



Application for Grant Funding by State Appropriation Victim Offender Reconciliation Program (VORP) T.C.A. §16-20-101

Summary of Grant

The Victim Offender Reconciliation Program of Tennessee (VORP) was sanctioned by the legislature in 1993. State funding is distributed by the Administrative Office of the Courts to VORP centers pursuant to T.C.A. §16-20-101 et seq. To receive funding, centers must provide their services to the judiciary and the community in a way that executes the goals of the legislation as a whole.

Goals of the legislation include helping to meet the need for alternatives to the courts for resolution of felony, misdemeanor and juvenile delinquent disputes and encouraging community participation in the development, administration, and oversight of local programs designed to facilitate informal resolution of disputes. T.C.A. §16-20-101(b)(1-4)

Requirements for Funding

- Completed application submitted as PDF file via email to grants@tncourts.gov by **May 15, 2023**. Use Adobe Acrobat Reader, or Adobe Acrobat DC to fill out the application form; No other type of form will be accepted. Please do not submit an old form; use the form included on the website; failure to use the correct form can cause the application to be returned. Extensions for this issue will not be granted.
- FY 2022-2023 VORP Financial Budget Form (Attached).
 - *Please note that state funds cannot be more than 50% of the total estimated cost of the VORP program, unless VORP program has been in operation for three years or less.
- List of the members of your board of directors/ governing entity, and each member's profession;
- Letter(s) of support from criminal justice agencies and/or courts that will be making victim/offender referrals to the Center during the grant period.
- If your organization is incorporated, attach: a) copy of corporation charter, and b) copy of IRS exemption letter.
- Statistical Data Form for Grants from Prior Years (Attached) if received a grant in prior years.
- Signed statement that:
 - (a) The Center will make use of public facilities at free or nominal cost whenever reasonably possible; and
 - (b) If asked, the Center will allow the Tennessee Comptroller of the Treasury's office to inspect, examine, and audit the fiscal affairs of the Center.

Eligibility of Applicant:

- ◆ §16-20-102(a) "A victim-offender mediation center may be created and operated by a corporation organized to resolve disputes. The corporation shall not be organized for profit and no part of the net earnings may inure to the benefit of any private shareholders or individuals. The majority of the directors of such a corporation shall not consist of members of any single profession."
- ◆ Applicants must be servicing communities within the state of Tennessee.

Part 1 | Applicant Information

This information is collected consistent with authority in §16-20-102(d)(2)
[Note: If any item in the application is not applicable, please note as such and explain.]

Organization Name: _____

Non-Profit: Yes No

Street Address: _____

City: _____ State: _____ Zip code: _____

Telephone #: _____ Fax #: _____

E-Mail Address: _____ Tax ID #: _____

Number of Years VORP Program in Operation: _____

Executive Director (if applicable):

Name: _____ Email Address: _____

Program Administrator and Contact Information:

Name: _____

Address: _____

Telephone: _____ E-Mail Address: _____

Qualifications: _____

Application Filled by

Name: _____ Email: _____ Phone: _____

Part 2 | Program Information

[Note: If any item in the application is not applicable, please note as such and explain.]

Previous Grant Year Statistics: (fill N/A if new applicant)

Total Number of Participants Served: _____

<u>County Served</u>	<u>Number Served</u>	<u>Judicial District</u>	<u>Agency/Court Served</u>

Upcoming Grant Year Projection:

Expected number of participants served: _____

<u>County Served</u>	<u>Number Expected to be Served</u>	<u>Judicial District</u>	<u>Agency/Court Served</u>

Program Information:

Is your program planning on expanding during this next grant cycle? Yes No

Does the program provide a written agreement or decision to the referral source setting forth the settlement of the issues and future responsibilities of each participant?

Required for VORP eligibility per §16-20-102(b)(5). Yes No

Does your organization have access to language interpreters to participate in the services being provided? Yes No

Part 2 | Program Information (Cont.)

[Note: If any item in the application is not applicable, please note as such and explain.]

Program Staff:

How many staff members work on VORP Program? (Including support staff) _____

List the related qualifications that your staff possesses:

Budget Statistics:

Previous 2021-2022 VORP Grant Funding: _____

Requested 2022-2023 VORP Grant Funding: _____

Total 2022-2023 Organizational Budget for VORP Services: _____

Other Sources of Funding for VORP Program: (Select all that apply)

Other Grants

Donations

Other

Paid Services

Fundraising

Explain: _____

Part 3 | Narrative Information

1. Please explain the cost of operating the organization, including the compensation of employees.
2. Indicate how the state money will be used in order to provide victim-offender mediation in felony, misdemeanor, and/or juvenile delinquency cases without costs to participants. §16-20-102(b)(3)
3. Describe how the proposed activities will further the goals of the VORP legislation as noted above and in T.C.A. §16-20-101(b)(1-4)
4. Describe how the program plans to provide other dispute resolution services to the community on a voluntary basis. §16-20-102(b)(4)

Attachment 1 | FY 2023-2024 Financial Budget Form

[For services rendered between July 1, 2023 – June 30, 2024]

VORP and PEMF Grantee Budgets will be broken down into two simple line items only. This will help streamline the invoicing process for both the grantees and the grantor. This budget will be used in the contracts between the Administrative Office of the Courts and the Grantee. A description of the line items can be found below. If there are any questions please contact grants@tncourts.gov.

FY 2023-2024 Budget

Total Amount Requested: _____

Payroll Expenditures: _____

Operational Expenditures: _____

Payroll Expenditures Description:

Employee salaries and benefits, including overtime and insurance.

Operational Expenditures Description:

Everything else that is not employee salaries and benefits - Grantee contract staff payments, travel, Office/Training Space, Utilities, Equipment, Office Supplies, Trainings, Insurance, Professional Dues/Fees, Marketing, Materials, etc.)

Attachment 2 | FY 2023-2024 Statistical Data Form

Please fill out the chart below as completely as possible. If the chart below is not applicable to your organization, please explain.

Category	FY 2020 – 2021 (July 1, 2020 – June 30, 2021)	FY 2021-2022 (July 1, 2021 – June 30, 2022)	FY 2022-2023 to date (July 1, 2022 – March 31, 2023)
Number of Referrals – Felony Matters			
Number of Parties Served – Felony Matters			
Number of Disputes Resolved – Felony Matters			
Number of Referrals – Misdemeanor Matters			
Number of Parties Served – Misdemeanor Matters			
Number of Disputes Resolved – Misdemeanor Matters			
Number of Referrals – Juvenile Delinquent Matters			
Number of Parties Served – Juvenile Delinquent Matters			
Number of Disputes Resolved – Juvenile Delinquent Matters			

Attachment 3 | FY 2022-2023 Personnel Sheet

Indicate your personnel, their role, qualifications, and their total wages and grant requested wages.

<u>Name</u>	<u>Title/Role</u>	<u>Qualifications</u>	<u>Total Wages</u>	<u>Wages from VORP Grant</u>	<u>Wages from other sources</u>