Application Requirements

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“Applicants shall submit applications to the section in the form and manner prescribed by the section. Applications shall be available upon request to all interested parties.” IAC 61—9.54. All applications must be submitted to the “section by the designated due date” and “in the format prescribed by the section.” Requests for an extension to apply for a grant must be submitted to the Section’s grant services administrator. If a request for an extension is denied, the applicant may “file a written appeal to the chief delivered within seven days of denial.” IAC 61—9.54.

Applications for a grant must include:

“[C]urrent copies of the applicant’s table of organization and, for all private nonprofit programs, articles of incorporation as required.” IAC 61—9.54(2).

1. “[E]vidence of any insurance coverage the applicant carries for liability or property.” IAC 61—9.54(3).
2. “A paragraph describing the agencies, units of government, or public or private nonprofit programs requesting the funds.” IAC 61—9.55(1).
3. “A description of services for which funding is being requested, including:
    a. The geographical area to be served.
    b. The crime victim population to be served.
    c. Victim eligibility requirements for the applicant’s services.
    d. A description of substantial financial support from other sources.
    e. The intended use of volunteers, if any.
    f. The stated goals and objectives or measurable activities of the program.
    g. A description of the proposed services to be implemented during the funding year.
    h. The amount of funds requested.
    i. The amount of cash or in-kind resources or combination thereof that is committed where required by the section.
    j. Proof of coordination with appropriate agencies at the local level.
    k. A total program budget for all services provided by the applicant’s crime victim program.
    l. A proposed budget for the requested funds.
    m. A list of other anticipated sources of income, including written commitments, if possible, and plans for continued funding of the funded activities.
    n. Other information identified by the section to be included in the application to assist the application review committee and the board.
    o. Signed certified assurances as required by statute or regulation or otherwise designated by the section.” IAC 61—9.55(2).

A summary of the application process

The competitive grant application process begins with the release of a request for proposal (RFP), also known as a notice of funding available or grant solicitation. The RFP will include application instructions, a

copy of the application questions as well as other information needed to apply for grants.

The victim assistance grant team will offer technical assistance workshops detailing how to apply for funding.

If victim assistance requests letters of intent to apply for funding, applicants will be instructed how to submit them, and their due dates.

Grant applications are posted in the grant management system, Iowa Department of Justice Grants. The applications are listed in the Funding Opportunities panel on the home page. Applicants must be a registered user to access and apply for grants.

Submitted grant applications are reviewed for eligibility and funding recommendations are made to the victim assistance board. If an applicant files an appeal (request for reconsideration) of the funding decision, the victim assistance board will host an appeals meeting where appellants present their appeals to the board. The board makes the final determination regarding all appeals and their decisions are final.

Once award notifications are made and the appeals process is complete. The victim assistance grant team issues subawards electronically. Subawards are issued annually with the periods of performance October 1 through September 30, unless otherwise noted. For three-year grant cycles, the first year is the competitive year. Years two and three are noncompetitive grant years with grantees submitting continuing grant applications. Continuing grant applications are noncompetitive and reviewed by grant staff.

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