

THE 21ST JUDICIAL DISTRICT
VICTIM ASSISTANCE AND LAW ENFORCEMENT BOARD

**VICTIM ASSISTANCE AND LAW ENFORCEMENT (VALE)
2018 COVA TRAINING GRANT APPLICATION FORM
GUIDELINES & INSTRUCTIONS**

APPLICATIONS MUST BE RECEIVED AT:

*21st Judicial District Attorney's Office
ATTN: VALE Administrator
P.O. Box 20,000 Department 5031
Grand Junction, CO 81502*

NO LATER THAN 4:00 PM ON AUGUST 2, 2018

FOR QUESTIONS OR CONCERNS REGARDING GRANT APPLICATION OR APPLICATION, CONTACT:

Jennifer Ballagh
Local VALE Administrator
District Attorney's Office
Department 5031
P.O. Box 20,000
Grand Junction, CO 81502-5001
(970) 244-1730

E-mail: jennifer.ballagh@mesacounty.us

INFORMATION: The 21st Judicial District, Victim Assistance and Law Enforcement (VALE) Board announces the availability of funds for the 2018 Colorado Organization for Victim Assistance Annual Conference. Current VALE grant recipients are eligible to apply for a scholarship up to \$800 for conference/training registration fees, lodging, and per diem expenses. Awards are based on availability of VALE funds and will not exceed a total of \$20,000.

APPLICATION: Grantees who wish to apply for a scholarship must submit an application on the VALE Board Scholarship Application form. Applications can be obtained online at:

<https://da.mesacounty.us/victimwitness-program/vale-victim-assistance-and-law-enforcement/>

DEADLINES: The scholarship award period is July 2, 2018 to August 2, 2018. Grantees can submit an application anytime during this period. Applications must be submitted by August 2, 2018. **Late applications will not be accepted.**

REQUIREMENTS: The following guidelines apply to all applications for funding:

1. Applicant agencies **must** be a current recipient of a VALE grant.
2. Scholarship awards can only be made for attendance at the 2018 Colorado Organization for Victim Assistance Annual Conference.
3. Awards can only be used for registration fees, lodging, and per diem expenses.
4. VALE Dollars cannot be used to replace, or supplant, agency/department dollars. Agency/Department travel budgets are expected to be utilized if available.
5. Within one month following the conference/training, scholarship recipients are required to submit a conference assessment form and include proof of expenditures.
6. Any unspent money must be returned to the VALE Board within one month of conference attendance.
7. Failure to comply with the reporting requirements and policies will result in debarment from the receipt of future conference grants to your agency.

GENERAL INFORMATION: Scholarship applications will be reviewed by the VALE Board on August 16, 2018. Award notifications will be sent via email to the agency contact person.

TRAINING SCHOLARSHIP GRANT APPLICATION INSTRUCTIONS

1. Grantee Agency
 - Enter the name of the applicant agency.
2. Address
 - Enter the physical address of the applicant agency.
3. Contact Person
 - This is the person who will be notified regarding this training scholarship grant application.
 - Notifications will be made by email; therefore an email address is mandatory.
 - The telephone number of the contact person is also required.
4. COVA Membership
 - Please indicate if the applicant agency is a COVA member.
5. Ability to Attend Without VALE Funds
 - Please indicate if staff/volunteers of the applicant agency be able to attend the training without VALE funds.
6. Agency Funding
 - Please indicate if efforts have been made to cover this training using agency funds.
 - If efforts to fund the training were denied explain why.
7. Scholarship Request Details
 - In the table enter the information listed below for each person the applicant agency is requesting funding. Only enter dollar amounts in “Registration”, “Per Diem”, and “Lodging” if it is part of the grant request.
 - Name of Attendee
 - Job Position
 - Registration Cost
 - Total Per Diem Amount
 - Total Lodging Costs
 - Other Expenses (Expenses not requested as part of the training scholarship grant, e.g. transportation costs)
 - If the grant request is for registration, per diem and lodging the application should look like this:

Name of Attendee	Job Position	Registration Early -\$380 Regular - \$445	Per Diem	Lodging	Other Expenses (to be covered by other funding)	TOTAL COST	TOTAL SCHOLARSHIP REQUESTED
Jennifer Ballagh	<u>VALE Admin.</u>	\$380	\$125	\$295	\$270	\$1070	\$800

- If the grant request is for registration only and all other costs are covered by other sources the application should look like this:

Name of Attendee	Job Position	Registration Early -\$380 Regular - \$445	Per Diem	Lodging	Other Expenses (to be covered by other funding)	TOTAL COST	TOTAL SCHOLARSHIP REQUESTED
Jennifer Ballagh	<u>VALE Admin.</u>	\$380			\$690	\$1070	\$380

- TOTAL COST is a self-calculating field.
- TOTAL SCHOLARSHIP REQUESTED is a self-calculating field.

8. Required Signatures
 - Original signatures of each party to this application (i.e. Project Director, Financial Officer, and Authorized Official are required).