



Virginia Department of Criminal Justice Services FVIP Grant Applicant Readiness Checklist

The FVIP Grant Applicant Readiness Checklist is designed to help applicants determine their readiness to successfully submit an application for funding to the Virginia Department of Criminal Justice Services (DCJS), or whether it is more sensible to partner with an organization which is able to meet the required criteria. While specific requirements vary depending on funding stream or opportunity, there are some common components applicants must be able to address, provide, or manage as part of this process.

The FVIP Grant Applicant Readiness Checklist has two sections:

- I. Organizational Background, Governance & Structure
- II. Financial Information & Tax Documents

Each section asks whether the organization has certain items. These items are either *required* (applicants must have these items to apply for and receive grant funding from DCJS) or *recommended* (organizations should have these items in place; although, they are not required to apply for or receive grant funding). Required items are marked with an asterisk (*).

NOTE: Please consult with specific funding announcement(s) for eligibility criteria and grant program-specific requirements.

When reviewing and completing this checklist, we encourage you to use the following as a guide for each response:

Yes	The organization's policies/practices fully meet this criteria.
No	The organization's policies/practices do not meet this criteria.
Unsure	More information must be gathered to determine whether the organization meets this criteria.
Not Applicable	This item does not apply to the organization or is not required for the specific funding announcement(s).

I. ORGANIZATIONAL BACKGROUND, GOVERNANCE & STRUCTURE

Organization Name:

Contact Information

Name:

Email:

Phone:

Organization Governance & Structure				
DOES YOUR ORGANIZATION HAVE...				
REQUIRED	Yes	No	Unsure	N/A
*A Tax ID/Employer Identification Number (EIN)? Note: You can look this information up on the IRS' Tax Exempt Organization Search or GuideStar .				
*A Federal Unique Entity Identifier (UEI) ?				
*An IRS determination of tax-exempt status of the organization?				
*Articles of Incorporation?				
*By-laws that clearly define the line of authority and responsibility moving between the board and staff, outline the hiring practices of the organization, and demonstrate the management and controls maintained by the board?				
*A list of active board members, stating each member's board position, profession or employment, and community activity?				
*Copies of the minutes of three board meetings immediately preceding the submission date of the application for DCJS funding?				

RECOMMENDED	Yes	No	Unsure	N/A
A current, written copy of your organizational structure or organizational chart?				
Resumes or profiles for the organization's senior leadership team?				
Written policies and procedures on conflicts of interest and ethics?				
Written policies and procedures regarding participation in political activities/lobbying?				
Has the organization has been in operation for at least one year prior to the date of application of funds?				
An active registration in the federal System for Award Management ? *This is required for federal grants.				

II. FINANCIAL INFORMATION & TAX DOCUMENTS

Financial Information				
DOES YOUR ORGANIZATION HAVE...				
REQUIRED	Yes	No	Unsure	N/A
*A copy of the organization's most recently filed IRS Form 990?				
*Procedures to maintain documents to support all transactions, including purchase orders, receiving records, paid invoices, cancelled checks, personnel, payroll, time, and attendance records, and other evidence to support grant-related expenditures?				
*An accounting system that can identify/track revenue and expenditures for each DCJS grant separately from all other revenue and expenditure sources (e.g., private donations, other grants, etc.)?				
*The ability to implement grant-related activities on a reimbursement basis (e.g., pay for personnel and other expenses up front)?				
* ACH information associated with your organization's Commonwealth of VA Cardinal vendor account? You may use the Virginia's Electronic Payment process to establish ACH information.				

*A process in place to ensure that bank statements are reconciled monthly?				
*A process for the Board of Directors to review financial statements on a regular and consistent basis?				
*Systems/procedures in place to track time and effort (e.g., timesheets) for personnel and consultants paid via DCJS grant funds?				
*An audit process, such as financial statements regularly examined and/or audited by an independent certified public accountant (CPA)?				
RECOMMENDED	Yes	No	Unsure	N/A
An electronic system for accounting (e.g. Quickbooks, Sage, SAP)?				
An automated payroll system?				
A system whereby one staff person is authorized to receive money and someone else is authorized to disburse money?				
Ability to continue the project when DCJS funding ends (e.g, finding other resources to support the work)?				