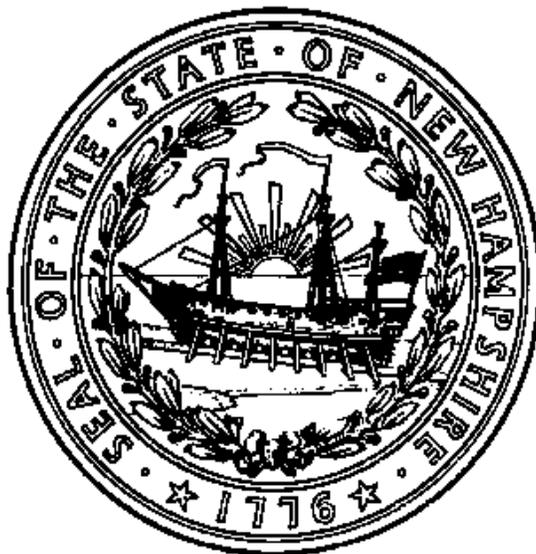


**STATE OF NEW HAMPSHIRE
DEPARTMENT OF JUSTICE**



**S*T*O*P (Services*Training*Officers*Prosecutors)
Violence Against Women Act (VAWA)
Formula Grant Program
Subgrant Application Instructions
Revised 11/7/2019**

Program Description

The main objective of the VAWA grant is to support programs providing direct services to victims of sexual assault, domestic violence, dating violence and stalking. The VAWA program is designated to be used to assist victims and to support organizations providing direct services to victims of crime. These services include personal advocacy, prosecution, law enforcement, legal services, transportation and material goods, courtroom advocacy, and many other life-changing and life-saving services.

Priority Areas

Please see the Request for Application (RFA) linked to this application for additional specific instructions and requirements. The RFA identifies the need for Culturally Specific programming.

Selection Criteria

1) **Problem Statement**

This section should describe the nature and extent of the problem to be addressed and improvements needed to address the problem. The description of the problem should be supported by an analysis of statistical information and/or other factual information or relevant literature. The purpose of this section of the Application Narrative is to develop a clear, concise picture of the problem or gap in services or benefits that will be addressed using grant funds

2) **Project/Program Design, and Implementation**

This section should provide a detailed description of the proposed solution to your above problem statement. Please detail the services/activities your program will provide including the staff requirements to meet your projected services. Include project goals, objectives, and the activities that will ensure goals are accomplished. Goals and objectives outlined in this section should be clearly defined and quantifiable. Each goal should be fully described along with its accompanying objectives, activities, and performance measures. Goals should represent general statements of the desired results or outcomes of the project. Goals should be both realistic and achievable. Activities are performed to accomplish the objectives; they are the key operational elements of the project and must be specific and measurable. Describe in detail the applicant's capabilities for financial management in the oversight of federal grant funds.

3) **Sustainability and Evaluation Plan**

As federal funding is generally considered 'seed money', successful applicants should include a description of how they intend to continue efforts initiated through this request at the conclusion of the grant period. Recipients are encouraged to leverage other grant funding and existing resources already in the community to help in strengthening and sustaining the proposed program. Explain applicant's plan for sustainability of the proposed project should federal VAWA funds no longer be available. Applicants should also develop a plan for evaluating their programs to determine success or failure. Finally, applicants must describe a process through which required grant related data can be gathered and reported to the New Hampshire Department of Justice.

4) **Budget Detail**

A budget detail for a one year grant must be provided. Federal Funds for VAWA programs can be used to **supplement, not supplant, existing subgrantee programs and services.** Supplanting means that if an entity is currently paying for specific services with local funding, they cannot request federal funds to pay for that same service.

Applicants may request funding to pay for an enhancement to that service, however only the enhancement will be eligible for funding and the original services must remain locally funded. VAWA funds may only be used to support allowable VAWA activities.

5. Budget Narrative

The budget narrative should provide the justification for the expenses itemized in the budget. For each of your budget categories, provide a brief narrative explaining and justifying the itemized expenses. For example, for the Personnel category, list the personnel, their program job functions, and any pertinent explanatory information. Include job descriptions and resumes of all personnel requested to be funded by this grant. Include a breakdown of the source (whether value of In-Kind or Cash) and the amount of your proposed matching funds and an explanation of the In-Kind Match and how its cash value was calculated.

APPLICATION CHECKLIST

Please be sure that the following sections are completed and returned with your VAWA grant application. Please include a completed copy of this checklist in your application.

Documents/Attachments due with the application:

- ___ **General Information Cover Page**
- ___ **Application (Problem Statement, Program Description, Sustainability)**
- ___ **Budget Detail and Narrative**
- ___ **Copy of Certificate of Good Standing from the NH Dept. of State**
- ___ **IRS 990 (non-profits)**
- ___ **Application Checklist**

Please submit your completed application electronically

Grants.Apps@doj.nh.gov

Or by mail to:

**NH Dept. of Justice
Grant Management Unit
33 Capitol St.
Concord, NH 03301**

If you have any questions regarding this application kit or the application process, please contact Travis Teeboom within the allowed applicant inquiry period at:
(603) 271-8091 or email: Travis.Teeboom@doj.nh.gov

For general grant information you may access our webpage at
<https://www.doj.nh.gov/grants-management/index.htm>

Thank you for your interest in providing services to Victims of Crime in New Hampshire.