



## APPLICATION CHECKLIST

Application solicitation begins on **July 1, 2024**.

Please apply for the appropriate funding you need to supplement your program for FY2025, please be mindful that the award may be significantly less. Your awarded amount cannot be more than your award request. However, in most cases, your agency will be awarded less than previous award periods. Please reach out to the DOCR grants team with any questions when applying.

Application must include the following documents/attachments:

Update SAM.GOV expiration in agency profile in COSMOS (this must be done before applying)

Articles of Incorporation 501-C3 (if applicable)

Board of Directors (if applicable)

Lobbying and Debarment Certification EEOP Certification

Single Audit Certification

Budget Narrative

Budget Detail

VOCA paid staff job descriptions

Volunteer job descriptions

Letters of Collaboration

Match Documentation

Application submitted by **noon on July 31, 2024**

Once notified of the award the following items must be completed:

Print/download copy of the Federal Award Identification for record keeping purposes

Award acceptance must be completed in COSMOS. **Due September 23, 2024**

Budget Revision will need to be updated based on the award amount. **Due September 23, 2024**

Crime Victim Allocation Revision (if awarded less than requested). **Due September 23, 2024**

Risk Assessment. **Due September 27, 2024**

Complete the Subgrant Award Report (SAR). **Due October 11, 2024**