

NC COUNCIL FOR WOMEN/DOMESTIC VIOLENCE COMMISSION
FY 2009-2010 Displaced Homemaker/Divorce Filing Fee
GUIDELINES & GRANT APPLICATION

DEADLINE: All applications must be received by 5:00pm April 17th 2009

Applications and budget forms are available on our website:

<http://www.nccfwdvc.com/grants.htm>

The completed grant application and (7) copies must be mailed or delivered to:

US Mail address:

Grants Staff
NC Council for Women/
Domestic Violence Commission
1320 Mail Service Center
Raleigh NC 27699-1320

Physical/FEDEX/UPS address:

Grants Staff
NC Council for Women/
Domestic Violence Commission
130 Penmarc Drive Suite 110
Raleigh NC 27603

I. PURPOSE OF GRANT PROGRAM:

The North Carolina General Assembly appropriates state funds each year to be used for services to displaced homemakers. These funds are administered through the NC Council for Women/Domestic Violence Commission, a division of the Department of Administration. The funds are used to assist displaced homemaker centers throughout the State of North Carolina. The purpose of the grant program is to provide comprehensive services that are available and accessible to all displaced homemakers. Eligibility criteria requires a displaced homemaker center to fulfill all criteria established by the Council and shall be operational for at least two (2) years.

§ 143B-394.10. North Carolina Fund for Displaced Homemakers.

(a) (Effective until July 1, 2007) There is established in the Department of Administration the North Carolina Fund for Displaced Homemakers. The Fund shall be administered by the North Carolina Council for Women in accordance with Article 1 of Chapter 143 of the General Statutes and shall be used to make grants to up to 35 centers for displaced homemakers. The Council shall make quarterly grants to no more than 35 eligible centers. Grants shall be awarded according to criteria established by the Council pursuant to G.S. 143B-394.4(4) and G.S. 143B-394.5A. The Council shall use no more than ten percent (10%) of these funds for administrative costs. To be eligible to receive grant funds under this section, a displaced homemaker center shall fulfill all of the criteria established by the Council and shall have been operational for at least two years. The Council shall report annually to the Joint Legislative Commission on Governmental Operations on the revenues credited to the Fund, the programs receiving grants from the Fund, the success of those programs, and the costs associated with administering the Fund.

(a) (Effective July 1, 2007) There is established in the Department of Administration the North Carolina Fund for Displaced Homemakers. The Fund shall be administered by the North Carolina Council for Women in accordance with Chapter 143C of the General Statutes and shall be used to make grants to up to 35 centers for displaced homemakers. The Council shall make quarterly grants to no more than 35 eligible centers. Grants shall be awarded according to criteria established by the Council pursuant to G.S. 143B-394.4(4) and G.S. 143B-394.5A. The Council shall use no more than ten percent (10%) of these funds for administrative costs. To be eligible to receive grant funds under this section, a displaced homemaker center shall fulfill all of the criteria established by the Council and shall have been operational for at least two years. The Council shall report annually to the Joint

Legislative Commission on Governmental Operations on the revenues credited to the Fund, the programs receiving grants from the Fund, the success of those programs, and the costs associated with administering the Fund.

(b) The Department, upon recommendations by the Council, shall adopt rules to implement the North Carolina Fund for Displaced Homemakers. (1998-219, s. 1; 2005-405, s. 4; 2006-203, s. 106.)

§§ 143B-394.11 through 143B-394.14. Reserved for future codification purposes.

"Displaced homemaker" means an individual who:

- a. **Has worked in his or her own household and has provided unpaid household services; and**
- b. **Is unable to secure gainful employment due to the lack of required training, age, or experience; or is unemployed, or underemployed; and**
- c. **Has been dependent on the income of another household member but is no longer adequately supported by that income, or is receiving support but is within two years of losing the support, or has been supported by public assistance as the parent of minor children but is no longer eligible, or is within two years of losing the eligibility. (1979, c. 1016, s. 2; 1991, c. 134, s. 6; 2005-405, s. 1; 2006-66, s. 17.7; 2006-259, s. 33.5.)**

GS 108A-25 Creation of Programs defines Public Assistance

The following programs of public assistance are established, and shall be administered by the county department of social services or the Department of Health and Human Services under federal regulations or under rules adopted by the Social Services Commission and under the supervision of the Department of Human Resources:

- (1) Repealed by S.L. 1997-443, s. 12.3, effective August 28, 1997.
- (2) State-county special assistance for adults;
- (3) Food stamp program;
- (4) Foster care and adoption assistance payments;
- (5) Low income energy assistance program.

The program of medical assistance is established as a program of public assistance and shall be administered by the county departments of social services under rules adopted by the Department of Health and Human Services.

(b1)The Work First Program is established as a program of public assistance and shall be supervised and administered as provided in Part 2 of this Article.

The Department of Health and Human Services may accept all grants-in-aid for programs of public assistance which may be available to the State by the federal government. The provisions of this Article shall be liberally construed in order that the State and its citizens may benefit fully from the federal grants-in-aid.

Each Community Care network organization designated by the Department of Health and Human Services as responsible for coordinating the health care of individuals eligible for medical assistance in a county is hereby deemed to be a public agency that is a local unit of government for the sole and limited purpose of all grants-in-aid, public assistance grant programs, and other funding programs

II. DESCRIPTION OF AVAILABLE FUNDS:

Applicants who are approved to receive state appropriated funds, which are awarded on a competitive basis, **will automatically be eligible to receive an equal share of divorce filing fee funds.**

A. State Appropriated Funds:

State appropriated funds are allocated to agencies for use in providing specific services to displaced homemaker clients.

B. Divorce Filing Fee Funds:

In every action for absolute divorce filed in the district court, a cost of fifty-five dollars (\$55.00) shall be assessed against the person filing the divorce action. Costs collected by the clerk pursuant to this subsection shall be remitted to the State Treasurer for deposit to the North Carolina Fund for Displaced Homemakers established under G.S. 143B-394.10. Costs assessed under this subsection shall be in addition to any other costs assessed under this section. These fees are collected by the Clerks of Court in every county.

III. FUNDING CYCLE AND AVAILABILITY:

The funding cycle begins July 1st and ends September 30th. Funds cannot be released to grantees until they have been appropriated by the General Assembly and the grant award agreement is fully executed.

IV. ELIGIBILITY:

Pursuant to N. C. General Statutes 143B-394.8(a), each agency that is funded for displaced homemaker services shall be designed to provide displaced homemakers with such necessary counseling, training, services, skills and education as would enable them to secure employment, and as would be necessary for their health, safety, and well being.

In order to be eligible to apply for Displaced Homemaker funds, all applicants:

- Shall be a local unit of government or a private, non-profit organization
- Shall have been operational for at least two years as a Displaced Homemaker Program
- Shall have an office location
- Shall comply with G.S. 143-6.2 regarding audits or sworn accounting of receipts and grant monitoring
- Shall provide data on the probable number of displaced homemakers in the area
- Shall provide data on the availability of resources for training and education in the area
- Shall provide data on viable living wage job opportunities in the area
- Shall maintain compliance with agency contracting
- Shall have a Board of Directors that has been provided with NC CFW/DVC board training annually
- Shall provide timely and accurate reporting to the agency, i.e. program and financial reporting
- Shall comply with audit requirements as defined in General Statute 143-6.2 per grant agreement
- Shall not have supplanted federal, state or local funds that in the absence of state funds would be available for any portion of the program

The NC Council for Women/ Domestic Violence Commission shall have right of access to documents and records substantiating services as part of a pre-award review and at any subsequent time.

BASIC SERVICES

All applicants must provide the following services:

A. Job counseling programs:

Specifically designed for displaced homemakers entering the job market, taking into consideration their previous absence from the job market, and their lack of recent paid work experience, and taking into account and building upon the skills and experience possessed by the displaced homemaker;

B. Job training and job placement services:

To train and place displaced homemakers for and into available jobs in the public and private sectors;

C. Health education and counseling services:

With respect to general principles of preventive health care, including but not limited to, family health care, nutrition education, and the selection of physicians and health care services;

D. Financial management services:

With information and assistance on all aspects of financial management, including but not limited to, insurance, taxes, estate and probate matters, mortgages, and loans; and

E. Educational services:

Include information services concerning available secondary and post-secondary education programs beneficial to displaced homemakers seeking employment; and information services with respect to all employment in the public or private sectors, education, health, public assistance, and unemployment assistance programs.

V. APPLICANT ADMINISTRATIVE AND ORGANIZATIONAL POLICIES:

In order to be eligible for funding, programs shall have the following administrative and organizational policies in place:

A. Conflict of Interest Policy

The program shall have a written Conflict of Interest policy pursuant to G.S. 143-6.2, to be kept on file, prior to the release of funds.

B. Non-Discrimination Policy

The program shall have a written policy on non-discrimination that the program shall not discriminate against staff, volunteers, or agency clients based on age, handicap, sex, race, creed, sexual and religious orientation or national origin

C. Organizational Code of Conduct Policy

The program shall have a written policy on the expectations of the program and its employees pertaining to rules and regulations which could include any payments for illegal acts, indirect contributions, rebates, bribery.

D. Internal Controls Policy

The program shall have a written policy on how the program will maintain a system of internal controls that include both administrative controls and accounting controls.

E. Recordkeeping Policy

The program shall have a written policy on maintaining records that are relevant and material to the proper administration of its financial and programmatic activities. Those records shall include, but not be limited to:

- Written policies and procedures that address personnel issues and financial policies and procedures that address items such as cash receipts, cash disbursements, payroll, travel, and purchasing practices;
- Supporting documentation such as pre-numbered receipts, canceled checks time sheets, invoices, and contracts, which support the accounting records;
- Budgets with supporting documentation such as budget requests and approval notifications;
- Formal accounting records such as check registers, journals, and general ledgers.

F. Whistleblower Policy

The program shall have a written policy that is intended to encourage and enable employees and others to raise serious concerns within the program prior to seeking resolution outside the program.

G. Confidentiality

- The program shall have a written confidentiality policy approved by its Board of Directors.
- The policy shall govern the sharing of information internally as well as externally.
- The agency shall maintain a data collection system that protects the confidentiality of the clients including storing files in locked cabinets.
- A confidentiality statement shall be signed by all employees, board members and other volunteers and kept on file.
- Access to files should be limited to any staff doing direct case management.

H. Board of Directors

- Programs shall be governed by a board with members who represent the gender, ethnic/racial representation, and demographic/geographic profile of the community, as well as businesses, government services, legal, educational, religious, and other systems.
- Boards shall have received orientation at the beginning of their term on domestic violence issues, board responsibilities, fiscal responsibility and operations management.
- Members should receive annual training assessments by NC CFW/DVC on these topics and other topics appropriate to the needs of the agency.
- Board orientation and training may be provided or coordinated by a Region Director of the NC CFW/DVC.
- Board training that is not delivered by the agency's Region Director should be approved by the NC CFW/DVC for content.
- Boards shall have regularly scheduled meetings and keep written records of meetings, which contain date, time, place of meeting, members attending, decisions, motions, etc. Copies of approved board minutes should be submitted via email to assigned Region Director and kept on file for review and inspection by the NC CFW/DVC staff during site visits.

- Boards shall have an active Finance Committee to monitor financial management of the agency. The committee should report at each board meeting by submitting a written report available for review by all board members. The treasurer must be a member of the committee.
- Each program shall have a corporate notebook, containing approved board meeting minutes for 3 years, the last three year's 990 forms, the program's bylaws and the agency's 501(c) 3 letter (if applicable).

I. Personnel Policies

- The program shall have written personnel policies governing the agency's operations. At a minimum, the policies should contain hiring and termination procedures including grievance procedures, and leave policies including holiday, overtime and compensatory pay.
- All employees, including the Executive Director, shall complete timesheets for each pay period, documenting the time worked on a project or program (domestic violence), number of hours to be charged to a particular budget or project and with the supervisor's approval. All staff should be provided with a copy of the agency's policy and procedure manual.

J. Liability/Bonding Insurance

- The program shall maintain fire, theft, property and personal liability insurance according to individual agency needs.
- Persons having access to financial resources shall be bonded. Shelters should have appropriate insurance to cover building and/or clients in the event of accidents or loss. (See your insurance agency for needs.)

VI. MATCH REQUIREMENT:

Programs applying for these funds must match state appropriated funds (not divorce fees). The match requirement is designed to encourage sustainability of the program by diversifying the funding base and gaining local support for the program's efforts.

The match must be generated locally and represent a minimum of 20% of the total state appropriated award amount. For example, if the total grant award is \$10,000, a \$2,000 match is required.

Examples of sources for local matches include:

- Fundraisers
- Grants from private organizations such as churches, foundations, or business firms
- United Ways
- Civic Groups
- Local government units including city and county government
- In-kind goods or services calculated at fair market value

VII. **GRANT AWARDS:**

All payments are contingent upon fund availability.

Reporting Requirements

Programs shall adhere to the reporting requirements described on the Notice of Certain Reporting and Audit Requirements and the reporting requirements implemented by the NC Council for Women/Domestic Violence Commission

- The Displaced Homemaker Programs grant cycle/fiscal year begins July 1st and ends September 30th.
- A monthly expenditure report shall be submitted *and not postmarked* by the 15th of each month that will reflect the expenditures that occurred during that period.
- The Displaced Homemaker Programs shall submit a monthly divorce filing fee report

Example: The November report shall be due and not postmarked by December 15th, the December report shall be due and not postmarked by due by January 15th, etc.

The timeliness of the initial announcement of the grant award amounts will affect the initial submission deadlines of the monthly expenditure reports. The initial announcement may affect the July, August, and October deadlines. The initial deadlines will be assessed during each grant cycle. The programs will be notified of the initial deadlines.

- A semi-annual statistical report shall be submitted by January 20th and July 20th of each fiscal year.
- A semi-annual inventory list shall be submitted and not postmarked by January 20th and July 20th of each fiscal year.
- The Displaced Homemaker Program shall submit a semi-annual financial status report that provides details of the Displaced Homemaker expenditures
- The semi-annual financial status report shall be submitted and not postmarked by January 20th and July 20th of each fiscal year.
- Programs shall ensure that all sub-grantees, if any, provide all information necessary to permit the Program to comply with the standards, responsibilities, and obligations.
- Programs shall adhere to the requirements listed on The Notice of Certain Reporting and Audit Requirements that provides details of the reporting requirements according to N.C. General Statute 143C-6-22 & 23 will be reporting online.
- The link for the GIC page is <https://www.grants.ncauditor.net/Portal/displayLogon.do>
- OSA GIC online reports
 - Level 1 Reporting Requirements
 - Programs that receive less than \$25,000 from the state of North Carolina must complete the following: Certification form and the State Grants Compliance reporting form.
 - The forms shall be completed within six months of the program's year end.

- The program shall submit the forms to the Office of the State Auditor online through the Grants Information Center.
 - Level 2 Reporting Requirements
 - Programs that receive at least \$25,000 but less than \$500,000 from the state of North Carolina and federal pass-through grants must complete the following: Certification form, State Grants Compliance reporting form, Program Activities & Accomplishments report, and Schedule of Receipts & Expenditures.
 - The forms shall be completed within six months of the program's year end.
 - The program shall submit the forms to the Office of the State Auditor online through the Grants Information Center.
 - Level 3 Reporting Requirements
 - Programs that receive \$500,000 or more from the state of North Carolina and federal pass-through grants must complete the following: Certification form, State Grants Compliance reporting form, Program Activities & Accomplishments report, and "Yellow Book" audit conducted by CPA and includes Schedule of Federal & State Awards.
 - The forms are shall be completed within nine months of the program's year end.
 - The program shall submit the forms to the Office of the State Auditor online through the Grants Information Center.
 - Programs can substitute an A-133 audit for the yellow book audit to the Office of the State Auditor

The NC CFW/DVC utilizes the OMB Circular A-87 as the State's cost principles. A-87 incorporates OMB Circular A-122 relating to nonprofit groups. Effective 7/1/05.

Web link for Cost Principles:

<http://www.whitehouse.gov/omb/circulars/a087/a087-all.html>
<http://www.whitehouse.gov/OMB/circulars/a122/a122.html#b>

Failure to comply with ALL reporting requirements and ALL reporting deadlines will result in non issuance/withholding of grant funds and/or possible termination of grant contract which shall result in suspension of grant funds.

Source Documents

Accounting records shall be supported by source documentation, such as canceled checks, paid bills, payrolls, time and attendance records, contract and sub-grant award documents, etc. Records shall be kept for five years after audit.

Budget Control

Actual expenditures or outlays from state grant funds shall not exceed the budgeted amounts for each line item or for the total grant.

Internal Control

Written internal control and accountability shall be in place to maintain the integrity of all grant cash, real and personal property, and other assets. All property shall be used for authorized purposes only.

Equipment Inventory

Programs shall adequately safeguard all purchases and shall assure that they are used solely for authorized purposes. An equipment record shall be maintained for all fixed assets, equipment purchases or donations showing identification number of item, date of acquisition, cost, make, model, serial number and expected life, if item is being depreciated. Items should be tagged with an inventory control number. Equipment records shall also indicate discarded or disposed of equipment or trade-ins of equipment for purchase of replacement items.

Liquidation of Obligations

Programs shall settle all obligations incurred under the grant award no later than 90 days after the end of the funding period.

Budget Line Items

Each grant award amount shall be supported by a budget submitted by the grantee to the Grant Award Administrator.

Transfer of Funds between line Items

Programs must submit a Budget Transfer Request form, and any line item transfer must receive prior written approval from the Grant Award Administrator and the respective Council for Women/Domestic Violence Commission Region Director.

All Budget Transfer requests must be submitted by May 31st

NC COUNCIL FOR WOMEN/DOMESTIC VIOLENCE COMMISSION

FY 2009-2010 Displaced Homemaker/Divorce Filing Fee

GUIDELINES & GRANT APPLICATION

Applicants should read and refer to the Application Guidelines when completing this application.

DEADLINE: All applications must be received by 5:00pm April 17, 2009

GRANT APPLICATION CHECKLIST:

**Provide (1)Original and (7)Copies of each item listed below in the order listed below:
Original for the Contract/A copy for the RD/A copy for the GA/5 copies for the Grant Review Teams**

- Grant Application Cover Sheet
- Program Narrative
- Verification of Policy Implementation
- Certification Section
- Verification of Grant Application Page
- List of **current** members of the Board, including the Finance Committee
- For Government operated programs only (Community Colleges are exempt)-The Governmental Tax Exempt Form**
- Projected Income Statement(Excel Attachment)
- Budget Proposals(Excel Attachments)
(Displaced Homemaker state Funds, 20% Matching Funds, estimated Divorce Filing Fees)

New applicants must submit three (3) copies of items listed below

Applicants that have received grant funds consecutively since FY06-07 must submit bylaws, if any changes have occurred.

- Copy of agency's 501c(3)
- Articles of Incorporation
- Agency bylaws

New Applicants must submit the policies listed below

(Samples can be found at <http://www.ncauditor.net/NonProfitSite/regulations.aspx>)

Confidentiality Policy	Non-discrimination Policy
Organizational Code of Conduct Policy	Internal Controls Policy
Recordkeeping Policy	Whistleblower Policy

Applicants that have received grant funds consecutively since FY06-07 will only need to complete the verification section of the grant application. (If the policy was submitted during FY06-07 grant cycle to NC CFW/DVC)

NC COUNCIL FOR WOMEN/DOMESTIC VIOLENCE COMMISSION
FY 2009-2010 Displaced Homemaker/Divorce Filing Fee
Grant Application Cover Sheet

NOTE: A separate application must be completed for each county

County: _____

(If more than one county will be served by the one grant award, please list the counties above)

New Applicant this fiscal year: Yes _____ **No** _____

- Name of Displaced Homemaker Program: _____
- Federal Tax Identification Number: _____
(aka Contract Number)
- Executive Director: _____ Email Address: _____
- Program Director: _____ Email Address: _____
- Program Status: Government Operated Private, Non-Profit
- Displaced Homemaker Program's Fiscal Year: _____ through _____
- Year Displaced Homemaker Program started: _____
- Year Displaced Homemaker Program was incorporated: _____
- Date your Displaced Homemaker Program received non-profit status: _____
- Is Displaced Homemaker Program a subsidiary of another organization? ___ Yes ___ No
- Displaced Homemaker Administrative Office Address: _____
(Street, city, zip code)
- Displaced Homemaker Administrative Office Hours of Operation _____
- Displaced Homemaker Mailing Address _____
(If a PO Box or different from address provided above)
- Displaced Homemaker Office Phone: () _____ Fax: () _____
- Number of Displaced Homemaker staff to be funded by NC CFW/DVC DH/DFE funds:
 - ___ Full-time ___ Part-time
- Displaced Homemaker Program's website address: _____

Program Narrative Criteria
(Based on 100 accumulative points)

- Applications must be complete at the time of submission
- **Please be sure to provide the title of the section that you are responding to in order to allow grant reviewer the ability to rate your response**
- No more than one page per bulleted/alphanumeric item allowed
- 12 pt, Times New Roman Font must be utilized. Double-space all text
- **DO NOT ALTER ANY OF THE CONTENT LOCATED WITHIN THE FORMS**

Glossary of Terms:

- **Co-mingling of Funds:** Funds from personal, business or church sources mingled together with grant funds. The IRS discourages this practice. The NC CFW/DVC prohibits co-mingling of funds.
- **Conflict of Interest:** Any personal, financial and/or professional interest that might create a conflict with the ability to fairly and objectivity carry out one's responsibilities. This term also refers to a situation in which a person has vested interest in the outcome of a decision but tries to influence the decision making process as they did not.
- **Matching Funds:** An element of some grant programs that requires the grantee (the organization receiving the grant) to provide part of the funding for the program either in cash or by contributing facilities or other resources of value. These funds or resources are sometimes referred to as "matching funds". They usually must be raised from other than state or federal sources. Matching funds are funds applied to a specific grant and cannot be utilized as a match for other grants.
- **In Kind:** refers to payment for [goods](#) or [services](#) with a medium other than legal tender (anything can be used as money, but legal tender is what the State accepts for all debts).
- **Objective:** A specific, measurable accomplishment within a specified time frame.
- **Goal:** A broad statement of the ultimate aims of a program.
- **Mission:** A description of an entity's purpose to exist.
- **Qualitative:** Investigates the why and how of [decision making](#), as compared to what, where, and when of quantitative research.
- **Quantitative:** A quantitative property is one that exists in a range of magnitudes, and can therefore be [measured](#).
- **Evaluate:** To ascertain or fix the value or worth of or to examine and judge carefully; appraise
- **Monitor:** To keep close watch over; supervise

B. Chart of Services: Provide the total numbers served or numbers to be served in each category
 (If applicant serves more than one county, please specify the county served beside the

	Actual Service Results for FY 07-08	Actual Services for FY 08-09 (7/1/08-3/31/09)	Projected Service Goals for FY 09-10
Overall Number of Displaced Homemakers Served			
Type of Service:			
Assessment/Testing			
Life Skills Training			
Tuition Assistance			
Job Training or Education			
Number of Subsidies Provided			
Job Preparation/Readiness/Skills Training			
Information and Referral			
Career Counseling			
Follow- Up			
Disabilities			
Number of Clients Placed in Jobs:			
Full Time			
Part Time			
Disabled			
Number Placed in Education Placements:			
4- Year College			
Community College			
Trades			
Other			

number)

IV. Program Budget (20 pts)

- A. List the Displaced Homemaker position(s) that will be funded by the NCCFW/DVC grant funds and include or attach the job description(s)
(43B-394.6 Staff for Center-To the maximum extent feasible, the staff of the center, including technical, administrative, and advisory positions, shall be filled by displaced homemakers.)
- B. Provide your organizational chart
- C. Describe how the Displaced Homemaker funded staff will be utilized to provide the program services
- D. Describe how the Displaced Homemaker Program will utilize the Displaced Homemaker and Divorce Filing Fee funds for the items listed below
 - i. To provide services
 - ii. For operating costs
 - iii. For administrative costs
 - iv. For travel costs
 - v. For training

You can utilize this area to type your responses
Each line is expandable
You can type over this message

- E. Describe how the Displaced Homemaker Program will provide the required 20% in-kind match
- F. Describe the basis of accounting that the Displaced Homemaker Program will utilize and how the accounting records will be maintained to ensure consistency and accountability of the state issued grant funds

You can utilize this area to type your responses
Each line is expandable
You can type over this message

FY 2009-2010 Displaced Homemaker/Divorce Filing Fee

Verification of Policy Implementation

Government Agencies are exempt from completing this page

(If policies have been amended, attach amended copies)

Complete this page if your program submitted the policies listed below during Fiscal Year 2006-2007

Program Name _____ County _____

Board Chair's Signature _____ Date _____

Print Board Chair's Name _____

Executive Director's Signature _____ Date _____

Print Executive Director's Name _____

Confidentiality Policy (submitted during FY06-07)
Approval Date _____
Effective Date _____
Amendment Date _____

Non-discrimination Policy (submitted during FY06-07)
Approval Date _____
Effective Date _____
Amendment Date _____

Organizational Code of Conduct Policy (submitted during FY06-07)
Approval Date _____
Effective Date _____
Amendment Date _____

Internal Controls Policy (submitted during FY06-07)
Approval Date _____
Effective Date _____
Amendment Date _____

Recordkeeping Policy (submitted during FY06-07)
Approval Date _____
Effective Date _____
Amendment Date _____

Whistleblower Policy (submitted during FY06-07)
Approval Date _____
Effective Date _____
Amendment Date _____

NC COUNCIL FOR WOMEN/ DOMESTIC VIOLENCE COMMISSION
FY 2009-2010 Displaced Homemaker/Divorce Filing Fee

Certification Page

Program Name: _____ *County:* _____

Certification of Matching Funds

This is to certify that this agency has received funds and/or services in an amount necessary to provide the required match, *or* that the agency has been pledged funds and/or services for the required match for the 2009-2010 year and has supporting documentation on file.

Certification of Non-Lobbying

This is to certify that this agency will not use any funds received from this grant for lobbying to influence legislators to support or vote for or against legislation or appropriations.

Certification of Bonding

This is to certify that all employees, volunteers and board members who handle funds are properly bonded to ensure that all monies are safeguarded.

Date

Board Treasurer/Person responsible for fiscal oversight (Signature)

Date

Board Treasurer/Person responsible for fiscal oversight (Printed)

Signatures certify that all information subscribed to above is true and accurate

NC COUNCIL FOR WOMEN/ DOMESTIC VIOLENCE COMMISSION
FY 2009-2010 Displaced Homemaker/Divorce Filing Fee
Verification of Review of Grant Application Section

The persons whose signatures appear below, certify that they have reviewed the information within this grant application and verify that all items are true and accurate

Signature Section:

Board Chair (Signature)

Executive Director or Equivalent (Signature)

Board Chair (Printed)

Executive Director or Equivalent (Printed)

Date

Date

Don't forget to complete & attach all of the associated excel forms found on the website listed below:

- * the "proposed" Displaced Homemaker budget worksheet
- * the "proposed" Divorce Filing Fee budget worksheet
- * the "proposed" 20% Match budget worksheet
- * Projected Income Statement form

<http://www.nccfwdvc.com/grants.htm>

The Fund shall be administered by the North Carolina Council for Women in accordance with Article 1 of Chapter 143 of the General Statutes and shall be used to make grants to up to 35 centers for displaced homemakers

- **Displaced Homemaker State funds excel budget worksheet**
During FY08-09 the DH grant award amounts ranged from **\$16,150.00-the greatest amount issued thru \$4,275.00-the least amount issued**
- **20% Matching Funds excel budget page worksheet**
The match must be generated locally and represent a minimum of 20% of the total state appropriated award amount
- **Divorce Filing Fee excel budget worksheet**
During FY08-09 the estimated amount to be issued was **\$50,000/program**
- **Projected Income Statement-separate excel page found on the website below**
<http://www.nccfwdvc.com/grants.htm>

The original grant application should contain original signatures (blue ink may provide clarity of an original signature)

The completed grant application and (7) copies must be mailed or delivered to:

US Mail address:

Grants Staff
NC Council for Women/
Domestic Violence Commission
1320 Mail Service Center
Raleigh NC 27699-1320

Physical/FEDEX/UPS address:

Grants Staff
NC Council for Women/
Domestic Violence Commission
130 Penmarc Drive Suite 110
Raleigh NC 27603