

**Legal Assistance Project**  
**Providers of Civil Legal Services to Families Victimized by Domestic Violence**  
**Grant Application Instructions**

**Award Period**

July 1, 2018 – June 30, 2019

**Deadline**

All applications are due by 11:59 p.m. on May 16, 2018

**Grant Funds to be Distributed**

\$2,425,000

The Georgia General Assembly appropriated funds to the Judicial Council of Georgia for a grant to provide civil legal services to victims of family violence. The Judicial Council has adopted general guidelines to govern the granting of these funds. It has also delegated to its Judicial Council Standing Committee on Grants the duty of accepting and evaluating grant applications and awarding grants.

The Committee on Grants plans to award these funds starting July 1. Seventy-five percent of the grant money will be awarded pursuant to the poverty population guidelines, which is based on the most current estimates from the U.S. Census, and twenty-five percent of the grant money will be awarded to special needs areas. Grant proposals will be considered from non-profit providers of civil legal services to victims of family violence in Georgia. Providers may apply for funds from both categories.

The full description of the grant program and the formula to calculate the poverty population grant amount are attached and we urge you to read them before applying.

Applications must include the following:

Cover page: The cover page for your application should include the title of the program, the name and address of the agency submitting the application, the name and address of the agency contact person, the amount requested, the agency's tax ID number, and the month the agency's fiscal year ends.

Introduction: A description of the agency and the establishment of eligibility for applying for and carrying out the grant.

Program Narrative: The application must describe exactly how the agency will implement and address specific program requirements (i.e., special need categories). The program narrative (including the introduction and evaluation) should be no more than 8 double-spaced pages with one-inch margins. Pages should be numbered. The type-size must be at least 12 point.

Evaluation: The application should describe exactly how the activity and its effectiveness will be monitored, measured, and reported. No grants will be made unless the Committee has approved the evaluation process. Grantees will be required to report to the Administrative Office of the Courts every six months detailing how the grant funds were specifically used to assist victims throughout Georgia. Grantees will also be required to track and report the number of divorces provided to domestic violence victims. The required reporting form is supplied by the Administrative Office of the Courts and will be posted at <http://grants.georgiacourts.gov/>.

Budget: The application should include a budget narrative and budget for the grant. The budget should list the amount requested, the category (i.e., attorneys, specific services to provide), how the budget will be managed, any in-kind contributions to the program, and define direct and indirect costs. The budget narrative should explain each line item of the budget. If the agency previously received a grant from the Committee, any outstanding balance should be indicated. Furthermore, the agency's total budget and other sources of funding should be listed.

Funding Limitations: Please refer to the grant description for permitted uses of the grant funds. Grant funds used for divorces must be directly related to the protection and safeguarding of domestic violence victims. Grant funds used for divorces must not exceed more than 10% of the total amount awarded to the grantee.

Letters of Support: The agency must submit letters of support and cooperation with the application. These letters may be from local programs and community partners which provide services for victims of domestic violence to battered women, children, and the elderly. Letters from judges and members of the General Assembly are also helpful. Agencies should limit the amount of letters of support to no more than 5 letters per application.

Non-profit Status: Agencies must attach a copy of the IRS letter indicating non-profit status, a statement indicating that they are registered and in good standing with the State of Georgia for 2018, and utilize E-Verify.

Submission: Applications must be submitted electronically as a PDF file to the Judicial Council/Administrative Office of the Courts at [grants@georgiacourts.gov](mailto:grants@georgiacourts.gov).

Deadline: Applications and attachments must be submitted electronically by 11:59 p.m. on **May 16, 2018**.

***Please note:*** Grant funds are appropriated by the State of Georgia and award amounts are subject to change, without prior notice, based on state budget amendments. In addition, the grant program is subject to change prior to the award of the grant funds. Please check <http://grants.georgiacourts.gov/> for any updates and changes to the grant program.

If you have questions, please email us at [grants@georgiacourts.gov](mailto:grants@georgiacourts.gov) or call (404) 656-5171.

**CIVIL LEGAL SERVICES TO  
FAMILIES VICTIMIZED BY DOMESTIC VIOLENCE GRANT**

**FORMULA TO CALCULATE POVERTY POPULATION GRANT AMOUNT**

Total poverty population in county(ies) served by grant applicant ÷  
Total persons in poverty in Georgia (see poverty population estimates chart) = % of persons in poverty in the  
county(ies).

Allocated grant amount × % of persons in poverty in the county(ies) = Amount allowed under grant formula

Example: Domestic Violence Shelter serves Glynn and McIntosh counties

Glynn county poverty population =	15,177
McIntosh county poverty population =	<u>2,788</u>
Total poverty population in county(ies) served by grant applicant:	17,965

17,965 ÷ 1,746,894 (total persons in poverty in GA) = .01028396

.01028396 × \$1,818,750 (**75% of total available grant amount**) = \$18,704 (rounded)

**Note:** 75% of the available grant funds are used for awards based upon the poverty population estimates. The total amount of the available grant is \$2,425,000 and 75% is \$1,818,750 (the remaining \$606,250 is awarded to grantees serving special need categories). See the grant notice for more information or contact the Judicial Council/Administrative Office of the Courts at [grants@georgiacourts.gov](mailto:grants@georgiacourts.gov) or (404) 656-5171.

Georgia Poverty Population Estimates

County	Below Poverty Level	County	Below Poverty Level	County	Below Poverty Level	County	Below Poverty Level
Appling County, Georgia	3694	Dade County, Georgia	2502	Jefferson County, Georgia	4535	Richmond County, Georgia	48495
Atkinson County, Georgia	2270	Dawson County, Georgia	3028	Jenkins County, Georgia	2539	Rockdale County, Georgia	14863
Bacon County, Georgia	1949	Decatur County, Georgia	6885	Johnson County, Georgia	2363	Schley County, Georgia	1113
Baker County, Georgia	509	DeKalb County, Georgia	134830	Jones County, Georgia	3888	Screven County, Georgia	3425
Baldwin County, Georgia	12503	Dodge County, Georgia	4219	Lamar County, Georgia	3746	Seminole County, Georgia	1639
Banks County, Georgia	2837	Dooly County, Georgia	3013	Lanier County, Georgia	2827	Spalding County, Georgia	14798
Barrow County, Georgia	10548	Dougherty County, Georgia	26982	Laurens County, Georgia	12972	Stephens County, Georgia	4995
Bartow County, Georgia	14899	Douglas County, Georgia	20805	Lee County, Georgia	3334	Stewart County, Georgia	1666
Ben Hill County, Georgia	5948	Early County, Georgia	3216	Liberty County, Georgia	10443	Sumter County, Georgia	9749
Berrien County, Georgia	4811	Echols County, Georgia	1214	Lincoln County, Georgia	1939	Talbot County, Georgia	1307
Bibb County, Georgia	41075	Effingham County, Georgia	5985	Long County, Georgia	2765	Taliaferro County, Georgia	593
Bleckley County, Georgia	2593	Elbert County, Georgia	3768	Lowndes County, Georgia	27436	Tattnall County, Georgia	5290
Brantley County, Georgia	3846	Emanuel County, Georgia	6465	Lumpkin County, Georgia	6426	Taylor County, Georgia	2310
Brooks County, Georgia	3819	Evans County, Georgia	2673	McDuffie County, Georgia	5537	Telfair County, Georgia	3611
Bryan County, Georgia	4509	Fannin County, Georgia	4262	McIntosh County, Georgia	2788	Terrell County, Georgia	3053
Bulloch County, Georgia	20922	Fayette County, Georgia	7774	Macon County, Georgia	3897	Thomas County, Georgia	9377
Burke County, Georgia	6862	Floyd County, Georgia	18192	Madison County, Georgia	4520	Tift County, Georgia	10638
Butts County, Georgia	4255	Forsyth County, Georgia	13024	Marion County, Georgia	2151	Toombs County, Georgia	7117
Calhoun County, Georgia	1489	Franklin County, Georgia	5426	Meriwether County, Georgia	4943	Towns County, Georgia	1528
Camden County, Georgia	7029	Fulton County, Georgia	163674	Miller County, Georgia	1441	Treutlen County, Georgia	1184
Candler County, Georgia	3155	Gilmer County, Georgia	5556	Mitchell County, Georgia	6085	Troup County, Georgia	14388
Carroll County, Georgia	21157	Glascok County, Georgia	450	Monroe County, Georgia	3419	Turner County, Georgia	2157
Catoosa County, Georgia	7700	Glynn County, Georgia	15177	Montgomery County, Georgia	1879	Twiggs County, Georgia	2504
Charlton County, Georgia	2420	Gordon County, Georgia	11388	Morgan County, Georgia	2354	Union County, Georgia	2822
Chatham County, Georgia	48550	Grady County, Georgia	7337	Murray County, Georgia	7315	Upson County, Georgia	5910
Chattahoochee County, Georgia	1174	Greene County, Georgia	3983	Muscogee County, Georgia	40006	Walker County, Georgia	12273
Chattooga County, Georgia	5182	Gwinnett County, Georgia	112999	Newton County, Georgia	17415	Walton County, Georgia	11365
Cherokee County, Georgia	22891	Habersham County, Georgia	7471	Oconee County, Georgia	2485	Ware County, Georgia	9310
Clarke County, Georgia	39327	Hall County, Georgia	33350	Oglethorpe County, Georgia	2612	Warren County, Georgia	1432
Clay County, Georgia	1199	Hancock County, Georgia	2111	Paulding County, Georgia	15974	Washington County, Georgia	4996
Clayton County, Georgia	64326	Haralson County, Georgia	5721	Peach County, Georgia	5206	Wayne County, Georgia	5684
Clinch County, Georgia	2368	Harris County, Georgia	2722	Pickens County, Georgia	3058	Webster County, Georgia	596
Cobb County, Georgia	83479	Hart County, Georgia	5228	Pierce County, Georgia	3764	Wheeler County, Georgia	1383
Coffee County, Georgia	9618	Heard County, Georgia	1930	Pike County, Georgia	2120	White County, Georgia	5345
Colquitt County, Georgia	11305	Henry County, Georgia	25657	Polk County, Georgia	8229	Whitfield County, Georgia	20126
Columbia County, Georgia	13225	Houston County, Georgia	26411	Pulaski County, Georgia	2342	Wilcox County, Georgia	1422
Cook County, Georgia	4429	Irwin County, Georgia	2217	Putnam County, Georgia	3727	Wilkes County, Georgia	2620
Coweta County, Georgia	16138	Jackson County, Georgia	8330	Quitman County, Georgia	538	Wilkinson County, Georgia	1915
Crawford County, Georgia	2343	Jasper County, Georgia	2685	Rabun County, Georgia	3491	Worth County, Georgia	3837
Crisp County, Georgia	7439	Jeff Davis County, Georgia	3079	Randolph County, Georgia	2018		
				<b>Total Poverty Population Estimate:</b>	<b>1,746,894</b>		
Source: U.S. Census Bureau, 2012 - 2016 American Community Survey Estimates, Table S1701, Poverty Status in the Past 12 Months							