



What's New for 2013? Justice Training Competitive Grants

Procedural Changes

1. Budget:

- All categories within the Budget Detail must include the course that the expenditure will be reported against.
- Fringe Benefit cost section is now on the same line item as the Personnel cost.
- Travel is now separated into 3 categories:
 - Travel-Employee
 - Travel-Contractor
 - Travel-Student
 - Mileage, lodging, breakfast, lunch, dinner and airfare are on one line
- Totals Page (includes narrative description area)
- PRIORITIES!
 - Will be a major factors in reductions!
 - **Must** have actual dollar amounts included with each priority item.
 - Including each category the reduction will affect.
 - Consideration should be taken to ensure the level of priorities.
 - Multiple grants from one agency must be prioritized at the program level.
 - Each grant request must then prioritize within the program.
 - One grant from one applicant must be prioritized within the program.
- Category Line Item Totals
 - Total Cost – Grant Share – Match Share

2. Submission requirements:

- Consortium certificate is now located at the end of the Project Narrative portion of the application
- The **Project Narrative** and **Budget Detail** must be submitted via email to the Grants Manager.
 - The Project Narrative must be submitted in an MSWord format.
 - The Budget Detail must be submitted in an Excel format.
- The **Signature Sheet** must be submitted with THREE (3) ORIGINAL SIGNATURES.
 - Authorized Official – Project Administrator – Financial Officer
- Mail to:

MCOLES
Attn: Grants Manager
106 W. Allegan, Suite 600
P.O. Box 30633
Lansing, MI 48909