



Kansas Governor's Grants Program

State General Fund Grant Program for Domestic Violence and Sexual Assault Agencies

Fiscal Year 2025 Continuation Grant Solicitation

APPLICATION DEADLINE:

**SUBMIT BY 11:59 p.m. June 13, 2024
IN THE GRANT PORTAL**

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For questions regarding application requirements, please contact the
Kansas Governor's Grants Program (KGGP) at 785-291-3205 or kggp@ks.gov

State General Fund Grant Program for Domestic Violence and Sexual Assault Agencies

Overview

The State General Fund (SGF) Grant Program supports the enhancement and expansion of services for survivors of domestic violence and sexual assault, including outreach services to underserved populations and underserved areas of the state. In addition, the SGF Grant Program awards are used as matching funds required by federal formula grants that support sexual and domestic violence services.

Applicants must apply each year to receive funding consideration. All applicants must be accredited or be in the process of accreditation by the Kansas Coalition Against Sexual and Domestic Violence (KCSDV). The distribution of grant funds is contingent upon receipt of adequate funds and appropriations.

Funding Availability and Grant Project Period

The Governor and the Kansas Legislature approved an increase in state funds for State Fiscal Year 2025, starting July 1, 2024. Applicants should develop their budget request with the goals of 1) incorporating approximately 45 percent of their 2024 VOCA budget into the SGF application, per the notifications previously received from the KGGP regarding the projected VOCA decrease; and 2) including funds in the SGF budget to address identified service or funding gaps essential to the provision of services to domestic violence and sexual assault survivors. The applicant must provide specific justification of need for the full budget request in the Project Narrative. **To be considered for a FY 2025 award, applicants must be in good standing with current KGGP grant awards.**

Grant projects funded by this SGF Grant Program shall be for a period of 12 months from July 1, 2024, to June 30, 2025. Any funds not obligated by June 30, 2025, must be returned to the KGGP.

Grant Application Deadline

Grant applications must be submitted via the [Grant Portal](#) by **11:59 p.m. June 13, 2024.**

Limitations on the Use of Grant Funds

The SGF cannot be used for the following:

- Magazine subscriptions or to print or disseminate agency newsletters.
- Direct payments to any victim or dependent of a victim of domestic violence or sexual assault.
- Gift cards for victims or their dependents.
- Fundraising, lobbying, board development, or research projects or for training directed at any of these subject areas. However, grant funds may be used to pay for costs incurred specifically for preparing the SGF grant application.

- Construction, land and/or property acquisitions, or vehicle purchases. This includes mortgage payments and security deposits when assisting victims and survivors with shelter and transitional housing.

Travel-Related Expenses

Reimbursement for mileage and meal travel-related expenses shall not exceed the applicant's approved policy rate or the current IRS mileage/GSA per diem rates (<https://www.gsa.gov/travel/plan-book/per-diem-rates>), whichever is lower. If the applicant chooses to reimburse at a rate in excess of the federally approved rates, per its agency policy, grant funds administered by the KGGP cannot be used to make up the difference.

Equipment

Equipment and hardware purchases are allowed for the purpose of replacing broken or outdated equipment necessary to support the grant project. For purposes of this grant program, equipment is defined as assets with a useful life of one year or more and a unit cost of **\$5,000** or more.

Training

Training or conference attendance outside of the State of Kansas are generally not allowable unless necessary and essential to the grant project's success. The applicant must demonstrate comparable training is not available in Kansas.

Misuse of Grant Funds

Misuse of grant funds may result in a range of penalties, including suspension of current and future funds, recoupment of monies provided under a grant, and civil and/or criminal penalties.

Grant Recipient Compliance and Reporting Requirements

Applicants awarded a SGF grant are expected to comply with the SGF Grant Program requirements set out in the grant assurances, reporting requirements, and any requirements arising as a result of a compliance review. The KGGP will conduct a compliance review of each SGF grant award. Failure to comply with these requirements may result in suspension or termination of grant funding.

In addition, grantees must maintain appropriate programmatic and financial records that fully disclose the amount and disposition of SGF grant activity. This includes, but is not limited to:

- Financial documentation for disbursements;
- Daily time and activity records specifying time and type of service devoted to allowable SGF activities;
- Grant project files;
- The portion of the grant project supplied by other sources of revenue;
- Job descriptions;
- Contracts for services;
- Statistical documentation; and
- Other records that facilitate an effective audit and grant analysis for compliance.

Agencies receiving a SGF grant are required to submit the following reports:

- Quarterly **Financial Status Report** provides fiscal information on expenditures made during the quarter. These reports are due 10 calendar days after the end of each quarter.
- Semi-annual **Grant Project Statistical Report** provides statistical information on children and families being served. These reports are due January 20 and July 20.
- The **Grant Project Narrative Report** provides an anecdotal description of the activities and services provided with grant funds. This report is due July 20.
- The **Projection of Final Expenditures Report** is due April 10.
- Any other reporting procedures that may be required by the KGGP.

Agencies submitting late, incorrect, or incomplete reports will not receive payment until the next scheduled payments for grant programs. Repeatedly late reports, failure to submit reports, or supporting documentation required by the grant assurances, or failure to respond to compliance review findings in the timeframe provided, will result in the suspension of grant funds. The grantee must be in compliance with grant requirements before grant funds will be paid.

Copies of all financial and statistical supporting documentation must be maintained by the agency for a period of five years following the closeout of the grant award.

Review of Applications

KGGP staff will review applications for completeness, ensuring solicitation requirements are satisfied and proposed budgetary and programmatic information is allowable, reasonable, understandable, measurable, and achievable. Incomplete applications, with *any* missing components or information, will receive consideration only after all other successfully completed applications have been considered. Applicants will be notified via the Grant Portal of the grant award decision. Please do not call regarding the status of an application.

Grant Portal Instructions

Review the information for submitting an application via the [Grant Portal instructions](#). For technical assistance regarding the SGF Grant Program guidelines or application submission, contact the Kansas Governor's Grants Program at 785-291-3205 or by email at kggp@ks.gov.

Application Requirements

Please read the SGF solicitation and requirements before completing the grant application. Submit application documents in 12 pt. Times New Roman, number the pages of the Project Narrative, and title each document filename as indicated below. Do not submit any section of the application in landscape format. Do not submit any items not specified in the instructions.

The application must include the following items:

- _____ General Information (completed in Grant Portal)
- _____ Project Narrative (separate document to upload; not to exceed 5 pages)
- _____ Grant Project Budget (completed in Grant Portal)
- _____ Agency Budgets (separate document to upload)
- _____ Proof of 501(c)(3) (separate document to upload)
- _____ Certificate of Good Standing (separate document to upload)
- _____ KCSDV Accreditation (separate document to upload)

General Information (completed in Grant Portal)

Applicants must complete the General Information page online. Please note the language provided in the “Brief Description of Proposed Grant Project” field may be utilized on public websites and documents to describe the purpose of the grant project.

Project Narrative (separate document to upload - not to exceed five (5) pages)

The following items must be included in the Project Narrative. Include each item in the order listed below and clearly label each section. The Project Narrative pages shall be numbered and shall not exceed (5) pages in length.

Justification of Need for Grant Funds

To justify the need for grant funds, applicants must provide a comprehensive explanation detailing the allocation of these SGF grant monies and specifying the activities funded with SGF grant funds. If the applicant is requesting a new budget line item or funding increase to line items from the previous SGF grant award, applicants must explain the need for additional funds and how the requested increase will assist the agency in providing services. The applicant must ensure that any request for additional funds to support the additional activities aligns with the proposed grant project budget.

Grant Project Staff

Provide a list of each staff member to be funded with the grant award and include staff who will be responsible for monitoring and evaluating the grant project. Provide the name, title, and a brief job description for each staff listed.

Dissemination of Crime Victims’ Rights Information

Describe the applicant’s written procedures for assisting victims of crime in seeking available crime victims' compensation benefits and informing crime victims of their rights as provided by law. The procedures must detail how victims will be informed of their statutory rights as provided in K.S.A. 74-7333 and amendments thereto.

Civil Rights Contact Information

Applicants must include the name, title, address, and telephone number of the civil rights contact person who is responsible for ensuring all applicable civil rights requirements are met and who will act as liaison in civil rights matters.

Current Board President Contact Information

Applicants must include the name, profession, address, phone number, email address, and the term of service for the current Board President.

Current Audit Report

All applicants **must** provide information in this section of the Project Narrative on when the organization’s most recent financial statement audit was completed, who performed the audit, what period it covered, whether the applicant met the threshold for a Single Audit, and where the audit is filed.

If the KGGP has **not** received a copy of the organization’s most recent financial statement audit report, including the Single Audit report if applicable, and IRS Form 990, those items must be forwarded in their entirety via email to kggp@ks.gov or by U.S. Mail to: Kansas Governor’s Grants Program, Landon State Office Building, 900 SW Jackson, Room 304 North, Topeka, KS 66612-1220. Include with the audit the Auditor’s Letter to Management if applicable. If there are any findings and/or recommendations in the audit report or in the Letter to Management, explain how the findings and/or recommendations were, or will be, addressed by the applicant.

Grant Project Budget (completed in Grant Portal)

The applicant must submit a reasonable and cost-effective grant project budget. All grant project-specific budget information is completed online within the provided data fields of the Grant Portal. No *grant project* budgetary documents are uploaded as part of the application.

A detailed calculation and brief narrative explanation must be provided in the Description field of each line item. Calculations shall clearly demonstrate how the requested amounts were derived. Personnel must be listed by the agency-assigned title for the position. Positions shall be classified as “New” *only if* the requested position would be a new position for the agency. Personnel and associated fringe benefit costs must be demonstrated in terms of full compensation and the percentage of time to be devoted to the SGF grant project for each position requested. Training events and other travel costs must be specifically identified to the extent possible. Following are examples of descriptions that might be used for line-item requests. Visit [Writing a Grant Project Budget](#) for more guidance.

	<u>Request</u>	<u>Description</u>
Advocate	\$ 6,396	“Full-time, 40 hrs/wk, 20% of time on project; employee scheduled to receive a 5% raise on Jan 1 st : (\$15.00/hr x 1,040 hrs) + (\$15.75/hr x 1,040 hrs) = \$31,980 x .20 of time”
Volunteer Coordinator	\$10,250	“Full-time, salaried, 25% of time on project; employees scheduled to receive a 5% raise on Jan 1 st : (\$40,000 x .5 year) + (\$42,000 x .5 year) x .25 of time”
Conferences/ Workshops	\$ 1,762	“Crime Victims’ Rights Conference, April, Wichita: (\$250 registr. x 3 staff) + (200 mi. x \$.50/mi. x 1 vehicle) + (\$107/nt. x 2 nights x 3 staff) + (\$30/day meals x 3 days x 3 staff)”

Current and Next Fiscal Year Agency Budgets (separate document to upload)

Upload the applicant’s current and next fiscal year budgets, including balanced **income and expenses**. Include the fiscal period utilized by the agency. List all staff positions separately with their respective salaries/wages. If the applicant is under the umbrella of a larger entity, submit the budget developed for the applying program. Agency income must list **all** sources of financial support (i.e. foundations, government agencies, fund-raising events, individual contributions). For each income source, state the amount and its status (received, requested, committed, or projected). If the income is requested or projected, state the date the program expects to be notified of the funding decision or the date the program anticipates collecting the income. Include the appropriate pro-rated portion of this grant application request as budgeted income with a “requested” status. Also, be sure all line items requested in this application can be found in the program’s budget for expenses.

Example of budget income only:

Agency’s Current Fiscal Year January 1-December 31, 2024

SOURCE:	AMOUNT:	STATUS:	DATE:
City of ‘x’	\$10,000	Projected	7/24
United Way	5,000	Received	1/24
Walk-A-Thon	500	Collected	2/24
’24 SGF-GOV	48,000	Received	7/23
’25 SGF-GOV	143,500	Requested	6/24
’24 VOCA-GOV	30,000	Received	10/23
’25 VOCA-GOV	<u>10,000</u>	Projected	10/24
Total Program Income	\$247,000		

- *Note: -Budget expenses are also required.
- Repeat for Next Fiscal Year.

Proof of 501(c)(3) (separate document to upload)

Upload as an attachment proof of the applicant’s exempt status as determined by the Internal Revenue Service.

Certificate of Good Standing (separate document to upload)

Upload as an attachment a current (less than one year old) copy of the applicant’s Certificate of Good Standing from the Kansas Secretary of State's Office (KSOS), available by calling (785) 296-4564 or by visiting the KSOS website, <https://www.kssos.org/business/certificates-of-good-standing.html>.

KCSDV Accreditation (separate document to upload)

Upload as an attachment a current copy of the Certificate of Accreditation showing the completion of the requirements by the KCSDV. If the applicant has not completed the accreditation process, please state why and submit a timeline for completion.