

VALE Grant Application Guide

21st Judicial District VALE Program

2027 VALE Grant Funding Opportunity

Important Funding Opportunity Information

Anticipated Amount Available

It is estimated that approximately \$450,000 will be available. This amount is subject to change depending on funding availability.

Grant Period

Grant awards are for the calendar year 2027. The grant funding period runs from January 1, 2026 through December 31, 2026.

Applications must be received in ZoomGrants by

11:59:59 pm (PST) July 31, 2026

Before Starting the Grant Application

Be sure to review the 21st Judicial District Victim Assistance and Law Enforcement (VALE) Grant Funding Availability Announcement on the [21st Judicial District VALE Program's funding opportunities webpage](#). The announcement outlines the eligible expenses, maximum award amounts, and other important information regarding this funding opportunity.

Be sure to review this guide. It provides useful information and will help complete the VALE grant application. Compliance with grant application instructions will not guarantee funding, although a complete and clear application is a necessity for consideration. Please read the applicable statutes, the entire application, and guidelines before writing the grant application.

The statutes related to the disbursement of VALE funds are available on the [Colorado Legal Resources Public Access Website](#). The VALE Board is governed by Colorado Revised Statutes §24-4.2-101 and §24-4.1-302.

General Information

The 21st Judicial District VALE Board is authorized to enter into contracts for the purchase and coordination of victim and witness assistance services in the 21st Judicial District with persons or agencies that the Board deems appropriate. The 21st Judicial District VALE Board will give priority consideration to victim service and law enforcement programs which:

1. Are required to provide services for the implementation of the rights afforded to crime victims pursuant to §24-4.1-302.5 C.R.S.;
2. Provide services and programs delineated in §24-4.1-303 C.R.S., §24-4.1-304 C.R.S., and §24-4.2-105(4) C.R.S. related to all crimes as defined by § 24-4.1-302(1) C.R.S.;

The 21st Judicial District VALE Board has also established the following local funding priorities:

3. Programs that provide direct victim services, crisis or emergency services;
4. Programs that will provide new or innovative approaches to meeting unmet victim service needs;
5. Programs with a demonstrated effective response to victim needs.

The 21st Judicial District VALE Board will consider grant requests submitted for new programs as well as those received for programs that are requesting funding continuation. The Board will give appropriate deference to the need for continuity in providing service to programs with a proven track record with the local VALE Board. The fact that an applicant meets eligibility requirements and applies for services within a priority funding category does not guarantee funding.

Applications can be accessed on ZoomGrants and through the link found on the [21st Judicial District VALE funding opportunities website](#). Applications and grant administration are done through ZoomGrants. Failure to complete the current and correct grant application form through the ZoomGrants application process will result in denial of grant funding consideration by the VALE Board.

Use of ZoomGrants

Application submission must be made through ZoomGrants. To apply for this funding opportunity, a ZoomGrants account is required.

Agencies that have used ZoomGrants to apply for other grants will log in with the previously used User ID and Password to access the application.

Agencies that have not used ZoomGrants to apply for other grants must create a master agency User ID and Password for future access to their application.

For technical assistance using ZoomGrants, contact them directly at [1-866-323-5404](tel:1-866-323-5404) or questions@zoomgrants.com

Who To Contact With Questions Or For Assistance

For questions concerning the funding announcement, the application process, your application, or the process, contact Jennifer Ballagh, Local VALE Administrator, at [970-244-1737](tel:970-244-1737) or jennifer.ballagh@mesacounty.us.

One Project per Grant Application

An agency may apply for multiple VALE grants, but each project requires a separate application.

Do Not Include COVA Conference Costs

Do not include requests for funds to attend the COVA conference. Agencies that are selected for funding will have the opportunity to apply for a separate grant to attend the annual COVA conference through a separate application process.

Eligibility

To be eligible for VALE funding, an applicant must:

1. provide services within the 21st Judicial District and
2. provide assistance or services to victims of crime, special advocate services, or
3. be a law enforcement agency requesting funds for the following purposes, including but not limited to, equipment, training programs, and additional personnel that is directly related to the implementation of rights afforded to crime victims pursuant to § 24-4.1-302.5 C.R.S. and the provision of services delineated pursuant to §24-4.1-303 and §24-4.1-303(13.5) C.R.S.
4. not be a state agency with the exception of:
 - a. The court executive for each judicial district for the purpose of collecting all moneys assessed by the courts, and collecting and disbursing restitution owed to victims; and
 - b. The local probation department may apply for grants for the purpose of implementing the rights of victims pursuant to §24-4.1-303(13.5).
5. acknowledge in writing that such agency or persons assigned to the grant have read and understand the rights afforded to crime victims pursuant to §24-4.1-302.5 C.R.S. and the services delineated pursuant to §24-4.1-303 C.R.S. and §24-4.1-304 C.R.S.

Allowable Costs

VALE funds may be used for the purchase of victim and witness services listed below:

1. Provision of services for early crisis intervention;
2. Provision of telephone lines for victims and witnesses assistance;
3. Referral of victim to appropriate social service and victim compensation programs and assistance in filling out forms for compensation;

4. Assistance programs for victims and their families;
5. Education of victims and witnesses about the operation of the criminal justice system;
6. Assistance in prompt return of the victims' property;
7. Notification to the victim of the progress of the investigation, the defendant's arrest, subsequent bail determinations, and the status of the case;
8. Intercession with the employers or creditors of victims or witnesses;
9. Assistance to the elderly and to persons with disabilities in arranging transportation to and from court;
10. Provision of translator services;
11. Coordination of efforts to assure that victims have a secure place to wait before testifying;
12. Provision of counseling or assistance during court appearances when appropriate;
13. Protection from threats of harm and other forms of intimidation; and
14. Special advocate services.

VALE funds may also be used by police departments, sheriffs departments, and district attorneys for the following purposes:

15. Purchase of equipment;
16. Training programs; and
17. Additional personnel.

VALE funds allocated for the purposes listed above shall only be used for the purchases of equipment, training programs, additional personnel, and victim and witness services that are directly related to the implementation of the rights afforded to victims pursuant to § 24-4.1-302.5 C.R.S. and the provision of services delineated pursuant to § 24-4.1-303 C.R.S. and 324-4.1-304 C.R.S.

Equipment that may be purchased with such moneys includes technical equipment directly related to the immediate individual physical safety of crime victims.

Funds may be approved for registration fees and expenses for lodging, travel, and meals for in-state training programs specifically directed toward delivery of services to crime victims and for the actual cost of providing the necessary staff training directly related to the implementation of the rights afforded to crime victims pursuant to § 24-4.1-302.5 C.R.S. and the provision of services delineated pursuant to § 24-4.1-303 C.R.S. and 324-4.1-304 C.R.S.

VALE funds may also be used by the court administrator of the 21st Judicial District for the purpose of collecting all money assessed by the courts, including moneys owed pursuant to this article, and collecting and disbursing restitution owed to victims of crime.

VALE funds may also be used by the local probation department for the purpose of implementing the rights of victims established pursuant to article 4.1 of title 24 C.R.S.

Funding Limitations

1. VALE Funds shall not be used for defraying the costs of routine and ongoing operating expenses.
2. Funds may not be used to attend out-of-state trainings or conferences.

Funding Disbursement

Funds are generally disbursed quarterly. A lump sum disbursement may be approved at the VALE Board's discretion.

Funding Priorities

The VALE Board has also established the following funding priorities. The VALE Board places high priority on victim service and law enforcement programs which:

1. Provide services for the implementation of the rights afforded to crime victims pursuant to C.R.S. §24-4.1-302.5;
2. Provide services and programs delineated in C.R.S. §24-4.1-303, C.R.S. §24-4.1-304, and C.R.S. §24-4.2-105(4) related to all crimes as defined by C.R.S. §24-4.1-302(1);
3. Provide direct victim services;
4. Provide crisis or emergency service;
5. Provide new or innovative approaches to meeting unmet victim service needs or have a demonstrated effective response to victim needs.

Factors Considered in Determining Awards

The VALE Board conducts an open, fair, impartial, and equitable award process of receiving, reviewing, evaluating, and voting on all grant applications in accordance with statutory guidelines and standards requirements, and intended uses for these funds. Funding criteria include, but are not limited to:

1. The application shows a demonstrated need for the project.
2. The proposed project fits within VALE Board funding priorities.
3. The project description adequately describes the services that will be provided in the 21st Judicial District.
4. The project does not unnecessarily duplicate existing services. The applicant demonstrates coordination of services with other agencies providing similar services to the 21st Judicial District.

5. The application demonstrates effective delivery of victim services.
6. The applicant demonstrates reasonable fundraising efforts, local volunteer, and/or financial support, and if appropriate, a diversified funding base.
7. The applicant demonstrates efficient use of resources, including volunteers, or otherwise maximizes the number of persons served per grant dollar.
8. The applicant demonstrates the ability to comply with financial and program accountability requirements.
9. Project goals are clear and measurable.
10. The application includes an effective evaluation plan and timeline to evaluate the success of the program, project goals, and objectives.
11. The application is clear and complete and contains all required information.

Presentation to VALE Board is Required

All grant applicants must make a presentation to the VALE Board. Applicants will be notified of the presentation date and time in writing after grant submission. Failure to make a presentation may result in a funding reduction or disqualification of the application.

Application Tab 1 - Summary

Project Title

1. Provide a unique title for your grant application. The title should distinguish the application from other applications your organization has submitted.

Amount Requested

1. Enter the total amount of grant funds requested, **round to the nearest whole dollar**.

Applicant Information

1. This field will auto-populate with the contact information of the agency account owner.
2. Verify the name and contact information are correct.
3. The person listed here is often the primary contact for the grant. This is usually the Project Director, but not always.
4. If the person listed is not the primary contact for the grant and the information cannot be changed, there is an additional field later in the application to provide primary contact information.

Organization Information

1. This information should automatically populate based on the information in your ZoomGrants profile.

CEO, Executive Director, Authorized Official

1. Enter the name and contact information for the person who is, by virtue of their position, authorized to enter into contracts for the agency.

Additional Contacts

1. Enter the email addresses for other interested parties who should receive information about the application.
2. To avoid duplicate emails, only enter email addresses in this section that will not be entered as a collaborator to the application.

Collaborators

1. **Add vale@mesacounty.us as a collaborator and check the box to allow access to the application.**
2. Enter the contact information and check the appropriate boxes to grant access to the grant application to other parties who will be helping with the application or who will need access to the grant application and documents.

Application Tab 2 - Application Questions

Question 1: Agency Doing Business as (DBA) status

1. Select "Yes" or "No" if your business is doing business under a parent company or unit of government.

Question 2: Organization Legal Name

1. If your agency is DBA (Doing Business As), the legal name will be different from the applicant name. If your agency is not a DBA, then the Applicant Name and Legal Entity Name will be the same.

Question 3: Legal Entity Physical Address

1. Enter the physical address of the legal entity under which the agency does business.

Question 4: Applicant Type

1. Select the category that best describes your agency.

Question 5: Agency Description

1. Provide a brief and concise description of the grant applicant agency's purpose and capacity to ensure proposed grant-funded services are delivered to victims of crime in the 21st Judicial District. This may include the agency's mission statement, the types of clients

currently being served, current services provided to victims of crime, the agency's area of expertise regarding the proposed activities of the project, and the agency's organizational capability to manage the grant.

Question 6: Number of victims to be served

1. Enter the anticipated number of unduplicated crime victims that will be served by grant-funded personnel or services during the 2027 grant cycle (January 1, 2027 through December 31, 2027).
2. The total victims served will show on the print preview and after application submission. It will not be visible while entering data.

Question 7: Other Victimization Type explanation

1. List the crime type and corresponding number of victims of the victims included in the figure entered in the Other Victimization Type field on question 6.
2. If "0" was entered in the Other Victimization Type field, enter N/A.

Question 8: Crime Victim Definition and Details

1. Provide an explanation of your agency's definition of a crime victim for this grant and how eligible victims are identified for services provided for by this grant request.
2. The response should answer the following questions.
 - a. Are the victims your program serves direct or indirect victims?
 - b. How do you identify the defined crime victims who will qualify for services under this grant request?
 - c. What process is used to count the defined crime victims?
 - d. How do you avoid double counting victims?

Question 9: Problem Statement

1. Describe the problem the proposed project intends to address.
2. Use factual data, identify and substantiate the specific need(s) of crime victims in the 21st Judicial District that will be addressed by the grant-funded project/personnel. Use current statistics involving the 21st Judicial District. Do not include national statistics- even statewide statistics have minimal relevance in responding to this question.
3. The information provided should make a logical connection between your organization and the problem.
4. The information provided in this response sets the stage for the project's goals, objectives, and budget line item requests.
5. A complete response to this section will include:
 - a. What specific services are needed;
 - b. Who needs these services;
 - c. What local, factual documentation (data) exists for the service(s) needed and where you found this data/documentation;
 - d. The reason(s) that your agency is the best or most logical organization to provide these services in the 21st Judicial District.

Question 10: Project Description

1. Outline the grant-funded services to be provided to victims of crime in the 21st Judicial District that address the need identified in the Problem Statement.
2. Explain clearly and succinctly the project and the services you are planning to provide with VALE funds.
3. Describe only the part of your program for which you are requesting funds.
4. The project's goals and objectives, and the budget included with this request should support the activities that are described in this section.
5. A complete response to this section will include:
 - a. What services will be provided;
 - b. Where the services will be provided;
 - c. When the services will be provided;
 - d. Who (Job Title) will be providing the services;
 - e. Who is receiving the services;
 - f. How the services are being delivered;
 - g. How many services are being delivered; and
 - h. How many victims are receiving the services.
 - i. If services and/or personnel are currently being funded by an entity other than VALE, identify the current funding source and explain why this funding source will no longer be available in the next fiscal year.
 - j. If training and/or equipment are requested, an explanation of how the items are not routine, ongoing operating agency expenses and the reasons 21st Judicial District VALE funding is the most appropriate funding source to pay for these expenses should be provided.
 - k. If the grant was funded in the previous grant cycle, describe the changes to grant-funded services, personnel, and/or budget line items in the application that are different from the current funding. For any increased funding requests, total or budget line item, a brief and concise explanation and justification for the increase should be included, as well as Identification of the specific change(s) being proposed.

Question 11: Project Timeline and Work Plan

1. The project timeline and work plan should describe the project's key milestones and dates. All project activities will occur within the proposed project period.
2. This section refers only to time-specific or time-sensitive areas of the project (i.e., hiring of new staff, equipment purchase, attendance at in-state training, etc.). Do not include day-to-day or ongoing service provision.
3. If you are requesting funds solely for existing personnel or for ongoing service provision, enter N/A in this section.

Question 12: Coordination of Services

1. Describe the other agencies that provide similar services to crime victims in the 21st Judicial District.
2. Describe how your services differ from the other agency.

3. Explain the nature and extent of your collaboration with these other agencies. Describe how you currently coordinate or will coordinate services with these programs to reduce the duplication of services.

Question 13: Agency Victim Rights Act Responsibilities

1. Indicate if your agency has statutory mandate under the Victim Rights Act to provide the services described in the application.

Question 14: Statutes Applicable to Grant Application

1. Identify which statute(s) apply to the services provided by your agency as part of this project.

Question 15: Description of Statutory Services to be Provided

1. Describe the services listed in the Victim Rights Act (§24-4.1-302.5 C.R.S., §24-4.1-303, and §24-4.1-304), and the VALE statute (§24.4.2-105 (4)) that will be provided as part of the grant project.
2. Be sure to address all applicable statutes that relate to the project.
3. This section should clearly outline how the grant request is in compliance with the statutes and funding priorities that guide the VALE Board's decision-making process.

Question 16: Assuring Victim and Witness Rights pursuant to C.R.S. §24-4.1-303

1. If §24-4.1-303 C.R.S. does not apply to your project, enter N/A in this section.
2. Statute outlines specific rights afforded to victims. Use this section to describe how your project works to preserve and protect a victim's rights to justice and due process. Describe the efforts of your agency to ensure that the crime victims served as part of this grant request fully understand the rights afforded to them by the constitutional amendment.

Question 17: Victim Rights Act (VRA) Training

1. The VALE statute requires that applicants have read and understand the rights afforded to crime victims outlined in the VRA statute, C.R.S. §24-4.1-302.5.
2. Provide details about the most recent VRA training attended by your staff and volunteers. Include:
 - a. Name, title, and agency of the person who provided the training, and
 - b. Date of the training, and
 - c. A brief description of the content of the training.

Question 18: Crime Victim Compensation Training

1. Provide details about the most recent Crime Victim Compensation Program training attended by your staff and volunteers. Include:
 - a. Name, title, and agency of the person who provided the training, and
 - b. Date of the training, and

- c. A brief description of the content of the training.

Questions 19 through 26: Grant Officials and Contacts

1. Provide information about the responsible parties for this grant application and project, should it be funded. Provide the name (first & last), job title, agency, email, and phone number for each role.
2. Descriptions of each role are below:
 - a. **Project Director:** The person who has direct responsibility for the implementation of the project. This person should combine knowledge and experience in the project area with the ability to administer the project and supervise personnel. They share responsibility with the Financial Officer for seeing that all expenditures are within the approved budget. This person will normally devote a major portion of their time to the project and is responsible for meeting all reporting requirements. **The Project Director must be a person other than the Authorized Official or the Financial Officer.**
 - b. **Financial Officer:** The person who is responsible for all financial matters related to the program and who has responsibility for the accounting, management of funds, verification of expenditures, audit information, and financial reports. The person who prepares the financial reports may be under the supervision of the Financial Officer. **The Financial Officer must be a person other than the Authorized Official or the Project Director.**
 - c. **Authorized Official:** The Authorized Official is the person who is, by virtue of such person's position, authorized to enter into contracts for the grant recipient. This could include: Mayor or City Manager for City Agencies/Police Departments, Chairperson of the County Commissioners for County Agencies, President or Chairperson of the Board of Directors for Non-Profit agencies, District Attorney, Sheriff, Superintendent, or Chief Executive Officer. **The Authorized Official must be a person other than the Project Director or the Financial Officer.**
 - d. **Primary Contact:** This is the person we will contact if we have questions about your grant application. This is often the same person listed as Project Director, but not always.

Question 27: Percent of Agency Budget for Victim Services

1. Enter the percentage of your total agency budget that is used for the provision of services to crime victims.

Question 28: Grant Accounting and VALE Expense Verification

1. Describe your agency's accounting practices.
2. Describe how grant expenditures and revenues are tracked and monitored.

3. Identify any services provided by your agency and/or this project that are eligible for Crime Victim Compensation reimbursement.
4. Describe your agency's process to verify whether services can be paid for by Crime Victim Compensation. If your agency does not provide services eligible for Crime Victim Compensation, include that information in your answer.
5. Describe how your agency tracks grant funds and services to ensure that it is not using VALE funds to provide services that could be or have been paid for by Crime Victim Compensation.

Question 29: Diversification of Funding

1. Describe the funding strategy for this project. Include all sources already solicited or planned (e.g., government, local VALE, foundations) as well as specific fundraising events or campaigns.
2. If your agency is legally prohibited from fundraising, please note that here.

Question 30: Sustainability Plan

1. Describe how this project will be funded in the future.
2. Include information about long-term funding goals.
3. If this project will not continue beyond the grant period, please enter "N/A" in this section.

Question 31: Payment Mailing Information

1. If your grant is funded, this is the address where payments will be mailed.
2. Enter the mailing address to which grant payments should be mailed.
3. Include information about to whose attention the payment should be directed.
4. EFT/ACH payments are not available.

Application Tab 3 - Agency Budget and Summary Grant Request

Funding Sources and Revenues

1. Information in this section should reflect your agency's total revenues from the time period identified. These figures should be from your agency's accounting system/records. Figures should be reported using whole dollars.
2. List all existing funding sources for 2026 and anticipated funding sources of revenue for 2027.
3. Enter the percentage of agency personnel and services that are anticipated to be funded in 2027 by each revenue source listed. The total for the column should be 100.
4. Provide the number of agency personnel to be funded in 2027 by each revenue source. **Disregard the \$ label in this column.**
5. Identify what projected 2027 increase or decrease is anticipated for each revenue source listed. Please use the minus sign to indicate a decrease.

Summary Grant Request

1. Enter the amount of 2026 VALE funds awarded for each budget category.
2. Enter the projected amount of 2026 VALE funds that will be spent for each category.
3. Enter the amount of 2027 VALE funds requested for each category.
4. Information in this section should include all line items requested for funding consideration during the grant period.
5. If your funding request does not fit into one of the five budget categories listed, please contact the VALE Administrator before submitting the grant application.
6. Provide
7. The figures should be for 12-months.
8. The figures reported in each category should match the figures entered in the Grant Budget Details section.
9. Use whole dollars. Round up to the nearest dollar if cents are \$0.50 or more.
10. All expenses requested must be tied to implementing your project as described in the Project Description section.
11. Descriptions of expenses associated with each category follow.
 - a. **Personnel** - salaries, wages, and fringe benefits for staff
 - b. **Supplies and Operating**- Specific necessary costs required to implement the grant project. Generally, requests will correlate with the percentage of grant-funded activities of grant-funded personnel. Examples of expenses that fall in this category are: office supplies, computer software, training materials, tuition or registration fees for training or conferences, copy costs, rent, phone, and postage. Items less than \$5,000 should be included in this section.
 - c. **In-State Travel**- Includes lodging, travel, and meals for training programs. Includes travel expenses of project personnel.
 - d. **Equipment**- Durable, single item costing \$5,000 or more with a useful life over one year. Requests for equipment purchases must be accompanied by two (2) written competitive bids. All bids must meet the same specification; the state bid price should be utilized if at all possible; local vendors should be used whenever possible. Purchase and payment must be made within 180 days of grant approval.
 - e. **Professional Services and Consultants**- Consultants or independent contractors who will provide services under the grant. They offer contracted services to the public at large, who control their own work, do not require training, pay their own taxes, and have their own liability and workers' compensation insurance. This category does not include agency employees.

Budget Details

1. Personnel Budget and Budget Details

- a. Enter the position title and the name of the person filling that position, if known.
- b. Enter the total annual salary and fringe benefits cost for the position.
- c. Enter the total dollar amount to be paid by the grant.
- d. Enter the percentage the dollar amount to be paid by the grant represents.
- e. Provide a brief but detailed budget narrative and justification. Be sure to include:
 - i. The total number of hours per week worked by the position. This includes all hours paid by your agency from all sources of funding.
 - ii. Specific calculations showing how the total salary and fringe costs were determined.
 - iii. The percentage of time this position will be assigned to grant-related duties.
 - iv. If the position is a new or existing position.
 - v. All known and anticipated funding sources that will support this position in addition to the VALE grant request. Include the anticipated or estimated percentages requested or received from these sources.

2. Supplies and Operating Budget and Budget Details

- a. Enter a description of the item.
- b. Enter the total cost of the item.
- c. Enter the dollar amount to be paid by the grant.
- d. Provide a brief but detailed budget narrative and justification. Be sure to include:
 - i. Specific calculations showing how the total to be paid by the grant was determined, and explain the basis for the calculation.
 - ii. An explanation of the need for each item requested and how it ties to the grant project described in the Project Description.

3. In-State Travel

- a. Enter a description of the travel cost.
 - i. Travel expenses should be itemized by purpose (e.g. mileage to attend training sessions, mileage to transport clients, travel costs to attend conferences, etc.) with mileage, lodging, and per diem on separate lines.
- b. Enter the total cost.
- c. Enter the dollar amount to be paid by the grant.
- d. Provide a brief but detailed budget narrative and justification. Be sure to include:
 - i. Specific calculations showing how the total to be paid by the grant was determined, and explain the basis for the calculation.
 - ii. An explanation of the need for each item requested and how it ties to the grant project described in the Project Description.
 - iii. The name of specific training and those attending the training (if applicable).

4. Equipment

- a. Enter a description of the equipment.
- b. Enter the total cost.

- c. Enter the dollar amount to be paid by the grant.
 - d. Provide a brief but detailed budget narrative and justification. Be sure to include:
 - i. Specific calculations showing how the total to be paid by the grant was determined, and explain the basis for the calculation.
 - ii. An explanation of the need for each item requested and how it ties to the grant project described in the Project Description.
 - iii. An explanation of the reasons that the equipment requested is not considered routine and ongoing costs.
 - iv. An explanation of the reasons that the purchase of the equipment is more feasible than leasing or renting the equipment.
5. Professional Services and Consultants
- a. Enter a description of the professional service or consultant.
 - b. Enter the total cost.
 - c. Enter the dollar amount to be paid by the grant.
 - d. Provide a brief but detailed budget narrative and justification. Be sure to include:
 - i. A description of each type of service or consultation to be provided, the proposed hourly fee, and the amount of time to be spent on such services.
 - ii. Specific calculations showing how the total to be paid by the grant was determined, and explain the basis for the calculation.
 - iii. An explanation of why project staff cannot provide the services requested from the consultant or independent contractor.
 - iv. An explanation of the need for each item requested and how it ties to the grant project described in the Project Description.

Goals and Objectives

1. Goals and Objectives are required for all grants. There should be at least one goal and one objective for your project. These are the elements against which your project will be evaluated and which you will use to report quarterly and final progress.
2. Applicants are limited to four (4) goals and three (3) objectives per goal. Be sure to include a goal and objective that encompasses all aspects of the grant-funded project or personnel.
3. Each requested position and line item must be directly tied to at least one goal and one objective.
4. **Goals** are broad statements describing what grant funds will accomplish. For this application, the goal is not in and of itself measurable. Progress made toward the goal should be reflected in data related to specified objectives.
5. **Objectives** must be specific and measurable, and should answer "What?", "Who", "By when?", "How many?", "For whom?", and "How?". Objectives should be written using the "SMART" guideline. They should be **S**pecific, **M**easurable, **A**ction-Oriented, **R**ealistic, **T**ime-Specific. Objectives should include the specific type of change or improvement that will occur, the number or percent of individuals impacted (where appropriate), the expected magnitude, on average, of the expected change, and if client-based, include the

number of clients to be served. If the objective is not quantified with a numeric value, it must be measured by a "Yes" or "No" response.

6. **Measurement** is a description of the data points that will be collected to measure the change made by the grant project. E.g., the number of victims accompanied to the hospital, the number of VRA notifications made per quarter, the number of counseling sessions completed.
7. **Time-Frame** refers to the time period the objective will be tracked and grant-funded activities will occur. The date range listed should occur within the grant funding period.

Project Evaluation

1. Describe your approach for evaluating each of the project's stated objectives, measurement and timeframes. In this section, include at minimum, information about the following:
 - a. Explain your plan for collecting data on each specified outcome and managing the data once collected.
 - b. How will the collected data be analyzed and used to change/improve your program?
 - c. How will you confirm whether your project was successful in making progress toward achieving your goal?

Application Tab 5 - Documents

The following documents should be submitted in conjunction with your application in ZoomGrants. Failing to upload a document which is marked as required in ZoomGrants will prohibit you from submitting your application. Your application may be considered incomplete unless all required items are included.

1. **Certified Assurances Signature Page - Required for all applications**
This document must be signed by the individuals acting as the Project Director, Financial Officer, and Authorized Official. Original and electronic signatures are acceptable.
2. **Organization Mission and Vision Statement - Required for all applications**
3. **Board of Directors or Key Officers List - Required for nonprofit organizations**
4. **501(c)(3) Status Documentation - Required for all nonprofit organizations**
5. **Most Recent Audit or Financial Review - Required for all nonprofit organizations**
This requirement is waived for government agencies.
6. **Job Descriptions for requested positions - Required if requesting personnel**
7. **Letters of Support (optional)**