

## South Dakota Unified Judicial System Court Improvement Program Training Grant Application

### General:

Recognizing the vital service, the Court Appointed Special Advocate (CASA) programs provide to the courts, the SD Unified Judicial System (UJS) through the Court Improvement Program (CIP) established a CIP grant fund to support the local and tribal CASA programs in South Dakota.

The Training CIP grant application is for reimbursement of CASA staff and volunteer training as it pertains to **child welfare and advocacy services**. There are limits on the rate of reimbursement. Please check with the CIP Coordinator for the limits.

### Eligibility:

To be eligible for the CIP grant funds a local and/or tribal CASA program must meet the criteria set forth,

1. Provide a direct service to a circuit/tribal court
2. Recruit, train, and retain CASA volunteers
3. Be in good standings with National CASA Association
4. Possess a nonprofit 501 c 3 tax status
5. Site visit
6. Copies of financial information (last two-years profit/loss statements, IRS 990, and financial review or audit)
7. Submit receipts for reimbursement of **non-federally** funded expenditures
8. Submit a completed and signed grant application

### Required grant and attachments: (See attached checklist)

1. Complete and signed grant application
2. Cover page with grant request amount
3. Itemized payment register, with funding source
4. Copies of training agendas, receipts (hotel, airfare, registration, baggage, and taxi), and boarding passes for air travel, and check stubs or credit card statement as proof of payment.
5. Signed grant certification page

\*Mileage and meals will be reimbursed at the state rate. Out-of-state hotel rates cannot exceed the allowed state rate of \$175 per night.

**\*\*Reimbursement claims must be made within 60 days of the completion of travel/training.**

**Failure to submit the grant application and attachments may disqualify the application for funding.**

**Application Deadlines:**

- Training grant: Grant applications for training reimbursement are accepted from July 1 – June 30. Submit to:

Sara Kelly  
SD Unified Judicial System  
Court Improvement Program Coordinator  
500 East Capital Ave.  
Pierre, SD 5750

## GRANT APPLICATION

### **Applicant Information:**

---

Name of Program

---

Address

---

Phone/Fax

---

Email/website address

---

Contact Person

### **Project Financial Summary:**

---

Total Grant Funds Requested

**Project/Activity Description:**

Briefly describe the project or activity for which the CIP grant funds will reimburse to:

**Applicant**  
**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Grant Certifications:**

The CIP is required to ensure that all CIP sub-grantees certify to the best of their knowledge and belief compliance with the certification listed below:

### Certification Regarding Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

The sub-grantee certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

If the sub-grantee is unable to certify to the statement above, such sub-grantee shall attaché an explanation to this proposal.

### Certification Regarding Environmental Tobacco Smoke

Public Law 103227, the Pro Children Act of 1994, prohibits smoking in any portion of any indoor facility owned, leased or contracted for by an entity and used routinely or regularly to provide health, day care, education, or library services to children under the age of 18, if the services are funded by the Federal programs either directly or through State and local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in a fine of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

Additional Certifications

Applicant understands that CIP grants awarded to a governmental entity are governed by OMB Circular A-87 and CIP grants awarded to a non-profit organization by OMB Circular A-110.

Applicant understands that CIP funds expended must be reasonable and necessary to carry out the objectives of the program for which funding is sought.

Applicant understands that CIP funds are paid on a reimbursement basis and must be supported by appropriate documentation.

Applicant verifies that funds requested for reimbursement originated from a non-federal funding source.

Applicant understands that funding is subject to approval by the State Court Administrator's Office.

Applicant understands that projects funded by CIP must involve meaningful and on-going collaboration of local or statewide stakeholders.

Sub-grantee certifies to all of the above

---

Signature

Date

**Training/Travel Detail Checklist**

- ✓ **Agenda from Training\***
- ✓ **Registration confirmation**
- ✓ **Airline Receipt (Travel/Cancellation Insurance Not Covered)**
- ✓ **Boarding Passes**
- ✓ **Taxi and/or Shuttle Receipts (no tips)**
- ✓ **Hotel Receipt**
- ✓ **Parking Receipt**
- ✓ **Luggage Receipt**
- ✓ **Mileage (if applicable, from town to town from SD Map Chart)**
- ✓ **Meals (State Set Per Diem Rate –do not need meal receipts)\*\***
- ✓ **Proof of payment (Check Stub or Direct Deposit Summary)**
- ✓ **Payment Register or Transaction Summary (Indicating the Non-Federal Payment Source)**

**\*If the last day of the training is a half-day, all efforts must be made to return in a timely manner.**

**\*\*If a meal is provided at training, do not include in per diem request (continental breakfast excluded).**