

## Internal Grant Approval Form

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### ***Instructions***

This form must be completed if you are applying for a grant, even if you expect the grant award to pass through the county to a nonprofit.

**If any of the following are true, then you must request approval from the Board of Commissioners to apply for the grant.**

- The grant requires county matching funds
- The grant will fund a new position that the county is expected to be sustained after the grant is finished
- The grant will fund a new program that the county is expected to be sustained after the grant is finished

If the grant will fund a new position, the New Position Request form will need to be filled out and submitted along with this form.

To enter your grant application request on the BoC consent agenda, this form and all attachments must be submitted via email to [Lindsay.ray@chathamnc.org](mailto:Lindsay.ray@chathamnc.org); [vicki.mcconnell@chathamnc.org](mailto:vicki.mcconnell@chathamnc.org), [lisa.west@chathamnc.org](mailto:lisa.west@chathamnc.org), [hope.tally@chathamnc.org](mailto:hope.tally@chathamnc.org) 14 days prior to the BoC meeting. Please refer to the attached schedule so you will be sure to make the deadline.

**If none of the above conditions are true then you can bypass the Board of Commissioners and email this form to [lisa.west@chathamnc.org](mailto:lisa.west@chathamnc.org), [hope.tally@chathamnc.org](mailto:hope.tally@chathamnc.org), [vicki.mcconnell@chathamnc.org](mailto:vicki.mcconnell@chathamnc.org) at least 2 weeks prior to submitting your grant application.**

### **Board of Commissioner Meeting Dates**

At the Board of Commissioner retreat in January 2012, the Chatham County Board of Commissioners voted to move to a monthly meeting schedule beginning in February 2012.

Dated of the monthly meetings are found on the website: <http://www.chathamnc.org/index.aspx?page=45>

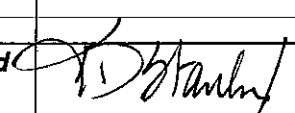
Please check the website for the meeting dates. Agenda abstracts must be submitted two weeks prior to the meeting.

**1. Grant Information**

Is a county match required for this grant application?	<input checked="" type="checkbox"/> Yes, cash match required <input type="checkbox"/> Yes, in-kind match required <input type="checkbox"/> No
Will the grant fund a new position or program that the county will be expected to continue after the grant is ended? **	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
BoC meeting date for entry on consent agenda (Answer only if you answered Yes to any of the above)	11/20/17
Agency or group offering the grant	NC Governors Crime Commission
Title of Grant	Crime Victim Services: VOCA
Is this American Recovery & Reinvestment Act funding?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total funding being requested from the grantor	\$105,000 annually
Total match required	\$26,250 (20%)
Source of match	County budget
Length of grant term	2 years
Type of disbursement	<input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Lump sum up-front <input type="checkbox"/> Other (describe)
Reporting schedule	<input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Twice a year <input type="checkbox"/> Yearly <input type="checkbox"/> Other (describe)

\*\* If the grant will fund a position, you must submit a request for new position form to Renee Paschal and Sybil Tate prior to applying for a grant.

**2. Applicant Information**

Department	<b>Chatham Family Violence Prevention (Court Related)</b>
Contact Person and title	<b>Kit Stanley</b>
County, non-profit, or other grant partners	<b>DSS, Guardian ad Litem Program, Sheriff's Office, Legal Aid, 15B District Cts</b>
Name of person responsible for grant reporting and/or administration	<b>Kit Stanley</b>
<b>Signature of Department Head and Date</b>	

### 3. Grant Project Description

Has the grant project or position	<input type="checkbox"/> Yes, the project is included in the department work plan <input type="checkbox"/> Yes, the position has been noted in the Request for New Staff
been noted in the department work plan or Request for New Staff Resources? <i>If so, attach that document and skip to Section 4.</i>	<b>Resources</b> <b>X No – Please explain</b> <b><i>Grant Application anticipated to be released 12/1/17</i></b>
Provide a brief description of the grant project.	Advocacy and support services for victims of domestic violence
What needs/issues/problems does the grant address?	Family safety and support. Services needed in Chatham due to instability of FVRC.
What are the measurable goals and objectives? <i>(For help with goals and objectives, see the reference on the grant website.)</i>	Goal: To provide advocacy and support for victims of domestic violence. Objective: Assist victims with protective order filings and provide court support, while adhering to accepted standards and protocol pertaining to domestic violence advocacy. Objective: Assist victims with safety planning as requested.
If the grant will fund a new position, what are the responsibilities of the position? Who will supervise the new position?	No new positions.
What are the major outcomes and benefits to the county that the grant will provide?	Safety for families, community resource referrals
If this is a multi-year grant, does continuation of the grant in the second year depend on meeting measurable outcomes in the first?	NA

**4. Budget and Funding (Anticipated to be similar to 2015-16 award)**

ITEM	GRANT FUNDS YEAR 1	COUNTY/OTHER FUNDS YEAR 1	GRANT FUNDS YEAR 2	COUNTY/OTHER FUNDS YEAR 2	EXPLANATION
Salary & Benefits (use Benefit calculator)	70,000	18,250	70,000	18,250	
Grant financial oversight & reporting					
Personnel oversight					
Contracted services (program service provider, publication writing/design, speakers, consultants)					
Office supplies & equipment (photocopies, computers, printers, supplies)	3,000	2,000	3,000	2,000	
Travel & Training (mileage reimbursement, rental/fleet car usage, meals, hotel, airfare, registration fees, parking)	1,500		1,500		
Meetings and workshops (meeting space or rental fees, group meals or refreshments, handouts/notebooks, audio visual rental)	1,200		1,200		
Publications – professional printing fees.	1,000		1,000		
Communication (postage, telephone, internet access, advertising)					
Office space (space, utilities, furnishing)	28,100	6,000	28,100	6,000	
Dues & Subscriptions	200		200		
Capital Outlay (vehicles, large equipment)					
Miscellaneous (insurance, safety, other)					
<b>TOTAL COST</b>	<b>105,000</b>	<b>26,250</b>	<b>105,000</b>	<b>26,250</b>	