



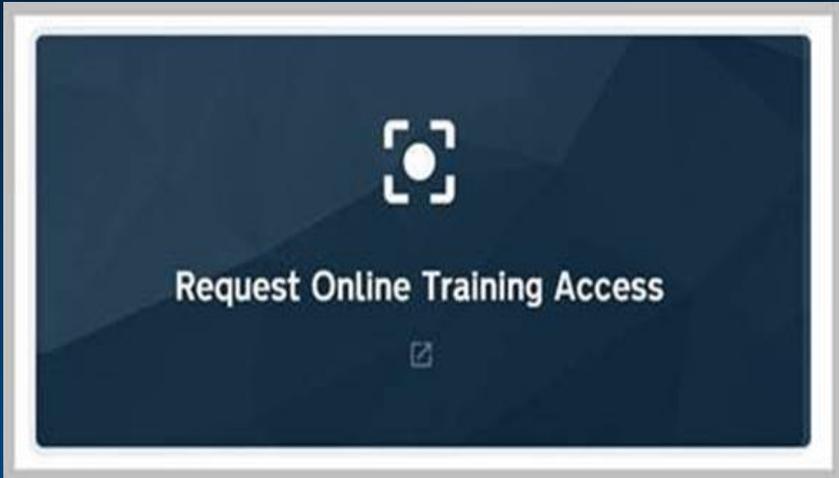
# Grant Application

Grant Training

YouTube Video: [\(69552\) GCC - Grant Writing, Module 2, Grant Application Process - YouTube](#)



# Governor's Crime Commission



## GCC Online Training Access Form

Thank you for your interest in the NC Governor's Crime Commission Online Training Modules. These trainings are intended to help you learn more about applying for a grant through GCC, or administering a GCC grant that has already been awarded. Please complete all fields below to gain access.

The Contact Type you select will determine the training that you are given access to. If you select "Applicant" as your Contact Type, you will be enrolled and given access to the Grant Writing modules. Alternatively, if you select "Current Subrecipient" you will be given access to Grant Management modules for subrecipients who currently have grants from GCC.

If you have questions, please contact [GCC\\_grants\\_management@ncdps.gov](mailto:GCC_grants_management@ncdps.gov).

Contact Type \*

Select or enter value

Training Requirements

Please view all training videos by clicking the links.

List of Available Training Modules on YouTube from GCC Website:

# The Grant Application: RFA

A request for application (RFA) is a type of solicitation notice in which an organization announces that grant funding is available.

- ▶ [GCC Request For Application \(RFA\)](#)
- ▶ [RFA Overview](#)
- ▶ [GCC Resources](#)



# GCC Request for Applications

- Victim of Crime Act (VOCA)
- Violence Against Women Act (VAWA)
- Byrne Justice Assistance Grant (JAG)
- Juvenile Justice

# GCC Request For Application (RFA)

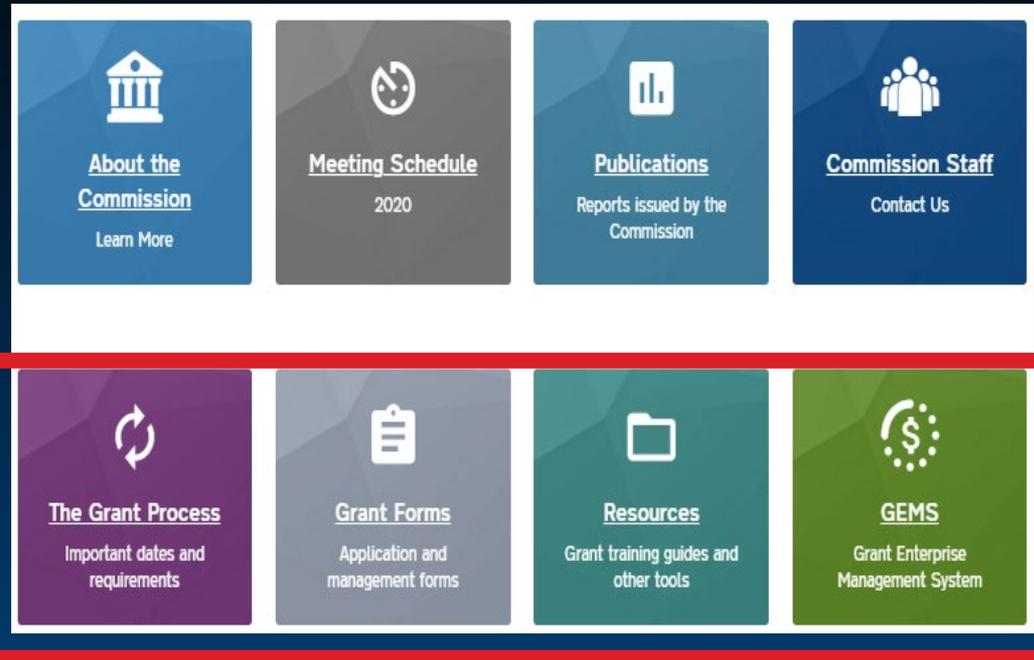
- Agencies must be a unit of government or a non-profit corporation and must have an active NCID.
- GCC operates on a reimbursement basis, so agencies must have sufficient operating funds in place to cover a minimum of 60 days.
- Assessments may be required for some agencies to determine if internal policies and procedures are adequate to manage federal or state grant funds.



[www.ncdps.gov/gcc](http://www.ncdps.gov/gcc)

# GCC Request For Application (RFA)

- Detailed Information About RFA's
- Important Dates and Requirements
- Application Management and Forms
- Quick Access to GEMS
- Grant Training Guides and Tools



<https://www.ncdps.gov/about-dps/boards-and-commissions/governors-crime-commission/resources>

# RFA Overview

## ▶ General understanding of RFA

### Page 1: Important Dates

- Grant Name
- Application Period:
- Application Deadline:
- Period of Performance (POP)
- CFDA#
- Eligibility Information

North Carolina Governor's Crime Commission  
Fiscal Year 2022 Victims of Crime Act (VOCA) Victim Assistance Grant  
Request for Applications (RFA)

Application Period	November 1, 2021 – January 31, 2022
Application Deadline	January 31, 2022 by 11:59 PM
Grant Project Period of Performance	October 1, 2022 -September 30, 2024
Frequently Asked Questions Submission Deadline	November 20, 2021

**Funded through:**  
U.S. Department of Justice  
Office for Victims of Crime  
(CFDA#16.575)

**State Administrative Agency:**  
North Carolina Department of Public Safety  
Governor's Crime Commission  
1201 Front Street,  
Raleigh, NC 27609

**Eligibility to Apply:**  
Eligible organizations in North Carolina, which provide direct services to crime victims, include and are not limited to the following entities:

- Victim Service Providers
- Legal Service Programs
- State Agencies and Offices
- Local Government Agencies
- Indian Tribal Governments
- State Law Enforcement Agencies
- Local Law Enforcement Agencies
- Community-based Organizations
- Faith-based Programs
- State and Local Courts

Applicants are required to apply for grant funding through the GCC online application process. To access GEMS and apply for a grant, go to: <https://gems.ncdps.gov>. NOTE: All applicants MUST provide proof that they have a valid federal DUNS number and are currently registered with [www.SAM.gov](http://www.SAM.gov) at the time of submission.

**Governor's Crime Commission Mission Statement**  
*The mission of the Governor's Crime Commission is to improve the quality of life for the citizens of the state, to enhance public safety, and to reduce and prevent crime by improving the criminal justice system.*

# RFA Overview

## ▶ Introduction page

- Program Introduction
- Program contacts

### INTRODUCTION

Thank you for your interest in seeking funding for crime victims from the North Carolina Governor's Crime Commission (GCC). The Crime Victim Services (CVS) Committee advocates for victims by promoting the development of effective programs that improve the response of human service professionals and the criminal justice system to crime victims through grants from two Federal funding sources: the Victims of Crime Act (VOCA) and the Violence Against Women Act (VAWA), also known as STOP.

We encourage you to read through this document in its entirety as you prepare to apply for consideration. All applicants must meet the eligibility requirements listed in section II. Complete applications, including required documents, should be submitted through our online Grant Enterprise Management System (GEMS) no later than 11:59pm on January 31, 2022. Late applications will not be accepted. Proposals received with missing information may not be considered for funding.

If you have questions about the RFA, the application process or require assistance with developing your proposal, please contact the CVS Planning Team:

Sandy Dixon, Lead Planner, Crime Victim Services at [sandy.dixon@ncdps.gov](mailto:sandy.dixon@ncdps.gov)

Daun Brown, VOCA Administrator at [daun.brown@ncdps.gov](mailto:daun.brown@ncdps.gov)

Jim Lassiter, VOCA Administrator at [jim.lassiter1@ncdps.gov](mailto:jim.lassiter1@ncdps.gov)

Karen Lombri, VAWA Administrator at [karen.lombri@ncdps.gov](mailto:karen.lombri@ncdps.gov)

You may submit questions regarding this document and the application process to CVS staff. Responses to questions regarding the RFA and application process received by CVS staff by **November 20, 2021** will be compiled into a **Frequently Asked Questions** document that will be made available on the Governor's Crime Commission website beginning December 4, 2021.

#### Crime Victim Services Committee Mission Statement

*The mission of the Crime Victims' Services (CVS) Committee is to advocate for victims by promoting the development of effective programs that improve the response of human service professionals and the criminal justice system to crime victims.*

The staff at the Governor's Crime Commission is committed to providing high quality, efficient, and effective customer service through guidance, support services, collaboration, compliance and technical expertise during the life of the grant. Our success relies on the success of our grantees in providing services to communities across the state, and in complying with all Federal, State, and GCC guidelines.

# RFA Overview

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Read then Re-Read RFA!

# RFA Overview

## Attachments

### All Applications

- Attachment on the GCC
- Attachment volunteers bu
- Attachment utilizing
- Att
- Attach MOA, etc. (if ap

**\*Include ALL Attachments**

**\*Detailed Budget Narrative-  
No longer required**

**\*NEW Organizational  
Documents Locker**

**\*NEW Sample Documents  
available**

[www.ncdps.gov/gccforms](http://www.ncdps.gov/gccforms)

# Summarize & Review



GCC Website



- RFA
- Eligibility
- Requirements



Important  
Dates



Supporting  
Documents



GCC Resources

# Setting Up Project & Submitting Application

---

**GEMS** is GCC's online grant application submission and grant project management system for all GCC grants. Applicants will need to have access to this system in order to access and submit the application.

- ✓ GEMS Access
- ✓ Setting up project
- ✓ Adding application information
- ✓ Review & Submit Application

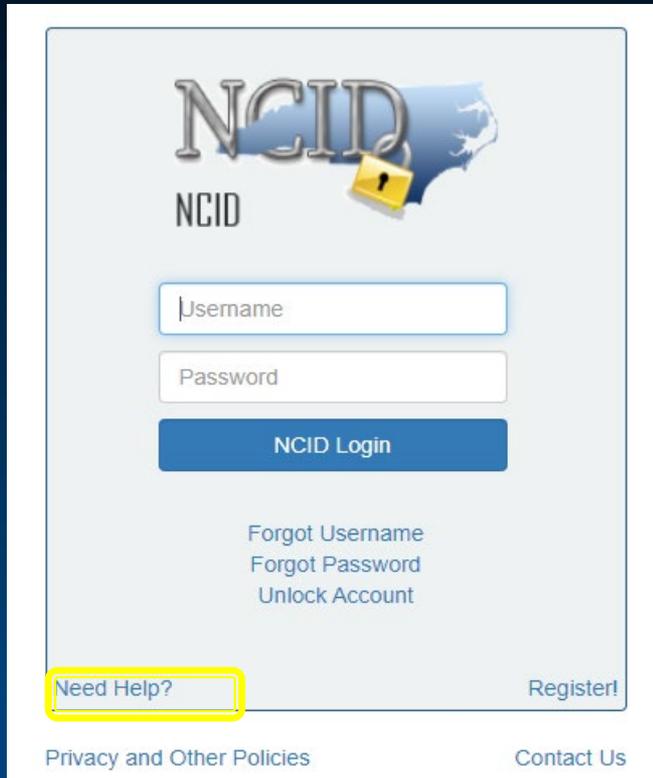


# Setting Up Project & Submitting Application

## GEMS Access

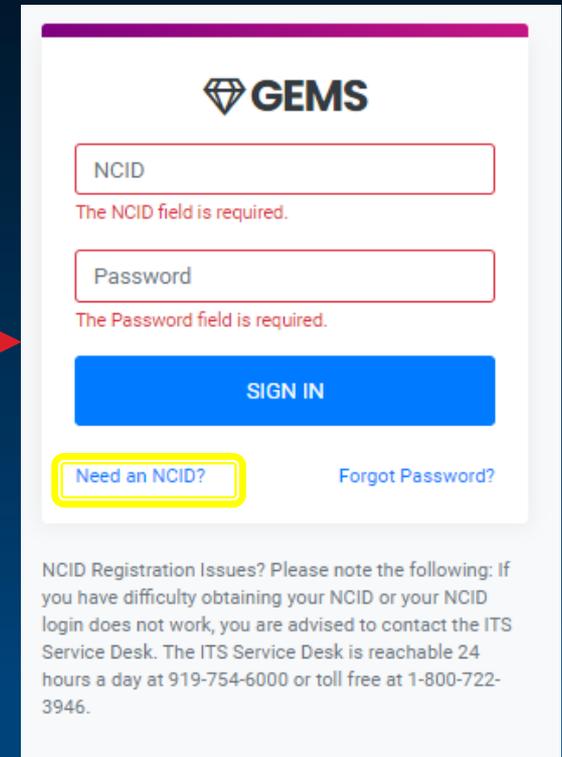
The Governor's Crime Commission accepts applications for specified grant funding beginning November 1<sup>st</sup> and ending January 31<sup>st</sup> at 11:59pm.

### ▶ NCID



The NCID login page features the NCID logo at the top, which includes a map of North Carolina and a padlock icon. Below the logo are two input fields: 'Username' and 'Password'. A blue 'NCID Login' button is positioned below the password field. At the bottom of the page, there are links for 'Forgot Username', 'Forgot Password', and 'Unlock Account'. A yellow box highlights the 'Need Help?' link at the bottom left, and a 'Register!' link is at the bottom right. Footer links for 'Privacy and Other Policies' and 'Contact Us' are also present.

### ▶ GEMS



The GEMS login page displays the GEMS logo at the top. It contains two input fields: 'NCID' and 'Password'. Red error messages are shown below each field: 'The NCID field is required.' and 'The Password field is required.'. A blue 'SIGN IN' button is located below the password field. A yellow box highlights the 'Need an NCID?' link at the bottom left, and a 'Forgot Password?' link is at the bottom right. A paragraph of text at the bottom provides information about NCID registration issues and contact details for the ITS Service Desk.



# Setting Up Project & Submitting Application

## Setting Up Project

**GEMS** My Projects My Profile Register Help Daun Brown

**My Profile**

Any information that is grayed out (read-only) is managed by your NCID account. Please visit the [NCID website](#) to update this information.

Organization \* Department of Public Safety or **+ ORGANIZATION**

Salutation Ms. Name Daun Brown

Job Title Crime Victim Services Planner

Phone 919-733-4564 Email daun.brown@ncdps.gov

Street Address 1 1201 Front Street Street Address 2 (optional)

City Raleigh State North Carolina Zip 27699-4234

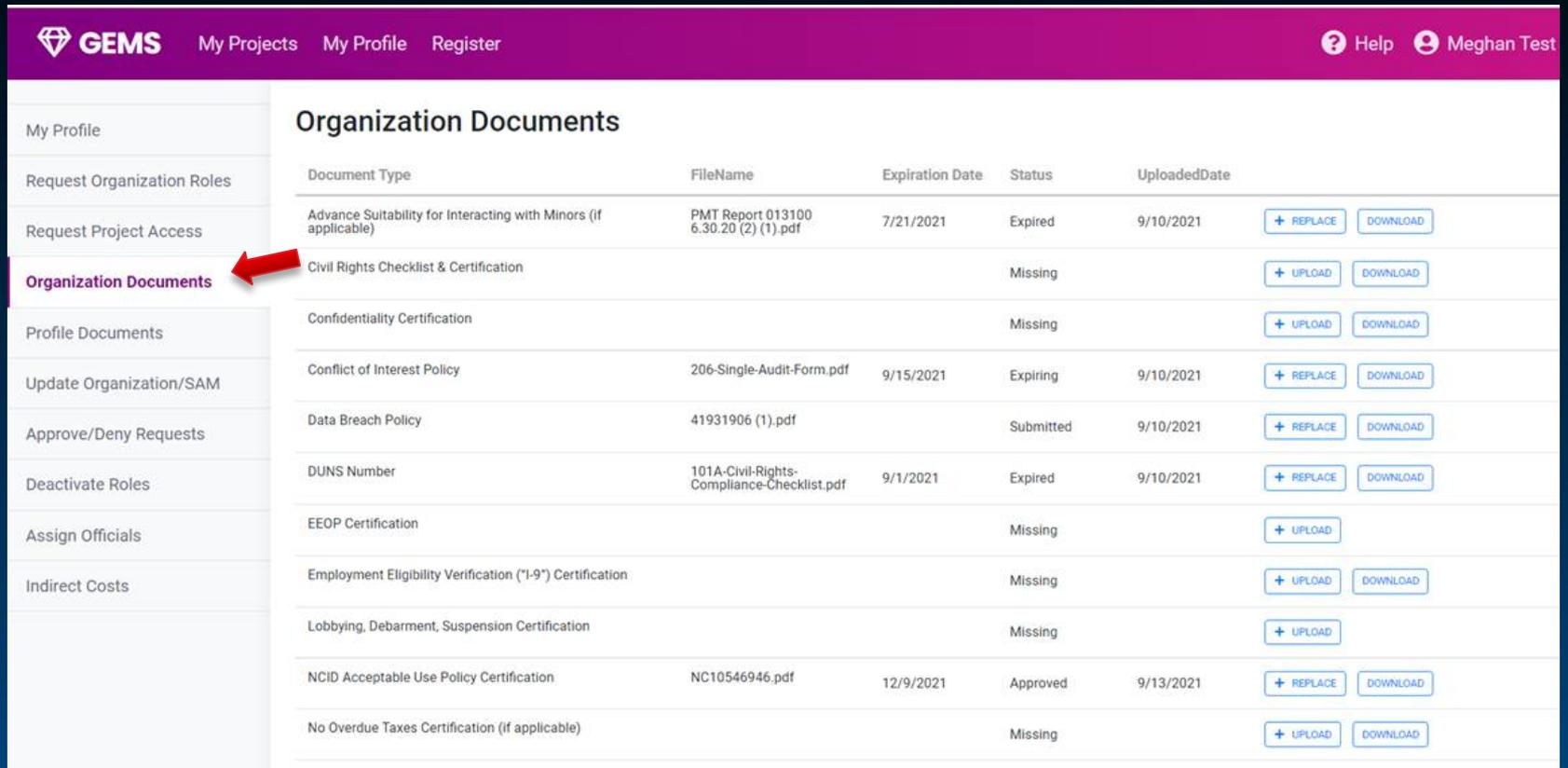
**SAVE MY PROFILE**

**Coming Soon! Organizational Documents Locker**

# Organization Documents – **NEW!**

- ▶ Many documents are required of all grant projects, which can be cumbersome for agencies who apply for multiple grants
- ▶ **Organization Documents** section in GEMS allows for upload of certain documents at the subrecipient level that can then be used for multiple applications
- ▶ Additional project-specific documents will still need to be uploaded to each individual project

# Organization Documents – NEW!



The screenshot displays the GEMS web application interface. The top navigation bar includes the GEMS logo, 'My Projects', 'My Profile', and 'Register' links, along with a 'Help' icon and the user name 'Meghan Test'. The left sidebar contains a menu with items such as 'My Profile', 'Request Organization Roles', 'Request Project Access', 'Organization Documents', 'Profile Documents', 'Update Organization/SAM', 'Approve/Deny Requests', 'Deactivate Roles', 'Assign Officials', and 'Indirect Costs'. The 'Organization Documents' menu item is highlighted with a red arrow. The main content area is titled 'Organization Documents' and contains a table with the following columns: Document Type, FileName, Expiration Date, Status, and UploadedDate. The table lists various documents with their respective details and action buttons (REPLACE, DOWNLOAD, or UPLOAD).

Document Type	FileName	Expiration Date	Status	UploadedDate	Actions
Advance Suitability for Interacting with Minors (if applicable)	PMT Report 013100 6.30.20 (2) (1).pdf	7/21/2021	Expired	9/10/2021	+ REPLACE DOWNLOAD
Civil Rights Checklist & Certification			Missing		+ UPLOAD DOWNLOAD
Confidentiality Certification			Missing		+ UPLOAD DOWNLOAD
Conflict of Interest Policy	206-Single-Audit-Form.pdf	9/15/2021	Expiring	9/10/2021	+ REPLACE DOWNLOAD
Data Breach Policy	41931906 (1).pdf		Submitted	9/10/2021	+ REPLACE DOWNLOAD
DUNS Number	101A-Civil-Rights-Compliance-Checklist.pdf	9/1/2021	Expired	9/10/2021	+ REPLACE DOWNLOAD
EEOP Certification			Missing		+ UPLOAD
Employment Eligibility Verification (*1-9*) Certification			Missing		+ UPLOAD DOWNLOAD
Lobbying, Debarment, Suspension Certification			Missing		+ UPLOAD
NCID Acceptable Use Policy Certification	NC10546946.pdf	12/9/2021	Approved	9/13/2021	+ REPLACE DOWNLOAD
No Overdue Taxes Certification (if applicable)			Missing		+ UPLOAD DOWNLOAD

# Organization Documents – **NEW!**

- ▶ Organization Documents appear in the “My Profile” tab in GEMS
- ▶ The documents will populate based on your business type (Government vs. Non-Profit)
- ▶ Automated reminders will be sent to project contacts for expiration dates of organization-level documents – most only must be renewed every few years!

# Organization Documents – **NEW!**

If an organization-level document does not apply to your agency, upload a statement on agency letterhead in its place.

<b>YOUR LOGO</b>	<b>YOUR BUSINESS NAME HERE</b> 5555 Your Address, Street Here Your City Here , ST 66666 T: 123456789000000 youremail@here.com
<hr/>	
<b>Indirect Costs Rate Agreement</b>	
The Sample Agency listed above does not intend to charge indirect costs using a Federally negotiated nor de minimis indirect cost rate.	

# Setting Up Project & Submitting Application

## Setting Up Project

GEMS My Projects My Profile Workshops Help Daun Brown

My Projects Search...

+ PROJECT

Current Projects

Project ID	Project Name	Implementing Agency	Status
------------	--------------	---------------------	--------

GEMS My Projects My Profile Workshops Help Daun Brown

### Project Setup

Project Name \*

Project Summary (Max 300 Characters) \*

Committee \*

Project Director Financial Officer Authorizing Official

SAVE CANCEL

# Setting Up Project & Submitting Application

## Setting Up Project

**GEMS** My Projects My Profile Workshops Help Daun Brown

### Project Setup

Project Name \*  
Module 2-Grant Application

Project Summary (Max 300 Characters) \*  
The Summary field is required.

Committee \*  
CRIME VICTIMS' SERVICES

Program Priority \*  
 2021 VOCA - Sexual Assault/Domestic Violence Basic Services (Designated agencies only) ( Match Percentage: 20% )  
 2021 VOCA - COVID-19 Victim Outreach and Direct Assistance - Match Waived ( Match Percentage: 0% )

Project Director Financial Officer Authorizing Official

SAVE CANCEL

✓ Active NCID

✓ Request Project Access

✓ Request Role

# Setting Up Project & Submitting Application

## Add Application Information

 [My Projects](#) [My Profile](#) [Workshops](#) [Help](#) [Daun Brown](#)

PROJ010731  
2019 - Governor's Crime Commission - Grant Writing Workshop

Project Overview

Project Setup

**Implementing Agency**

General Information

Abstract & Narrative

Goals

Objectives

Indirect Costs

First Year Budget

Second Year Budget

### Implementing Agency

Implementing Agency \*  [+ IMPLEMENTING AGENCY](#)

Name \*

Street Address 1 \*

Street Address 2

City \*

State \*

Zip Code \*

Business Phone \*

Fax

# Of Sworn Officers (For Law Enforcement Agencies)

[SAVE](#)

# Setting Up Project & Submitting Application

## Add Application Information

**GEMS** My Projects

PROJ010731  
2019 - Governor's Crime Commission - Grant Writing Workshop

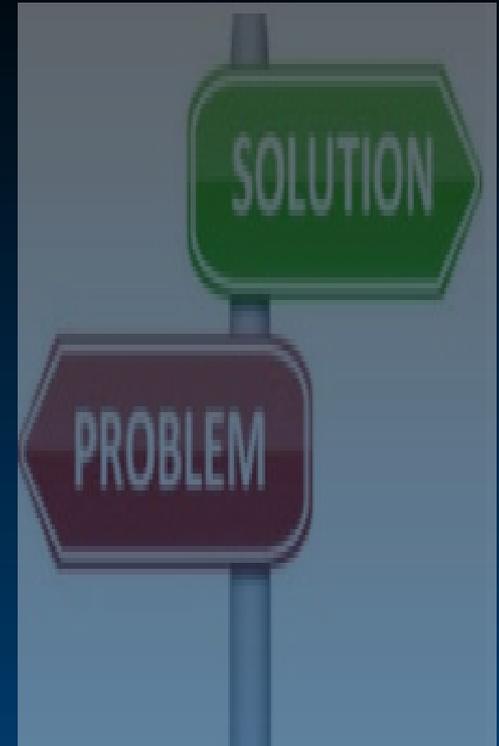
- Project Overview ✓
- Project Setup ✓
- Implementing Agency ✓
- General Information ✓
- Abstract & Narrative ✓
- Goals ✓
- Objectives ✓

**Indirect Costs**

- First Year Budget
- Second Year Budget
- Budget Summary
- Job Information
- Certification
- Attachments

**How will you accomplish the purpose of your project?**

GOAL #1	GOAL #2
Objective 1A	Objective 2A
Objective 1B	Objective 2B
Performance Measure 1A	Performance Measure 2A
Performance Measure 1B	Performance Measure 2B
Evaluation Method 1A	Evaluation Method 2A
Evaluation Method 1B	Evaluation Method 2B



Be sure to include:

Statistics

Local Information

# Setting Up Project & Submitting Application

## Add Application Information

 My Projects My Profile Workshops Help Daun Brown

PROJ010731  
2019 - Governor's Crime Commission - Grant Writing Workshop

Project Overview

Project Setup

Implementing Agency

General Information

Abstract & Narrative

Goals

Objectives

**Indirect Costs**

First Year Budget

Second Year Budget

Budget Summary

Job Information

Certification

Attachments

### Indirect Costs

Indirect cost option has to be selected by the 'financial officer' of your organization. Once an option is chosen, all projects will have to use the same indirect cost. Please ask your financial officer to complete the form provided at this [URL](#).

Unless otherwise allowed, all costs attributed to a grant must be directly related to the objective of that grant. If your grant allows you to charge indirect costs, please select from the choices below. If your grant does not allow for indirect costs, the default (direct costs) option will be shown and no other elections are possible.

- Option 1: Direct (Allocated) Costs Only.  
All costs will be treated as direct costs and will be allocated proportionally.
- Option 2: De Minimis Indirect Cost Rate.  
Applicant agency is eligible for and elects to use the 10 percent de minimis rate per 2CFR200.414(f) for Modified Total Direct Costs (MTDC) as outlined under 2CFR200.68. MTDC means all program related direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the project). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs (i.e., office supplies, copier rental and supplies, telephone, utilities, accounting and payroll costs, etc.) and the portion of each subaward in excess of \$25,000.
- Option 3: Federally Negotiated Indirect Cost Rate.  
Our agency has a federally negotiated indirect cost rate.

# Setting Up Project & Submitting Application

## Add Application Information

 **GEMS** My Projects

- PROJ010731  
2019 - Governor's Crime Commission - Grant Writing Workshop
- Project Overview ✓
- Project Setup ✓
- Implementing Agency ✓
- General Information ✓
- Abstract & Narrative ✓
- Goals ✓
- Objectives ✓
- Indirect Costs** ✓
- First Year Budget ✓
- Second Year Budget ✓
- Budget Summary ✓
- Job Information ✓
- Certification ✓
- Attachments ✓

### Attachments

File \*

Choose File... Browse

Description \*

SAVE

File Name	Description		
<a href="#">Dec 14 - Dec 21.pdf</a>	paper clips55	<span>RENAME</span>	<span>DELETE</span>
<a href="#">SiteVisit Advanced Find View</a>	dtyj	<span>RENAME</span>	<span>DELETE</span>

# Setting Up Project & Submitting Application

## Add Application Information

 <b>GEMS</b>	My Projects
<b>PROJ010731</b> 2019 - Governor's Crime Commission - Grant Writing Workshop	
Project Overview	✓
Project Setup	✓
Implementing Agency	✓
General Information	✓
Abstract & Narrative	✓
Goals	✓
Objectives	✓
<b>Indirect Costs</b>	✓
First Year Budget	✓
Second Year Budget	✓
Budget Summary	✓
Job Information	✓
Certification	✓
Attachments	✓

### Attachments

File \*

Choose File...

Description \*

SAVE

File Name

Dec 14 - Dec 21.pdf

SiteVisit Advanced Find View

YOUR BUSINESS NAME HERE  
5555 Your Address, Street Here  
Your City Here, ST 66666  
T: 123456789000000  
youremail@here.com

**YOUR LOGO**

**Attachment #**  
**Attachment Description**  
**Document Not Applicable**  
**(Brief statement)**

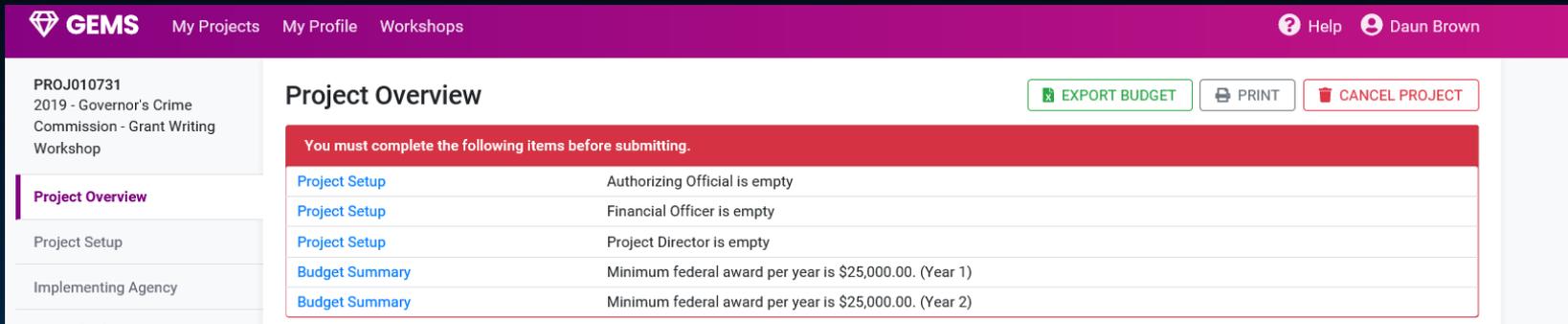
Browse

RENAME DELETE

RENAME DELETE

# Setting Up Project & Submitting Application

## Review & Submit



**GEMS** My Projects My Profile Workshops Help Daun Brown

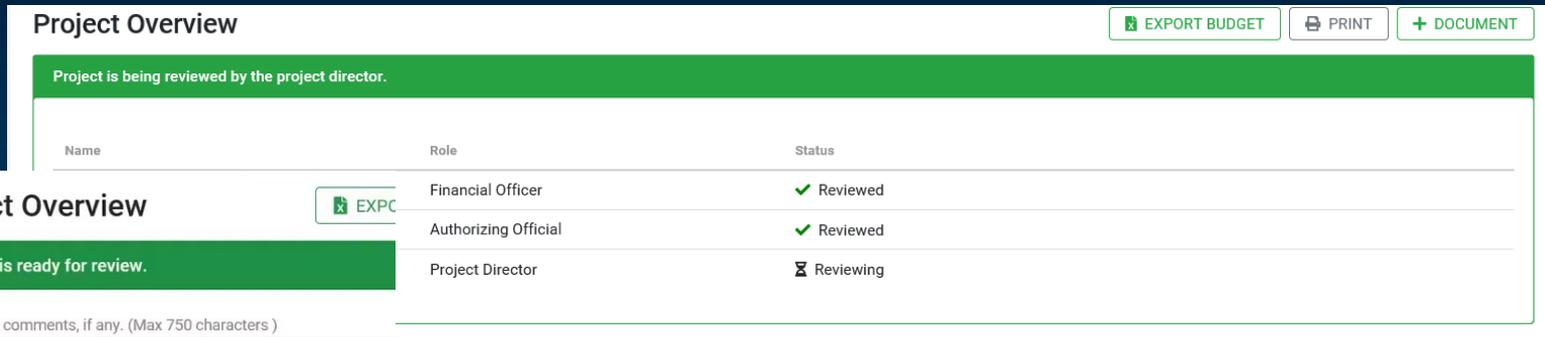
PROJ010731  
2019 - Governor's Crime Commission - Grant Writing Workshop

**Project Overview** EXPORT BUDGET PRINT CANCEL PROJECT

You must complete the following items before submitting.

<a href="#">Project Setup</a>	Authorizing Official is empty
<a href="#">Project Setup</a>	Financial Officer is empty
<a href="#">Project Setup</a>	Project Director is empty
<a href="#">Budget Summary</a>	Minimum federal award per year is \$25,000.00. (Year 1)
<a href="#">Budget Summary</a>	Minimum federal award per year is \$25,000.00. (Year 2)

Project Overview  
Project Setup  
Implementing Agency

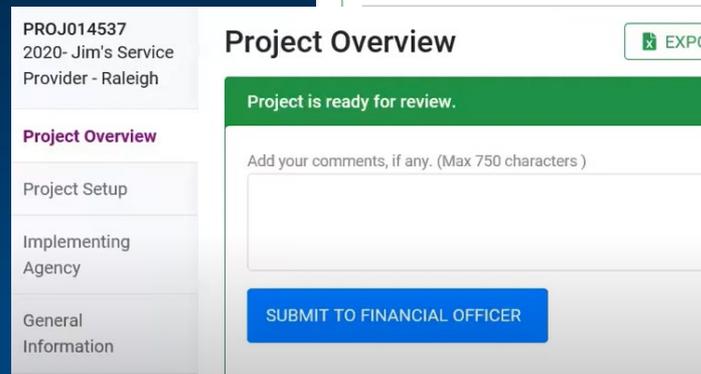


**Project Overview** EXPORT BUDGET PRINT DOCUMENT

Project is being reviewed by the project director.

Name	Role	Status
	Financial Officer	✓ Reviewed
	Authorizing Official	✓ Reviewed
	Project Director	⌚ Reviewing

EXP



PROJ014537  
2020 - Jim's Service Provider - Raleigh

**Project Overview** EXP

Project is ready for review.

Add your comments, if any. (Max 750 characters)

SUBMIT TO FINANCIAL OFFICER

Project Overview  
Project Setup  
Implementing Agency  
General Information

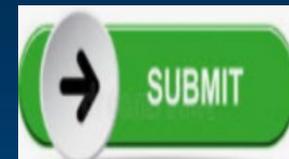
# Setting Up Project & Submitting Application

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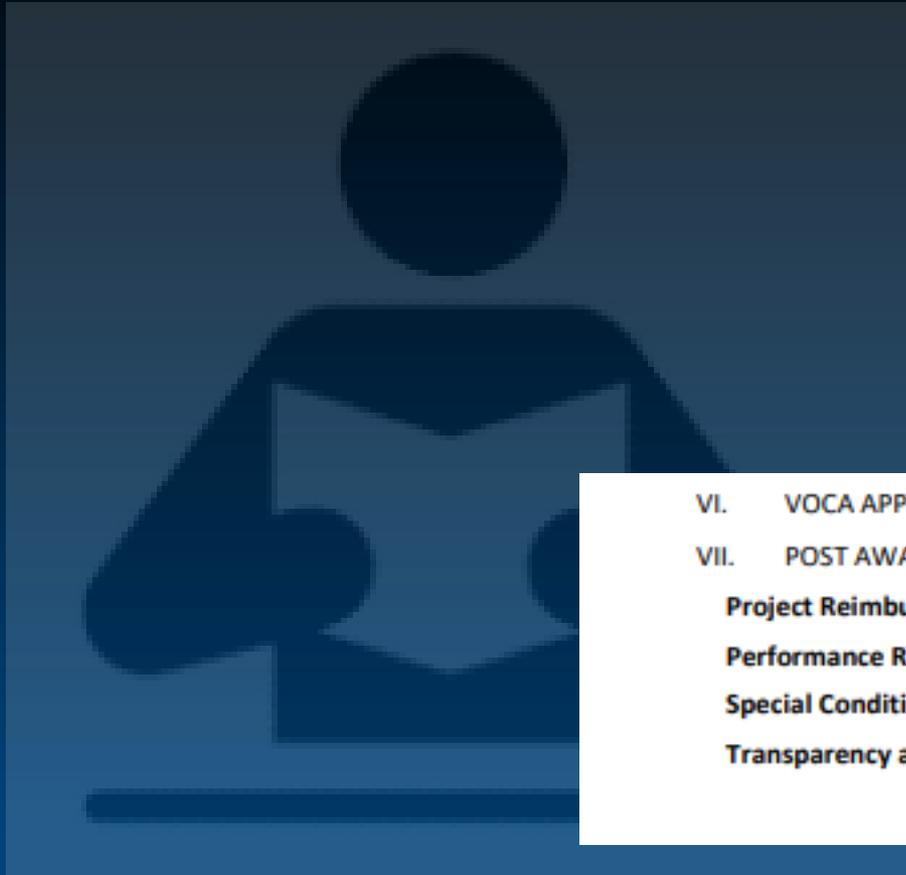
## Review & Submit



Right before you submit, it is recommended that applicants review all sections of the RFA along with the completed application to ensure that all required information has been included in the application.



# Setting Up Project & Submitting Application



**VOCA Request for Applications**  
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# Setting Up Project & Submitting Application

## Grant Award Calendar

- ▶ November 1st to January 31st – GEMS Application Period (ALL)
- ▶ February and March – Preliminary Review
- ▶ April – Committees Review and Score
- ▶ May - Committees Vote
- ▶ June – Commission Votes and Applicant Notifications
- ▶ July to September – Modifications Review and Project Awards
- ▶ October 1<sup>st</sup> – Projects Opens\* (ALL - except Juvenile Justice)
- ▶ January 1<sup>st</sup> – Juvenile Justice Projects Open



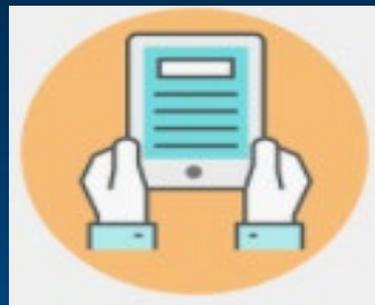
# Summarize & Review



[Access GEMS](#)

[Set Up Project](#)

[Add Supporting Docs](#)



[GCC Resources](#)

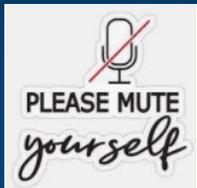
[Review & Submit](#)

[Next Steps](#)

# Project Budget

Grant Training

Interactive Module: [GCC - Project Budget Module 3 | Review 360](#)  
[\(articulate.com\)](#)



# Setting up the Project Budget

1. Line-Item Budget

2. Supporting Documents

Necessary

Reasonable

Allowable

Allocable

Proposed Costs

# Setting up the Project Budget

## Proposed Costs

**Necessary**



- Is the cost necessary for the implementation and performance of the project?
- Some examples of necessary costs include payroll, utilities, Insurance, equipment, and rent.

# Setting up the Project Budget

## Proposed Costs

**Reasonable**



- Does this cost reflect the amount an average person would pay or expect to pay under the same circumstances?
- Are costs in line with ethical business practices and do they possess some degree of consistency?

# Setting up the Project Budget

## Proposed Costs

Allowable



- An allowable cost is a cost that can be paid by your grant.
- Some examples of allowable costs include salaries and related expenses of staff, justified computer costs, travel expenses, etc.

# Setting up the Project Budget

## Proposed Costs

Allocable

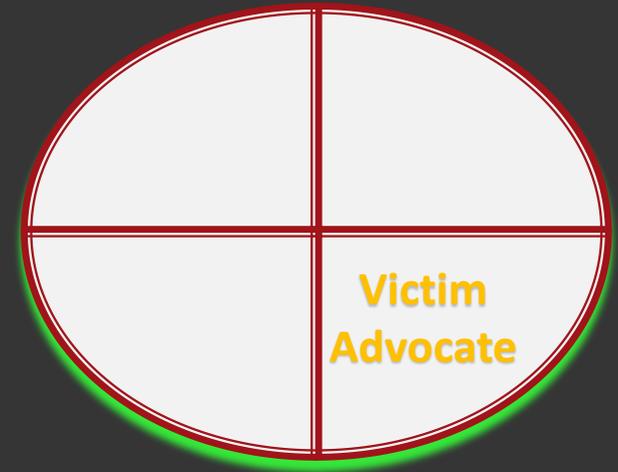


- A cost is allocable to a project if goods or services can be directly charged or assigned to the awarded grant.
- Can this cost be distributed / prorated to all benefited funding sources?

# Setting up the Project Budget

## Line-Item Budget:

Costs should be **prorated** based on the percentage that an item is used by the project.



25%



**\$Salary**

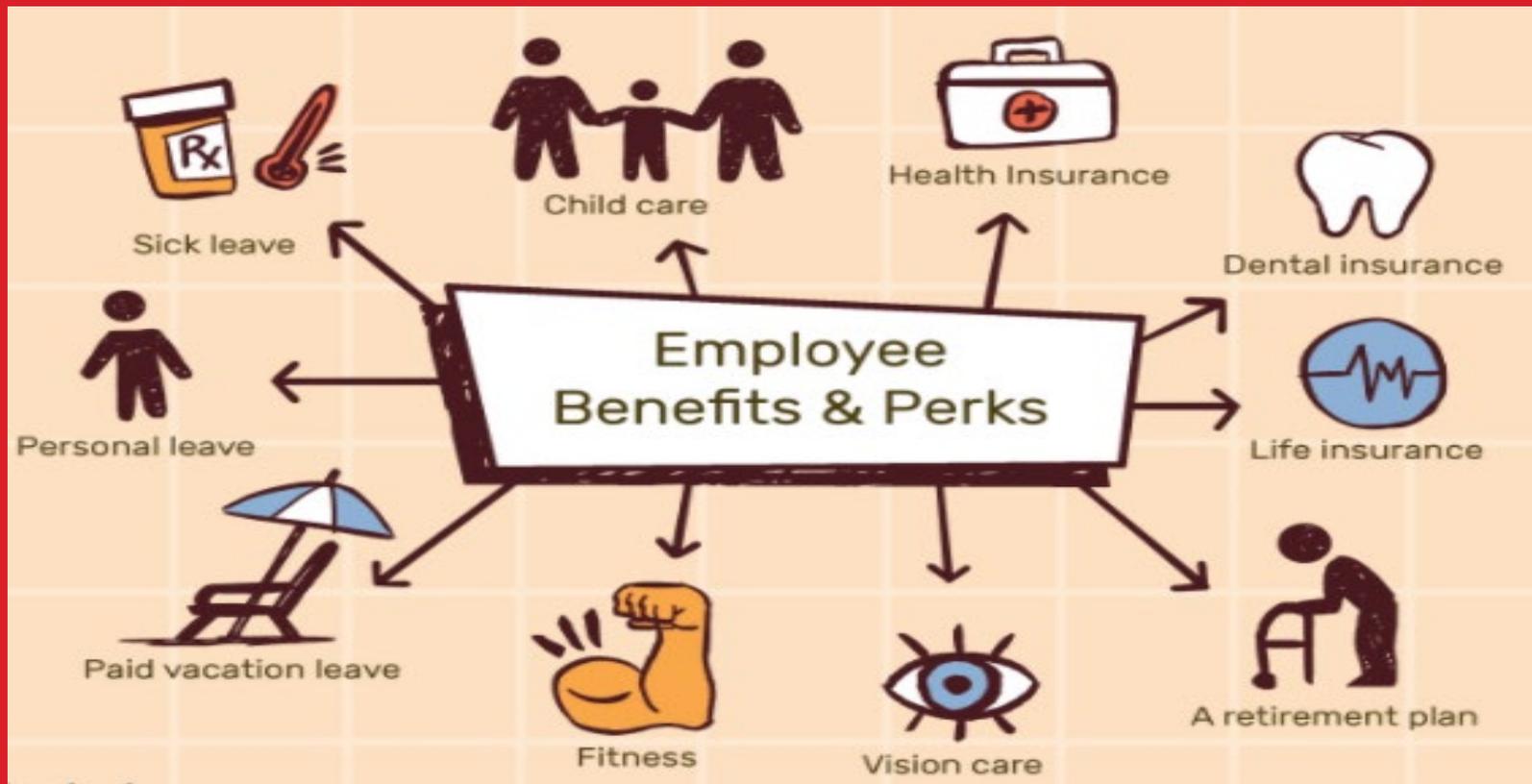
+

**\$Fridge Benefits**

=

**Total Compensation**

Fringe benefits refer to benefits that supplement an employee's salary.



**100 % of space used for project:**

Rent: \$900 per month (1000 sq. ft)

x12 months

\$10,800 (Year 1)

**A**

x2

\$21,600 (Year 2)

**50 % of space used for project:**

Rent: \$900 per month (1000 sq.ft)

x12 months

\$10,800 /2=\$5,400 (Year 1)

**B**

x2

\$21,600/2=\$10,800 (Year 2)



# Adding the Budget in GEMS

Line-Item:

**GEMS** My Projects My Profile Workshops Help Daun Brown

**PROJ014565**  
TEST !

- Project Overview
- Project Setup
- Implementing Agency
- General Information
- Abstract & Narrative
- Focus/Purpose Areas
- Goals
- Objectives
- Indirect Costs
- First Year Budget**
- Second Year Budget
- Budget Summary
- Job Information
- Certification
- Attachments

### Budget Line

Cost Category \*  
PERSONNEL

Personnel Type \*  
Salaries

Description \*  
Victim Assistant

Number of Months or Hours *	Hourly or Monthly Rate *	Budget Total ⓘ
12	\$ 1937.14	\$23,245.68

Cash Match (0%)	In-Kind Match	Federal Share ⓘ
\$ 0	\$ N/A	\$23,245.68

Employee Name  
Sunny Days

Position Type \*  
Personnel

Job Type \*  
Full Time

Professional Licensure

% Time Spent On Project \*  
100

Job Duties (Max 2000 Characters) \*  
Counsel crime victims and witnesses, transport victims to court, assist victims when filing protective orders, help victims seek restitution.

Fringe Benefits (Max 500 Characters) ⓘ  
Dental = \$420(\$35/mo \* 12 mo = \$420)

**SAVE** **CANCEL**



# Adding the Budget in GEMS

Line-Item:

- A. Personnel
- B. Fringe Benefits
- C. Travel
- D. Equipment
- E. Supplies
- F. Contractual
- G. Indirect Cost Rate

**GEMS** My Projects My Profile Workshops Help Daun Brown

PROJ014565  
TEST!

### Budget Line

Cost Category \*

CONTRACTUAL  
EQUIPMENT  
PERSONNEL  
SUPPLIES  
TRAVEL

Cash Match (0%) \$ In-Kind Match \$ N/A Federal Share ⓘ \$0.00

SAVE CANCEL

# Adding the Budget in GEMS

## Budget Detail Worksheet

### Budget Details

Description	Quantity	Unit Cost	Total	Cash Match	In-Kind Match	Federal Share
Salaries:Victim Assistant	12.00	\$1,937.14	\$23,245.68	\$4,649.14	\$0.00	\$18,596.54
Salaries:Shelter Case Manager	12.00	\$1,900.00	\$22,800.00	\$4,560.00	\$0.00	\$18,240.00
Auto Insurance	1.00	\$900.00	\$900.00	\$180.00	\$0.00	\$720.00
Utilities	12.00	\$150.00	\$1,800.00	\$360.00	\$0.00	\$1,440.00
In-State:Mileage:Transportation	12.00	\$120.00	\$1,440.00	\$288.00	\$0.00	\$1,152.00
Communications (Phone, Fax, DSL) Copier	12.00	\$500.00	\$6,000.00	\$1,200.00	\$0.00	\$4,800.00
Staff Cellular Phones	12.00	\$150.00	\$1,800.00	\$360.00	\$0.00	\$1,440.00
Fire Safe Cabinets	2.00	\$250.00	\$500.00	\$100.00	\$0.00	\$400.00

# Adding the Budget in GEMS

## Budget Summary

GEMS
My Projects
My Profile
Workshops

? Help
Daun Brown

PROJ014565  
TEST !

Project Overview

Project Setup

Implementing Agency

General Information

Abstract & Narrative

Focus/Purpose Areas

Goals

Objectives

Indirect Costs

First Year Budget

Second Year Budget

### Budget Summary

Describe the amount and source of matching funds. Matching funds may include local, state or private funds, but not other federal funds.  
(Max 500 Characters) \*

Do you need to request for match waiver? If yes, please state the reasons below.  
● A request for match waiver does not guarantee the waiver will be granted. You should upload the necessary documentation to provide justification for the waiver request.  
 (Max 500 characters)

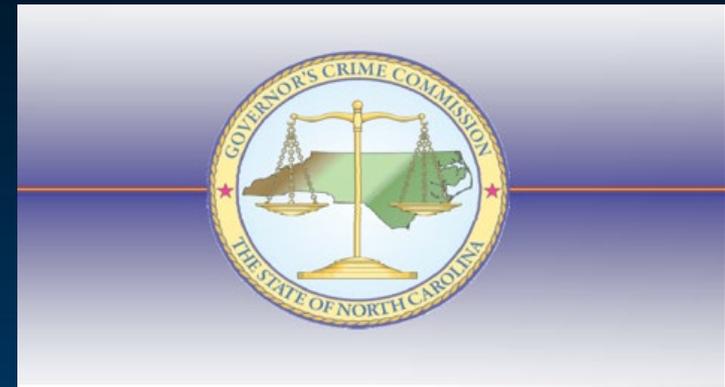
SAVE

Category	Year 1	Total
EQUIPMENT	\$10,000.00	\$10,000.00
<b>Total Budget</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>
(-)Match Funds	\$0.00	\$0.00
<b>TOTAL FEDERAL REQUEST</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>

Category	Year 1	Year 2	Total
PERSONNEL	\$164,739.56	\$168,615.36	\$333,354.92
SURPLUS	\$0.01	\$0.00	\$0.01
SUPPLIES	\$8,434.48	\$4,765.20	\$13,199.68
EQUIPMENT	\$11,558.87	\$0.00	\$11,558.87
<b>Total Budget</b>	<b>\$184,732.92</b>	<b>\$173,380.56</b>	<b>\$358,113.48</b>
(-)Match Funds	\$36,946.60	\$34,676.10	\$71,622.70
<b>TOTAL FEDERAL REQUEST</b>	<b>\$147,786.32</b>	<b>\$138,704.46</b>	<b>\$286,490.78</b>

	Year 1	Total
<b>TOTAL FEDERAL REQUEST</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>

- ▶ Governor's Crime Commission (GCC) grants are subject to GCC's receipt of federal funds awarded by the U.S. Department of Justice each federal fiscal year.
- ▶ The federal funding amounts awarded to GCC change year to year or Federal grants may not be awarded.
- Therefore, your application may require additional budget adjustments to the recommended federal share based on federal funds received, federal or state requirements, or other agency considerations.
- Please also be aware that funding from the federal government may be delayed for a variety of reasons – which may subsequently delay the awarding of your grant.



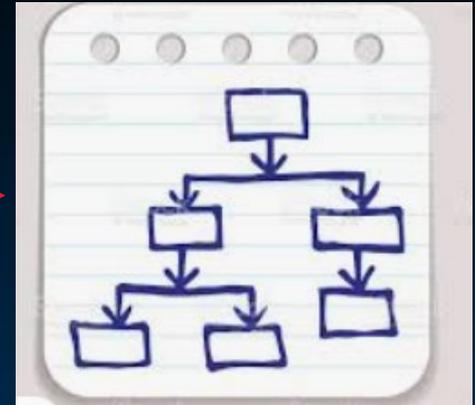
# Summarize & Review



Project Budget



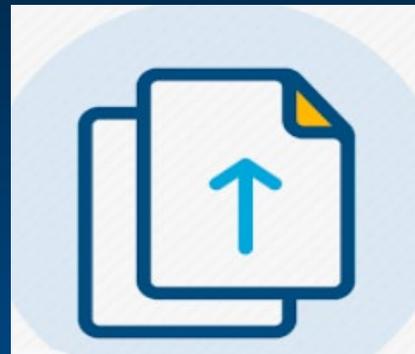
Organizing Costs



Budget Categories



Line-Item Budget



Upload in Attachments



Submit

