



NINETEENTH
JUDICIAL CIRCUIT COURT
LAKE COUNTY, ILLINOIS

Crime Victims' Services
Funding Application
Instructions
(2022)



Contents

- Introduction 3
- Eligibility Requirements 3
- Submission Deadlines 3
- Application Submittal 3
- Application Formatting 3
- Maximum Amount of Individual Awards 4
- Application Review Process 4
 - Agency Description 4
 - Impact 4
 - Staffing and Facilities 5
- Budget Instructions 5
 - Budget Narrative 5
 - Budget Preparation 5
- Scoring Criteria 6
 - Program Impact 6
 - Program Quality 6
 - Program/Agency Capacity 7
- Miscellaneous Conditions 7

Introduction

At the direction of the Chief Judge and Circuit Judges of the Nineteenth Judicial Circuit, a small portion of the fees paid by probationers is set aside to fund victim services' programs. Per State Statute, two dollars of the monthly amount collected shall be used to provide services to crime victims and their families, and the program shall be administered by the Chief Judge or his/her designee. The Nineteenth Judicial Circuit Court has established the Crime Victims Services Fund Committee ("Committee") comprised of judges, probation and court staff to administer this program in the Nineteenth Judicial Circuit. The circuit began collecting the fee in 2010 and has now collected enough funds to make meaningful contributions to victims' services programs. Funds may be used to create new programming, enhance the agency's current programming, purchase one-time capital items or be applied toward larger capital projects.

If awarded, it is preferred that grant funding be on a reimbursement basis. Requests for lump sum funding must be considered and approved by the Committee.

Eligibility Requirements

The Court is accepting applications from:

- Nonprofits having a 501(c)(3) status with the IRS
- Local Governments
- Agencies providing services to the Nineteenth Judicial Circuit.

Agencies seeking funding must be open to all residents of the county and must provide services to beneficiaries throughout Lake County.

Submission Deadlines

Completed applications are due no later than March 1, 2022.

Grants will be awarded by May 1, 2022.

Application Submittal

Applications are to be submitted via email to: CrimeVictimsServicesFund@lakecountyil.gov

Application Formatting

- There are no page requirements or limitations. It is not necessary to answer questions paragraph style. Please feel free to use bullets and short answers where appropriate. Keep explanations concise and readable. Font size must be no less than 11.

- Keep in mind that the application Committee may not be familiar with the details of your agency. Please make sure the program is completely explained and the questions are fully answered.

Maximum Amount of Individual Awards

A maximum annual individual grant amount will not exceed \$50,000. Exceptions may be made on a case-by-case basis and must be approved by the Committee.

The actual number and amounts of awards will be subject to available funding.

Application Review Process

All completed applications, submitted on time, will be subject to review and evaluation by Committee. The screening and review process for the program is designed to ensure that funds are awarded to applicants who demonstrate the need for financial assistance, have a documented history of service to victims of crime and have a well-designed project. The Nineteenth Judicial Circuit Court will make the final determinations of grant awards and amounts awarded and reserves the right to modify or to cancel grant awards in part or in their entirety.

Acceptance of the submitted application does not obligate the Nineteenth Judicial Circuit Court to fund the application, nor does it guarantee that the application is complete as submitted.

Any questions regarding the application process should be submitted to: Margaret Fontana at mfontana@lakecountyil.gov

Agency Description

Describe the purpose of your agency and its vision with enough detail to thoroughly inform the Committee.

Describe the services you provide to crime victims, including the number of clients served per service. Add any information you feel would be helpful to the Committee.

Impact

Describe your program's history. Include any services provided to the Nineteenth Judicial Circuit Court.

Describe any changes planned to the services.

Detail the population served and their needs (e.g. total served and demographics). Include a description of how success is tracked and any follow-up procedures.

Describe any eligibility requirements including required documentation procedures. List and explain any fees charged.

Staffing and Facilities

Describe the staff positions included in the program for which you are seeking funding. List the incumbents' qualifications and the percentage of staff turnover for the last two years.

Describe the use of volunteers, if any.

Are all the facilities accessible to persons with disabilities? If not, please list which are, which are not and how persons with disabilities can receive services.

Budget Instructions

Budget Narrative

- Provide sufficient detail of how the funds will be spent.
- Identify all sources of agency/program funding.
- Also include comments about fiscal stability of the agency and/or program.

Budget Preparation

Use budget forms provided. Note: There are **three** different budgets you must submit:

- Agency Budget
 - This is the budget for the entire organization, separated into Revenue and Expenses.
 - "Actual Last Year" refers to agency's budget last complete fiscal year.
 - "Budgeted This Year" refers to agency's current fiscal year budget.
 - "Projected Next Year" refers to agency's next fiscal year budget.
- Program Budget
 - This is the budget for this specific program, separated into Revenue and Expenses.
 - "Actual Last Year" refers to agency's budget last complete fiscal year.
 - "Budgeted This Year" refers to agency's current fiscal year budget.
 - "Projected Next Year" refers to agency's next fiscal year budget.
- Use of Grant Funds Budget
 - Using the "Budgeted This Year" format, identify the items and expenses to which the grant funding will be applied.
 - "Projected Next Year" refers to agency's next fiscal year budget

Scoring Criteria

For agencies proposing to apply these funds to new or existing programs, the Committee will apply the scoring criteria to the new or existing program. For those proposing to apply the funds to one-time or larger capital projects, the Committee will consider how the capital project will enhance the overall project.

Program Impact (25%)

Community Need - Committee will score this category based upon the overall impact that the proposed program will have in addressing the needs of crime victims. Committee will consider the extent to which the proposed program is needed in the community by considering other known similar programs in the community, the actual number of people to be served, and the impact if the program were not funded.

Financial Need - Committee will score this category based on the criticality of the requested funds for the organization's finances - and particularly for the program proposed.

Program Quality (50%)

Program Design - The Committee will score this section based upon how efficiently and effectively the program is expected to accomplish its proposed program outcomes. The Committee may consider whether the program follows a proven model, whether the design seems reasonable, and whether the program has sufficiently prepared to overcome obstacles.

The Committee will also evaluate the level to which the program is able to collaborate with other agencies in the community, including services provided to the Nineteenth Judicial Circuit Court. Stronger programs share their resources with others and benefit from collaboration as well.

The Committee will also consider how well the program is able to follow-up with their clients' progress, assess their levels of satisfaction and provide adequate referrals if further intervention is needed. Programs should be prepared to prevent further escalation of clients' problems.

Staffing and Facilities - The Committee will score this section based upon the program management and the institutional knowledge of the agency and program by considering: the staff levels of experience and training, availability in full-time positions; and the staff turnover. The Committee will consider how well the agency is equipped to run the program successfully and how accessible (to people with disabilities) their location is.

Program/Agency Capacity (25%)

Past or Proposed Programming - The Committee will score this section based upon the overall or proposed performance of the program or agency in successfully achieving their outcomes and effectively providing services. The Committee will assess the program's readiness and capacity to undertake the proposed activity.

Fiscal Management - The Committee will score this section based upon their submitted budget documents. Committee will evaluate the diversity and resilience of the various funding sources that support the agency and program.

Sustainability - The Committee will score this section based upon whether it seems that there are sufficient resources for the program to complete its objectives within the program year. The Committee will assess the organizational and fiscal viability of the program.

Miscellaneous Conditions

Any entity or organization with a religious affiliation must provide a statement of the religious influence on the provision of the program/project/activity for which funds are requested. Funds may not be used for any activities of a religious nature or activities with religious components.

All applications must be complete and demonstrate administrative capacity of the applicant to conduct the activity.

Application instructions should be followed. All requested information must be included. If an item does not apply, please make a statement as to why the item is not applicable; otherwise, the application will be considered incomplete. Applications must be typewritten. Be sure to include the section heading and the number of the question with each answer.

No application revisions or additions will be allowed after the stated deadline, unless requested by the Committee.

No applications will be accepted after the stated deadline, regardless of circumstances.