

Internal Grant Approval Form

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; vicki.mcconnell@chathamnc.org, lisa.west@chathamnc.org, 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, hope.tally@chathamnc.org 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): <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)	01/16/2018
Agency or group offering the grant	NC Governors Crime Commission
Title of Grant	Crime Victim Services: VAWA
Is this American Recovery & Reinvestment Act funding?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total funding being requested from the grantor	\$ annually
Total match required	\$ (25%)
Source of match	Chatham County
Length of grant term	1 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	Chatham County Sheriff's Office
Contact Person and title	Kimberly Hughes, SSgt. Chatham County Sheriff's Office
County, non-profit, or other grant partners	DSS, Guardian ad Litem Program, Family Visitation, Legal Aid, 15B District Courts
Name of person responsible for grant reporting and/or administration	Kimberly Hughes
Signature of Department Head and Date	

3. Grant Project Description

<p>Has the grant project or position 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></p>	<p><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 Resources X No – Please explain <i>Grant Application anticipated to be released 12/1/18 and is expected to be same as previous years</i></p>
<p>Provide a brief description of the grant project.</p>	<p>DV Salary for Investigator, Partial Salary for Supervisor and Funding for 45% Part-time DV Advocate Position</p>
<p>What needs/issues/problems does the grant address?</p>	<p>Assisting families in situations of domestic violence, sexual assault, child abuse (physical and sexual), GPS Monitoring</p>
<p>What are the measurable goals and objectives? <i>(For help with goals and objectives, see the reference on the grant website.)</i></p>	<p>Goal: To increase assistance in the Investigation of Victims of Domestic Violence, Stalking, Juveniles of Assault and Monitor Offenders with GPS Tracking with the assistance of Investigators and Support Staff. Objective: Working with Victims closely to provide a thorough investigation. Providing them with resources and follow-up during the process by recognizing, possibly preventing and (if needed) charging for additional violations. Objective: Coordinating, applying and monitoring GPS Devices on DV Offenders via Court Order and aiding in the safety of DV Victims by providing this service.</p>
<p>If the grant will fund a new position, what are the responsibilities of the position? Who will supervise the new position?</p>	<p>No new positions.</p>
<p>What are the major outcomes and benefits to the county that the grant will provide?</p>	
<p>If this is a multi-year grant, does continuation of the grant in the second year depend on meeting measurable outcomes in the first?</p>	<p>NA</p>

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)	99,992	33,330			25% Match
Grant financial oversight & reporting					
Personnel oversight					
Contracted services (program service provider, publication writing/design, speakers, consultants)					
Office supplies & equipment (photocopies, computers, printers, supplies)					
Travel & Training (mileage reimbursement, rental/fleet car usage, meals, hotel, airfare, registration fees, parking)					
Meetings and workshops (meeting space or rental fees, group meals or refreshments, handouts/notebooks, audio visual rental)					
Publications – professional printing fees.					
Communication (postage, telephone, internet access, advertising)					
Office space (space, utilities, furnishing)					
Dues & Subscriptions					
Capital Outlay (vehicles, large equipment)					
Miscellaneous (insurance, safety, other)					
TOTAL COST	99,992	33,330			