

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

Award Period

July 1, 2017 – June 30, 2018

Deadline

All applications are due by 11:59 p.m. on May 31, 2017

The Civil Legal Services to Victims of Family Violence Grant Application 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 they provide using other funding sources, including 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., personnel, supplies), 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.

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.

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 2017, 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 31, 2017**.

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.