs (i.e., office supplies, copier rental and supplies, telephone, utilities, accounting and payroll costs, etc.) and the portion of each subaward in excess of $25,000.

- **Option 3: Federally Negotiated Indirect Cost Rate.**
  Our agency has a federally negotiated indirect cost rate.

SAVE
Setting Up Project & Submitting Application

Add Application Information

PROJ010731
2019 - Governor's Crime Commission - Grant Writing Workshop

- Project Overview
- Project Setup
- Implementing Agency
- General Information
- Abstract & Narrative
- Goals
- Objectives
- Indirect Costs
- First Year Budget
- Second Year Budget
- Budget Summary
- Job Information
- Certification
- Attachments

Attachments

File *
Choose File... Browse

Description *

SAVE

<table>
<thead>
<tr>
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<td>Dec 14 - Dec 21.pdf</td>
<td>paper clips55</td>
</tr>
<tr>
<td>SiteVisit Advanced Find View</td>
<td>dtyj</td>
</tr>
</tbody>
</table>
Setting Up Project & Submitting Application

Add Application Information

Attachments

- File *
  - Choose File...
- Description *

Disclosure
- File Name
- Description
- Document Not Applicable

Attachment #

Attachment Description

Document Not Applicable
(Brief statement)
Setting Up Project & Submitting Application

Review & Submit

Project Overview

You must complete the following items before submitting:

- Project Setup: Authorizing Official is empty
- Project Setup: Financial Officer is empty
- Project Setup: Project Director is empty
- Budget Summary: Minimum federal award per year is $25,000.00. (Year 1)
- Budget Summary: Minimum federal award per year is $25,000.00. (Year 2)

Project Overview

Project is being reviewed by the project director.

- Name: Financial Officer, Status: Reviewed
- Name: Authorizing Official, Status: Reviewed
- Name: Project Director, Status: Reviewing

North Carolina Department of Public Safety
Review & Submit

Right before you submit, it is recommended that applicants review all sections of the RFA along with the completed application to ensure that all required information has been included in the application.
Setting Up Project & Submitting Application

VOCA Request for Applications

Table of Contents

I. AVAILABILITY OF FUNDS ANNOUNCEMENT .................................................. 5
VOCA Program Description ................................................................. 5
History of the Victims of Crime Act ...................................................... 5
VOCA Application Limitations ............................................................ 5
VOCA Award Period ........................................................................ 6

II. ELIGIBILITY INFORMATION ................................................................. 6
Eligibility Requirements .................................................................. 6
Conditions of Eligible Organizations ............................................... 6
Use of Volunteers ........................................................................... 7
Promotion of Community Efforts ...................................................... 7
Victim Compensation ................................................................... 7
Prohibited Discrimination ............................................................... 7
Maintenance of Confidentiality ......................................................... 7
Release of Information .................................................................. 8

VI. VOCA APPLICATION REVIEW ............................................................ 8

VII. POST AWARD REQUIREMENTS .......................................................... 8

Project Reimbursement .................................................................. 9
Performance Reports ...................................................................... 9
Special Conditions ........................................................................ 10

Transparency and Accountability .................................................. 12

DESIGNATED AGENCIES ONLY ............................................................ 13
ONLY) ............................................................................................. 13
TICE CENTER(S) ........................................................................... 14
Setting Up Project & Submitting Application

Grant Award Calendar

- November 1st to January 31st – GEMS Application Period (ALL)
- February and March – Preliminary Review
- April – Committees Review and Score
- May – Committees Vote
- June – Commission Votes and Applicant Notifications
- July to September – Modifications Review and Project Awards
- October 1st – Projects Opens* (ALL - except Juvenile Justice)
- January 1st – Juvenile Justice Projects Open
Summarize & Review

Access GEMS → Set Up Project → Add Supporting Docs

GCC Resources → Review & Submit → Next Steps
Project Budget

Grant Training
Interactive Module: GCC - Project Budget Module 3 | Review 360 (articulate.com)
Setting up the Project Budget

1. Line-Item Budget
2. Supporting Documents

Proposed Costs

- Necessary
- Reasonable
- Allowable
- Allocable
Is the cost necessary for the implementation and performance of the project?

Some examples of necessary costs include payroll, utilities, insurance, equipment, and rent.
Setting up the Project Budget

Proposed Costs

Reasonable

- Does this cost reflect the amount an average person would pay or expect to pay under the same circumstances?
- Are costs in line with ethical business practices and do they possess some degree of consistency?
An allowable cost is a cost that can be paid by your grant.
Some examples of allowable costs include salaries and related expenses of staff, justified computer costs, travel expenses, etc.
A cost is allocable to a project if goods or services can be directly charged or assigned to the awarded grant.

Can this cost be distributed / prorated to all benefited funding sources?
Setting up the Project Budget

Line-Item Budget:

Costs should be **prorated** based on the percentage that an item is used by the project.

\[
\text{Total Compensation} = \text{Salary} + \text{$Fridge Benefits$}
\]
Fringe benefits refer to benefits that supplement an employee's salary.
100 % of space used for project:

Rent: $900 per month (1000 sq. ft)

\[ \times 12 \text{ months} \]
\[ \$10,800 \text{ (Year 1)} \]
\[ \times 2 \]
\[ \$21,600 \text{ (Year 2)} \]

50 % of space used for project:

Rent: $900 per month (1000 sq.ft)

\[ \times 12 \text{ months} \]
\[ \$10,800 / 2 = \$5,400 \text{ (Year 1)} \]
\[ \times 2 \]
\[ \$21,600 / 2 = \$10,800 \text{ (Year 2)} \]
Adding the Budget in GEMS

**Budget Line**

- **Cost Category**: PERSONNEL
- **Personnel Type**: Salaries
- **Description**: Victim Assistant
- **Number of Months or Hours**: 12
- **Hourly or Monthly Rate**: $1937.14
- **Budget Total**: $23,245.68
- **Employee Name**: Sunny Days
- **Position Type**: Personnel
- **Job Type**: Full Time
- **Fringe Benefits (Max 500 Characters)**: Dental = $420($35/mt * 12 mt = $420)

**First Year Budget**
Adding the Budget in GEMS

A. Personnel
B. Fringe Benefits
C. Travel
D. Equipment
E. Supplies
F. Contractual
G. Indirect Cost Rate
# Adding the Budget in GEMS

## Budget Detail Worksheet

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<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total</th>
<th>Cash Match</th>
<th>In-Kind Match</th>
<th>Federal Share</th>
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<tbody>
<tr>
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<td>$1,937.14</td>
<td>$23,245.68</td>
<td>$4,649.14</td>
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<td>$900.00</td>
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<td>$0.00</td>
<td>$1,440.00</td>
</tr>
<tr>
<td>In-State: Mileage: Transportation</td>
<td>12.00</td>
<td>$120.00</td>
<td>$1,440.00</td>
<td>$288.00</td>
<td>$0.00</td>
<td>$1,152.00</td>
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<td>Communications (Phone, Fax, DSL) Copier</td>
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<td>$1,200.00</td>
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<td>Fire Safe Cabinets</td>
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<td>$500.00</td>
<td>$100.00</td>
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<td>$400.00</td>
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</table>
Adding the Budget in GEMS

Budget Summary

### Budget Summary

Describe the amount and source of matching funds. Matching funds may include local, state or private funds, but not other federal funds.

(Max 500 Characters)

Do you need to request for match waiver? If yes, please state the reasons below.

A request for match waiver does not guarantee the waiver will be granted. You should upload the necessary documentation to provide justification for the waiver request.

(Max 500 characters)

---

<table>
<thead>
<tr>
<th>Category</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSONNEL</td>
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<td>$173,380.56</td>
<td>$358,113.48</td>
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<tr>
<td>SURPLUS</td>
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<td>$0.01</td>
</tr>
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<td>SUPPLIES</td>
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<tr>
<td>EQUIPMENT</td>
<td>$11,558.87</td>
<td>$0.00</td>
<td>$11,558.87</td>
</tr>
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</table>

Total Budget: $184,732.92

(-) Match Funds: $36,946.60

TOTAL FEDERAL REQUEST: $147,786.32

---

**Note:**

- Budget Summary is a part of the project setup in GEMS, where project details are entered and matched funds are considered.
- The table provided shows a breakdown of budget items for the first and second years, along with total budget and federal request amounts.
- Match funds are an important aspect of projects requiring justification for waivers if needed.
Governor’s Crime Commission (GCC) grants are subject to GCC’s receipt of federal funds awarded by the U.S. Department of Justice each federal fiscal year.

The federal funding amounts awarded to GCC change year to year or Federal grants may not be awarded.

- Therefore, your application may require additional budget adjustments to the recommended federal share based on federal funds received, federal or state requirements, or other agency considerations.

- Please also be aware that funding from the federal government may be delayed for a variety of reasons – which may subsequently delay the awarding of your grant.
Summarize & Review

Project Budget

Organizing Costs

Budget Categories

Line-Item Budget

Upload in Attachments

Submit