



AACOG Criminal Justice Advisory Committee Grant Application Guidelines



The purpose of the Grant Application Guidelines is to provide the Office of the Governor (OOG), Criminal Justice Division (CJD) grant applicants with a basic understanding of the regional expectations set by the Alamo Area Council of Governments (AACOG). Please note that all Criminal Justice Advisory Committee (CJAC) scores and budget recommendations are only used as regional reference by CJD for grant reviews and are not final decisions. All applications are subject to funding decreases based upon CJAC recommendations, available funding, and final rankings. All funding is dependent on regional allocation of grant funds.

Favorable Review:

For an application to receive favorable review by the CJAC, applicants must:

- Attend a Mandatory Grant Workshop¹
- Complete and submit a Grant Summary Form
- Submit only one agency/department grant application per funding stream²
- Attend and present at the CJAC Scoring and Prioritization meeting

Applicants that do not meet one of these requirements will receive an unfavorable review but may still be recommended for funding. Applicants that do not meet two or more requirements will receive an unfavorable review and will not be recommended for funding.

Scoring:

CJAC will score each application based upon the following areas:

- Budget
- Collaboration
- Narrative
- Presentation³
- Regional Priorities
- Sustainability
- **JAG Equipment Only:** Requests are limited to a single project and/or package of related items.

Recommended Budgets Caps:

CJAC recommends that application budget requests are below the following budget caps:

- JAG: \$75,000 maximum request from OOG; Non-profits \$50,000 maximum request from OOG
- JJDP: \$75,000 maximum request from OOG; Truancy Prevention – Continuation projects may not exceed last year's requests⁴
- VAWA: \$75,000 maximum request from OOG
- VOCA: \$500,000 voluntary maximum request; Continuation projects may not exceed last year's requests⁴

¹ An individual may not attend the grant workshop representing more than one agency in a single funding stream. A contract grant writer may attend the workshop, but a member of the contracting agency's staff must also attend.

² Exceptions made for CJD requested or approved GVA applications.

³ An agency staff representative must be present during the project proposal presentation on the day of scoring. Note: A contracted grant writer may not present on behalf of the agency applying for grant funds.

⁴ CJAC reserves the right to recommend a reduced budget for any project.



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Recommended Budget Reductions:

JAG: JAG requests for position funding of five (5) or more consecutive years will be reduced by a tiered 20% each year over a five (5) year period until no further funding can be requested.

CJAC reserves the right to reduce recommended funding amounts based on the regional budget expectation (RBE) and the amount of funding applied for in each funding stream.

Continuation Projects:

Applicants will be asked to self-identify their projects as continuations in the grant summary form. New projects must follow all eligibility requirements to qualify as a new project as established by the Office of the Governor.

Continuation projects may not exceed last year's request. Project requests that exceed last year's request will be decreased to match the previous year's request. Projects that request over \$150,000 for five (5) or more years may be subject to a 20% decrease, as determined by the CJAC.

CJAC will determine percentage decreases on the day of grant presentations in order to holistically gauge all grant applicants for each funding stream based on presentations, grant summary forms, RBE, and amount applied for in each stream.