



STATE OF KANSAS TENTH JUDICIAL DISTRICT

DOMESTIC VIOLENCE SPECIAL PROGRAM FEE GRANT PROCESS

The Chief Judge of the 10th Judicial District Court as designated in KSA 20-369 shall determine the use of monies collected under the provisions for a domestic violence special program fee assessed against defendants convicted of domestic violence crimes and collected by the court. The following application process is open to those entities that provide assistance to the court in the administration of domestic violence services and who serve in our community in the provision of a coordinated community response against domestic violence. The Chief Judge will appoint a committee to review the applications and make awards in September of each calendar year.

The following format must be followed for an application to be considered. The application should be submitted via email attachment to Adam.Baker@jocogov.org. Only one application per year is allowed per requesting agency.

The criteria for applicants include but is not limited to the following:

- Proposal addresses an identified need of the court to better deliver domestic violence services in our community, including those issues of the co-occurrence of domestic violence and child abuse
- Proposal directly assists the court in case administration
- Proposal increases our community's capacity to plan, coordinate and deliver domestic violence related services

Types of activities that are recommended for funding include but are not limited to:

- Providing matching funds to leverage dollars for domestic violence efforts
- Training in domestic violence
- One-time/limited expense for an agency that expands capacity other than capital expenses

Application

Potential grantees must submit a **TWO PAGE, ONE SIDED** grant request that includes the contents as described below.

1. On the first, one-sided page, provide the following information.
 - A. The organization's name, address, and website address.
 - B. The name of a contact person, their title, phone number, fax number and email address.
 - C. Tax identification number.
 - D. The mission statement of the organization.
 - E. The organization's Board of Directors officer's names and titles if applicable.
 - F. The length of time the organization has been in operation, including the year it was founded.
 - G. The organization's target population. The service(s) the organization provides and the number of people the organization serves.
 - H. The geographic area the agency serves.
 - I. The name of the CEO/Executive Director if different from the contact person.
 - J. The number of staff. Indicate whether full time or part time, and the number of volunteers working for the organization.
 - K. The organization's current operational budget. (Total amount, not line-item detail)
2. On the second, one-sided page, provide the following information specific to the grant request.
 - A. Describe in detail the purpose of the grant, how much money the organization is requesting, and how the money will be spent. On a separate page of organization letterhead, attach a detailed program budget specific to this grant request.
 - B. Describe the target population of who the grant will impact and how many are projected to be served. Describe the need for this programming and how the grant will assist in meeting this need. If the grant is for programming, explain how it is not duplicative of other programming in the community or how does the need exceed existing services.
 - C. Describe the expected outcomes of the proposed grant and how the outcomes will be measured.
 - D. Describe how the organization is collaborating with other organizations on this project.
 - E. Briefly address any other project specific issues that applicant feels remain unaddressed.
3. Complete the following:
 - A. Email only the two-page application plus the project budget to the above email address.
 - B. All documents must be sent via Word or Word Perfect, Times New Roman, 12 font, one-inch margins, single spaced.
4. Follow-up
 - A. If funded, the organization is required to submit a **6-month update report due August 1st** of the current funded year. The update report is to be emailed to the above address.
 - B. If funded, the organization is required to submit a **project completion report at the end of one year due by February 1.** The project completion report is to be emailed to the above address.
 - C. The one-year project completion report will cover proposed outcomes and success of meeting the proposed outcomes.
 - D. The one-year project report will cover the budget expenditures as related to the project and the proposed budget.

The 10th Judicial District Court reserves the right to request additional information during both the application process and the project completion report process.