Grant Application Tips

Follow these tips to avoid common mistakes when applying for and submitting your grant:

**Common Mistakes**

1. Submission does not follow application format and outline. The narrative is missing or unresponsive to requirements defined in the NOFA.

2. Budget entry errors including placing budget line items in the wrong category and requesting un-allowed budget items.

3. Problems regarding fringe benefits.

4. Someone other than the authorized official (or the designated signatory) signs the application documents.

5. No signature pages/all signatures not included.


**Solutions**

1. Read the grant NOFA carefully. Follow the application format and provide a detailed, accurate, and up to date narrative. Pay particular attention to any changes from previous years.

2. Refer to the NOFA for guidelines regarding where to place specific line items. The NOFA will also list any un-allowed expenses.

3. Fringe benefits should be broken out as a separate line item and cannot exceed 30% of the reported salary costs.

4. Only the authorized official or an alternate authorized signatory may sign the grant application.

5. Both the Certified Assurances and Federal Anti-Lobbying Certification must be signed in blue ink by the appropriate agency representative and included with the application hardcopies.

6. Attachments including letters of support, MOUs, certifications etc. are listed in the NOFA and must be submitted with the hard copies of the grant.

Updated April 2015

---

GOCCP is the State Administering Agency for law enforcement, crime prevention, juvenile justice and victims services programs. Whether via direct allocation (mandated) or competitive awards, available funds are announced through a standardized solicitation know as a Notice of Funding Availability (NOFA). Throughout the year, NOFAs are posted on the GOCCP website: http://goccp.maryland.gov/. These NOFAs contain guidance/requirements needed to apply for grant funding.

Eligible applicants review posted NOFAs and use the GOCCP online application software to apply for grant funding. Upon completing the online process, the applicant generates hard copies of their application and submits them to GOCCP with original signatures. To be considered for grant funding, applications must address the NOFA requirements/formatting and be submitted in a timely manner.

GOCCP conducts and internal and/or external peer review of all eligible applications. Based on the reviews, applications are ranked and final funding decisions are made. Successful applicants receive award documents detailing the grant award specifications and processes for submitting programmatic reports and financial expenditures. Grant funds are distributed through quarterly reimbursements.

---

**Technical Assistance videos are available at http://goccp.maryland.gov/**
**Applying for Grant**

**Step 1: Visit the GOCCP Website**
- [http://goccp.maryland.gov/](http://goccp.maryland.gov/)
- See what grant programs are available (NOFAs)
- Check back often

**Step 2: Select a Grant Program**

NOFA Information Page contains:
- Eligibility Requirements
- GOCCP Point of Contact
- Application Requirements
- Critical Dates

**Step 3: Apply for Funding**

- Review training videos online at: [http://goccp.maryland.gov/](http://goccp.maryland.gov/)
- Login to an existing GMS account
- Setting up a new GMS account
- Complete an online application

---

**Notifications of Funding Availability (NOFA)**

GOCCP is currently accepting grant applications for the following programs:

- **Domestic Violence Unit Program (DVUP)- FY 16**
- **Violence Against Women Formula Grant (VAWA) - 2015**
- **State Fiscal Year 2016 Title II Formula Grant (JJAC)**
- **Survivors of Homicide Grant Program - 2016**
- **Victim Assistance Formula Grant Program (VOCA) - 2015**
- **Edward J. Byrne Memorial Justice Assistance (BJAG) Grant - 2015**
- **Law Enforcement Training Scholarship Program (LETS)**

---

**For additional information about GOCCP grant programs, please contact your regional program monitor at 410-821-2828**