

1- Log In to the Utah Grant Management System (GMS) page

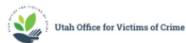
[Login \(site.com\)](https://utvictimsofcrime.my.site.com/applications/s/login/) https://utvictimsofcrime.my.site.com/applications/s/login/

For assistance logging in, contact your grant analyst.



Login

[Forgot your password?](#)



Home

My Applications

Support

Welcome to the Utah Office for Victims of Crime Application Center

2- Go to the Home tab

Click on the "State Funding Grants"



VOCA

Victims of Crime Act

VAWA

Violence Against Women Act

SASP

Sexual Assault Services Program

STATE FUNDING GRANTS

3- Click on the brown “STATE FUNDING GRANTS Click Here to Apply”

Home My Applications Support

State Funding Grants

STATE FUNDING GRANTS
Click Here to Apply

State Rape Crisis Center Funding
The general purpose of this funding is to stabilize and enhance core services for rape crisis centers in Utah. The program should employ Sexual Assault Counselors as defined a person who is employed by or volunteers at a rape crisis center who has a minimum of 40 hours of training in counseling and assisting victims of sexual assault and who is under the supervision of the director or designee of a rape crisis center. See Utah State Code 77-38-203. Rape crisis centers should provide the five Standard of Care including, 24 hours hotline, crisis intervention, accompaniment to hospitals, law enforcement, and prosecutor’s offices, advocacy and public education.

State SANE Program Funding
The general purpose of this funding is to provide the ability for Sexual Assault Nurse Examiner (SANE) Programs to attend to the medical forensic needs of sexual assault victims. This includes provision of medical care, comprehensive patient education, anticipatory guidance, evidence collection and referral to community based services. SANE programs will work closely with the Utah Office for Victims of Crime to provide statistical data and complete other state funding requirements. SANE programs must follow best practice standards and licensing statutes as defined by the International Association of Forensic Nurses, the Board of Nursing and the Utah Coalition Against Sexual Assault.

State Sexual Assault Services Coalition Funding
The general purpose of this funding is to assist state coalitions who address rape and sexual assault. State coalitions should utilize this funding to provide training and technical assistance to all organizations responding to sexual violence across the state, including culturally specific organizations. Coalitions should work in collaboration with The Utah Office for Victims of Crime to identify best practices, areas of need, and to establish a minimum level of core standards for sexual assault services.

State Criminal Justice Advocate Funding
The priority for this funding is to ensure that core services for all crime victims are available throughout the state to be administered by victim advocates who are located in law enforcement agencies.

State Funded Underserved Programs
Utah is home to a number of diverse populations. It is necessary to set aside funding for programs that specialize in victim services to underserved populations.

State Funded Legal Programs
Legal services are crucial for crime victims in order to ensure safety and justice. This funding support services in the form of orders of protection, victims rights, immigration, family law, and other civil matters.

4- Fill out the fields of the Applicant Info.

State Grant Application

Application Number UOVCA-001904	Application Status New	Program End Date Jun 30, 2024	Created Date 5/13/2024, 7:52 AM
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Applicant Info

Submit

Files Budget Payment Request Amendment

Some fields may auto populate. Make sure they are correct.

- **Organization**
- **Primary Point of Contact**
- **Financial Point of Contact**
- **Project**
- **Project Title**

Should be Agency Name, Grant, 2024-2025

(the prompt in the system might say 2023-2025-just put 2024-2025)

Example:

UOVC State Funded Victims Services 2024-2025

These three fields are important to distinguish your state grant in your overall list of grants.

- **Project Short Description**

2-3 sentences describing your program.

- **Project Period Start Date and Project Period End Date**

Period Start Date is July 1, 2024, Period End Date is June 30,2025

- **Counties Served**

Choose your county, or statewide.

Highlight the county or statewide and use the arrow to move the selection over to “Chosen.”

Save

The screenshot shows a web form for a grant application. The form includes several fields: 'Project Short Title' (containing 'UOVC Victims Services State Test Grant 2023-2024'), 'Project Short Description' (containing 'This is a test grant and an example grant. I am writing one more short sentence.'), 'Project Period Start Date' (Jul 1, 2023), and 'Project Period End Date' (Jun 30, 2024). Below these is a 'Counties Served' section with an 'Available' list containing 'Statewide', 'Beaver', 'Box Elder', and 'Cache', and an empty 'Chosen' list. At the bottom, there are 'Application ID Number' and 'Award ID Number' fields, and a 'Save' button highlighted in green.

Applicant Info will turn green once data has been entered and save. You will get a green pop-up window confirming the data has been saved.



State Grant Application

Application Number UOVCA-001904	Application Status New	Program End Date Jun 30, 2024	Created Date 5/13/2024, 7:52 AM
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Applicant Info

Submit

5- Go to the Files tab

Files Budget Payment Request Amendment

Files (0) Add Files

Title	Owner	Last Modified	Size
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Add all required files (see your instructions for which files should be attached to the grant).

If you try to submit the application without entering budget information for year 1, an error will pop up letting you know you must submit year 1 budget information.



Error

Please complete the Budget for Year 1 before submitting



State Grant Application

Application Number UOVCA-001904	Application Status New	Program End Date Jun 30, 2024	Created Date 5/13/2024, 7:52 AM
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Applicant Info

Submit

6- Go to the budget tab

Files Budget Payment Request Amendment

Year

Year 1

- Select year 1

YOU WILL ONLY ENTER A BUDGET FOR YEAR 1 as this is a one-year grant only.

Use your already filled out Budget & Budget Ledger to help you fill out the budget section of the Utah GMS.

Information entered into the budget should be listed out and explained in the Excel Budget & Budget Justification Ledger.

Enter Budget Information

★ The budget information will need to be entered in a specific way. Since we are using an updated Excel Budget Ledger for details about the award budget, in the GMS you will only be entering a total amount for each category (not line by line), including Personnel. This means you will only complete one budget line for each category (and will not be using some budget categories). Below are the instructions for each budget category.

Go to the budget category you need to add information to. Click the plus sign to the right.

The screenshot shows a web interface for budget management. At the top, there are tabs for 'Files', 'Budget', 'Payment Request', and 'Amendment'. Below the tabs is a 'Year' dropdown menu set to 'Year 1'. Below the dropdown, there are summary statistics: 'Total Federal Direct: \$0.00', 'Remaining Federal Budget: \$0.00', 'Total Match Budget: \$0.00', 'Remaining Match Budget: \$0.00', 'Match Percentage: %', and 'Indirect Percentage: 0%'. Below the statistics is a table with columns: 'Category', 'Total Federal Dir...', 'Remaining Federal', 'Total In-Kind', 'Remaining In-Kind', 'Total Cash Match', 'Remaining Cash...', and an empty column. The 'Personnel' row is highlighted with a red box, and a plus sign icon in the empty column of that row is also highlighted with a red box. Other categories listed include 'Other', 'Supplies', 'Fringe Benefits', 'Indirect Costs', 'Travel', 'Equipment', 'Contracted Fees', 'Training', and another 'Indirect Costs' row, followed by a 'Total' row.

Category	Total Federal Dir...	Remaining Federal	Total In-Kind	Remaining In-Kind	Total Cash Match	Remaining Cash...	
Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+
Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+
Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+
Contracted Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+
Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+
Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

This will open a Details section below the main budget box.

Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Details							
Detail Item	Source	Total Federal ...	Remaining Fed...	Total In-Kind	Remaining In-...	Total Cash Mat...	Remaining Cas...
Employee:	Federal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Select the brown and green box with a pencil to edit the budget line.

The box with the red garbage can is to delete the line.

Personnel

Personnel and Fringe total dollar amount is now combined on the Budget & Budget Justification Ledger as well as the Billing Ledger and will be combined in the GMS budget section “Personnel.” Use the completed Budget & Budget Justification Ledger to fill out the Personnel and Fringe.

In the “Planned employees Attending” list Personnel and Fringe.

Personnel

Do not enter a Title

Planned Employees Attending: Personnel and Fringe

Funding Source: Federal

Grant/Match Yearly Salary: 69000

Do not enter any Total Yearly Salary

Total Yearly Salary: 0

ADDITIONAL DETAILS

Award Budget Detail Name AWD-BGT-DTL-045435	Cost Category Name Personnel
Award Budget Category AWD-BGT-038746	Funding Year Year 1
Total Budget	

Save Close

Use Federal Funding Source (in place of state) We are not able to change this wording currently. Even though the source is state funding, the Utah GMS system must use “Federal”.

Enter the total dollar amount from your completed Budget & Budget Ledger Personnel and Fringe total into “Grant/Match Yearly Salary.”

THERE IS NO MATCH IN THIS STATE FUNDED GRANT.

Save the details.

The state funded amount should appear in the overall budget page (as “Federal”) and should match the Budget & Budget Justification Ledger budget category total.

Category	Total Federal Dir...	Remaining Federal	Total In-Kind	Re...
Personnel	\$69,000.00	\$69,000.00	\$0.00	
Other	\$0.00	\$0.00	\$0.00	
Supplies	\$0.00	\$0.00	\$0.00	

If you want to view data that you have entered into the budget, you can choose the box with the “eye” that is to the right. This will open the details in a details box below the budget. If there is no budget data entered into the budget category you are trying to view, a box will not open.

CategoryTEST	Total Federal Dir...	Remaining Federal	Total In-Kind	Remaining In-Kind	Total Cash Match	Remaining Cash...	
Personnel	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>

If you accidentally open a budget line for data to be entered it must be deleted if no dollar amounts will be entered into that budget line.

Details								
Detail Item	Source	Total Federal ...	Remaining Fed...	Total In-Kind	Remaining In...	Total Cash Mat...	Remaining Cas...	
Employee: Personn...	Federal	\$69,000.00	\$69,000.00	\$0.00	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>

Fringe

Do not enter any data in fringe. Fringe will go with Personnel into one dollar amount lump sum in the personnel category. See “Personnel” for instructions on how to enter fringe.

Other

Item and description, quantity of items, unit price of item all will be explained and justified in the Budget & Budget Justification Ledger justification notes box. In the GMS you will list quantity "1" and enter the total dollar amount from your completed Budget & Budget Ledger Other budget category into Unit Price. List OTHER TOTAL in Item and Description. The funding source is Federal.

Save the details.

Other

Award Budget Detail Name AWD-BGT-DTL-045476	Cost Category Name Other
Award Budget Category AWD-BGT-038747	Funding Year Year 1
Total Budget \$1,600.00	Item and Description Other Total
Quantity 1	Unit Price 1600
Funding Source Federal	Award Sub-Grantee Account UOVC - Outreach
Record Type Other	

Supplies

Item and description, quantity of items, unit price of item all will be explained and justified in the Budget & Budget Justification Ledger justification notes box. In the GMS you will list quantity "1" and enter the total dollar amount from your completed Budget & Budget Ledger Supplies budget category into Unit Price. Enter TOTAL SUPPLIES into Item and Description. The funding source is Federal.

Save the details.

Supplies

Award Budget Detail Name AWD-BGT-DTL-045475	Cost Category Name Supplies
Award Budget Category AWD-BGT-038748	Funding Year Year 1
Total Budget \$1,600.00	Item and Description Total Supplies
Quantity 1	Unit Price 1600
Award Sub-Grantee Account UOVC - Outreach	Funding Source Federal
Record Type Supplies	

Indirect

There are no indirect expenses in this grant.

We were not able to adjust the system to take out indirect budget. Please do not enter any data in this budget category.

Travel

Travel and Training will be combined into TRAINING. See that category for instructions on how to enter budget items.

Equipment

Equipment is for items that are \$5,000 or more per one item.

If you have more than one equipment item: Item and description, equipment cost, grant use percentage, quantity, and purchase year will be explained and justified in the Budget & Budget Justification Ledger justification notes box. In the GMS you will list quantity “1” and enter the total dollar amount from your completed Budget & Budget Ledger Equipment budget category into Equipment Cost. Enter 100% in Grant Usage Percent (the varying percentage will be described in the Budget & Budget Justification ledger as programs likely must pro rate equipment. 100% is used here to get the overall dollar amount from your Budget & Budget Justification Ledger.) Enter TOTAL EQUIPMENT into Item and Description. The funding source is Federal.

Save the details.

Equipment

Award Budget Detail Name AWD-BGT-DTL-045477	Cost Category Name Equipment
Award Budget Category AWD-BGT-038752	Funding Year Year 1
Total Budget \$3,500.00	
Item and Description Total Equipment	Equipment Cost 3500
Grant Use Percentage 100.00%	Quantity 1.00
Equipment Purchase Year Select an option	Funding Source Federal
Award Sub-Grantee Account UOVC - Outreach	Record Type Equipment

If you have only 1 equipment item: You may follow the instructions above or you may fill out the regular GMS fields. Follow the instruction on justifying on the Budget & Budget Justification ledger then you can use the actual pro rated Grant Use Percent and choose

that percent. Fill out Item and Description, Equipment Cost and quantity “1”. Funding source is Federal.

Save the details.

The screenshot shows a form titled "Equipment" with the following fields and values:

Award Budget Detail Name AWD-BGT-DTL-045477	Cost Category Name Equipment
Award Budget Category AWD-BGT-038752	Funding Year Year 1
Total Budget \$3,500.00	
Item and Description Total Equipment	Equipment Cost 5000
Grant Use Percentage 70.00%	Quantity 1.00
Equipment Purchase Year Select an Option	Funding Source Federal
Award Sub-Grantee Account UOVC - Outreach	Record Type Equipment

At the bottom right, there are "Save" and "Close" buttons.

Contract Fees

Type of Consultant Services or Contracts, Grant Funded Hours, and Rate will be explained and justified in the Budget & Budget Justification Ledger justification notes box. In the GMS enter the total dollar amount from your completed Budget & Budget Ledger Contracted budget category into Rate. Enter CONTRACTED SERVICES TOTAL into Type of Consultant Services or Contracts. Grant Funded Hours is “1”. The funding source is Federal.

Save the details.

The screenshot shows a form titled "Contracted Fees" with the following fields and values:

Award Budget Detail Name AWD-BGT-DTL-045473	Cost Category Name Contracted Fees
Award Budget Category AWD-BGT-038752	Funding Year Year 1
Type of Consultant Services or Contracts Contracted Services Total	Grant Funded Hours 1.00
Rate 5,000.00	Funding Source Federal
Award Sub-Grantee Account UOVC - Outreach	Record Type Contracted Services

At the bottom right, there are "Save" and "Close" buttons.

Training

Training and Travel will be combined on the Budget & Budget Justification Ledger as well as the Billing ledger and will be combined in the GMS budget section Training. Use the completed Budget & Budget Justification Ledger to fill out the Training budget.

Enter Travel and Training in the "Training Name" Training

Award Budget Detail Name AWD-BGT-DTL-045439	Cost Category Name Training
Award Budget Category AWD-BGT-038754	Funding Year Year 1
Total Budget \$2,600.00	Grant Positions Attending 0
Training Name Total Travel and training	Registration Amount 2600
Per Diem 0	Hotel Rate 0
Number of Days 0.00	Number of Staff 1.00
Number of Rooms 0.00	Funding Source Federal
Award Sub-Grantee Account UOVC - Outreach	Record Type Training

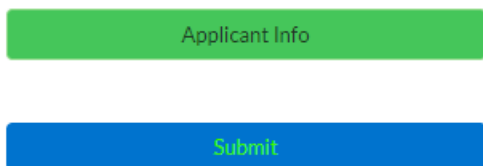
Save Close

Do not enter any data for Per Diem, Number of Days, Number of Rooms, Grant Positions Attending, or Hotel Rate, these items will be explained and justified in the Budget and Budget Justification Ledger justification notes box. Training Name can be TOTAL TRAVEL AND TRAINING.

Enter the total amount of travel and training from your completed Budget and Budget Justification Ledger into the REGISTRATION box. You must also mark "1" in Number of Staff. The Funding source is Federal.

Save the details.

7- Once budget is entered you can submit the application



The Applicant Info button must be green, and the Submit Button must be blue.

Select the blue submit button.

A message will appear that indicates the application was successfully submitted.



Application Successfully Submitted

