

Frequently Asked Questions

! The dates on the Data Elements form should read July 1, 2020-June 30, 2021. !

Getting Started

- Q) What is the application deadline?
A) February 4, 2022 at 11:59 pm
- Q) Where do I find the application?
A) The application is available on the Attorney General's website:
<https://illinoisattorneygeneral.gov/victims/vcva.html>
- Q) I have applied for grants from other agencies through the Amplifund system. Do I need to create a new log in for the VCVA application?
A) If you have an Amplifund log in account, you can access the application.

Attachments

- Q) May I send in required documents separately from the electronic application?
A) No, all required documents must be uploaded and attached to the electronic application. All required documents must be attached in order to submit the application. Please plan accordingly and request necessary documents early.
- Q) What documents will I need to complete the application?
A) The following documents are required to complete the application:
- A. List of current Governing Board for not-for-profits and governmental entities.
 - B. Three (3) original, distinctly worded letters of support for the program for which funding is sought. Letters must be dated within six months of application date and must be the original from the submitting agency. Letters must be attached to the application. Letters received at the Attorney General's office independent of the application will not be kept or filed with the application.
 - C. Job descriptions for positions for which funding is requested. Do not include resumes.
 - D. For Not-for Profit Agencies: Attach a copy of the letter from the Attorney General's Charitable Trust Division verifying the agency's Charitable Trust Status. An applicant must be compliant with the Charitable Trust Division at the time of grant application and remain compliant throughout the grant period. Failure to remain in compliance may result in the suspension or termination of funding.
 - E. For CACs: All Children's Advocacy Centers must be accredited by the National Children's Alliance to be eligible for funding. Include a copy of the most recent letter confirming the agency's accreditation status.
 - F. Copy of any fee schedule used.
 - G. For Not-for Profit Agencies: Submit 1 copy only of the most recent completed audit, including any Management Letters or Findings. Agencies with a total budget of under \$300,000, or who have been in

operation less than a year at the time of filing a grant application, may submit a financial statement detailing revenue sources and expenses in lieu of an audit.

H. Two separate uploaded signature pages. One for the Applicant Organization page and one for the Agency Requirements page. Print, sign, and upload these pages to submit the signatures.

Q) How do I request my charitable trust letter?

A) A Letter of Good Standing can be requested from the Charitable Trust Division of the Illinois Attorney's General's Office by faxing a request at (312) 814-2596. Please allow plenty of time for processing.

Naming Guidelines

Q) What is the Application Name on the Project Information page?

A) The Application Name is the name of the agency. Do not use any personal names or personal identifying information on the application.

Q) What is the Recipient Name?

A) The Recipient Name is the name of the agency. Do not use any personal names or personal identifying information on the application.

Performance Plan

Q) What is the Performance Plan?

A) The Performance Plan takes the place of the Goals and Objectives in previous applications. Performance Plans (PP) are included in the Application Forms section, Performance Plans. Choose and download the appropriate plan for your agency, complete the form per the instructions in the PP section, and upload the form to the application.

Q) Are there specific Goals that must be used in the application?

A) Yes, the specific Goals are listed in the PP. It is not required to have a numeric value for each Goal. Select only the Goals that are appropriate for the program in the application.

Counties

Q) My agency provides services in multiple counties. May I select more than one county on the application?

A) NO. Only select one county on each application. Choose the county where the main office is located. If you submit multiple applications for the agency, select the county where the services are provided for each separate application.