DENVER VALE FY 2027 GRANT APPLICATION INSTRUCTIONS

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APPLICATIONS ARE DUE AUGUST 13th, 2026 by 5 P.M.

Email one (1) copy of the completed 2027 Denver VALE Grant Application, 2027 Budget (Excel version), and required documents to VALEBD@DenverDA.org . Mail two (2) original applications with one (1) set of required documents to:

Denver District Attorney's Office/Denver VALE
Attn: Julie Brackley and Meghan Patrick
370 Seventeenth St, Suite 5300
Denver, CO 80202

REQUIRED DOCUMENTS

- ☐ Agency Budget (waived for governmental agencies)
- ☐ Victim Assistance Program Budget (Excel version)
- ☐ Copy of 501 (c)(3) IRS Tax Ruling (if applicable)
- ☐ Listing of Board of Directors and Key Officers
- ☐ Copy of current Financial Statement and Audit Report (waived for governmental agencies)
- ☐ Management Letter from Auditor (waived for governmental agencies)
- ☐ Sample of blank Victim Satisfaction Surveys
- ☐ Letters of support, cooperation, MOUs and/or written referral procedures
- ☐ Organizational Chart
- ☐ Job description and agency classification for any personnel funding requested
- ☐ Resumes of Project Director and Executive Director

Do not forget to include all required documents listed above in the hard copy submission of the application.

DENVER VALE APPLICATION INSTRUCTIONS

The Denver (2nd Judicial District) VALE Board is authorized to enter into contracts for the purchase and coordination of victim and witness assistance services in the 2nd JD with persons or agencies that the Board deems appropriate. Per statute, to be eligible for VALE funding, and applicant must:

1) Provide services within the 2nd Judicial District (Denver County).

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 are directly related to the implementation of rights afforded to crime victims pursuant to C.R.S section 24-4.1-302.5 and the provision of services delineated pursuant to C.R.S 24-4.1-303 and C.R.S. 24-4.1-304.

4) Acknowledge in writing that such agency or person has read and understands the rights afforded to crime victims pursuant to section C.R.S. 24-4.1-302.5 and the services delineated pursuant to section C.R.S. 24-4.1-303 and C.R.S. 24-4.1-304.

Copies of the Colorado statutes related to these funds are available on the following website: https://leg.colorado.gov

Board Priorities

The 2nd Judicial District VALE Board has established the following local funding priorities:

1. Programs that provide direct victim services, crisis, or emergency services:

2. Housing/Transportation supports for victims of crime

3. Programs that will provide therapy/mental health services

These guidelines are intended to assist with completing VALE funding applications and anticipate questions and problems that may arise but are by no means all-inclusive. If you have additional questions or concerns, please email VALEBD@DenverDA.org or call the VALE Administrators at 720-913-9022.

The fact that an application meets eligibility requirements or has received funding in the past does not guarantee funding. All award disbursements are contingent upon the availability of VALE funds.

BEFORE YOU BEGIN

The 2nd JD VALE Board must make funding decisions based upon the grant application submitted. These guidelines will help applicants give the Board clear and concise agency and project information.

The most successfully written grant applications bring together the needs of victims and witnesses, your agency, and your community in one coherent and logical plan.

Be sure to review the following before you begin:

- READ THE STATUTES that govern the funding determinations of the VALE Board. The VALE Board is governed by Colorado Revised Statutes 24-4.2-101 and 24-4.1-302.
- REVIEW THE PROPOSED ACTIVITIES OF THE PROJECT to determine applicability pursuant to state statute and based on the 2027 Request for Proposal.
    - Is the request for direct services or related to the provision of direct services to crime victims?
    - Is the request duplicating victim services already in place in the 2nd JD?
    - Is the need for the proposed project substantiated by **current local statistical data**?
    - Is your plan for the project realistic and reasonable considering personnel, time and fiscal resources currently available?
    - How will the project measure the difference that grant-funded services make for crime victims?
- ONE PROJECT PER GRANT APPLICATION. An agency may apply for multiple VALE grants, but each project requires a separate application.

APPLICATION WRITING TIPS

- PLAN AHEAD. Create a schedule that includes due dates for writing, editing, proofreading and obtaining necessary signatures.
- USE CLEAR AND CONCISE LANGUAGE. Grant applications should be clearly written and easy to read. Proofread for errors before submitting. Always fully define any abbreviations and do not assume that the VALE Board will know victim services terms.
- BE SUCCINCT. Responses are limited to word counts listed in each section in the application. The 2nd JD VALE Board will not consider any supplemental information and/or documents other than what has been required or is included in this application.

- BE THOUGHTFUL WHEN CUTTING AND PASTING FROM A PREVIOUS GRANT AS THE APPLICATION STRUCTURE CHANGES YEARLY. Be sure to update all relevant information, particularly statistical data and contact information.

- AVOID UNSUPPORTED ASSUMPTIONS. Assume the 2nd JD VALE Board knows nothing about the proposed project/personnel, the applicant agency, and the victim service community needs that the grant funded project addresses – even if the request is for continued funding. Provide references and sources of data in the body of the grant application.

- RESPOND TO EVERY QUESTION. Never leave a section or a question blank. If the question does not apply to your agency, write N/A.

- USE MEASURABLE OBJECTIVES. The objectives should describe what you plan to accomplish and should include specific results or outcomes you plan to achieve.

FORMAT

The FY2027 application is in an electronic format, narrative sections have space restrictions. Specific word counts are listed in each section.

INSTRUCTIONS FOR COMPLETING APPLICATION

Section I – Applicant Information

- Please include this information even if your agency has applied for Denver VALE funds in the past and there have been no changes. 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 2nd JD. This may include the mission statement, the types of clients being served, current services provided, the agency's area of expertise and organizational capacity to manage the grant.

Section II – Project Concept/Design

STATEMENT OF NEED

Describe how the VALE-funded project addresses a specific need for crime victims in Denver. Provide recent data (no older than 3 years) such as demographic information, crime statistics, victim surveys, etc. that supports the need for your project. This data should be specific to Denver. ***Do not use national statistics since they have minimal relevance in describing the need locally.*** The information provided should set the foundation for the entire application and justify your project's goals and objectives and budget line-item requests. A complete response to this section should include:

- What specific services are needed;
- Who needs these services;

- What local, factual documentation (data) exists for the service(s) needed and the source of that documentation;
- Why your agency is the best or most logical organization to provide these services in the 2nd JD.

PROJECT DESIGN

- Outline the grant-funded services to be provided that respond to the need identified in the Statement of Need. Explain in a clear and succinct way how the project will be implemented and describe the services you will provide. The Project goals and objectives and budget included in this request should support the activities that are described in this section.

A complete response to this section should include:

- What services will be provided;
- Where the services will be provided;
- When the services will be provided;
- Who will be providing the services;
- Who will be receiving the services;
- How the services will be delivered;
- How many victims will be receiving the services.

- This section can also be used to highlight policy changes or innovations the project adopted during the most recent grant cycle.

- For the Management Narrative, describe who will be responsible for daily operations of the proposed project, and who is accountable for the expenditures of the grant funds. Please explain the role of the Project Director listed on page 1 of the application if they are not responsible for daily operations. Include information on project staff expertise in victim services or experience in managing staff, programs, and/or grants.

GOALS

- Goals must be clear and concise, and directly related to the project design and budget.

- There is no required number of Goals and Objectives. Note, depending on the amount of funding you are receiving and the scope of the project, it may be necessary to have multiple goals and corresponding objectives to accurately capture project success; however, please consolidate objectives when possible.

- If the project requires more than four goals, please contact VALEBD@DenverDA.org for an additional worksheet.

OBJECTIVES

- Objectives state specifically *what* will be done, by *whom*, *when* and the method of measurement.
    - They must be **quantifiable** in order to measure changes or achievements.
- Each objectives section includes three required subsections to ensure that objectives are quantifiable:
    - **Outcome**: the measurable result of your objective
    - **Measurement**: how this result is measured
    - **Timeframe**: the time period in which the objective will be completed

EXAMPLE:

GOAL 1: Provide comprehensive case management services for crime victims in Denver.
OBJECTIVE 1.1: Provide 200 victims with case management services and maintain a victim satisfaction rate of at least 85%.
Outcome: The program will serve 200 victims. Victims will report 85% satisfaction with services.
Measurement: Track the number of new victims served. Distribute and collect victim satisfaction surveys.
Timeframe: January 1, 2027 to December 31, 2027

ANTICIPATED CHALLENGES

Describe any perceived challenges or obstacles that might inhibit the achievement of the goals and objectives stated above. **DO NOT LEAVE THIS SECTION BLANK.**

PERFORMANCE MEASURES

- The Performance Measures section illustrates how agencies will track the success of the project. Process evaluation and outcome evaluation act as benchmarks for success over the course of the project. An outcome evaluation indicates whether a program achieved its goals. A process evaluation indicates how effectively program activities have been implemented and if they are reaching the target population.
    - A process evaluation describes a program's services, activities, policies, and procedures. It provides initial feedback as to whether the program is being implemented as intended, what barriers have been encountered, and what changes are needed. This section should elaborate on

how objectives will be evaluated as the project is ongoing to ensure they are implemented as intended.

- An outcome evaluation measures a program's results and determines whether intended outcomes were achieved. It tests hypotheses by comparing conditions before and after participation, by comparing participants with similar individuals who did not participate, or by comparing a combination of both. This section should elaborate on how goals and objectives will be evaluated upon their completion.

- Specifically state the methods you will use to collect data for both the Process Evaluation and the Outcome Evaluation.

- If reapplying for funding, provide information on how the project goals and objectives were evaluated during the previous year (process evaluation) and how the delivery of services impacted the clients served (outcome evaluation). Describe any changes to these performance measures related to the proposed project in the upcoming funding cycle (2027).

- For Part C, please indicate whether your agency uses client satisfaction surveys. Please attach a hard copy of the survey with your application.

VICTIM SERVICE INFORMATION

- The target population should describe in detail the demographic and geographic information of victims served by this project. Do not generalize in this section – use as much detail as possible.

- Describe what your agency and staff do to be inclusive of all crime victims. Please include information on how your agency serves vulnerable populations.

- The required Victim Information Chart identifies the total number of victims benefiting from Denver VALE funds. If the victims you serve in Denver are funded by other agencies aside from Denver VALE, you must break out how many victims will be served specifically by Denver VALE funding. For the last question, be sure the answer **only represents the number of victims served with the funding you are requesting from Denver VALE**.

  EXAMPLE:

  Your project serves 200 victims in multiple judicial districts – the 2nd, 18th, 17th, and the 1st. 50% of the services will be for victims in Denver, equaling 100 victims. From there, determine how many of those victims will be served with this grant funding. If Denver services are funded partially by VALE and partially by another funding source, divide the number of Denver victims by funding source.

5)VICTIM INFORMATION	
A) Victim Numbers	
How many victims of crime are served **annually** by your agency?	1000
How many Denver victims are **currently** being served **by this project**?	200
Is the project located entirely in Denver?	☐ YES ☒ NO
If not, what percentage of services will be for victims/witnesses in Denver?	**50%**
How many of victims are served annually by Denver VALE Funds?	100
Provide an estimate of how many victims will be served during this contract period by the grant funding.	100

- The required Types of Crime Chart identifies the type of victims benefiting from Denver VALE funds. If the victims you serve in Denver are funded by other agencies aside from Denver VALE, you must break out how many victims will be served specifically by Denver VALE funding. **Victims who experienced more than one type of victimization should only be counted one time in the most appropriate box.** If the project did not exist in the prior year, leave those boxes blank.

TYPES OF CRIME		
Type of Crime	Number of Victims Served in 2026	Est. Number of Victims to be Served in 2027
Child Physical Abuse		
Child Sexual Abuse		
Domestic Violence	100	100
Adult Sexual Assault		
Victims of Vehicular Assault or Vehicular Homicide, DUI/DWI Crashes or Careless Driving Resulting in Death		
Assault		
Elder Abuse		
Human Trafficking		
Other Violent Crimes: Hate/Bias Crime, Gang Violence, etc.		
Other, please specify:		

- For Part B, describe the target population for your project.
- For Part C, elaborate on how your agency ensures equitable delivery of services.
- For Part D, explain how the proposed project will address the needs of underserved populations in Denver.

VICARIOUS TRAUMA

- Please explain the measures your agency takes to support your staff's well-being.

Section III – Community Collaboration

Denver VALE strongly encourages collaboration and networking with existing agencies. The philosophy of the Denver VALE Board is to encourage cooperation and coordination among potential grantees and existing victim service programs.

DENVER COLLABORATION

- Collaborations are vital to providing seamless services across the multiple grantee agencies. Explain the nature and extent of your collaboration with other agencies, both within and outside of Denver. Include information on community meetings your agency participates in.
- Highlight any specific agreements with other agencies that you will be working with on the proposed VALE-funded project.
- Cooperative agreements with other agencies and written referral procedures must be included in the "Required Attachments".

Section IV – Compliance

Government and community-based victim service providers should be competent in offering victims information concerning their rights according to the Victim Rights Act. It is required by statute that applicants have read and understand the rights afforded to crime victims pursuant to the VRA Statute (C.R.S. 24-4.1-300.1 – 24-4.1-305). This section ensures that agencies are complying with those services delineated in the VRA.

VICTIM RIGHTS ACT PROJECT COMPLIANCE

- In Part A, explain how the proposed project will inform all crime victims of their rights under the VRA.
- In Part B, explain how the proposed project will address law enforcement or victim service needs in compliance with the VALE Statute (C.R.S. 24-4.2-105). **BE SPECIFIC.**

VICTIM RIGHTS ACT AGENCY COMPLIANCE

- Answer the questions in the table regarding your agency's compliance with the VRA.

VICTIM RIGHTS ACT STAFF TRAINING

- Answer the questions in the table regarding VRA training for agency staff.
    - Staff should attend ***annual*** VRA trainings, and the VALE Board may require grantees to update their training as a condition of VALE funding. Failure to comply can result in a cessation of funding.

VICTIM COMPENSATION

- For Part A, explain if your agency has a policy for informing crime victims of their eligibility for the Crime Victim Compensation program for services not provided by your agency.
- For Part B, explain if any services provided by your agency are eligible for reimbursement under the Crime Victim Compensation Program.
- For Part C, provide information on Crime Victim Compensation training for your agency staff (if eligible).
    - Only answer Part C if you answered 'yes' to Parts A & B above.
- For Part D, please explain how your agency ensures that VALE funds are not being used towards programs and services that are eligible for Crime Victim Compensation reimbursement.
    - All agencies must answer Part D.

AMERICAN DISABILITY ACT COMPLIANCE

- Indicate if your agency is compliant with the American Disability Act and explain how your agency accommodates individuals with disabilities.

Section V – Financial Information

This section provides general information on resources for the project, as well as for the agency as a whole. This includes agency budget, funding from other sources, in-kind and volunteer funding and future funding plans. Be sure to include all funding sources that you have solicited or plan to solicit for this project (Federal grants, local VALE, Foundations, donations, etc.).

TOTAL AMOUNT REQUESTED

- Funding requests are limited to no more than $45,000 per project.
- Indicate the total amount of 2nd JD VALE funds requested. What percentage of your agency's total budget would 2nd JD VALE funds account for if awarded?
- In Part 1A, if the amount requested does not provide full funding for the project, list all non-VALE funding sources have contributed to the proposed projects budget.

DUPLICATION OF SERVICES

- Explain your agency's practices and procedures for discerning between different funding sources and preventing a duplication of services.

VALE FUNDING

- Indicate if your agency is currently receiving any VALE funding for this project from other Judicial Districts.
- List those VALE funding sources in table 2A if applicable.

REQUESTED VALE FUNDING (FY2027)

- Indicate if your agency will be applying for VALE funding from other Judicial Districts.
- List funding from other JDs in Table 3A, if applicable. This should not include request from the 2nd JD VALE Board.

CURRENT FUNDING

- If VALE funds are being requested to support an existing project, provide an explanation of how the project was previously funded, if previous funding ceased, and why 2nd JD VALE funding is needed for the project to continue.

CLIENT FEES

- Indicate whether client fees are collected on the proposed project, and the nature of those fees and how they support the project, if applicable.

IN KIND/VOLUNTEER SERVICES

- Explain any volunteer or in-kind services associated with the proposed project.

FUTURE FUNDING

- If awarded, explain how the proposed project would be funded after the FY2027 VALE funding cycle ends.

Section VI –Project Budget

There is a separate excel document for the budget, submit this excel version of your budget with your narrative application. Scanned or PDF versions of the budget will not be accepted.

BUDGET NARRATIVE SECTION

- The required Budget Narrative section should be brief and concise and include an explanation and justification of need. It should contain the criteria and calculations used for each line item. **The budget narrative must demonstrate the relationship between the line-item amount and the project goals and objectives.**

- For the fringe benefit narrative, please include all the items your agency covers. This may include social security, unemployment, workers comp, medical, dental, retirement etc.

- Show calculations for each line item.

  Example: 10 computers x $1500.00 each = $15,000.00
  3 days lodging at $100.00/day = $300.00

- Line 1E) Professional Services refers to contractors *not* agency employees.

Example: Hiring an interpreter, who is not a regular staff member, for a community stakeholders meeting.

- Two **additional budgets are required** (review the Required Attachments):

  1) *Agency Budget*: Provide a copy of the overall budget for the agency.

  2) *Victim Assistance Program Budget*: Provide a copy of the budget outlining all the agency's costs for victim assistance programming.

PERSONNEL BUDGET TABLE

- The totals at the end of the row and the bottom of the column will add automatically.
- The sum of the amounts will calculate after exiting the cell.

1) BUDGET TABLE *(NEW! Please see Guidelines for detailed instructions)*									
A) Personnel Position Title/ Employee Name	Total hours per week	Annual Salary	Annual Fringe Benefit cost	Sub-total	Total Amount requested from Denver VALE	Total amount requested from VOCA/VAWA	Total amount requested from other VALE Boards	Total requested from other funding sources	TOTAL/ %FTE
Victim Advocate/ Jane Doe	40	$19,000	$1,000	$20,000	$4,000	$10,000	$3,000	$3,000	$20,000
					20%	50%	15%	15%	100%
TOTAL PERSONNEL COST:		$19,000	$1,000	$20,000	$4,000	$10,000	$3,000	$3,000	$20,000

This line indicates the percentage of staff time paid for by different funding sources. The TOTAL will auto-populate and should add to 100% to represent the total staff time of that individual.

SUBMISSION OF COMPLETED APPLICATION

APPLICATION SUBMISSION

Email one (1) completed application to VALEBD@DenverDA.org .

Mail two (2) copies of the completed and signed applications (including budget document) with one (1) set of attachments to:

Denver District Attorney's Office/Denver VALE
Attn: Julie Brackley and Meghan Patrick
370 Seventeenth St, Suite 5300
Denver, CO 80202

- Only electronic signatures will be accepted on the emailed submission of the completed application. **Scanned applications with wet signatures are not acceptable**.
- Electronic signatures are preferred on the printed, mailed copies however wet signatures will be accepted. Faxed applications will NOT be accepted.

FY2027 APPLICATIONS ARE DUE AUGUST 13th, 2026 by 5 P.M.

Submission of this application is not to be construed as a guarantee of funding or continuation of funding