Grant Application

Grant Training
YouTube Video: (69552) GCC - Grant Writing, Module 2, Grant Application Process - YouTube

https://www.ncdps.gov/about-dps/boards-and-commissions/governors-crime-...

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NC DPS » About DPS » Boards and Commissions » Governor's Crime Commission

Governor's Crime Commission

GCC Online Training Access Form

Thank you for your interest in the NC Governor's Crime Commission Online Training Modules. These trainings are intended to help you learn more about applying for a grant through GCC, or administering a GCC grant that has already been awarded. Please complete all fields below to gain access.

The Contact Type you select will determine the training that you are given access to. If you select "Applicant" as your Contact Type, you will be enrolled and given access to the Grant Writing modules. Alternatively, if you select "Current Subrecipient" you will be given access to Grant Management modules for subrecipients who currently have grants from GCC.

If you have questions, please contact GCC_grants_management@ncdps.gov .

Contact Type *

Select or enter value

Training Requirements

Please view all training videos by clicking the links.

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

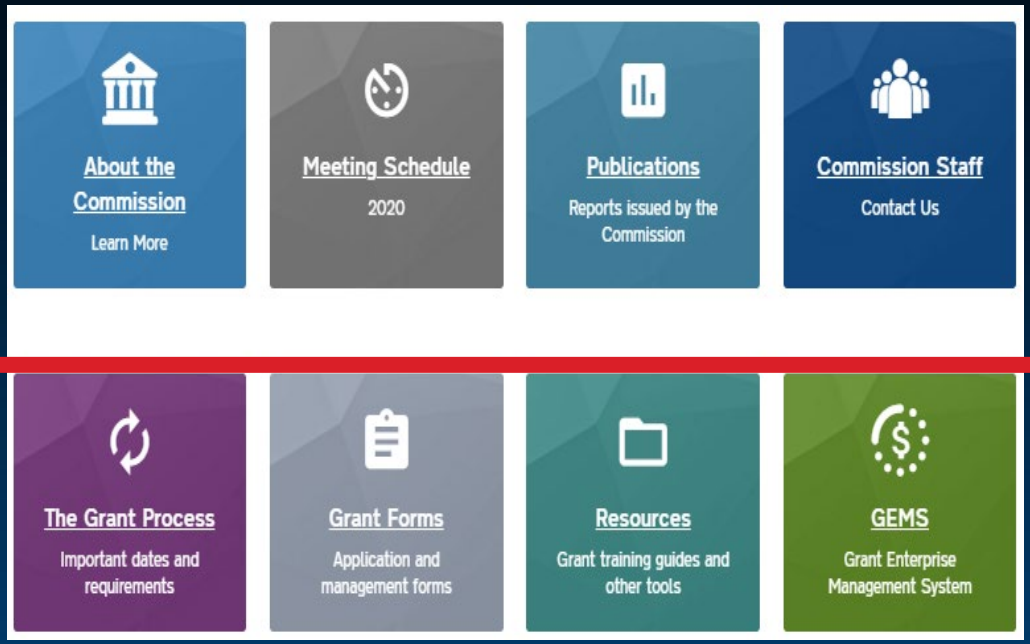
GCC Request For Application (RFA)

- 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



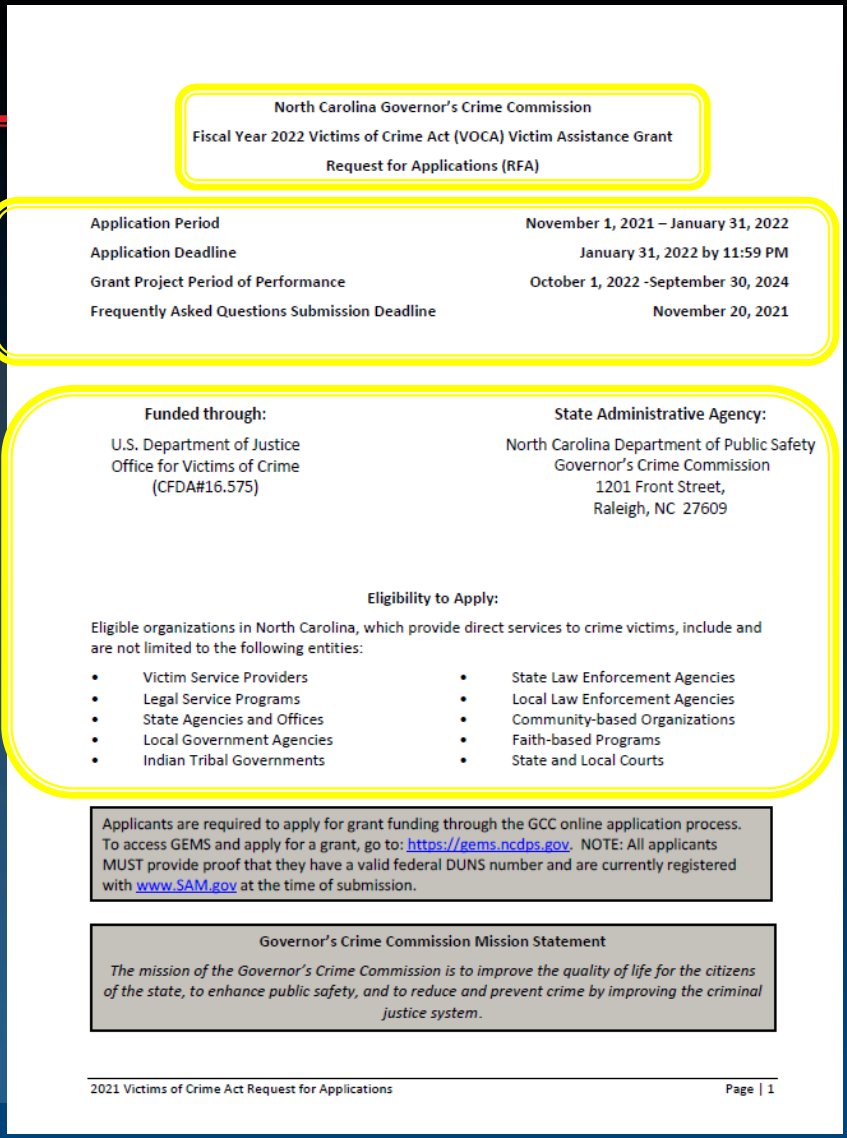
https://www.ncdps.gov/about-dps/boards-and-commissions/governors-crime-commission/resources

RFA Overview

- **General understanding of RFA**

Page 1: Important Dates

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



North Carolina Governor's Crime Commission
Fiscal Year 2022 Victims of Crime Act (VOCA) Victim Assistance Grant
Request for Applications (RFA)

Application Period	November 1, 2021 – January 31, 2022
Application Deadline	January 31, 2022 by 11:59 PM
Grant Project Period of Performance	October 1, 2022 -September 30, 2024
Frequently Asked Questions Submission Deadline	November 20, 2021

Funded through:

U.S. Department of Justice
Office for Victims of Crime
(CFDA#16.575)

State Administrative Agency:

North Carolina Department of Public Safety
Governor's Crime Commission
1201 Front Street,
Raleigh, NC 27609

Eligibility to Apply:

Eligible organizations in North Carolina, which provide direct services to crime victims, include and are not limited to the following entities:

- Victim Service Providers
- Legal Service Programs
- State Agencies and Offices
- Local Government Agencies
- Indian Tribal Governments
- State Law Enforcement Agencies
- Local Law Enforcement Agencies
- Community-based Organizations
- Faith-based Programs
- State and Local Courts

Applicants are required to apply for grant funding through the GCC online application process. To access GEMS and apply for a grant, go to: https://gems.ncdps.gov. NOTE: All applicants MUST provide proof that they have a valid federal DUNS number and are currently registered with www.SAM.gov at the time of submission.

Governor's Crime Commission Mission Statement

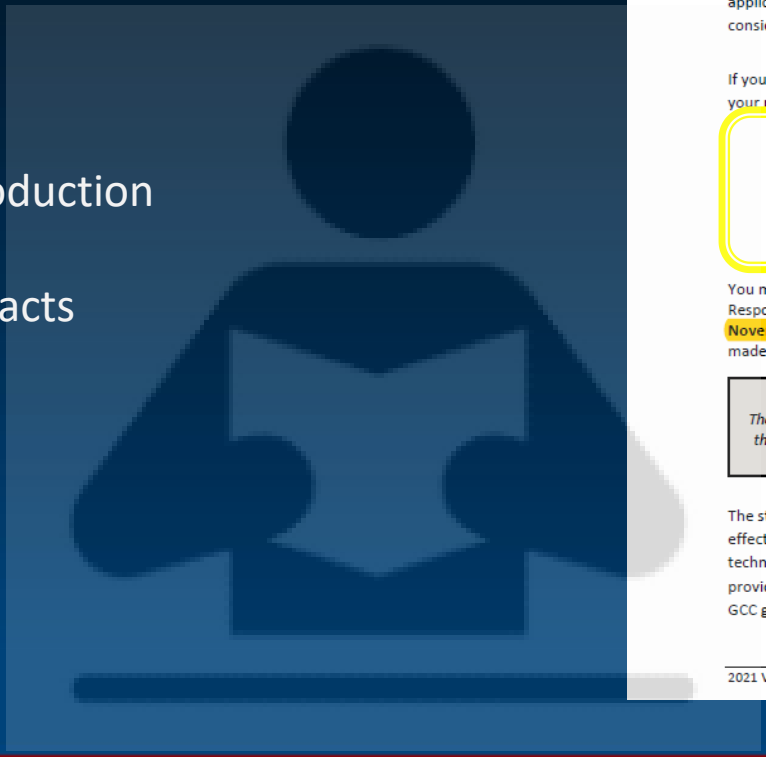
The mission of the Governor's Crime Commission is to improve the quality of life for the citizens of the state, to enhance public safety, and to reduce and prevent crime by improving the criminal justice system.

2021 Victims of Crime Act Request for Applications Page | 1

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 (GEMS) 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

Daun Brown, VOCA Administrator at daun.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 Page | 2

RFA Overview

- Table of Contents page

VOCA Request for Applications

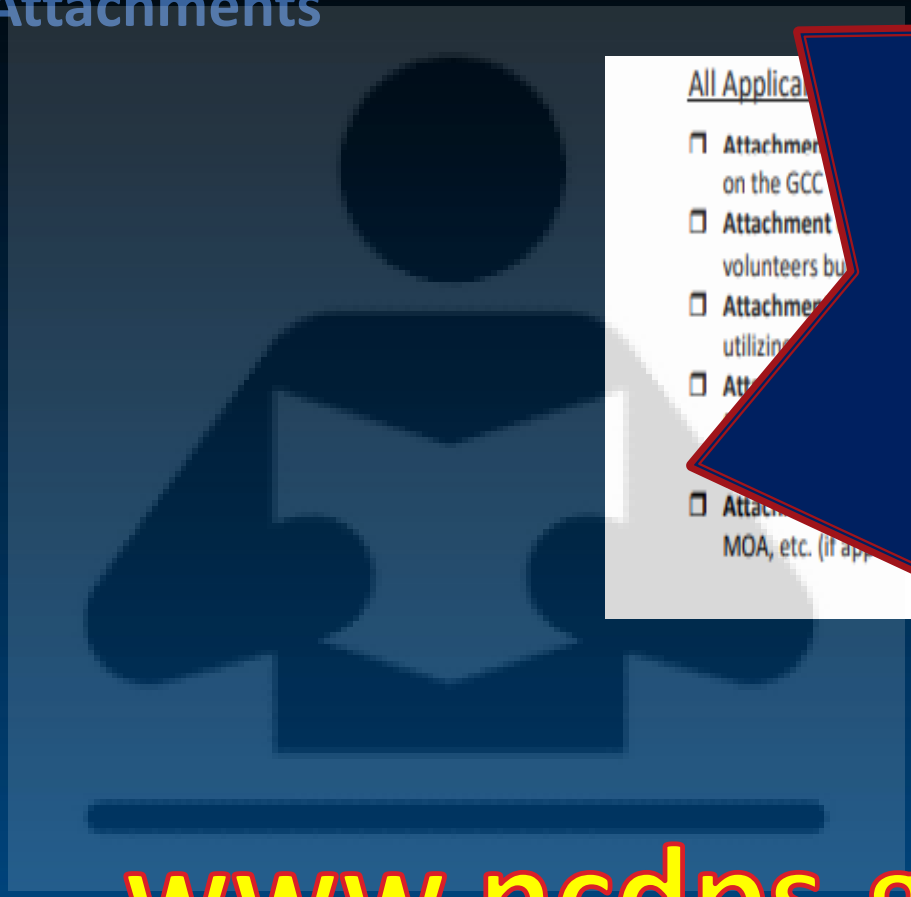
Table of Contents

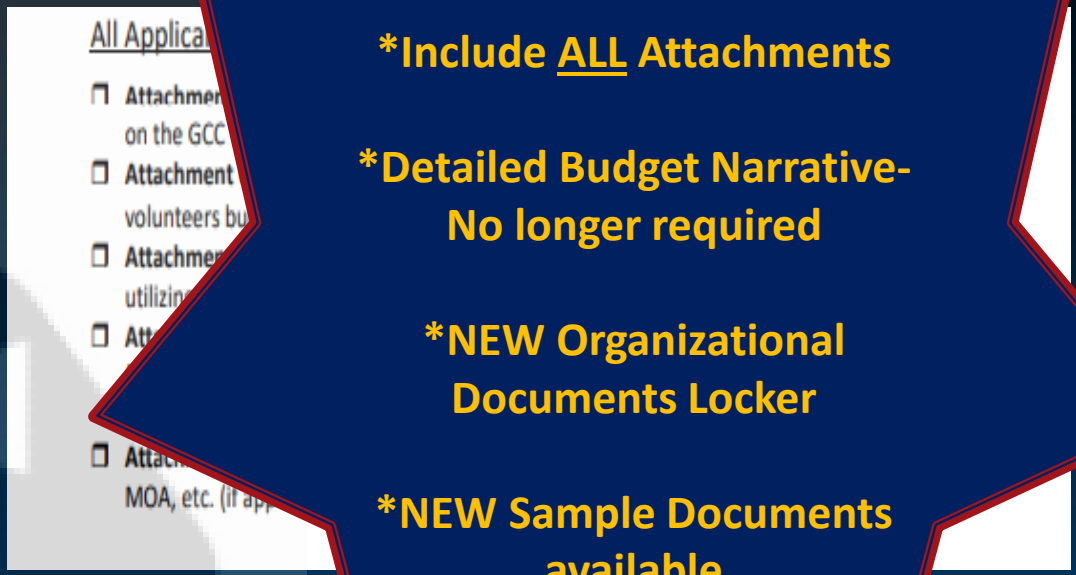
I. AVAILABILITY OF FUNDS ANNOUNCEMENT 5
VOCA Program Description 5
History of the Victims of Crime Act 5
VOCA Application Limitations 5
VOCA Award Period 6
II. ELIGIBILITY INFORMATION 6
Eligibility Requirements 6
Conditions of Eligible Organizations 6
Use of Volunteers 7
Promotion of Community Efforts 7
Victim Compensation 7
Prohibited Discrimination 7
Maintenance of Confidentiality 7
Release of Information 8
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

Read then Re-Read RFA!

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

Setting Up Project & Submitting Application

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.

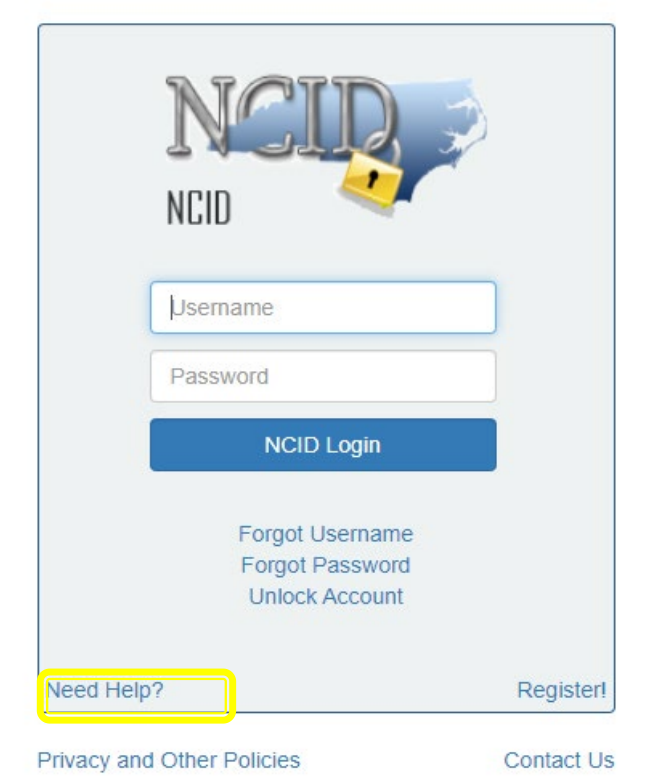
- ✓ GEMS Access
- ✓ Setting up project
- ✓ Adding application information
- ✓ Review & Submit Application

Setting Up Project & Submitting Application

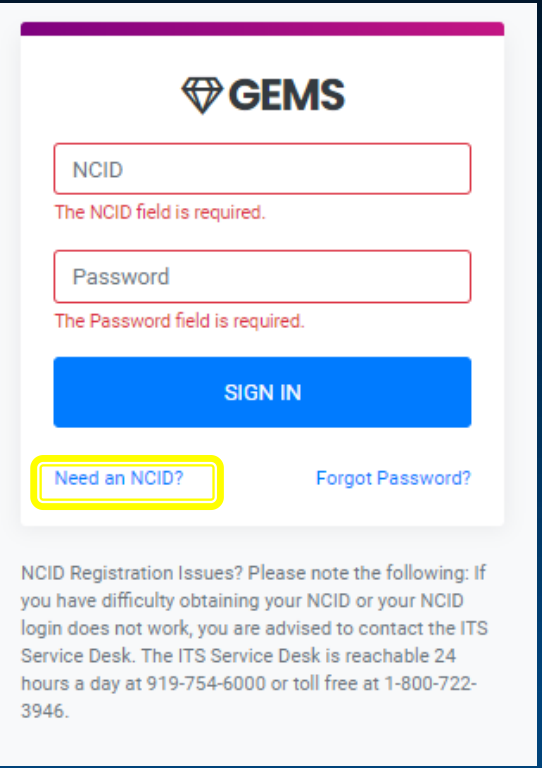
GEMS Access

The Governor's Crime Commission accepts applications for specified grant funding beginning November 1st and ending January 31st at 11:59pm.

- **NCID**

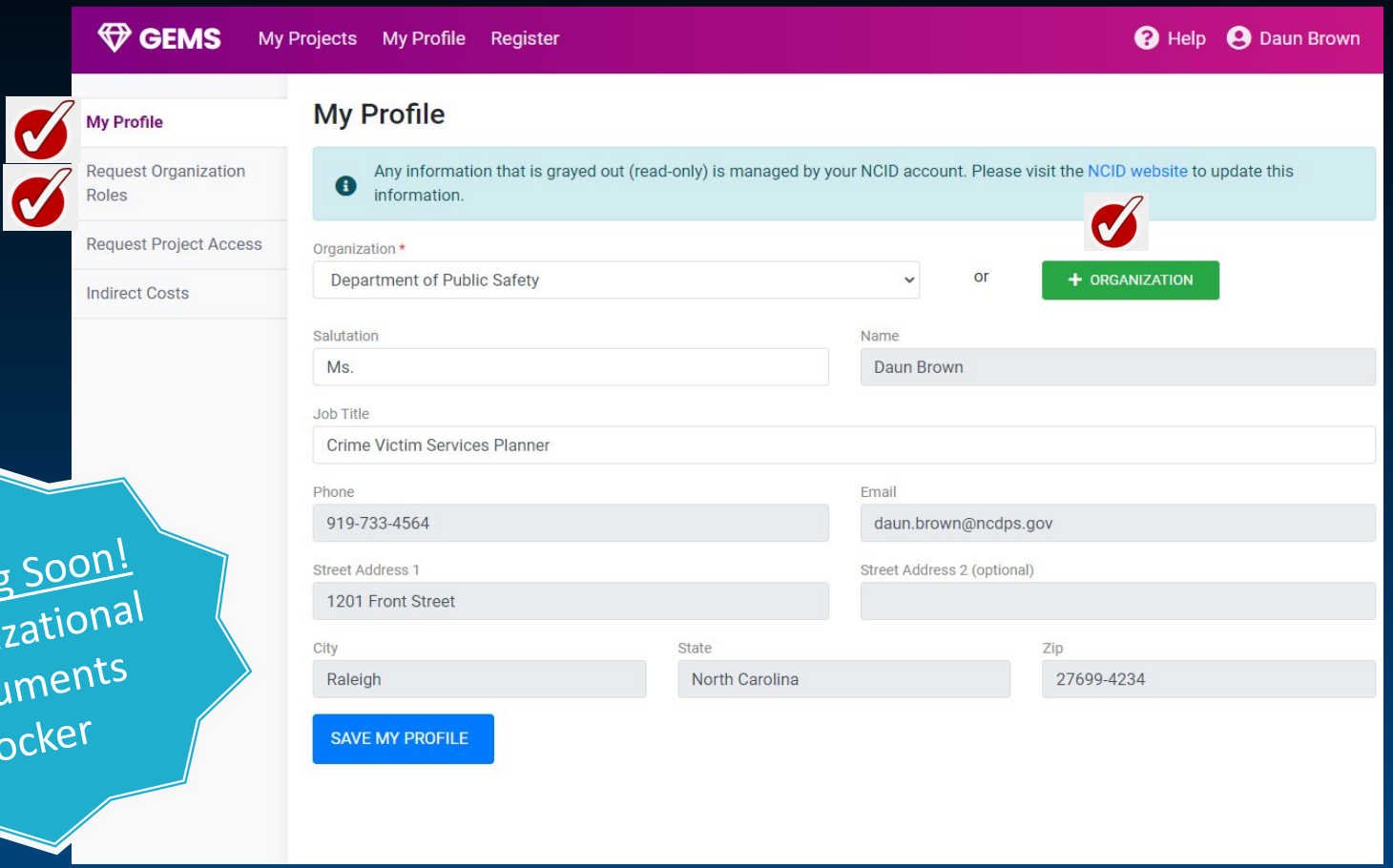


- **GEMS**



Setting Up Project & Submitting Application

Setting Up Project

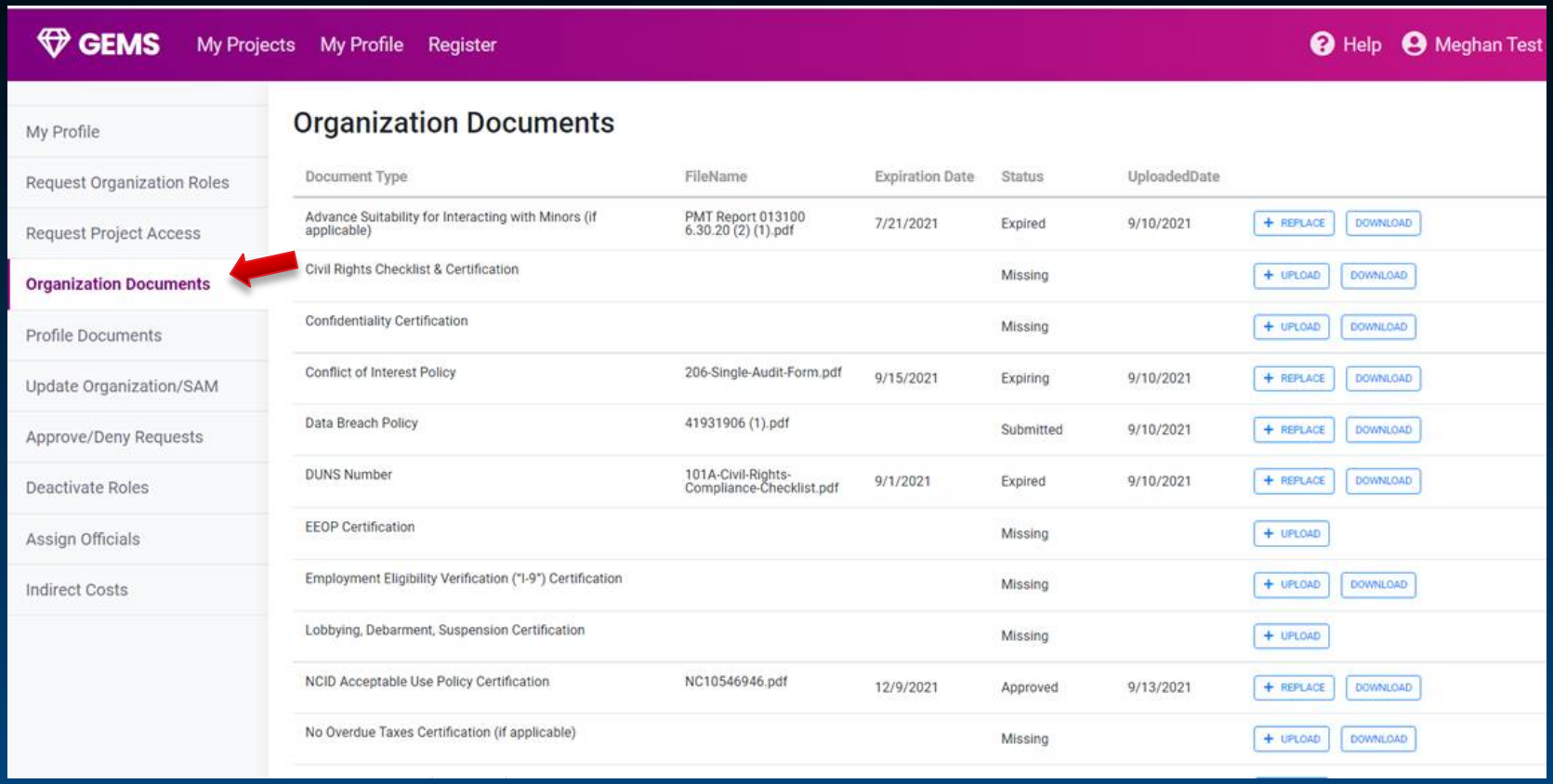


Coming Soon!
Organizational Documents Locker

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!

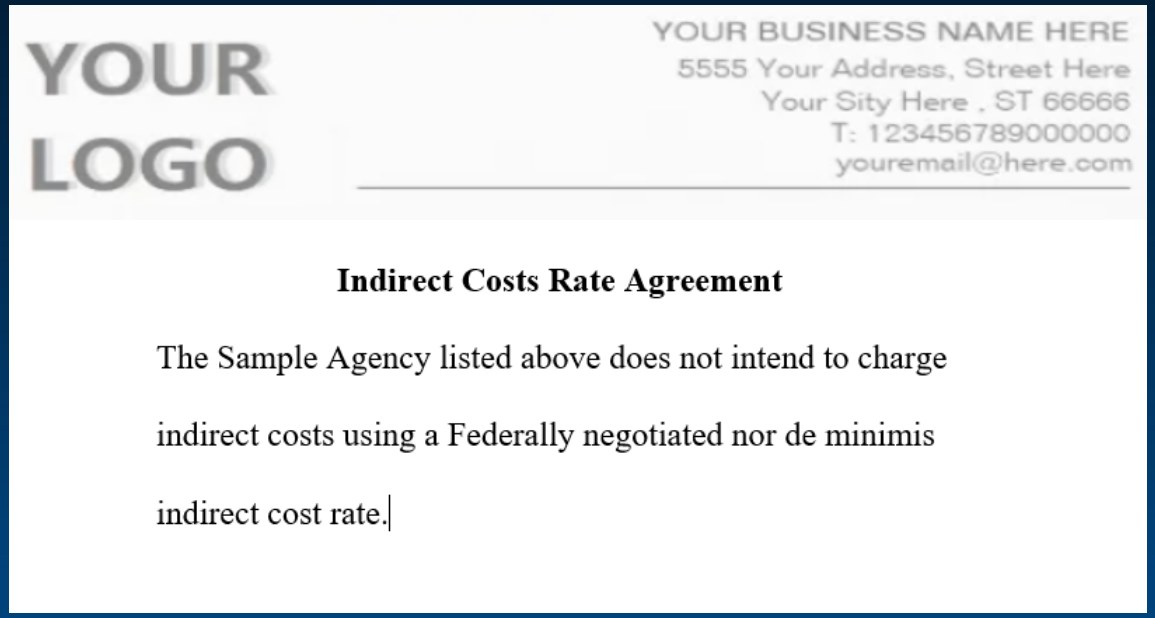


Organization Documents – NEW!

- 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.



YOUR LOGO

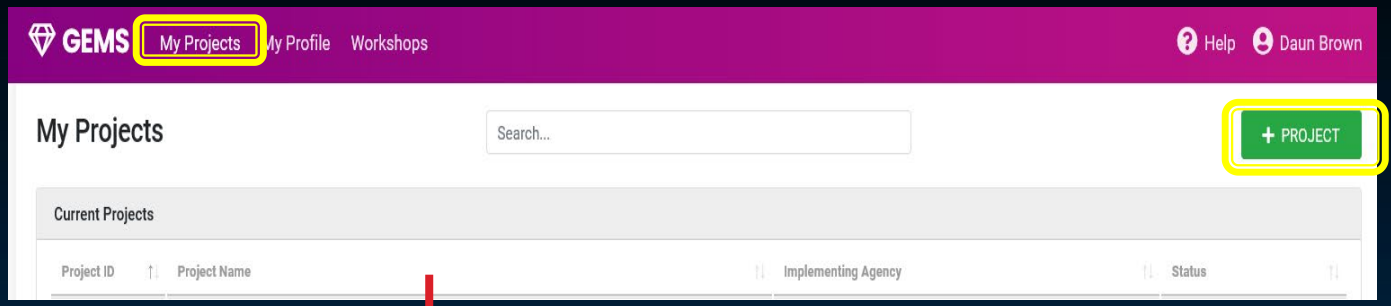
YOUR BUSINESS NAME HERE
5555 Your Address, Street Here
Your Sity Here , ST 66666
T: 123456789000000
youremail@here.com

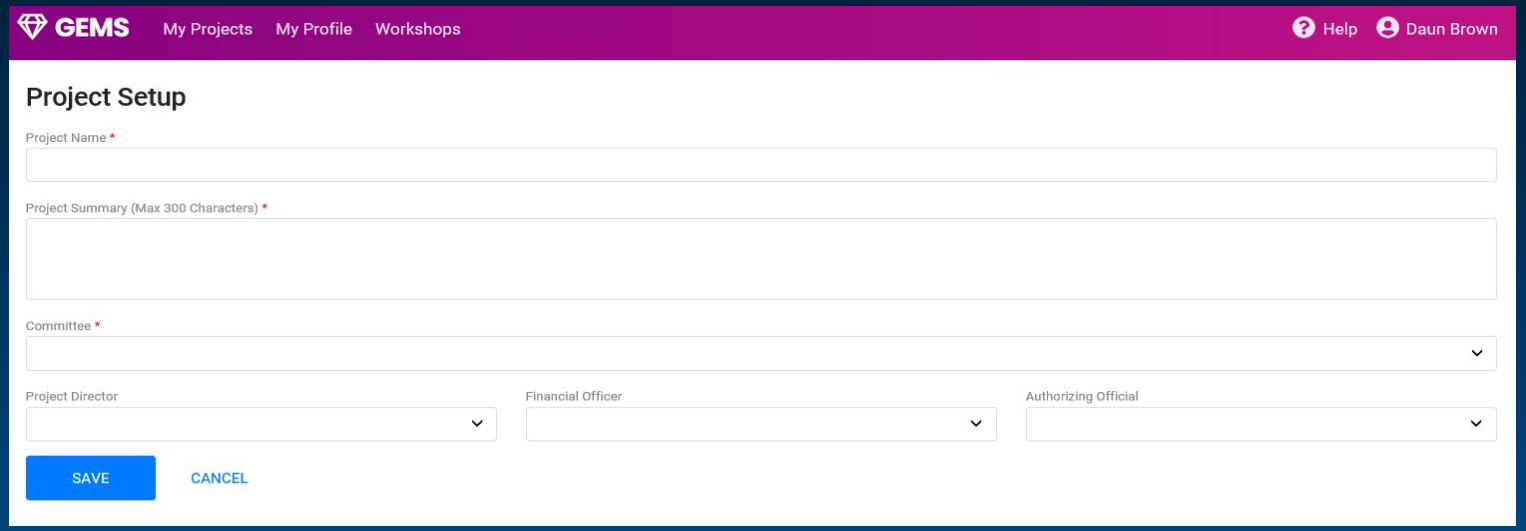
Indirect Costs Rate Agreement

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

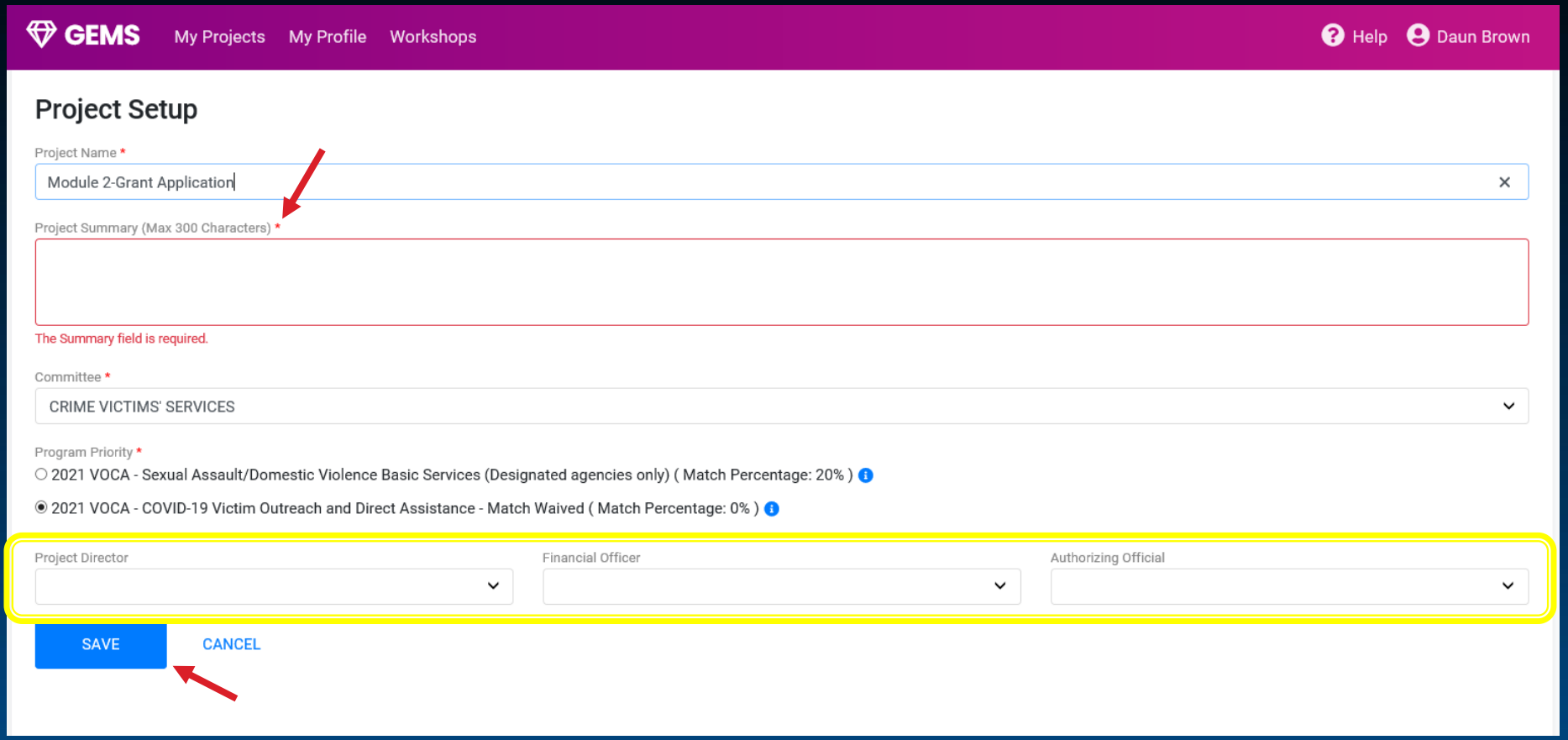
Setting Up Project





Setting Up Project & Submitting Application

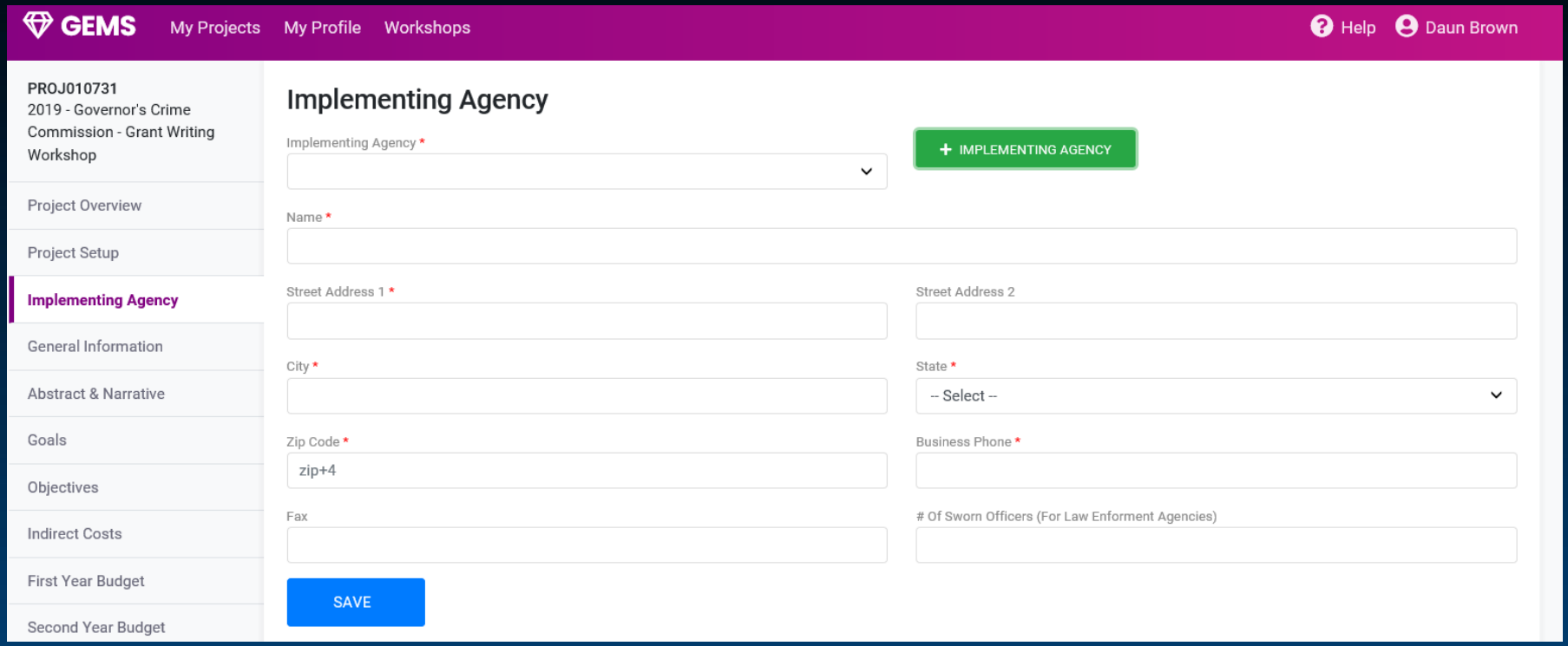
Setting Up Project



✓ Active NCID ✓ Request Project Access ✓ Request Role

Setting Up Project & Submitting Application

Add Application Information



Setting Up Project & Submitting Application

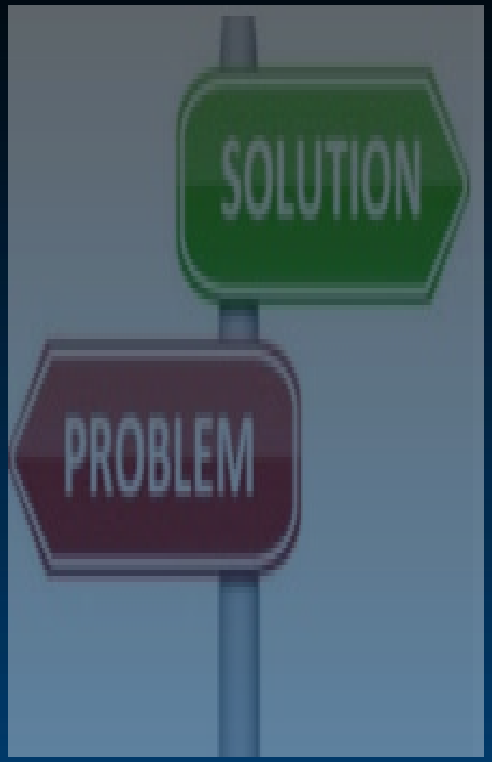
Add Application Information

GEMS My Projects

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

How will you accomplish the purpose of your project?	
GOAL #1	GOAL #2
Objective 1A	Objective 2A
Objective 1B	Objective 2B
Performance Measure 1A	Performance Measure 2A
Performance Measure 1B	Performance Measure 2B
Evaluation Method 1A	Evaluation Method 2A
Evaluation Method 1B	Evaluation Method 2B



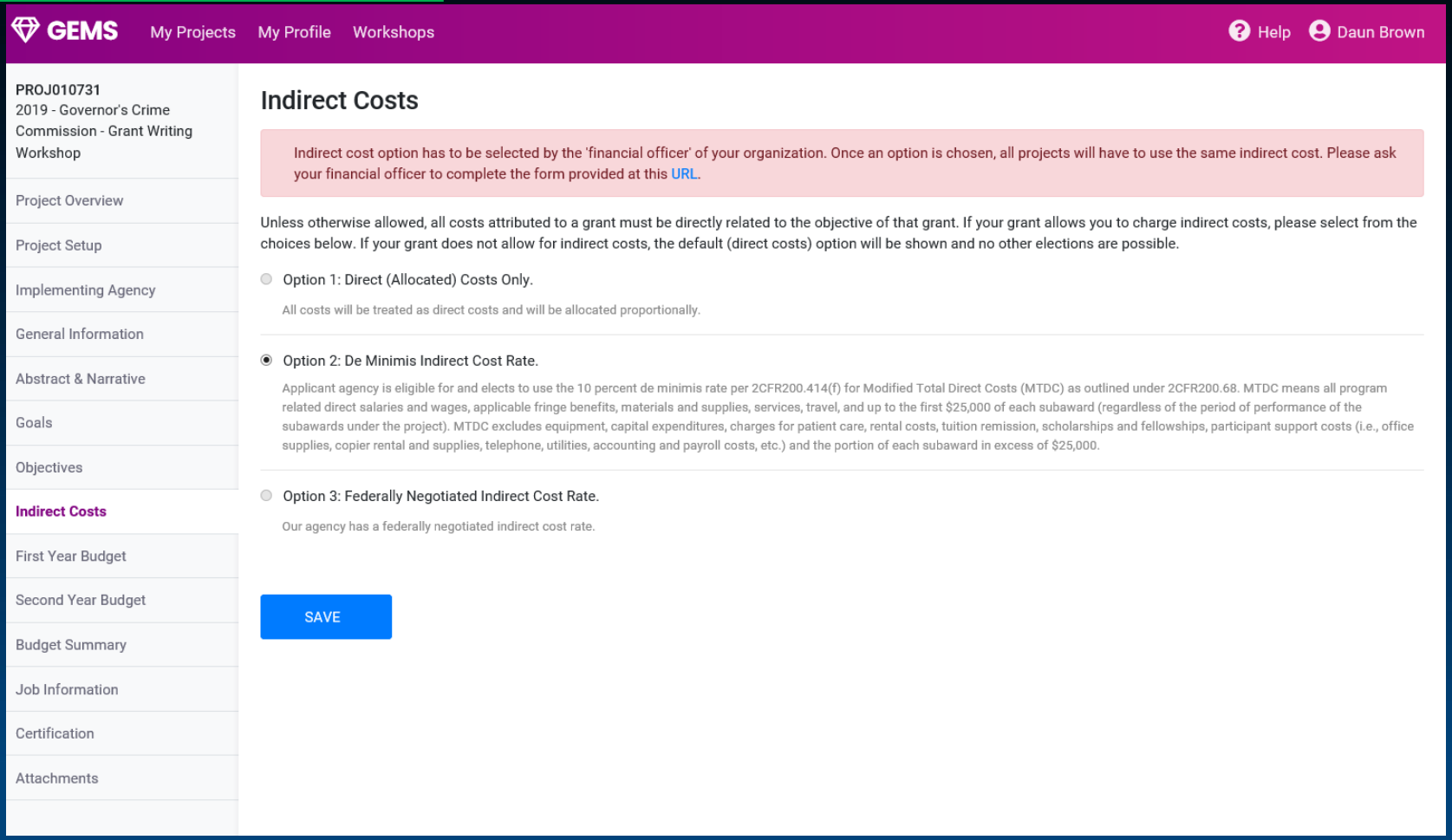
Be sure to include:

Statistics

Local Information

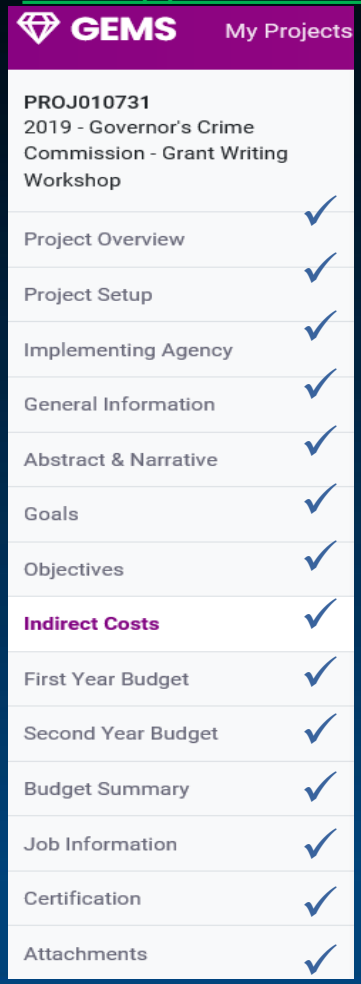
Setting Up Project & Submitting Application

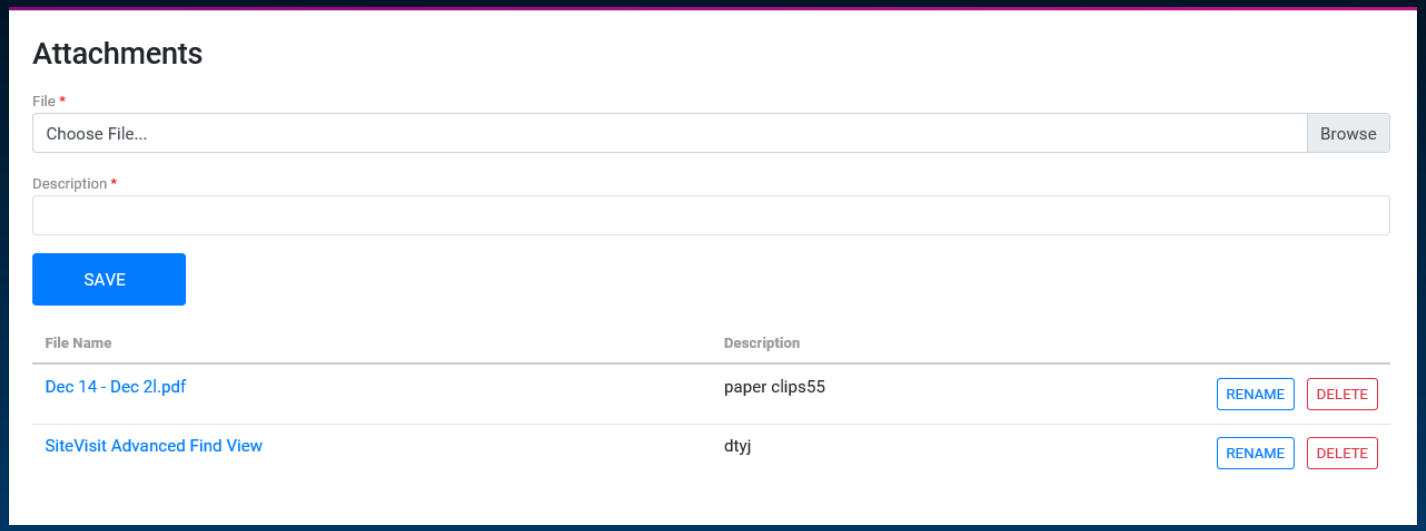
Add Application Information



Setting Up Project & Submitting Application

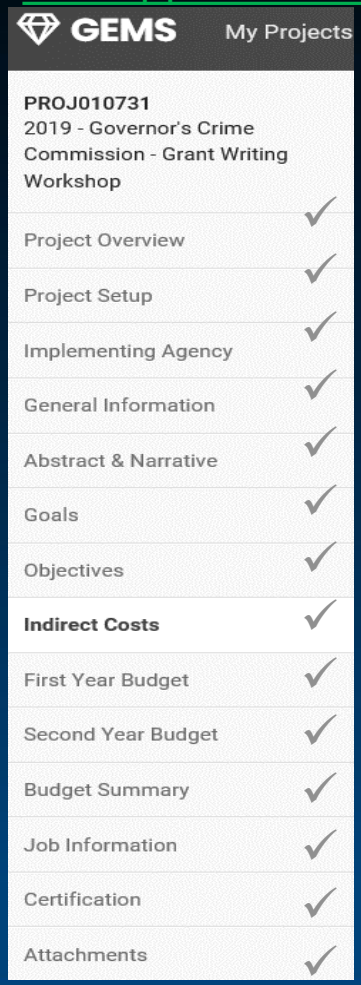
Add Application Information

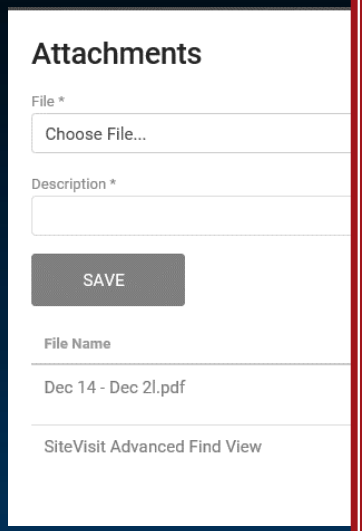


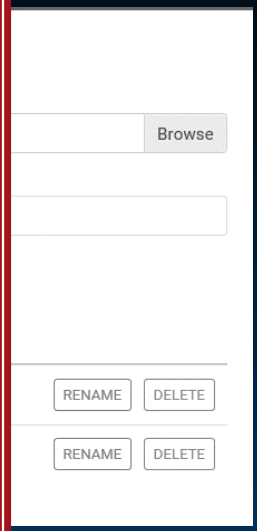


Setting Up Project & Submitting Application

Add Application Information

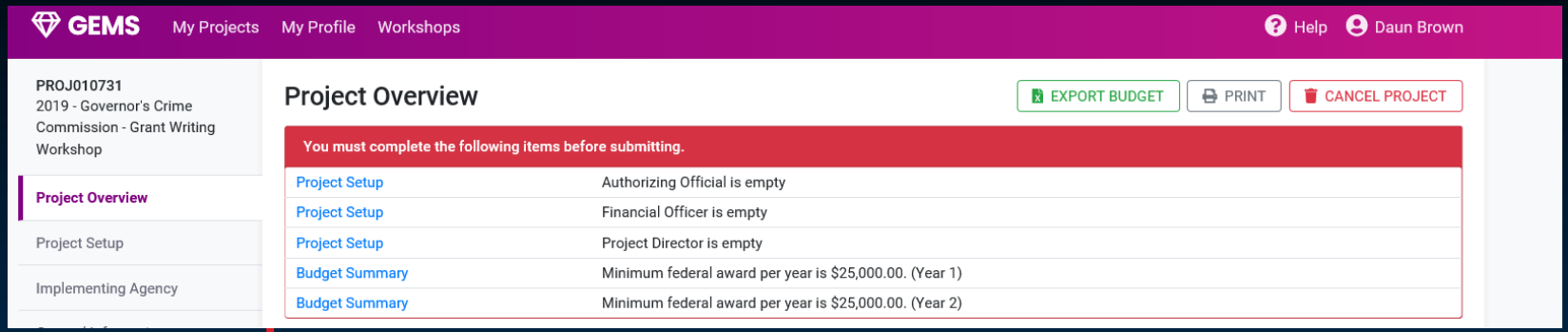


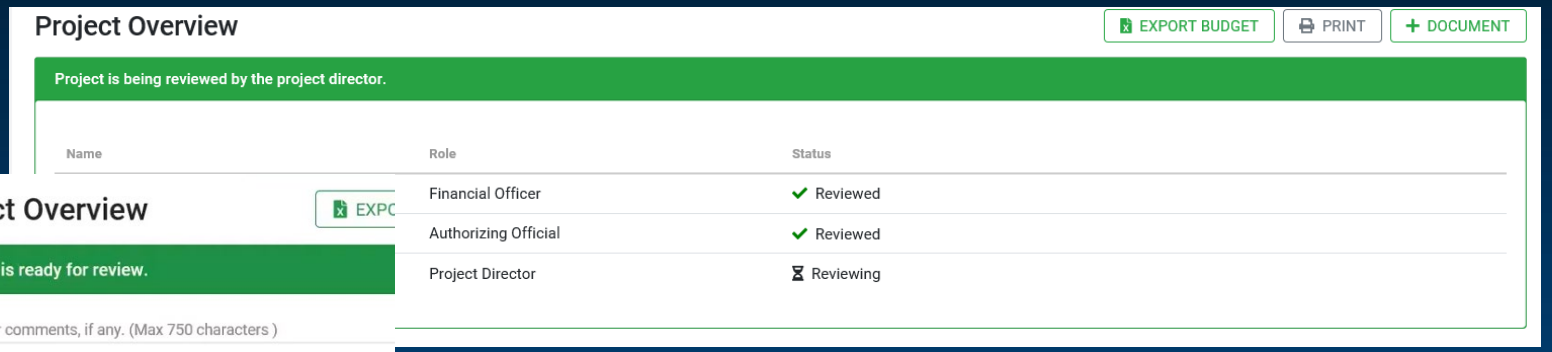


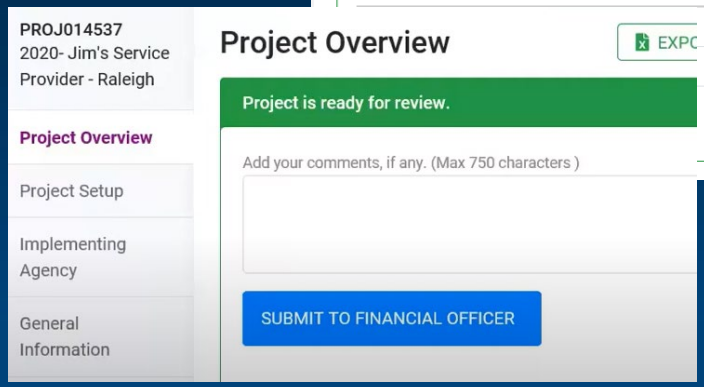


Setting Up Project & Submitting Application

Review & Submit



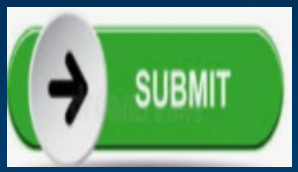




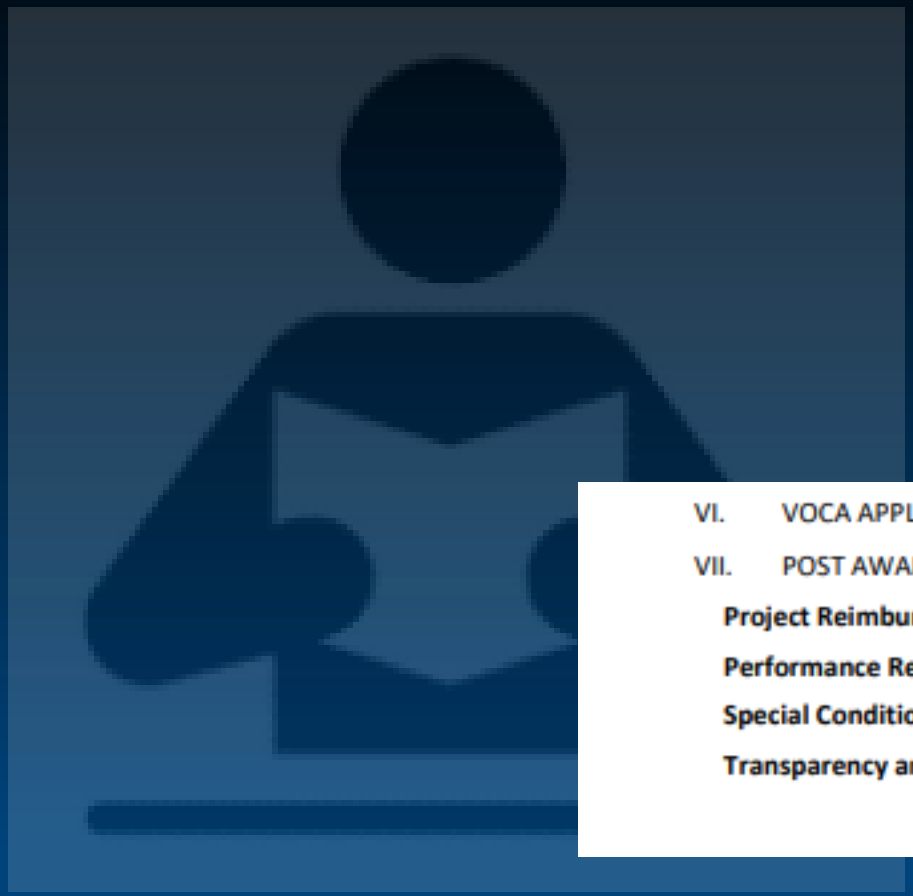
Setting Up Project & Submitting Application

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 11

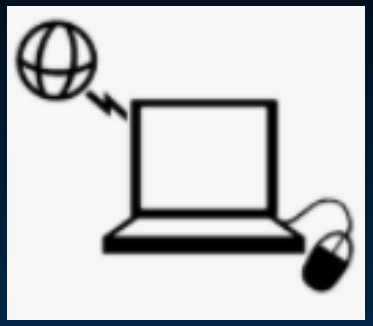
Setting Up Project & Submitting Application

Grant Award Calendar

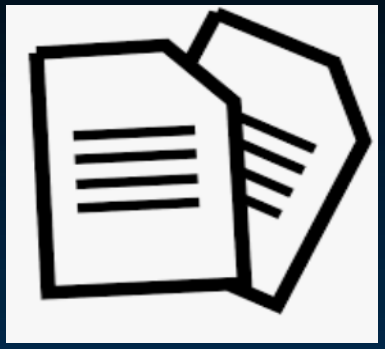
- November 1st to January 31st – GEMS Application Period (ALL)
- February and March – Preliminary Review
- April – Committees Review and Score
- May - Committees Vote
- June – Commission Votes and Applicant Notifications
- July to September – Modifications Review and Project Awards
- October 1st – Projects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

Setting up the Project Budget

Proposed Costs

Necessary

- 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?

Setting up the Project Budget

Proposed Costs

Allowable

- 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.

Setting up the Project Budget

Proposed Costs

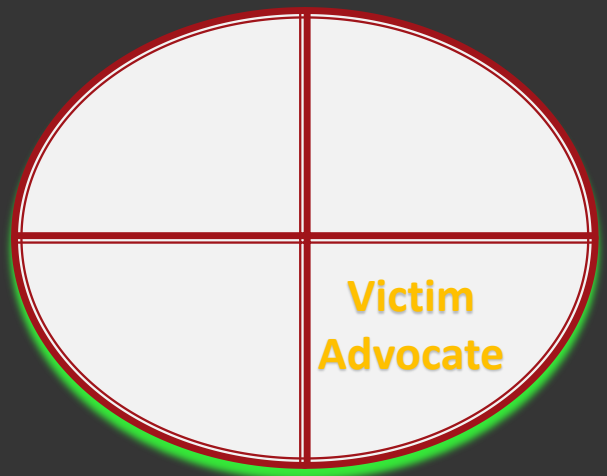
Allocable

- 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:

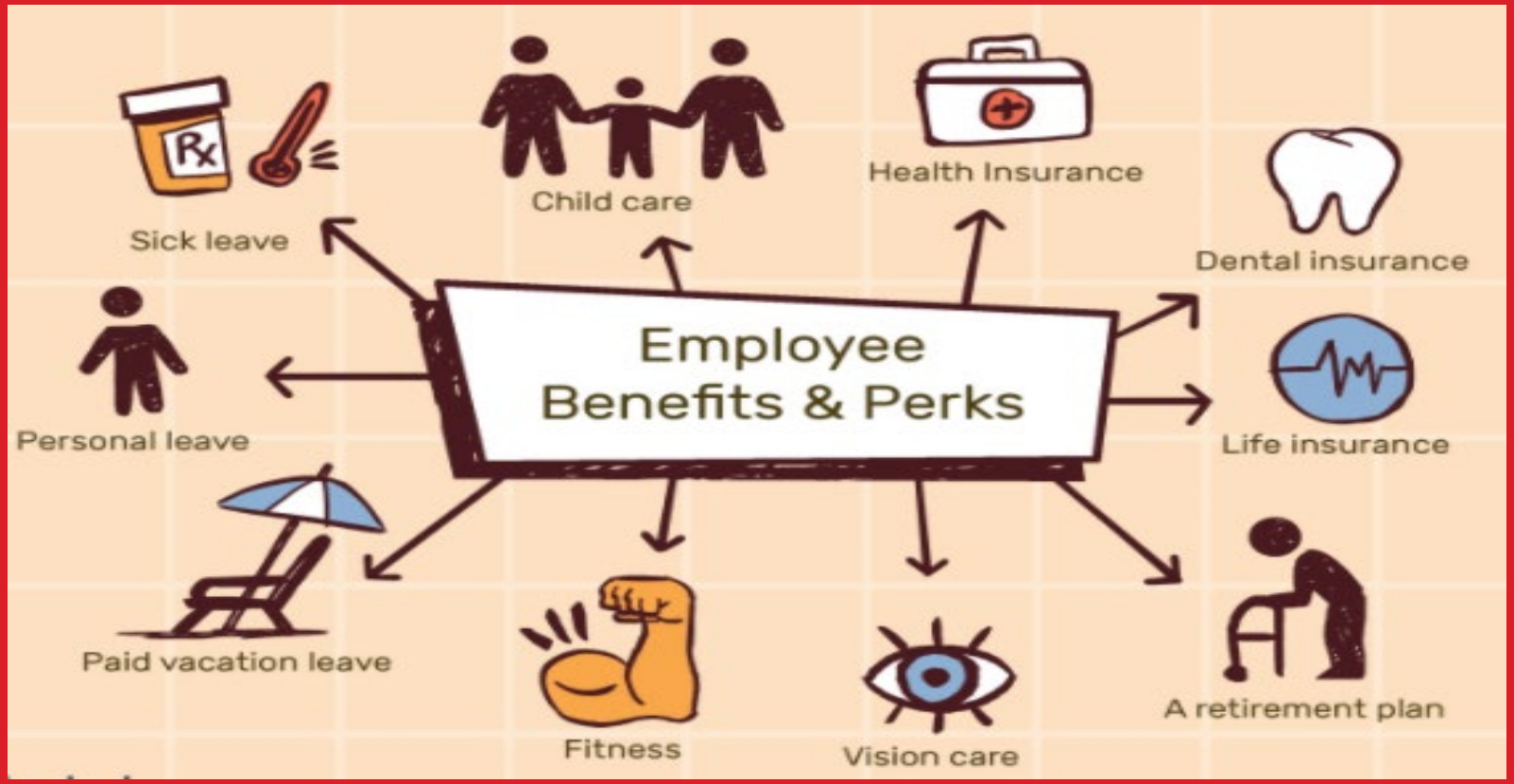
Costs should be **prorated** based on the percentage that an item is used by the project.



25%

$alary + $Fridge Benefits = Total Compensation

Fringe benefits refer to benefits that supplement an employee's salary.



100 % of space used for project:

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

A

x12 months

$10,800 **(Year 1)**

x2

$21,600 **(Year 2)**

50 % of space used for project:

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

B

x12 months

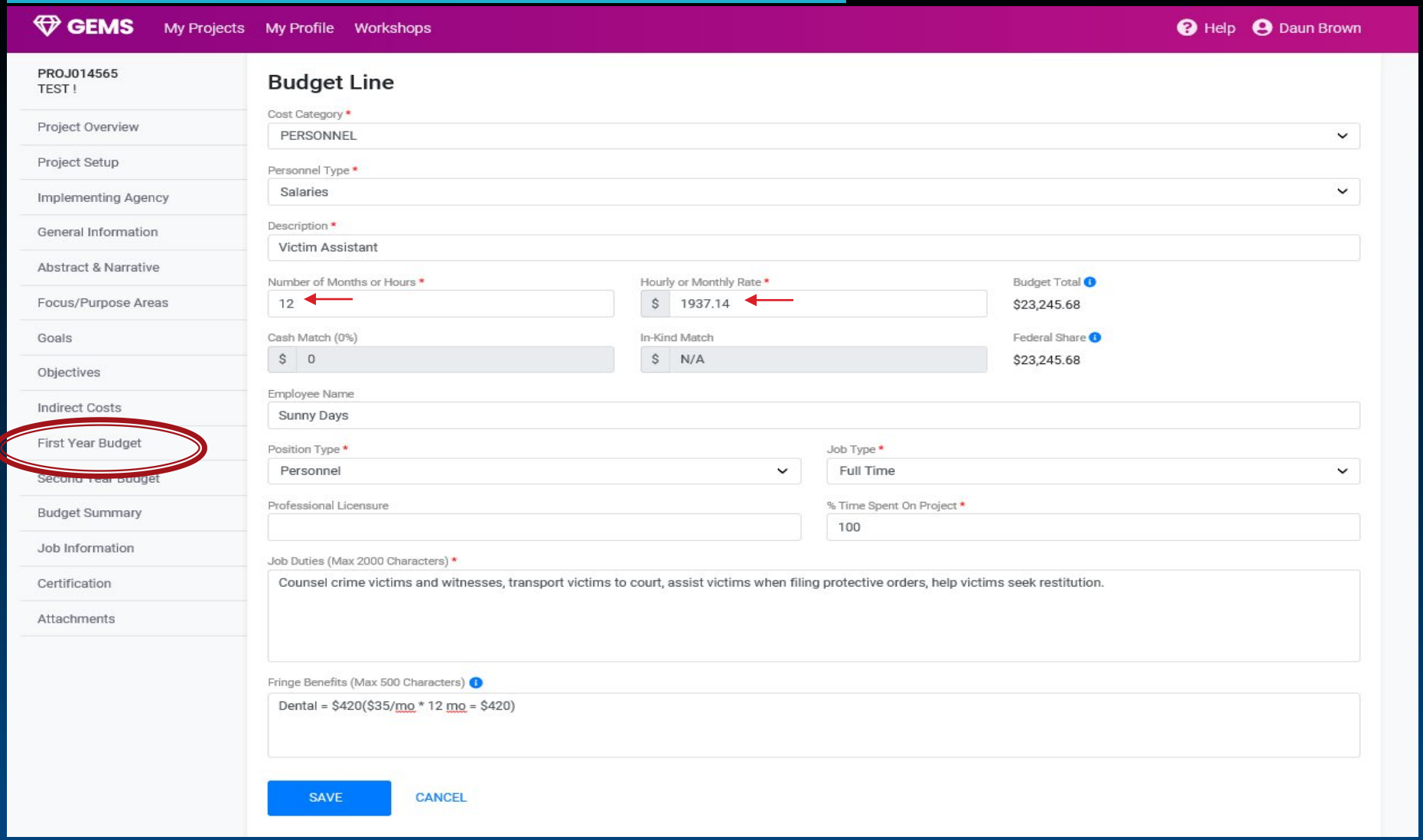
$10,800 /2=$5,400 **(Year 1)**

x2

$21,600/2=$10,800 **(Year 2)**

Adding the Budget in GEMS

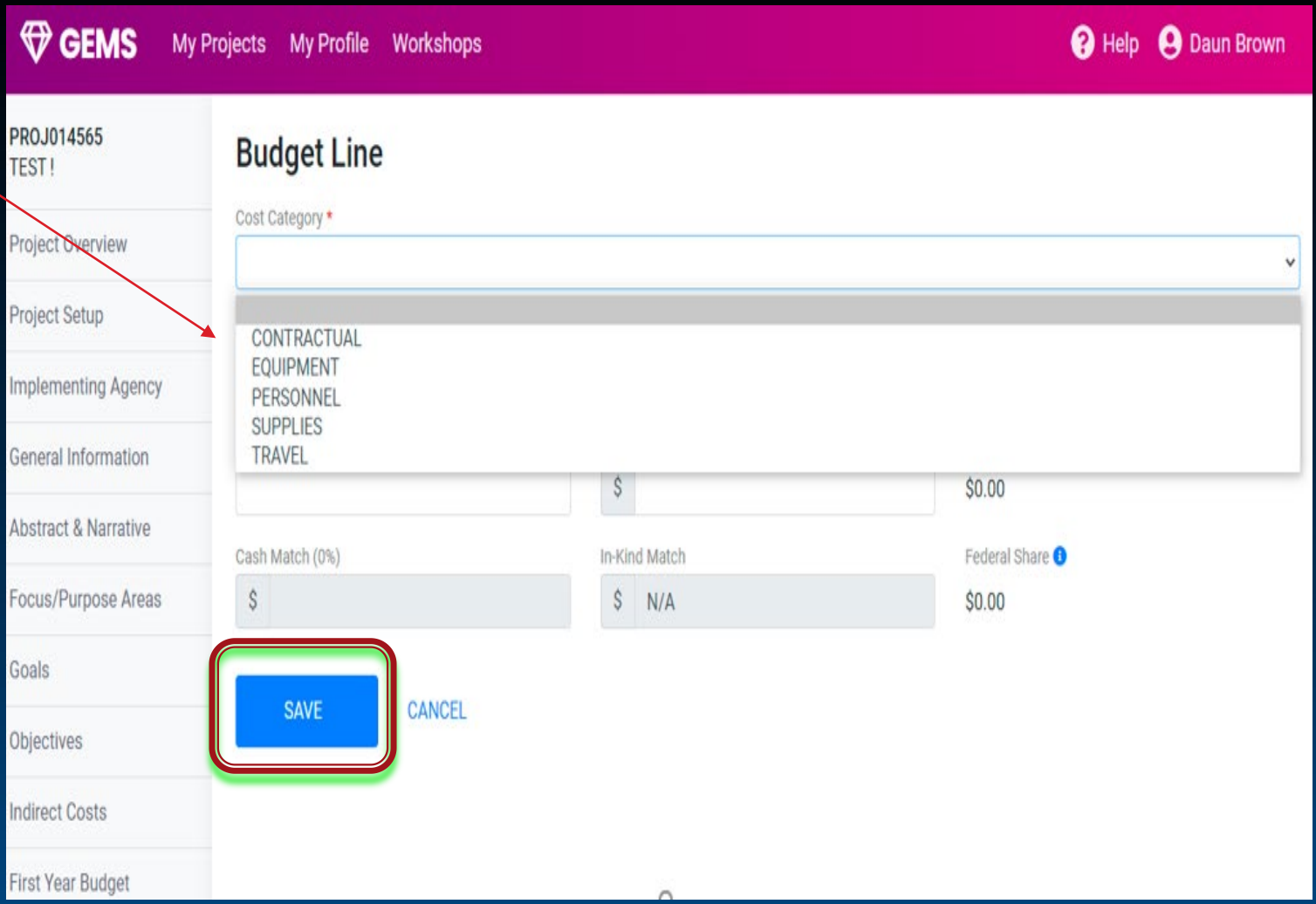
Line-Item:



Adding the Budget in GEMS

Line-Item:

- A. Personnel
- B. Fringe Benefits
- C. Travel
- D. Equipment
- E. Supplies
- F. Contractual
- G. Indirect Cost Rate



Adding the Budget in GEMS

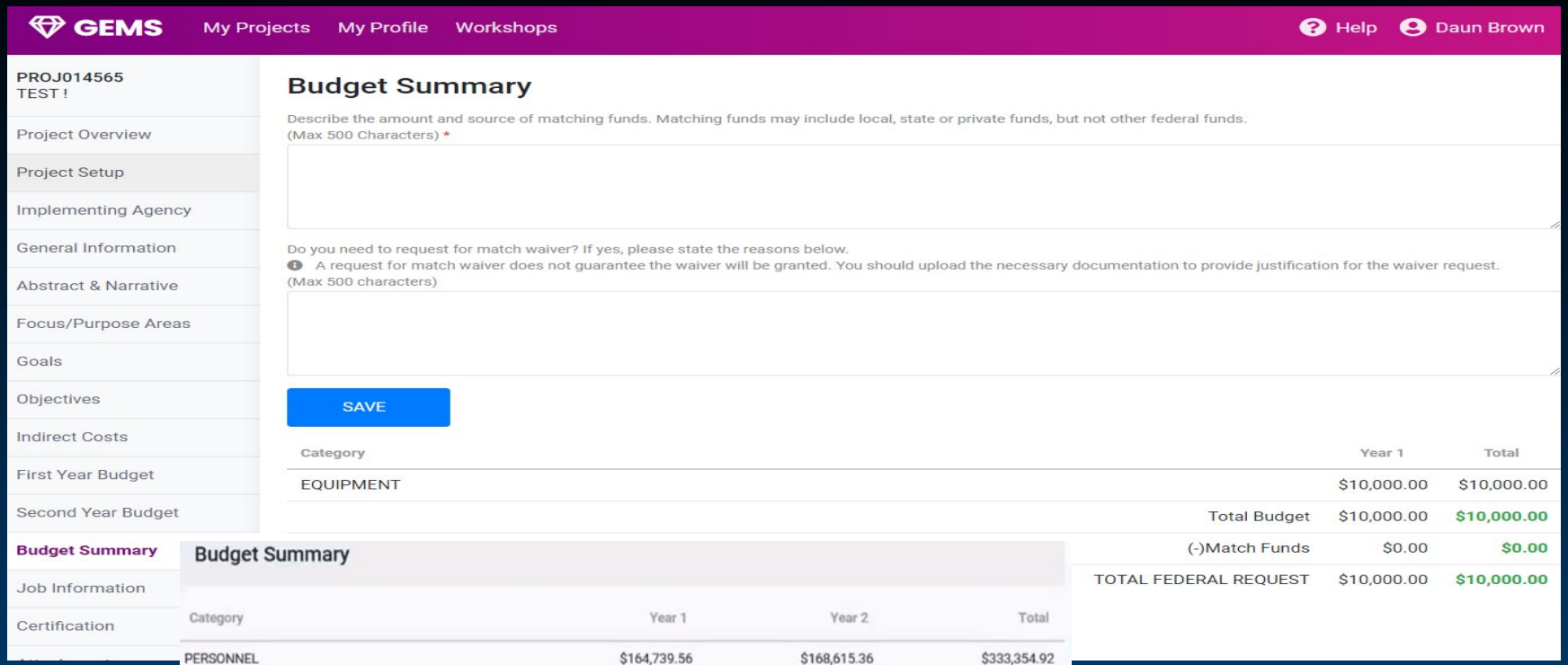
Budget Detail Worksheet

Budget Details

Description	Quantity	Unit Cost	Total	Cash Match	In-Kind Match	Federal Share
Salaries:Victim Assistant	12.00	$1,937.14	$23,245.68	$4,649.14	$0.00	$18,596.54
Salaries:Shelter Case Manager	12.00	$1,900.00	$22,800.00	$4,560.00	$0.00	$18,240.00
Auto Insurance	1.00	$900.00	$900.00	$180.00	$0.00	$720.00
Utilities	12.00	$150.00	$1,800.00	$360.00	$0.00	$1,440.00
In-State:Mileage:Transportation	12.00	$120.00	$1,440.00	$288.00	$0.00	$1,152.00
Communications (Phone, Fax, DSL) Copier	12.00	$500.00	$6,000.00	$1,200.00	$0.00	$4,800.00
Staff Cellular Phones	12.00	$150.00	$1,800.00	$360.00	$0.00	$1,440.00
Fire Safe Cabinets	2.00	$250.00	$500.00	$100.00	$0.00	$400.00

Adding the Budget in GEMS

Budget Summary



Budget Summary

Category	Year 1	Year 2	Total
PERSONNEL	$164,739.56	$168,615.36	$333,354.92
SURPLUS	$0.01	$0.00	$0.01
SUPPLIES	$8,434.48	$4,765.20	$13,199.68
EQUIPMENT	$11,558.87	$0.00	$11,558.87
Total Budget	$184,732.92	$173,380.56	$358,113.48
(-)Match Funds	$36,946.60	$34,676.10	$71,622.70
TOTAL FEDERAL REQUEST	$147,786.32	$138,704.46	$286,490.78

- 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.

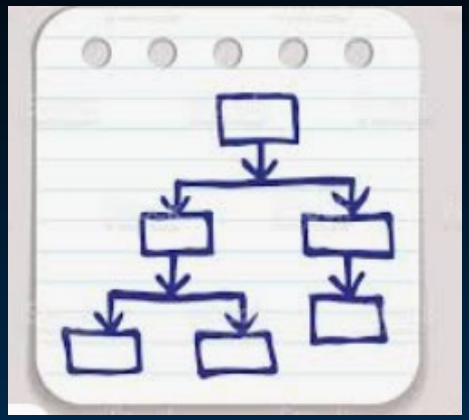
  - Therefore, your application may require additional budget adjustments to the recommended federal share based on federal funds received, federal or state requirements, or other agency considerations.

  - 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

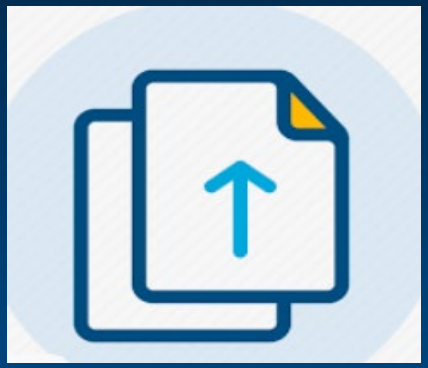
Project Budget

Organizing Costs



Budget Categories

Line-Item Budget



Upload in Attachments

Submit