

Legal Assistance Project
Providers of Civil Legal Services to Victims of Family Violence
Grant Application Instructions

Award Period

July 1, 2019 – June 30, 2020

Deadline

All applications are due by 11:59 p.m. on May 1, 2019

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 www.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 2019 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.

Deadline: Applications and attachments must be submitted electronically by 11:59 p.m. on **May 1, 2019**.

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.

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

LEGAL SERVICES TO VICTIMS OF 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 =	15,773
McIntosh county poverty population =	<u>2,829</u>
Total poverty population in county(ies) served by grant applicant:	18,602

$18,602 \div 1,679,030$ (total persons in poverty in GA) = .011079

$.011079 \times \$1,818,750$ (**75% of total available grant amount**) = \$20,150 (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 or (404) 656-5171.

