



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

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**Application Due: May 15, 2023**

## Required Materials Check List

- Completed application submitted as PDF file via email to [grants@tncourts.gov](mailto:grants@tncourts.gov)
- FY 2023-2024 VORP Financial Budget Form (See Application Attachment 1);
  - \*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 (Attachment 2) if received a grant in prior years.
- Personnel Sheet (Attachment 3).
- 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.

## Tips on Filling out Application

1. 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.
2. If you are unsure about what a certain field is asking for, please reach out to our team. If a certain field is not applicable to your organization, please use N/A.
3. For fields that you put more information than the space allows, the fields should scroll to allow more space than initially seen. We will still be able to collect that information.
4. It is acceptable to submit digital signatures for any of the required signatures or statements.

## FAQ

### Are the requirements for funding different from previous years?

No, the requirements for funding are remaining the same.

### Are you asking for additional information?

Most of the information collected remains the same. The changes are on how we collect the information.

### Can we print out the form and fill it in by hand?

No. You are required to use the PDF Form to fill in the application. This form is located on the website. This enables us to pull all the necessary data from the PDFs and load them into a report. If you are having technical issues in filling out this form please contact us.