

**WEST VIRGINIA
DIVISION OF CRIMINAL JUSTICE SERVICES**

**JUSTICE ASSISTANCE
GRANT PROGRAM**

GRANT APPLICATION

**INSTRUCTIONS
P.1**

Completed applications are due to DCJS by April 5th 2010

Applicant:

The applicant is named on page 1 of the application. Name, address, phone and fax number of the agency applying for funds. **This address is where the reimbursement checks will be mailed to if your project is funded.**

**Central Contractor
Registration and DUNS:**

Eligible applicants must submit with their application a copy of their current CCR registration confirmation. Each applicant must also provide their DUNS on page 1 of the grant application. See CCR and DUNS document for more information.

Plan of Sustainability:

The grant application must include a plan of sustainability. This plan should be titled and submitted as a separate document in addition to the program narrative and all of its required components.

Project Director:

Name, address, email address and direct phone and fax number of the individual charged with the **implementation and day-to-day operations** of the project. **This person cannot also be listed as the Authorized Official or the Fiscal Officer.**

Fiscal Officer:

Name, address, email address, direct phone and fax number of the person responsible for the fiscal records/reports of the project. **This person cannot also be listed as the Project Director or the Authorized Official.**

Program Title:

Title of the program as listed on page 1 of the application.

Grant Funds Requested:

Funds requested from the Division of Criminal Justice Services. (75% of total project)

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Matching Funds:

Cash funds to be provided by the applicant. (25% of total project) Matching funds should be shown on pages 3 and 4 of the grant application. See matching funds info page for more information.

Project Period:

The project period is indicated on page 1 of the grant application and should be detailed in the proposed implementation plan. The project period cannot begin before July 1, 2010 or extend beyond June 30, 2011. It is expected that most project periods will be for six or twelve months.

Certification:

Name of the Authorized Official: State Agency Head, Mayor or County Commission President. This is the individual who would be authorized to enter into a contractual agreement with the Division of Criminal Justice Services. **This person cannot also be listed as the Project Director or the Fiscal Officer.**

Should you have any questions or need further assistance in the preparation of this grant application, please contact Jason Metzger at (304) 558-8814, extension 285.

The authorized official *must* sign where indicated on **page 1 of the application, the EEOP Certification and the Entry Level Certification (if applicable).**

RETURN COMPLETED APPLICATION TO:

**Jason Metzger, Sr. Justice Program Specialist
West Virginia Division of Criminal Justice Services
Justice Assistance Grant Program
1204 Kanawha Boulevard, East
Charleston, West Virginia 25301**