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SFY 2024

PROTECTION FROM ABUSE FUND

GRANT APPLICATION GUIDELINES AND INSTRUCTIONS

VICTIM SERVICES GRANT FUNDING IS ALWAYS CONTINGENT UPON THE RECEIPT OF ADEQUATE FUNDS AND APPROPRIATIONS TO THE OFFICE OF THE ATTORNEY GENERAL BY THE KANSAS LEGISLATURE.

AS OF THE POSTING DATE OF THIS GRANT APPLICATION, THE SFY 2024 BUDGET IS NOT YET SIGNED INTO LAW BY THE GOVERNOR.

DUE DATE OF APPLICATION: 5/05/2023 AT 11:59 PM
APPLICATIONS NOT SUBMITTED IN THE OAG GRANT MANAGEMENT SYSTEM
BY THIS DATE WILL NOT BE ACCEPTED

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GRANT APPLICATION INSTRUCTIONS

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GUIDELINES

The Office of Attorney General Kris W. Kobach is accepting applications for the State Fiscal Year (SFY) 2024 Protection from Abuse Fund (PFA) 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 will provide quality services to victims in the service area specified in the project proposal.

The following information defines eligibility and accountability criteria, and sets forth requirements for the application and administration of grants awarded from the Protection from Abuse Fund, as authorized by K.S.A. § 74-7325 et seq.

Please read the following document 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.

APPLICATION DEADLINE

Each grant proposal must be submitted to the Office of the Attorney General by completing and submitting the application on the OAG Grant Management System (GMS) no later than 11:59 on 5/05/2023.

The OAG Grant Management System is accessed through the OAG website by clicking the “Apply for Grants” button at the top of the page.

GRANT PROJECT PERIOD

Each project funded under this grant shall be for a period of 12 months from July 1, 2023 to June 30, 2024.

PURPOSE AND CRITICAL ELEMENTS

The State Protection From Abuse Fund (PFA) was established in 1984 and is to be used solely for the purpose of making grants to programs providing:

1. Temporary emergency shelter for adult victims of domestic violence or sexual assault and their dependent children;
2. Counseling and assistance to those victims and their children; or
3. Educational services directed at reducing the incidence of domestic violence or sexual assault and diminishing its impact on victims. All moneys credited to the fund pursuant to K.S.A. § 20-367 and 60-2001, and amendments thereto, will be used only for ongoing operating expenses of such programs.

No maximum or minimum dollar amount has been established for individual grant awards. However, our agency has been notified by the Governor’s Division of the Budget that grant funds comprised of State General Fund dollars could be reduced in SFY 2024. Other grant funds could also be impacted by a reduction in their funding streams as well. If your agency

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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. NOTE: there is no guarantee that your full request will be awarded. 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>

REPORTING REQUIREMENTS

All reporting requirements are described in the document posted on the Victim Services website: <http://ag.ks.gov/victim-services/grants>. Please read these requirements and be familiar with the reporting requirements of this grant prior to submitting the grant application.

RECORD RETENTION

Programmatic and financial records (copies of grant applications, assurances, reports, correspondence, expense receipts, etc.) must be maintained by your organization for a period of five years past the close of the grant project period. Once the grant application has been submitted, you will have the opportunity to print the application for your file.

UNEXPENDED GRANT FUNDS

If an agency did not expend the entire award amount, the agency is required to refund any overpayment amount to our office. The grantee is accountable to track expenditures and payments from the OAG. At the end of the grant year, the grant monitor will determine the amount of the refund due. The OAG will send a letter requesting a check in that amount, providing a 3 week deadline. The Grantee must compare their grant information to the findings of the OAG. If the Grantee agrees with the assessment, they will initiate a payment within the requested deadline. If the Grantee information differs from the OAG, there is a 2 week timeframe to dispute the final number. The Grantee and the OAG grant monitor will review the records together to determine the appropriate reimbursement. Once resolved, a new request letter will be issued and an additional 3 week deadline is set.

No future payments will be made until unexpended funds are returned to the Office of the Attorney General. Failure to return unused funds may also impact the ability to receive future awards.

FINAL PAYMENT PROCESS

Final payments are made to the grantee upon reconciliation of the final reports and the completion of the special conditions. The grantee is accountable to track expenditures and payments from the OAG. Once the reports are received, if the OAG records match the final reports, a payment will be initiated. It could be up to three weeks before the check is actually generated. If the final reports do not match with the OAG grant monitor's records, the grant monitor will initiate communication to resolve the differences. Once resolved, the OAG will initiate a payment in the amount agreed upon. The actual payment may not be received for several weeks.

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ELIGIBLE APPLICANTS

Grants made to programs will be based on the numbers of persons served by the program and will be made to agencies which are engaged, as their primary function, in programs aimed at preventing domestic violence or sexual assault or providing residential services or facilities to family or household members who are victims of domestic violence or sexual assault. As used in this section, "domestic violence" means abuse as defined by the Protection From Abuse Act (K.S.A. § 60-3101 et seq., and amendments thereto). "Sexual assault" means acts defined in Article 35 of Chapter 21 of the Kansas Statutes Annotated, and amendments thereto.

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.

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 the following:

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- 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.
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. (See Application Instructions for acceptable expenses).
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.
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.
12. Grant funds may be used for direct client assistance, including client relocation expenses. However, out-of-state travel expenses (transportation, baggage, etc.) must be pre-approved by the grant monitor and director of victim services. All requests for approval for emergency assistance will be responded to as quickly as possible.

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GRANT REVIEW COMMITTEE

A committee, appointed by the Attorney General, may assist the Attorney General in determining grant awards. The Attorney General or his designee will chair the grant review committee.

REVIEW OF APPLICATIONS

The grant review committee will evaluate each of the applications based on the following criteria:

- The degree to which the proposal focuses on the problems and needs of adult victims of domestic violence or sexual assault and their dependent children;
- The record of successful implementation of services to adult victims of domestic violence or sexual assault and their dependent children;
- Documentation and understanding of a problem as it relates to adult victims of domestic violence or sexual assault and their dependent children in the applicant's community;
- The degree of community support and collaboration for the grant project;
- Receipt of other state and local funding;
- Relevant budget information; and
- Number of persons served by the agency and the project.

NOTE: If the applicant is applying for another year of funding, the committee will also consider the applicant's ability to find additional funding for the grant project, meet the goal(s) and objectives of the grant, submit reporting requirements in a timely manner, or any additional information the committee feels is necessary, including, but not limited to: financial stability; quality of management systems; history of performance, including timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards and reports and findings from audits.

AWARD INFORMATION

A grant assurance sent to awardees will state the amount awarded and will explain any special conditions affecting how the funds are to be utilized during the grant year.

A formula will not be used for calculating grant awards.

It is our goal that these funds are used to effectively serve victims, so there is a heightened focus on accountability. In keeping with that focus, the Victim Services Division will offer various training opportunities. The Victim Services staff will continue to conduct site visits to ensure that quality services are provided for victims across the state. They will also conduct technical assistance visits to address the specific needs of your grant program.

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CONDITIONS OF GRANT AWARD

All grantees must comply with the Guidelines developed by the Office of the Kansas Attorney General.

- The Grant Assurance and Budget Spreadsheets must be approved by the Executive Director, President of the Board, and Treasurer of the Board.
- Grant Assurances with the required signatures, revised project budgets based on the final grant award, and all other items specified in the special conditions must be submitted to the Office of the Attorney General no later than 4 weeks (28 days) after the date of notification of the award. When the due date falls on a weekend or holiday, the assurances are due the next business day.
- The grant document, its attachments and other forms attached to the Grant Management System will be considered official “records”. No copies shall be mailed, faxed, or otherwise sent to the OAG.
- Payments will be submitted to accounting in September, January, April, and July if the grantee remains in compliance with reporting and grant requirements.
- Per the terms of the award, funds may be withheld if grantees do not submit the signed assurances, revised budgets and revised goals and objectives (if applicable), and other items specified in the special conditions by the due date.
- Funding is always contingent upon the receipt of adequate funds and appropriations to the Office of the Attorney General by the Kansas Legislature. In the unlikely event that state funds are insufficient, grant awards may be reduced from the approved amount.
- Site Visits or book reviews will be conducted as needed. Grantee is required to submit requested information to the OAG by the designated deadline and participate in a virtual or in-person review of the information.

APPLICATION INSTRUCTIONS

In an effort to streamline the grant application process, the grant application is divided into two sections—the Agency Information Section and the Grant Specific Section. The Agency Information Section is information about your entire organization and will be completed once and filed prior to receiving the second section (Grant Specific Information). The second section contains the narrative and information specific to each grant and will be sent to agencies when the first section is complete.

Applicants must use the forms on the OAG website for the Agency Budget, Community Partners list, the Sexual Harassment, Discrimination and Retaliation policy form, and the Board of Directors / Advisory Board Listing. The Excel templates are posted on the Office of the Attorney General’s website and are also accessible through links on the Grant Management System. **No substitutes may be submitted for the current Excel spreadsheets.** These templates in Microsoft Excel format will calculate and perform functions

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within the document and will be submitted as uploaded documents with the application.

To download the documents from the website, www.ag.ks.gov, right click on the document and select "Save Target As." A window will open and you may select the folder in which to store the document. We suggest creating a new folder for the 2024 Attorney General Grants.

- If you need additional rows on the tables built in to the application, please contact the OAG Grant Monitor for assistance.
- Preview all spreadsheets before printing to ensure that the proper print area is set.
- Print and maintain copies with your grant documents for a period of 5 years.
- The Office of Attorney General strictly adheres to grant application deadlines.

Due to the competitive nature of the grant award process, the Grant Review Committee may choose **NOT** consider applications that are **incomplete** or **not submitted correctly**.

An incomplete application means the following:

- Application is missing information;
- Audit Report and related documents are not submitted
- Incorrect forms were used;

INSTRUCTIONS FOR AGENCY INFORMATION

AGENCY INFORMATION

- Please complete the agency information with current information.
- Attach all required documents (audit, board of directors, SHF, etc.) The application will not allow you to submit or complete the remaining process without the required documents.

CRIME VICTIMS' RIGHTS

- Please indicate the names and titles of those employees responsible for informing victims of their statutory rights and assisting them in applying for available compensation benefits.
- Please confirm that these responsibilities are written into their job descriptions, as well as documented in your policies and procedures manual(s).
- If these responsibilities are not in the job descriptions or documented in the policies and procedures manual(s), your agency is **NOT** eligible for this grant.

AGENCY ACCOMPLISHMENTS

- You have been given the opportunity to inform the grant review committee of the greatest 3 accomplishments of your agency in the last year.
- This is entirely optional. However, we recommend that you include at least one accomplishment.

SELECT ALL GRANTS THAT YOU INTEND TO APPLY FOR for the SFY 2024.

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For each grant type selected, you will be prompted for an amount and a title. By checking these grant types, you are indicating which grant applications you will need. For the PFA, make sure to select PFA and complete the amount and name of the grant project.

After you successfully submit the first portion of the grant, the PFA portion of the grant will be sent to the email address of the applicant.

COUNTIES SERVED

- Please indicate all counties that are served by your agency.
- This is agency-wide and not specific to your project.

JUDICIAL DISTRICTS SERVED

- Please indicate all judicial districts that are served by your agency.
- This is agency-wide and not specific to your project.

ATTACHMENTS

Attachment: KS SECRETARY OF STATE CERTIFICATE OF GOOD STANDING

- If the applicant is a not-for-profit organization, submit a **current** (less than one year old) copy of the organization's Certificate of Good Standing with the Kansas Secretary of State's Office available at [certificates of good standing](#).
- You may contact the Secretary of State's office for assistance at (785) 296-4564 during the hours of 8am-5pm, Monday - Friday.

Attachment: AGENCY BUDGET

- Prepare one Agency Budget, with your next fiscal year budget, including balanced revenue and expenses that has been approved by the Board of Directors. The Agency Budget must be approved by the required Board members, Fiscal Officer and the Executive Director.
- If the applicant is a governmental entity, the agency budget will be for the grant program only, not for the entire governmental entity.

Agency Budget - Revenue

- The revenue category should list all sources of financial support (i.e. foundations, government agencies, fund-raising events, individual contributions, etc.).
- For each revenue source, state the amount, the awarding agency and its status (received, requested, committed, or projected).
- If the revenue is requested or projected, state the date the agency expects to be notified of the funding decision or the date the agency anticipates collecting the revenue.
- Include the appropriate pro-rated portion of this grant application request as budgeted revenue with a "requested" status.
- The column labels offered in the Agency Budget template are examples of funding sources common to many of our agencies.

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- Columns may be re-labeled to display your organization’s specific funding sources separately:
 - Grants from the Office of Attorney General
 - Grants from the Kansas Governor’s Grants Program (KGGP)
 - Other federal grants
- Applicants may remove any unused “revenue source” columns in the Agency Budget Spreadsheet. This will decrease the width of the spreadsheet and allow the form to be printed in an easily read font.
- Please do not combine sources of revenue. This spreadsheet is intended to serve as a management tool for your organization, in addition to providing information for the grant review committee. If too many revenue resources are combined into one column, the benefit of showing the funding sources separately decreases.

Agency Budget - Expenses

- Applicants may add extra rows and rename the Position Title in the Agency Budget “Personnel” category as appropriate for your agency.
- Applicants may delete unused rows in the Agency Budget “Personnel” category as appropriate for your agency. Many “Position Titles” are listed on the Agency Budget template. If you do not employ certain types of positions within your organization, you may delete the personnel lines not applicable to your organization.

Tips for the Agency Budget Spreadsheet

- All line item expenses requested in the Grant Project Budget Narrative must be addressed in the Agency Budget.
- All amounts should be rounded to the nearest whole dollar.
- List all personnel positions separately and state the name of the current employee with their respective salary.
- If the position is vacant, please specify as “Vacant”.
- If a name change occurred, please note the former name in parentheses.
- Use only the official “Position Title” for each employee. The “Position Title” and the “Employee’s Name” in that position must be consistent throughout the entire grant application and all attachments.
- Indicate whether it is a new position (N) or an existing position (E) to the organization.
- Refer to the section “Limitations on Grant Funding” for further instructions regarding allowable and non-allowable use of grant funds.
- Do not delete any “Categories” or line items in the Grant Project Budget Narrative or Agency Budget spreadsheets. This allows the grant review committee to review and compare all applicants’ revenues and expenses.
- The Grant Project Budget Narrative and Agency Budget must be approved by the Executive Director (or Authorized Agency Representative), Board President, and Board Treasurer (or Fiscal Officer).
- The budget spreadsheets are posted on the our website, <https://ag.ks.gov/victim-services/grants>

Attachment: LIABILITY & CASUALTY INSURANCE COVER SHEET

- Submit a current copy of the cover sheet of the organization's liability and casualty insurance policies. Do not include the entire policy, even if a coversheet is not available; if

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this is the case, include an explanation of the coverage, not the entire policy. If coverage is provided by another organization or government, provide a letter from that entity affirming this.

Attachment: LIST OF CURRENT BOARD MEMBERS

- Complete the Board and Advisory Board Excel spreadsheet, adding or deleting rows as necessary.
- Please include the position of each member at their work place. This will allow the Grant Review Committee to understand the various types of experience and expertise contributed by the Board members.
- To ensure appropriate checks and balances for grant funds, appropriate separation of board and staff roles and responsibilities, with no potential conflict of interest, is essential. For example, no board member may be an employee of the organization, or derive benefit, from board decisions, financially or otherwise.
- The Office of the Attorney General recommends that not-for-profit agencies have a sufficient number of members to ensure proper oversight. In addition, we also recommend that members are representative of the demographic profile of the area the organization serves.

Attachment: SEXUAL HARASSMENT POLICY (SHP)

- From the website or the link in the application, download and print the provided Sexual Harassment Policy form.
- Sign, date, and record your name and the agency name on the document.
- Attach the form to the application.
- **IMPORTANT:** The State of Kansas will NOT process any grant payments until this signed document has been completed, signed, received and submitted to them. All fields must be completed.

Attachment: LIMITED ENGLISH PROFICIENCY POLICY (LEP)

- Please provide your policy for providing translation services to victims.
- This can be copied from your Policies and Procedures Manual.

Attachment: AUDIT REQUIREMENTS

- Submit the most recently completed audit and all audit attachments, as listed. Acceptable audits are FY 2021 and later.
- Please attach the letter from the auditor to the board of directors.
- Please attach the board response to the audit.

Attachment: Organization Chart

Please provide a current organization chart listing both employees and positions.

Optional Questions:

- Though not required, we appreciate your answers to the HT and training questions we've included in this application.

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- These answers will not be used to determine your eligibility for a grant, nor will they be used to determine amounts awarded.
- These questions will help us determine how we can better provide support and/or training to your agency.

CERTIFICATION OF APPLICATION

- By clicking "submit form" on the grant application, you are certifying that you are a representative of the applying agency and are authorized to submit the grant application on their behalf. You are also certifying you have presented the application, its attachments, and budgets to the appropriate management and board members prior to submission. Checking the box also indicates that all information is accurate and correct to the best of your knowledge and if you later discover a discrepancy, you will notify the Office of the Attorney General Victim Services Division immediately.

NEXT SECTION

ONCE YOU HAVE SUBMITTED THE AGENCY INFORMATION PORTION OF THE GRANT APPLICATION, YOU WILL RECEIVE AN EMAIL WITH ALL ACCESS TO THE PFA PORTION OF THE APPLICATION.

INSTRUCTIONS FOR GRANT SPECIFIC INFORMATION

GRANT SPECIFIC INFORMATION

IMPORTANT CHANGES TO PFA GRANT AND APPLICATION:

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.

The State Protection From Abuse Fund (PFA) was established in 1984 and is to be used solely for the purpose of making grants to programs providing:

1. Temporary emergency shelter for adult victims of domestic violence or sexual assault and their dependent children;
2. Counseling and assistance to those victims and their children; or
3. Educational services directed at reducing the incidence of domestic violence or sexual assault and diminishing its impact on victims.

All moneys credited to the fund pursuant to K.S.A. § 20-367 and 60-2001, and amendments thereto, will be used only for ongoing operating expenses of such programs.

Because of the operational nature of this grant, you will no longer be required to provide project goals and objectives. You will, instead, check off the grant goals that your agency provides below.

In addition, though you may continue to use the Project Budget Narrative as a tool, you do not need to provide the same detailed budget as in the past. There is a table provided to enter the funding categories that will be supported by this funding. These funding categories are what you will report expenditures on quarterly using the PFA FSR (Financial Status Report). ***You are no longer required to split DV and SA on your budget or quarterly reports.***

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GRANT GOALS

- Please indicate which of the three grant goals the funding will address in your agency.
- Select as many as apply.
- If you select "None of the Above", you are not eligible for a PFA Grant.

GENERAL AGENCY AND GRANT QUESTIONS

- Please enter the answers to your PFA request.
- Please give a brief description of your agency.

ASSURANCE OF COMPLIANCE WITH FY 2023 TRAINING REQUIREMENT

Please complete the table provided to meet the 2023 training requirement. Please note that the 2023 CVRC attendance may be used on this application.

COMMUNITY PARTNERS AND AREAS SERVED

- List your community partners. No contact information is needed. List agencies, government agencies (court system), law enforcement, etc. with whom you have developed partnerships.
- Check off the counties and Judicial Districts *served by this grant*.

NUMBERS SERVED

- Please enter the numbers requested for the SFY 2022.
- Complete the table provided.

PROGRAM BUDGET NARRATIVE

- You may download and use the project budget narrative as a tool if desired.
- PFAs no longer will need to provide a divided budget and FSR summary for DV/SA.
- Use the provided shortened budget table provided to show the categories for which you are seeking funds.
- If you budget for equipment/furniture in the amount of \$500 or more, you will need to submit the EIR report as in the past.

CERTIFICATION OF APPLICATION

- By clicking "submit form" on the grant application, you are certifying that you are a representative of the applying agency and are authorized to submit the grant application on their behalf. You are also certifying you have presented the application, its attachments, and budgets to the appropriate management and board members prior to submission. Checking the box also indicates that all information is accurate and correct to the best of your knowledge and if you later discover a discrepancy, you will notify the Office of the Attorney General Victim Services Division immediately.

Thank you for your application. We appreciate the services you provide for the state of Kansas.