

GUIDELINES: CVAF Grant Program

The Office of Attorney General Kris W. Kobach is accepting applications for the State Fiscal Year (SFY) 2024 State Crime Victims' Assistance Fund (CVAF) grant program. Through the Grant Program, the Victims Services Division seeks to ensure that Kansas crime victims: 1) are aware of their rights, 2) have their rights protected, 3) are aware of the services available to them, and 4) have access to quality services. Please ensure that the application you submit describes fully how the proposed project or program will provide quality services to victims in the service area specified in the project proposal.

The following information defines guidelines, purpose, eligibility and fund limitations criteria for the application to the State Crime Victims' Assistance Fund, as authorized by K.S.A. § 74-7334 et seq.

Please read the application instructions thoroughly before completing and submitting the grant application. If you have questions regarding this document or the grant program, contact the Grant Monitor at (785) 368-7463 or grants@ag.ks.gov.

The State Crime Victims' Assistance Fund (CVAF) was established in 1989 to assist programs in providing services and assistance to crime victims in order to speed their recovery from the financial loss, physical suffering, and emotional trauma of victimization, and to assure proper and sensitive treatment of crime victims in the criminal justice process.

The CVAF Grant funding may be utilized to increase, enhance or expand an existing grant project or program, as well as create new grant projects to provide services to victims of crime. CVAF funds are not guaranteed for a specific time-frame and will be competitively reviewed annually.

It is the intention of this grant program to provide as wide a range of coverage to the citizens of the state as possible. Assistance may encompass a wide range of support services. Specific services to be provided and the specific target group should reflect local needs and priorities.

Activities may include, but are not limited to, twenty-four-hour crisis intervention and support or emergency services; counseling; assistance with compensation claims, creditors, community referrals, direct services, and restitution, *with the exception that no direct compensation may be paid to a crime victim; prosecutor or court related services; shelter support counseling, social services support and criminal justice advocacy.*

The CVAF Award Requested amount must not exceed **\$ 32,500** for Award and **\$ 10,833** for Match. The Match amount must equal 25% of the TOTAL CVAF PROJECT AMOUNT. CVAF Requested Amount plus the Match Amount = Total Project Amount. (To calculate the CVAF Match Amount, divide the CVAF Award Requested Amount by three).

If your agency received a grant in the previous state fiscal year and is requesting funds for continuation of the same grant project, it is strongly suggested to limit your requested grant amount to the same or a lesser amount than you received last year. There is no guarantee that your request will be awarded in full or in part. To view the total amount and awards received last year, please visit the Victim Services Grant Program website at <https://ag.ks.gov/victim-services/grants>.

ELIGIBLE APPLICANTS

Available funds may be awarded to units of state or local government or private, not-for-profit organizations for defined grant project activities. Private, not-for-profit organizations, duly registered with the Office of the Secretary of State, may receive funds under this act as subgrantees or subcontractors to a local entity of government or may receive funds as a direct applicant.

In order for a not-for-profit organization to qualify for funding, it must:

1. Meet the requirements of section 501(c) of the Internal Revenue Code of 1986.
2. Be registered and in good standing as a not-for-profit corporation.
3. Meet normally accepted standards for not-for-profit organizations.
4. Have trustees or board of directors who represent the racial, ethnic, and socioeconomic diversity of the county or counties served.
5. Have received fifty (50) percent or more of their agency budget from sources other than funds distributed through this fund. Other sources may be public or private, and may include contributions of goods or services, including materials, commodities, transportation, office space, or other types of facilities or personal services.
6. Demonstrate the ability to successfully administer programs that meet the criteria defined in this document.
7. Make available an independent certified audit of the previous year's financial records.
8. Have obtained appropriate licensing or certification, or both.
9. Serve a significant number of residents of the county or counties served.
10. Not duplicate services already adequately provided to county residents.
11. Agree to comply with reporting requirements.

MATCH

State funding may be used to offset the cost of up to 75 percent of the proposed grant project or program. The required match is calculated at 25 percent of the total proposed grant project and must be in cash. Local appropriations that have been supporting these existing efforts may be used as a match against state funds. (Note: to calculate the CVAF Match amount, divide the CVAF **award amount** by three.)

ACCEPTABLE USE OF GRANT FUNDS

Because funding is limited, a guideline for acceptable uses of grant funding is provided below. This list is not intended to be all-inclusive. If you wish to use funds for a purpose not listed, please seek approval through the Office of the Attorney General.

1. Operations Expenses
 - Salary
 - Fringe benefits
 - Supplies
 - Communication
 - Technology
 - Rent
 - Building maintenance

- Audit
 - Contract services (including accountant, audit, maintenance, insurance, software lease, etc.)
 - Fundraising, limited to expenses related to the planning and execution of fundraising activities including:
 1. Employee salaries
 2. Marketing
 3. Design
 4. Communication
 5. Printed materials
2. Direct Services
- Clothing, food (within shelter), communication
 - Transportation within the state of Kansas (outside state requires approval)
 - Interpretation services
3. To be considered allowable, salaries, personnel costs, equipment, and hardware costs must be necessary and essential to the grant project's success.
4. For purposes of this application and grant program, equipment is defined as assets with a useful life of one year or more and a cost of \$500 or more.

LIMITATIONS OF FUND USE

Because funding is limited, a guideline for fund limitations is provided below.

1. These grant funds shall not supplant federal, state, or local funds that would be available otherwise for grant projects for child abuse and neglect projects.
2. The use of grant funds to pay for gift cards or fuel vouchers is not allowed. (Phone cards for communication are permitted).
3. Construction or land acquisitions, including mortgage payments, are not allowable costs.
4. The use of grant funds is prohibited for grant projects that offer a low probability of improving services to children as determined by fiscal and project audits and grant reviews.
5. Expenses related to direct fundraising activities (meals with donors to request funding, rent for event space, food for attendees at an event, auctioneers or emcees, caterers, planners, contracted set up or other services, or entertainment for an event).
6. Lobbying or influencing the legislature.
7. Grant funds cannot be used to pay for magazines, individual professional membership dues, or fees. However, grant funds may be used to pay agency membership dues or fees to state or national (CAC, CASA, DV/SA, CEVC) organizations.
8. Grant project funds cannot be used to attend conferences, training or meetings that occur **outside the state of Kansas**.
9. Food may not be purchased with the use of grant funds, except for food purchased for consumption by clients.

10. Expenses incurred before or after the opening and closing dates of the grant cycle will not be reimbursed.
11. Grant funds may not be used to reimburse mileage expenses in excess of the Federal mileage reimbursement rate or the applicant's approved policy rate, whichever is lower.