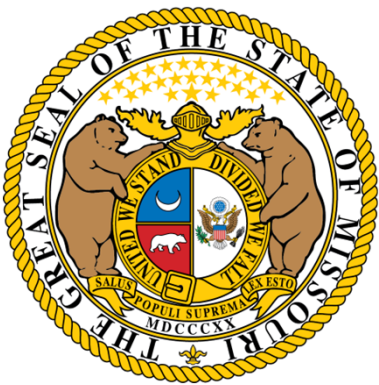


2025 Youth and Law Enforcement Grant (YLEG)

Application Workshop

Missouri Department of Public Safety



YLEG Purpose

- ▶ The purpose of the Youth and Law Enforcement Grant (YLEG) is to provide funding for a program that focuses on building relationships and crime prevention programming between youth and law enforcement
- ▶ The program must be located in a city with more than four thousand inhabitants and located in a more than one county

Key Dates

August 27, 2024:

Application Workshop and Funding Opportunity available at:

<https://dps.mo.gov/dir/programs/dpsgrants/llebg.php>

Application open in WebGrants:

<https://dpsgrants.dps.mo.gov/>

September 25, 2024:

Funding Opportunity closes

Applications due in WebGrants by 4:00 pm CST

*****WebGrants will not accept any applications after this time*****

October 1, 2024:

Project start date

May 31, 2025:

Project end date

June 15, 2025:

Final claim due

YLEG Project Requirements

- ▶ 2025 YLEG project requirements
 - ▶ Reduce violent crime and criminal activity
 - ▶ Assist youth in developing positive relationships with the law enforcement community
 - ▶ Proactively promote public trust by initiating positive nonenforcement activities to engage communities
 - ▶ Work with law enforcement agencies to reduce overly aggressive crime fighting strategies
 - ▶ Provide life skill development for youth through the program

Reimbursement Grant

- ▶ YLEG is a reimbursement grant
- ▶ Items must be purchased and received prior to requesting reimbursement

Eligible Applicants

- ▶ Must be registered with the United States IRS as a 501(c)(3) corporation (non-profit agency) that will provide the program services to Missouri residents within a city with more than four hundred thousand inhabitants and located in more than one county

Ineligible Applicants

- ▶ For-profit governmental organizations
- ▶ Non-profit organizations that are not registered with the United States IRS as a 501(c)(3) corporation
- ▶ Not able to provide services to the residents of Missouri within a city with more than four hundred thousand inhabitants and located in more than one county

Eligible Cost

- ▶ Personnel
- ▶ Personnel benefits
- ▶ Personnel overtime
- ▶ Personnel overtime benefits
- ▶ Travel/Training
- ▶ Equipment
 - ▶ Equipment is tangible, nonexpendable personal property having a useful life of more than one year and a per-unit acquisition cost of \$5,000 or more
- ▶ Supplies/Operations
 - ▶ Supplies are all other items of tangible personal property that are not defined as equipment
- ▶ Contractual
 - ▶ Costs directly associated with the project and its activities that are secured on a contractual nature

Ineligible Cost

- ▶ Bonuses or Commissions
- ▶ Construction/Renovation projects
- ▶ Daily subsistence (meals) with the official domicile
- ▶ Entertainment expenses and bar charges
- ▶ Finance fees for delinquent payments
- ▶ First class travel
- ▶ Indirect costs
- ▶ Less-than-lethal weapons
- ▶ Military-type equipment
- ▶ Office leases/purchases
- ▶ Pre-paid fuel/phone cards
- ▶ Vehicles (lease or purchase)
- ▶ Weapons
- ▶ Ammunition

****Ineligible activities and cost items include, but are not limited to the above****

Application Requirements

- ▶ By submitting an application, applicants agree to comply with the requirement of the YLEG Notice of Funding Opportunity and the terms and conditions of the award, should they receive an award

Login

- ▶ To begin an application login to the WebGrants System
 - ▶ Go to: <https://dpsgrants.dps.mo.gov>
 - ▶ Returning users or organizations
 - ▶ Enter User ID under Log In
 - ▶ New users select “Click here to Register”

Login

Enter your user id and password

User ID

Password

SIGN IN

[Forgot User ID?](#) [Reset Password?](#)

[Click here to Register](#)

New Users

- ▶ If you are applying as a “New User”
 - ▶ Complete the “Registration” form
 - ▶ It may take a few days for your request to be approved by DPS staff

Registration

Save Registration Information

Personnel Contact Information

Please note that fields in red font with an asterisk indicates a required field. Any non-required, black font, fields can be skipped.

Name:
Salutation First Name Middle Last Name

Job Title*:

Email*:

Mailing Address*:

City State/Province Postal Code/Zip

Phone*:
Phone Ext.
####

Fax:
####

Copy Personnel Information to Organization?:

Organization Information

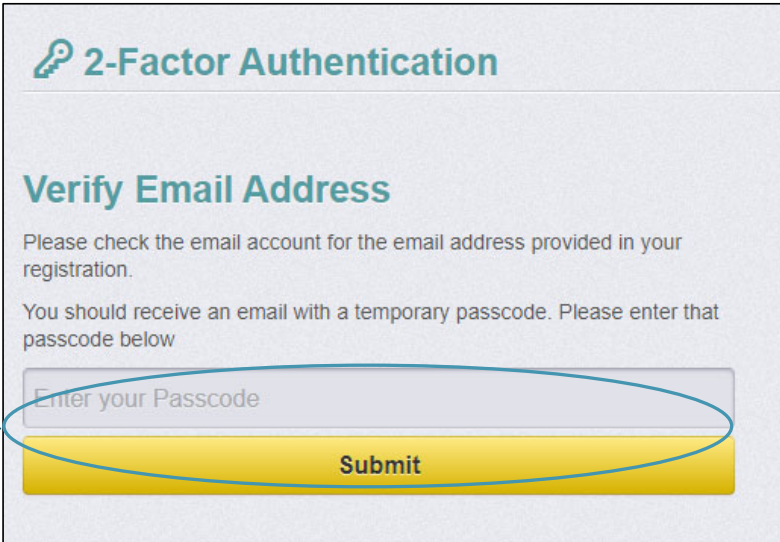
IMPORTANT: Check YES that you are affiliated with an Organization and enter the details for the Organization you represent which intends to apply for grant funds. Your profile will be linked to that Organization so you can conduct business on its behalf within this grant system.


Are you Affiliated with an Organization*:

Applicant Agency*:

Two-Step Verification

- ▶ Type in your One-Time Passcode
 - ▶ A one-time passcode will be sent to the email address that is registered with the User ID
- ▶ Select “Submit”



 **2-Factor Authentication**

Verify Email Address

Please check the email account for the email address provided in your registration.

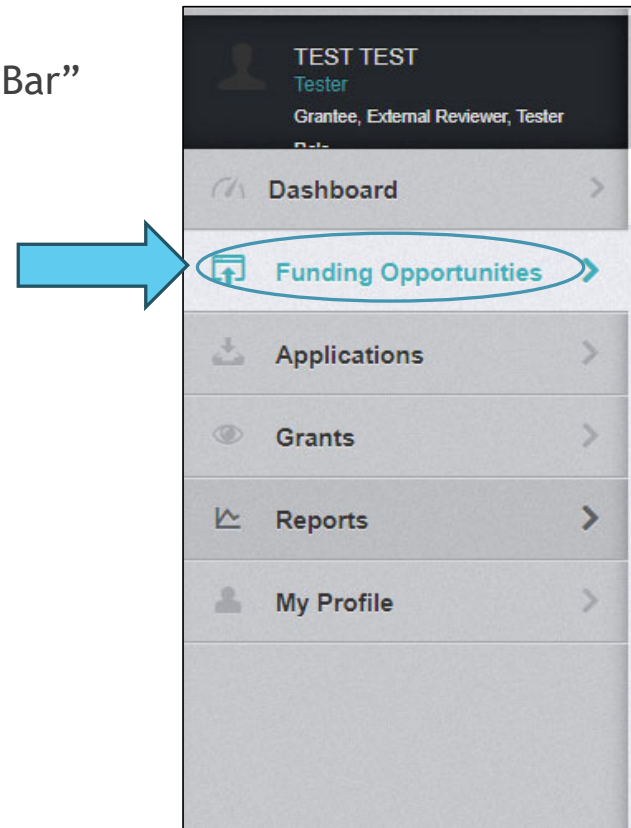
You should receive an email with a temporary passcode. Please enter that passcode below

Enter your Passcode

Submit

YLEG Grant Application

- ▶ Select “Funding Opportunities” from the “Main Bar”



Funding Opportunity

- ▶ Select “Youth and Law Enforcement Grant”

ID	Status	Title	Program Area	Deadline
33543	Posted	Law Enforcement Grant (YLEG) - Copy	YLEG-Youth and Law Enforcement Grant	Sep 25, 2024 4:00 PM

- ▶ The funding opportunity will include a description, and attachments

Attachments				
<i>Attachments</i>				
Description	File Name	Type	Size	Upload Date
2025 YLEG Application workshop	2025 YLEG Application workshop.pdf	pdf	1 MB	08/27/2024 03:35 PM
FY 2025 Youth and Law Enforcement Certified Assurances	Certified Assurances YLEG.pdf	pdf	140 KB	08/27/2024 03:24 PM
SFY 2025 Youth and Law Enforcement Grant	SFY25 YLEG NOFO.pdf	pdf	229 KB	08/27/2024 03:24 PM

Application Instructions

- ▶ After opening the “2025 Youth and Law Enforcement Grant (YELG)” Funding Opportunity
 - ▶ Select “Start a New Application”



Funding Opportunity, cont.

- ▶ Funding Opportunity attachments will include
 - ▶ 2025 YLEG Certified Assurances
 - ▶ 2025 YLEG Notice of Funding Opportunity (NOFO)
 - ▶ 2025 YLEG Application Workshop

Attachments				
Attachments				
Description	File Name	Type	Size	Upload Date
2025 YLEG Application workshop	2025 YLEG Application workshop.pdf	pdf	1 MB	08/27/2024 03:35 PM
FY 2025 Youth and Law Enforcement Certified Assurances	Certified Assurances YLEG.pdf	pdf	140 KB	08/27/2024 03:24 PM
SFY 2025 Youth and Law Enforcement Grant	SFY25 YLEG NOFO.pdf	pdf	229 KB	08/27/2024 03:24 PM

General Information

- ▶ Complete the entire form as indicated:
 - ▶ Application Title: Enter 2025 YLEG - Your agency name (i.e. 2025 YLEG - Whoville Youth Engagement Agency)
 - ▶ Primary Contact: Select from the drop-down, who will be the Primary Contact for the application
 - ▶ Select “Save Form Information”

Application - General Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application Title*: 2025 YLEG – Whoville Youth Engagement Agency

Primary Contact*: TEST TEST

Organization*: Audit OVC

Additional Contacts*: Cassie Tester
Chelse Dowell
System Administrator
Tena Malone
TEST TEST
Tester2 Tester2

Save Form Information

General Information cont.

- ▶ Select from the drop-down, the Organization
- ▶ Select “Save Form Information”

Application - General Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID: 33520

Program Area*: Youth and Law Enforcement Grant

Funding Opportunity*: 33509-2025 Youth and Law Enforcement Grant (YLEG)

Application Stage*: Final Application

Application Status*: Editing

Application Title*: 2025 YLEG - Whoville Youth Engagement Agency

Primary Contact*: TEST TEST

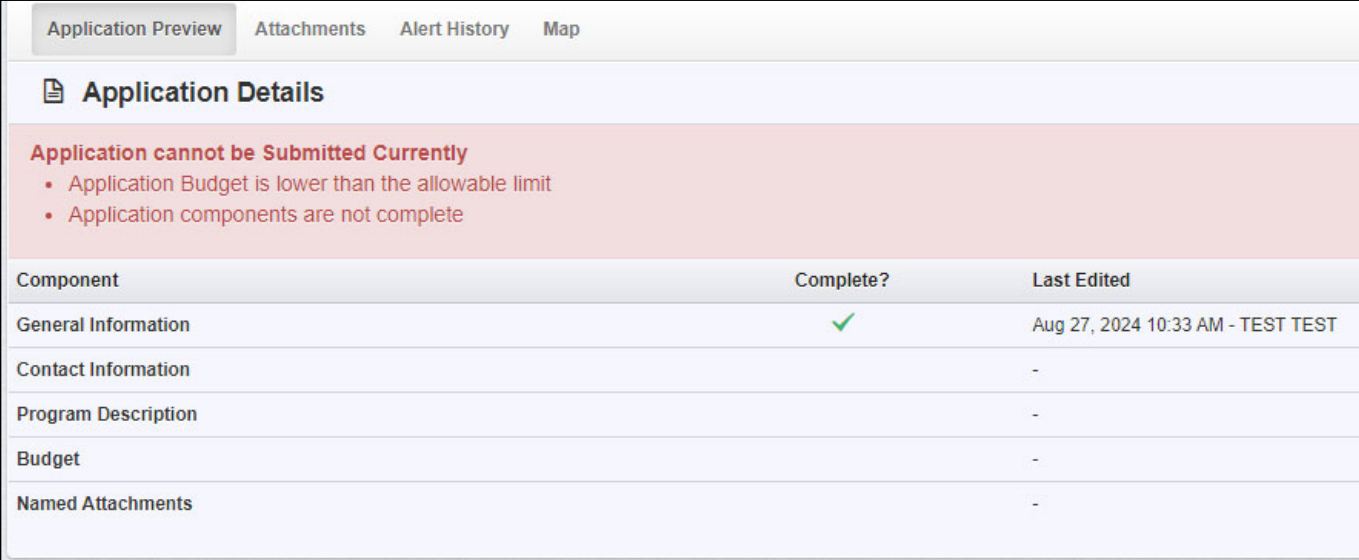
Organization*: BaseLine Organization

Additional Contacts*: BaseLine Organization, Illinois, Iowa, Kansas, Nebraska, State of Arkansas

Save Form Information

2025 YLEG Application Forms

- ▶ The 2025 YLEG Application will include 5 forms:
 - ▶ General Information
 - ▶ Contact Information
 - ▶ Program Description
 - ▶ Budget
 - ▶ Named Attachments

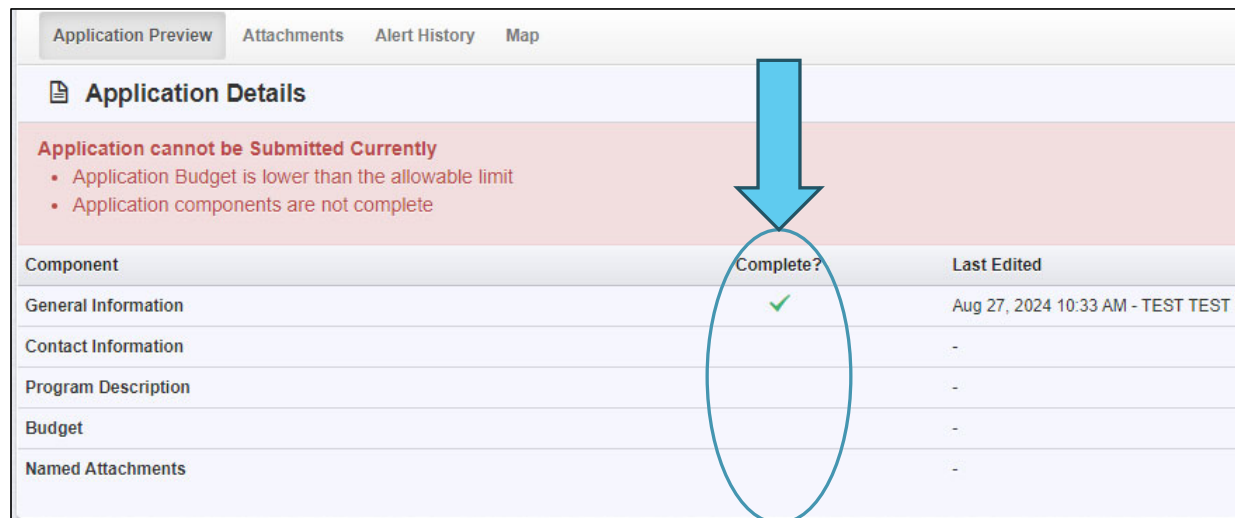


The screenshot displays the 'Application Details' page of the 2025 YLEG application system. At the top, there are navigation tabs: 'Application Preview' (selected), 'Attachments', 'Alert History', and 'Map'. Below the tabs, the page title is 'Application Details'. A prominent red error message states: 'Application cannot be Submitted Currently'. The error message includes two bullet points: 'Application Budget is lower than the allowable limit' and 'Application components are not complete'. Below the error message is a table with three columns: 'Component', 'Complete?', and 'Last Edited'. The table lists five components: 'General Information', 'Contact Information', 'Program Description', 'Budget', and 'Named Attachments'. The 'General Information' component is marked as 'Complete?' with a green checkmark and has a 'Last Edited' date of 'Aug 27, 2024 10:33 AM - TEST TEST'. The other four components are marked as incomplete with a hyphen '-' in the 'Complete?' column and a hyphen '-' in the 'Last Edited' column.

Component	Complete?	Last Edited
General Information	✓	Aug 27, 2024 10:33 AM - TEST TEST
Contact Information	-	-
Program Description	-	-
Budget	-	-
Named Attachments	-	-

2025 YLEG Application Forms cont.

- ▶ Once the General Information component has been completed, the Application Forms components will appear
- ▶ Each form must be completed and “Marked as Complete” before the application can be submitted



The screenshot displays the 'Application Details' page with a navigation bar at the top containing 'Application Preview', 'Attachments', 'Alert History', and 'Map'. Below the navigation bar, there is a red warning banner stating 'Application cannot be Submitted Currently' with two bullet points: 'Application Budget is lower than the allowable limit' and 'Application components are not complete'. A table below the banner lists application components and their completion status. A blue arrow points to the 'Complete?' column, and a blue oval highlights the 'General Information' row's status.

Component	Complete?	Last Edited
General Information	✓	Aug 27, 2024 10:33 AM - TEST TEST
Contact Information	-	-
Program Description	-	-
Budget	-	-
Named Attachments	-	-

Contact Information

- ▶ Select “Contact Information”



Component	Complete?	Last Edited
General Information	✓	Aug 27, 2024 10:33 AM - TEST TEST
Contact Information		-
Program Description		-
Budget		-
Named Attachments		-

- ▶ Complete each section of the Contact Information form
 - ▶ Authorized Official
 - ▶ Project Director
 - ▶ Fiscal Officer
 - ▶ Project Contact Person (if applicable)

Contact Information cont.

▶ Authorized Official

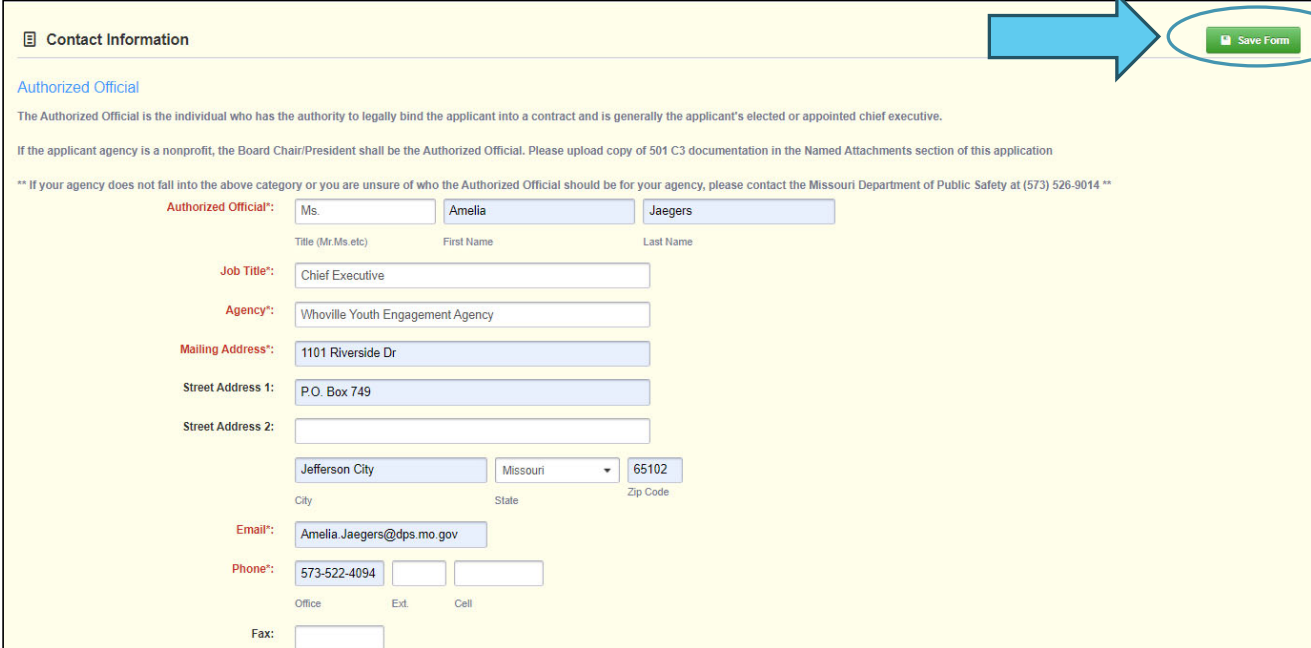
- ▶ The Authorized Official is the individual who has the authority to legally bind the applicant into a contract and is generally the applicant's elected or appointed chief executive
- ▶ If the applicant is a non-profit, the Board Chair/President shall be the Authorized Official
 - ▶ A copy of the agency's 501(c)(3) will need to be uploaded into the "Named Attachments" component of the application
- ▶ If you are unsure of who the Authorized Official is, please contact the Missouri Department of Public Safety at (573) 526-9014

Contact Information cont.

- ▶ Applicant Project Director
 - ▶ This is the person that will over see the project
- ▶ Fiscal Officer
 - ▶ Treasurer, Director of Finance, or someone with a similar duty
- ▶ Project Contact Person
 - ▶ If applicable, this could be someone that could be contacted for day-to-day questions

Contact Information cont.

- ▶ Once the Contact Information form has been completed, select “Save Form”



Contact Information

Authorized Official

The Authorized Official is the individual who has the authority to legally bind the applicant into a contract and is generally the applicant's elected or appointed chief executive.

If the applicant agency is a nonprofit, the Board Chair/President shall be the Authorized Official. Please upload copy of 501 C3 documentation in the Named Attachments section of this application

**** If your agency does not fall into the above category or you are unsure of who the Authorized Official should be for your agency, please contact the Missouri Department of Public Safety at (573) 526-9014 ****

Authorized Official*: Ms.

Title (Mr.Ms.etc) First Name Last Name

Job Title*:

Agency*:

Mailing Address*:

Street Address 1:

Street Address 2:

City State Zip Code

Email*:

Phone*:

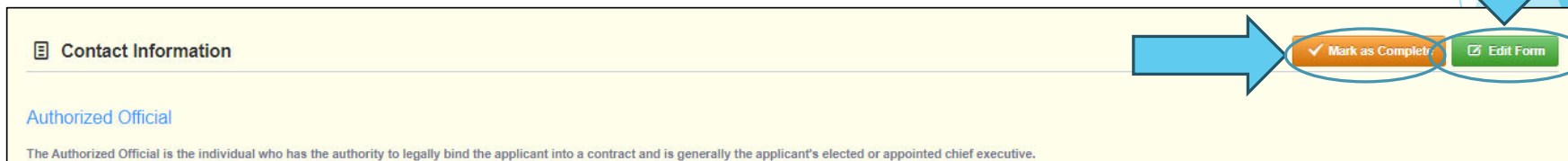
Office Ext. Cell

Fax:

Save Form

Contact Information cont.

- ▶ After the form has been saved, select “Mark as Complete”
- ▶ If you need to make edits, you can select “Edit Form”
 - ▶ Make the necessary edits and reselect “Save Form”



Contact Information

Authorized Official

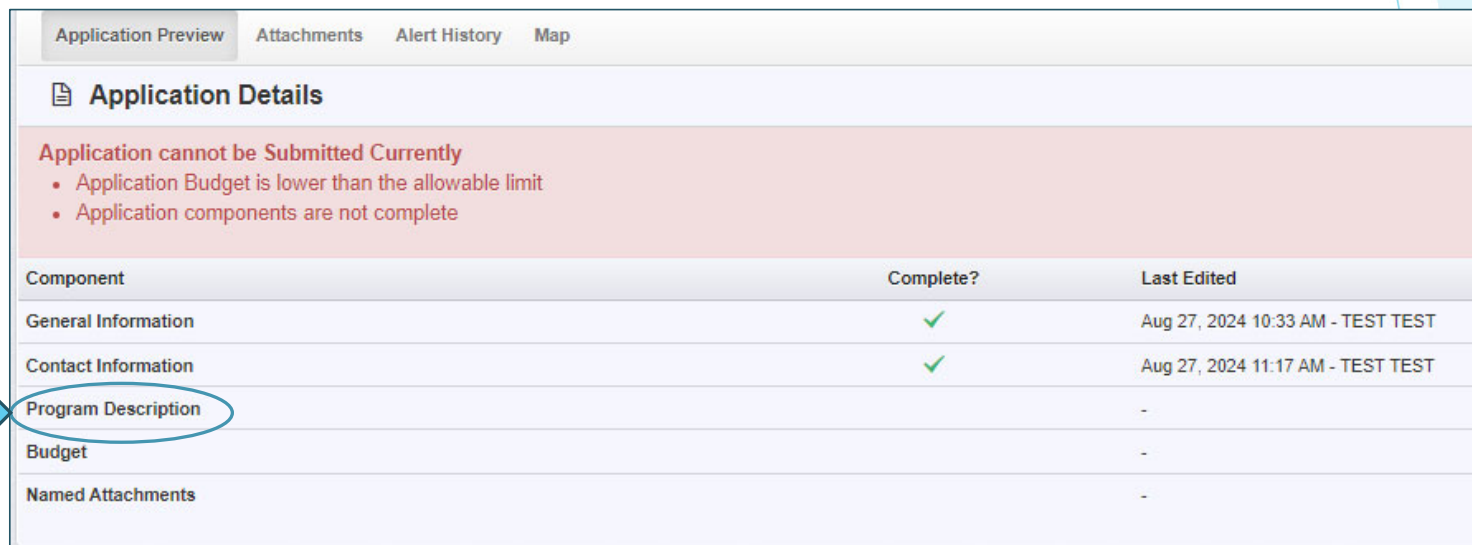
The Authorized Official is the individual who has the authority to legally bind the applicant into a contract and is generally the applicant's elected or appointed chief executive.

Mark as Complete Edit Form

The image shows a screenshot of a web form titled 'Contact Information'. The form has a yellow background and contains the text 'Authorized Official' and a small disclaimer. At the top right of the form, there are two buttons: 'Mark as Complete' (orange) and 'Edit Form' (green). A blue arrow points from the top right of the slide to the 'Mark as Complete' button, and another blue arrow points from the top right to the 'Edit Form' button. A third blue arrow points from the left side of the slide to the 'Mark as Complete' button.

Application Forms

- ▶ Select “Project Description”

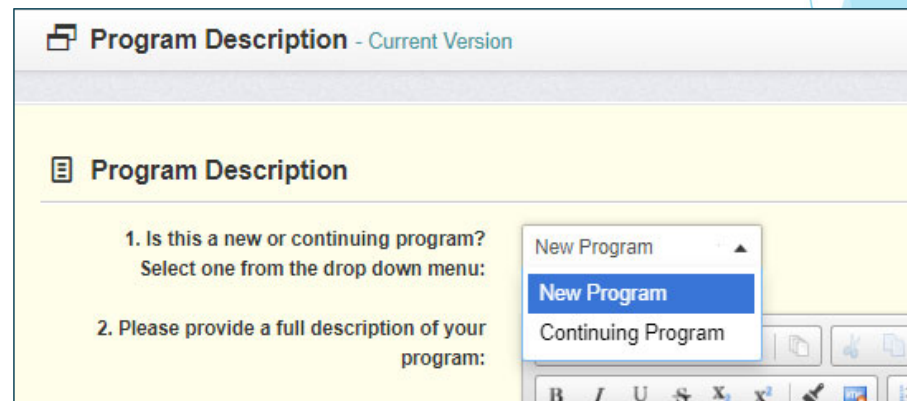


The screenshot shows a web interface for an application. At the top, there are tabs for 'Application Preview', 'Attachments', 'Alert History', and 'Map'. Below the tabs is a section titled 'Application Details' with a document icon. A red error message states: 'Application cannot be Submitted Currently' with two bullet points: 'Application Budget is lower than the allowable limit' and 'Application components are not complete'. Below the error message is a table with three columns: 'Component', 'Complete?', and 'Last Edited'. The table has five rows: 'General Information', 'Contact Information', 'Program Description', 'Budget', and 'Named Attachments'. The 'Program Description' row is circled in blue, and a blue arrow points to it from the left.

Component	Complete?	Last Edited
General Information	✓	Aug 27, 2024 10:33 AM - TEST TEST
Contact Information	✓	Aug 27, 2024 11:17 AM - TEST TEST
Program Description	-	-
Budget	-	-
Named Attachments	-	-

Program Description

- ▶ The Program Description section will consist of 5 questions
- ▶ Question #1: Is this a new or continuing program?
 - ▶ Select one from the drop-down menu

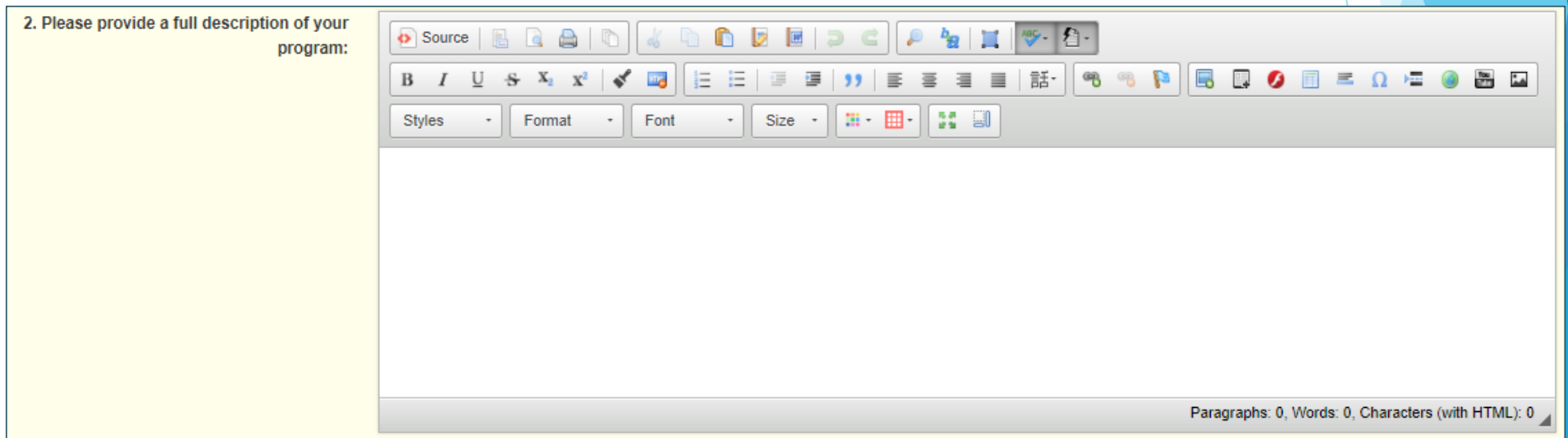


The screenshot shows a web browser window with the title "Program Description - Current Version". The main content area is titled "Program Description" and contains two questions. The first question is "1. Is this a new or continuing program?" with the instruction "Select one from the drop down menu:". A dropdown menu is open, showing two options: "New Program" (which is highlighted in blue) and "Continuing Program". The second question is "2. Please provide a full description of your program:". Below the questions is a rich text editor toolbar with icons for bold (B), italic (I), underline (U), strikethrough (ABC), link (X), unlink (X), and other editing tools.

Program Description cont.

- ▶ Question #2: Please provide a full description of your program:
 - ▶ Give a narrative of what your program is and does

2. Please provide a full description of your program:

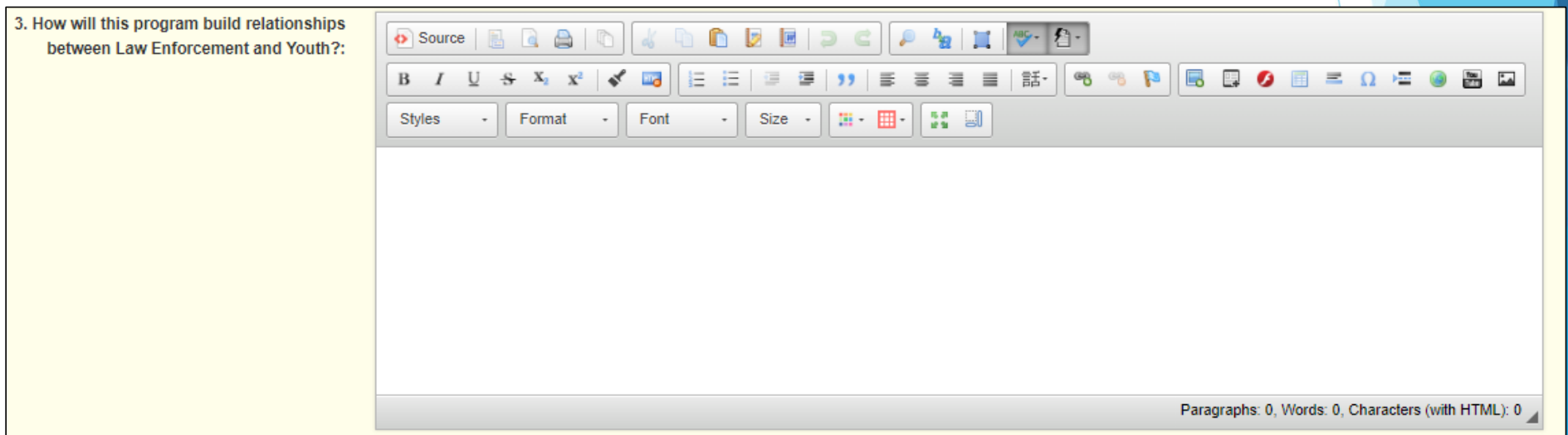


The image shows a screenshot of a rich text editor interface. On the left, there is a large yellow rectangular area for text input. To the right of this area is a toolbar with various icons for text formatting, alignment, and editing. Below the toolbar is a large white text area. At the bottom right of the editor, there is a status bar that reads "Paragraphs: 0, Words: 0, Characters (with HTML): 0".

Paragraphs: 0, Words: 0, Characters (with HTML): 0

Program Description cont.

- ▶ Question #3: How will this program build relationships between law enforcement and youth?

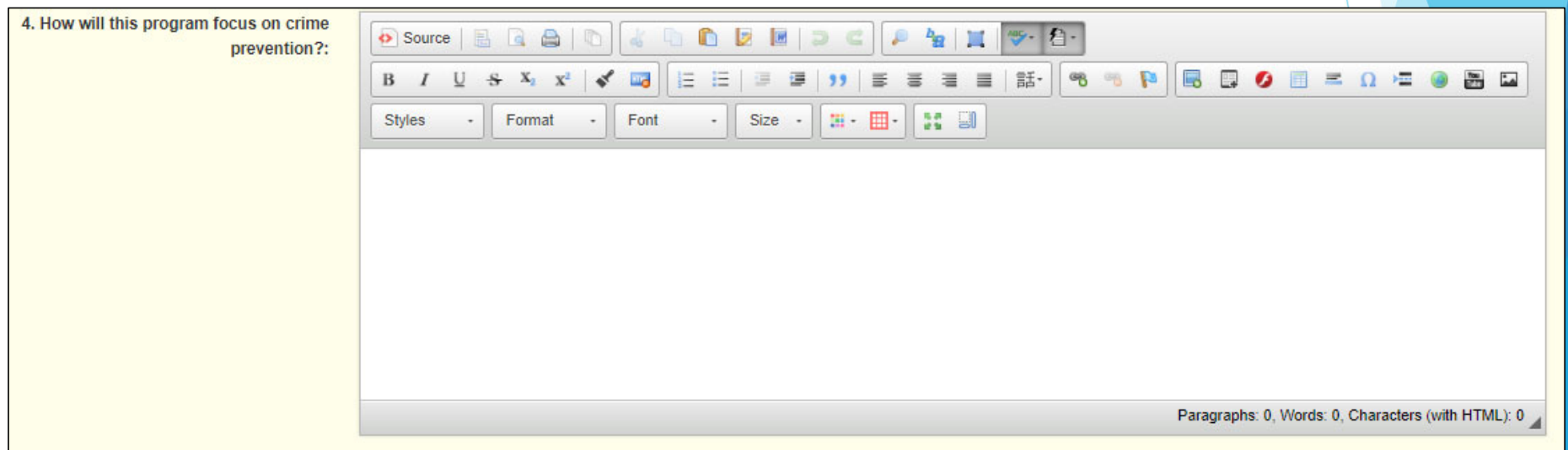


3. How will this program build relationships between Law Enforcement and Youth?:

The screenshot shows a rich text editor window with a yellow background. The title bar reads "3. How will this program build relationships between Law Enforcement and Youth?:". The editor contains a large, empty text area. The top toolbar includes various icons for source, undo, redo, bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, text color, background color, font size, and font style. The bottom status bar displays "Paragraphs: 0, Words: 0, Characters (with HTML): 0".

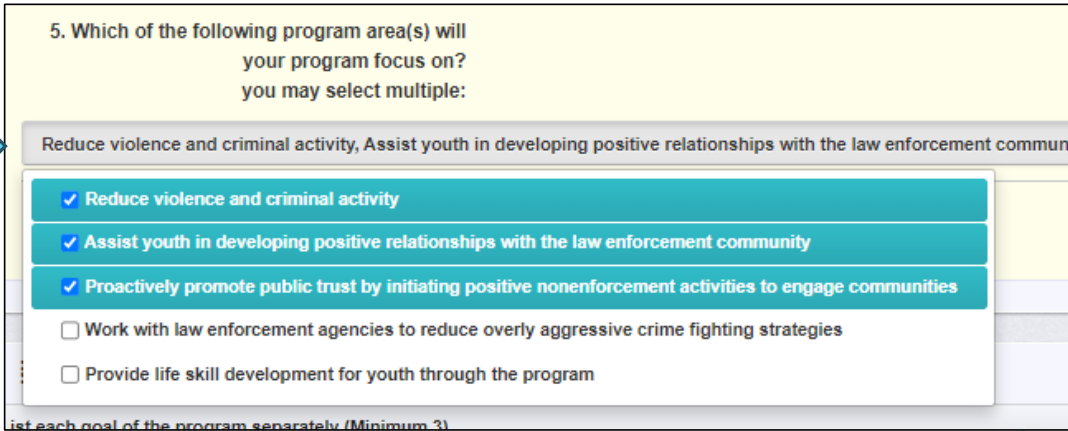
Program Description cont.

- ▶ Question #4: How will this program focus on crime prevention?



Program Description cont.

- ▶ Question #5: Which of the following area(s) will your program focus on?
 - ▶ You can select multiple items from the drop-down box



5. Which of the following program area(s) will your program focus on?
you may select multiple:

Reduce violence and criminal activity, Assist youth in developing positive relationships with the law enforcement communi

- Reduce violence and criminal activity
- Assist youth in developing positive relationships with the law enforcement community
- Proactively promote public trust by initiating positive nonenforcement activities to engage communities
- Work with law enforcement agencies to reduce overly aggressive crime fighting strategies
- Provide life skill development for youth through the program

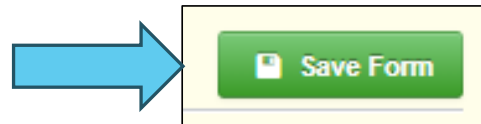
List each goal of the program separately (Minimum 3)

A blue arrow points to the dropdown menu in the screenshot.

Project Description cont.

▶ Goals and Objectives tables

- ▶ You will have to add each Goal and each Objective while the form is not in “Editing” status
 - ▶ In the right corner, select “Save Form”, scroll to the Goal section, select “Add Row” to add each goal
 - ▶ Must list each Goal separately
 - ▶ Must have a minimum of 3 Goals



Project Description cont.

- ▶ Goals cont.
 - ▶ List each program Goal of the program separately
 - ▶ Select “Save Row” once the Goal has been entered
 - ▶ Repeat this step to add each Goal

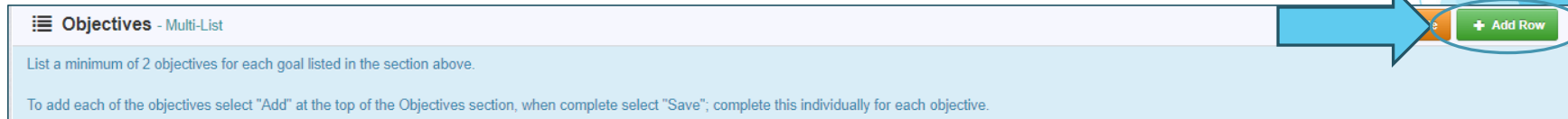


The screenshot shows a form titled "Goals" with a yellow background. Below the title, there is a text input field containing "Goal #1". To the right of the input field is a green button labeled "Save Row". A large blue arrow points from the input field towards the "Save Row" button, which is also circled in green. The text "List each goal of the program separately (Minimum 3):" is visible to the left of the input field.

Project Description cont.

▶ Objectives

- ▶ Scroll to the Objective section, select “Add Row” to add each Goal Objective
 - ▶ Must list each Objective separately
 - ▶ Must have a minimum of 2 Objectives for each Goal



Objectives - Multi-List

List a minimum of 2 objectives for each goal listed in the section above.

To add each of the objectives select "Add" at the top of the Objectives section, when complete select "Save"; complete this individually for each objective.

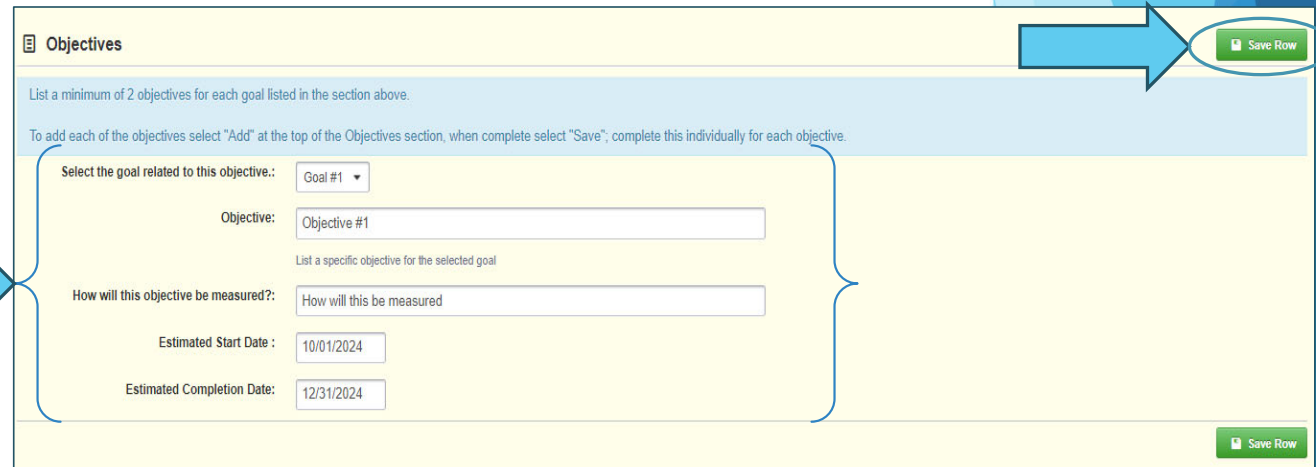
+ Add Row

- ▶ Select “Save Row” once the Objective has been entered
 - ▶ Repeat this step to add each Objective

Project Description cont.

- ▶ Objectives cont.
 - ▶ Complete the Objective
 - ▶ From the drop-down, select which Goal the Objective is referencing
 - ▶ List the Objective
 - ▶ How will this objective be measured”
 - ▶ Estimated start date
 - ▶ Estimated completion date

- ▶ Once the form is completed,
 - ▶ select “Save Row”



The screenshot shows a form titled "Objectives" with a yellow header. Below the header, there are instructions: "List a minimum of 2 objectives for each goal listed in the section above." and "To add each of the objectives select 'Add' at the top of the Objectives section, when complete select 'Save'; complete this individually for each objective." The form contains several input fields: a dropdown menu for "Select the goal related to this objective:" (set to "Goal #1"), a text field for "Objective:" (set to "Objective #1"), a text field for "How will this objective be measured?:" (set to "How will this be measured"), and two date fields for "Estimated Start Date:" (set to "10/01/2024") and "Estimated Completion Date:" (set to "12/31/2024"). A blue arrow points from the "Save Row" button in the top right corner of the form to the "Save Row" button in the bottom right corner. Another blue arrow points from the "Save Row" button in the bottom right corner to the "Save Row" button in the top right corner.

Project Form cont.

- ▶ Certified Assurances

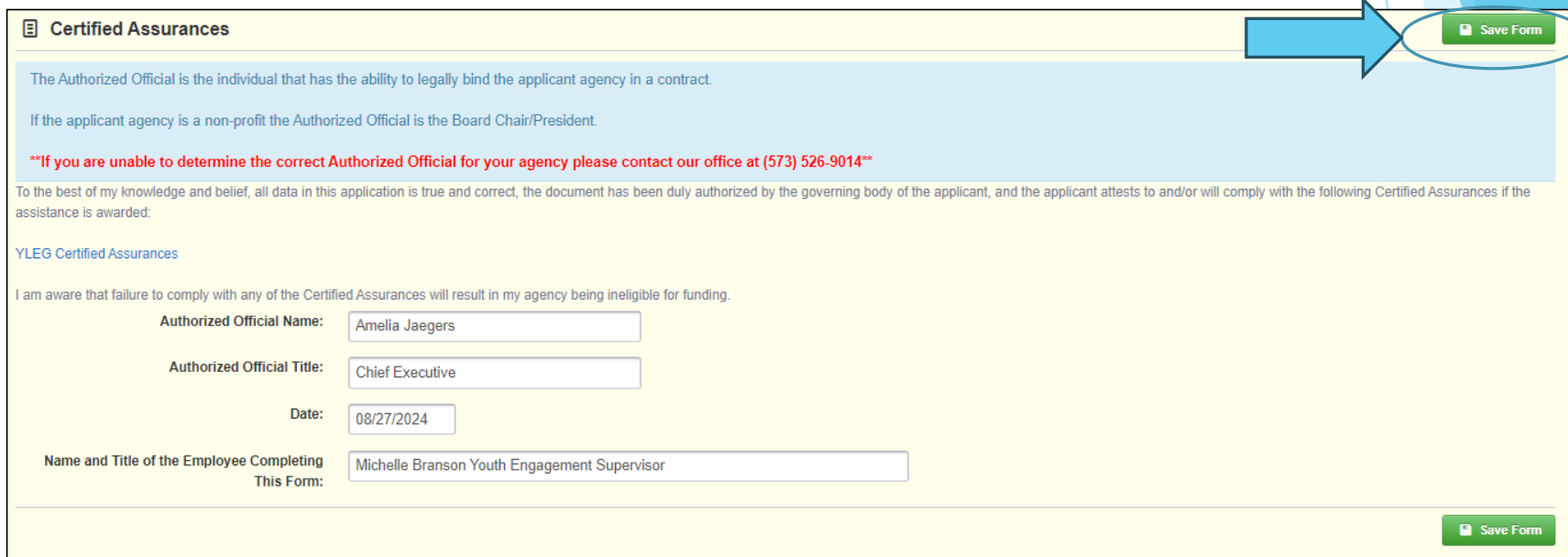
- ▶ You will need to put the Project Form back into “Editing” status, by selecting “Edit Form”



- ▶ You can review the YLEG Certified Assurances by selecting the hyperlink
 - ▶ Complete the Certified Assurances
 - ▶ Make sure to have the correct Authorized Official sign off on the form

Project Form cont.

- ▶ Once the form has been completed, select “Save Form”



☰ Certified Assurances

The Authorized Official is the individual that has the ability to legally bind the applicant agency in a contract.

If the applicant agency is a non-profit the Authorized Official is the Board Chair/President.

****If you are unable to determine the correct Authorized Official for your agency please contact our office at (573) 526-9014****

To the best of my knowledge and belief, all data in this application is true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant attests to and/or will comply with the following Certified Assurances if the assistance is awarded:

YLEG Certified Assurances

I am aware that failure to comply with any of the Certified Assurances will result in my agency being ineligible for funding.

Authorized Official Name:

Authorized Official Title:

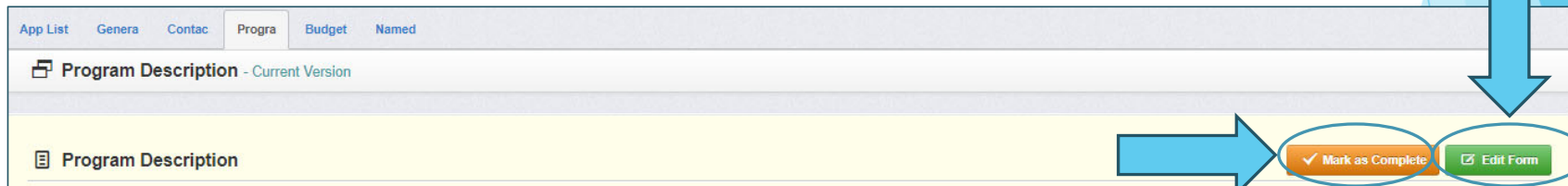
Date:

Name and Title of the Employee Completing This Form:

Save Form

Project Form cont.

- ▶ After the Project Form has been completed, you can select “Mark as Complete” to mark the form completed
 - ▶ If there are any edits that need to be made, you can make them by selecting “Edit Form”



Application Forms

- ▶ Select “Budget”

Component	Complete?	Last Edited
General Information	✓	Aug 27, 2024 10:33 AM - TEST TEST
Contact Information	✓	Aug 27, 2024 11:17 AM - TEST TEST
Program Description	✓	Aug 27, 2024 1:33 PM - TEST TEST
Budget	-	-
Named Attachments	-	-

Budget

- ▶ Budget
 - ▶ The budget opens in “Edit” status
 - ▶ To add budget lines first, you will need to select “Save Multi-List”



Budget Category	Line Item Name	Line Description	Unit Cost	Quantity Requested	Requested Grant Amount
-----------------	----------------	------------------	-----------	--------------------	------------------------

Save Multi-List

- ▶ Select “Add Row” to enter each budget line



Budget cont.

- ▶ **Budget Category:** Select from the drop-down box, which budget category
- ▶ **Line name:** Should be a brief description of what the budget line is requesting
- ▶ **Line Description:** Description of the budget line
- ▶ **Unit Cost:** This should be the total amount of the funds requested for the listed budget line
- ▶ **Quantity Requested:** How many of the item are being requested

Budget cont.

- ▶ For each budget line select one of the eight budget categories from the dropdown menu

Budget Line Items

Save Row

Budget Category*:

Enter the common name short description of an item. Do not use abbreviations.

Line Item Name*:

This section is provided if you need additional detail to the line item name.

Line Description:

Please enter the individual cost per item requested.

Unit Cost*:

Please enter the number of items requested for this budget line.

Quantity Requested*:

Requested Grant Amount:

Budget cont.

- ▶ Completed Budget Example
- ▶ To edit a budget line, select the hyperlink of the line you wish to edit, or select “Edit All Rows” for a mass edit of all lines as well as the budget justification

Budget - Current Version

Instructions:
To add a new item to the budget category, click "Add" on the toolbar for the corresponding section.
To revise an item that has been added to the budget, click on the respective blue hyperlink in the Item column of the budget to open the specific budget line or click "Edit" on the toolbar to open all budget lines and justification text box at once.
To delete an item that has been added to the budget, click on the respective blue hyperlink in the Item column of the budget and click "Delete" on the toolbar. Do not leave \$0.00 budget lines within the submission.
To provide the required justification for each item in the Equipment or Supplies budget category, click "Edit" on the toolbar.

Budget Line Items - Multi-List ✓ Mark as Complete + Add Row ✕ Edit All Rows

Budget Category	Line Item Name	Line Description	Unit Cost	Quantity Requested	Requested Grant Amount
7. Supplies/Operations		Youth Engagement Supplies	\$100.00	10.00	\$1,000.00
6. Equipment	Computer	Laptop computers	\$1,000.00	5.00	\$5,000.00
3. Overtime Personnel	Overtime - Executive	Amelia Jaegers	\$100.00	100.00	\$10,000.00
4. Overtime Benefits	Overtime Benefits	Overtime benefits	\$10,000.00	1.00	\$10,000.00
5. Travel/Training	ABC Conference	Registration January 1-3 (Executive)	\$150.00	1.00	\$150.00
8. Contractual	Motivation Speaker	Youth motivational speaker	\$500.00	4.00	\$2,000.00
2. Personnel Benefits	Benefits - Executive	List of benefits	\$50,000.00	1.00	\$50,000.00
1. Personnel	Salary - Executive	Amelia Jaegers	\$75.00	500.00	\$37,500.00

Last Edited By: TEST TEST - Aug 27, 2024 1:55 PM + Add Row

Budget cont.

▶ Justification

- ▶ The Budget Justification for each requested item must include:
 - ▶ What is the item
 - ▶ How will the item be used
 - ▶ Why is the requested item necessary for the success of the project
 - ▶ Who will use the item
 - ▶ If the item is for supplies or equipment, is the item replacement to current supplies/equipment, in addition to current supplies/equipment, or something the agency doesn't currently have

Budget cont.

- ▶ Justification cont.

- ▶ Specific information for budget lines

- ▶ **Personnel and Overtime Personnel:** Description of job responsibilities the individual will be expected to perform for the project/program
 - ▶ **Benefit and Overtime Benefits:** List which benefits are included and the rate of each benefit
 - ▶ **Travel/Training:** List each training separately in the budget and in the justification; provide the cost breakdown for the training (registration, hotel, per diem, etc.)
 - ▶ **Equipment:** Is the item new or replacement; who will be using it
 - ▶ **Contractual:** Provide the dates of service for any contracts or contracted services

Budget cont.

- ▶ Justification cont.

- ▶ To add the Justification(s), select “Edit Form” in the top of the Justification



Budget cont.

▶ Justification cont.

▶ Justification Example

▶ Each budget line must be included in the Justification and in the same order

▶ Make sure to answer the specified questions for each budget category

Budget Justification

In the Budget Justification, provide a separate justification for each item listed on the budget, include the following:

- What is the item?
- How will the item be used?
- Why is the requested item necessary for the success of the project?
- Who will use the item?
- If the item is for supplies or equipment, is the item a replacement to current supplies/equipment, in addition to current supplies/equipment, or something the agency doesn't currently have?
- What cost basis was used to determine the amount requested? (i.e. quote)

Specific information for budget lines in these categories should also include:

- Personnel and Overtime Personnel - Description of job responsibilities the individual will be expected to perform for this project/program.
- Benefit and Overtime Benefits - List which benefits are included and the rate of each benefit.
- Travel/Training – List each training separately in the budget and in the justification provide the cost breakdown for the training (Registration, hotel, per diem, etc.)
- Equipment – In justification please include if the item is new or a replacement, and who will be using the equipment.
- Contractual – Provide the dates of service for any contracts or contracted services.

Budget Justification:

Source

Styles - Normal - Font - Size -

In the Budget Justification, provide a separate justification for each item listed on the budget, include the following:

What is the item?

How will the item be used?

Why is the requested item necessary for the success of the project?

Who will use the item?

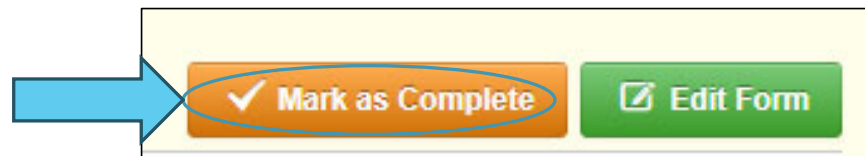
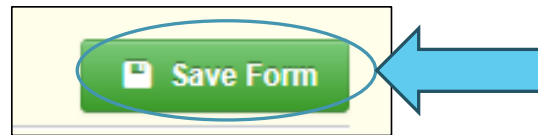
If the item is for supplies or equipment, is the item a replacement to current supplies/equipment, in addition to current supplies/equipment, or something the agency doesn't currently have?

body p strong Paragraphs: 0, Words: 190, Characters (with HTML): 1565

Budget cont.

- ▶ Select “Save Form” or “Save Multi-list”, when the form has been completed

- ▶ Select “Mark as Complete”



Application Forms

- ▶ Select “Named Attachments”

Component	Complete?	Last Edited
General Information	✓	Aug 27, 2024 10:33 AM - TEST TEST
Contact Information	✓	Aug 27, 2024 11:17 AM - TEST TEST
Program Description	✓	Aug 27, 2024 1:33 PM - TEST TEST
Budget	✓	Aug 27, 2024 2:06 PM - TEST TEST
Named Attachments		-





Named Attachments


- ▶ Select “Named Attachments”
 - ▶ Proof of agency’s 501 (c)(3) - **Required**
 - ▶ Mission Statement- **Required**
 - ▶ Any other documentation that you would like to add

Named Attachments cont.

- ▶ To attach , select the hyperlink for that attachment

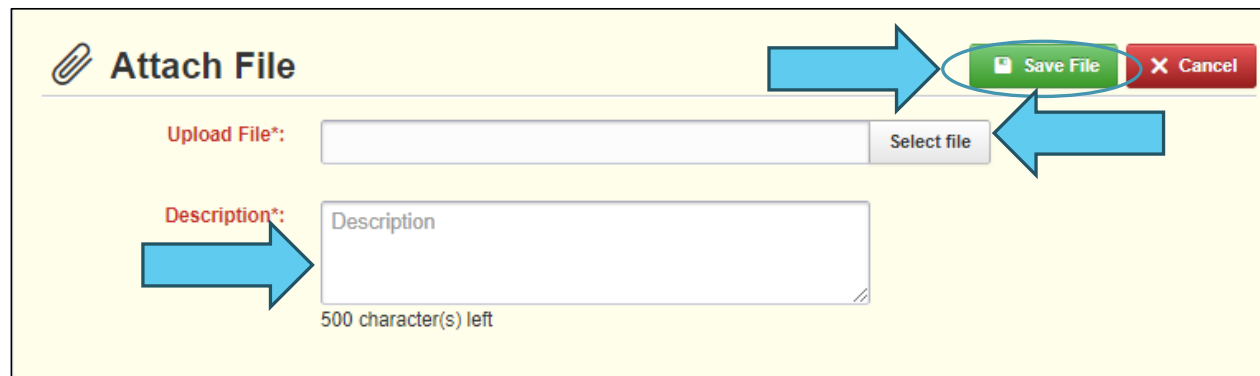
 - Named Attachments Mark as Complete

Named Attachment	Required	Description	File Name 	Type	Size	Upload Date	Delete?
Mission Statement:	✓						
501(c)(3) Documentation:	✓						
Other items that may be applicable to the project:							
Other:							
Other:							
Other:							
Other:							
Other:							



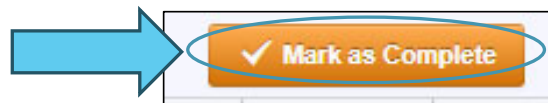
Named Attachments cont.

- ▶ Browse your computer to attach the document
- ▶ Give a brief description of the file
- ▶ Select “Save File”



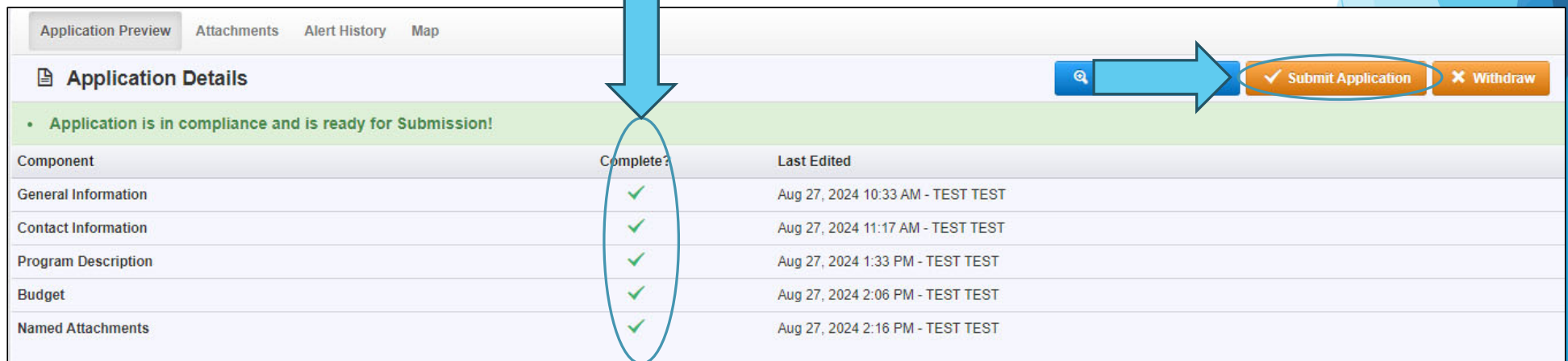
The screenshot shows a form titled "Attach File" with a paperclip icon. It contains three main sections: "Upload File*", "Description*", and a "Save File" button. The "Upload File*" section has a text input field and a "Select file" button. The "Description*" section has a text area with the placeholder text "Description" and a character count "500 character(s) left". The "Save File" button is green and is circled in blue. A red "Cancel" button is next to it. Blue arrows point to the "Select file" button, the "Save File" button, and the "Description" text area.

- ▶ Select “Mark as Complete”



Submit Application

- ▶ Once all forms have been “Mark As Complete”, you can select “Submit Application”
 - ▶ It is recommended that you have another person review the application for clarity and completion

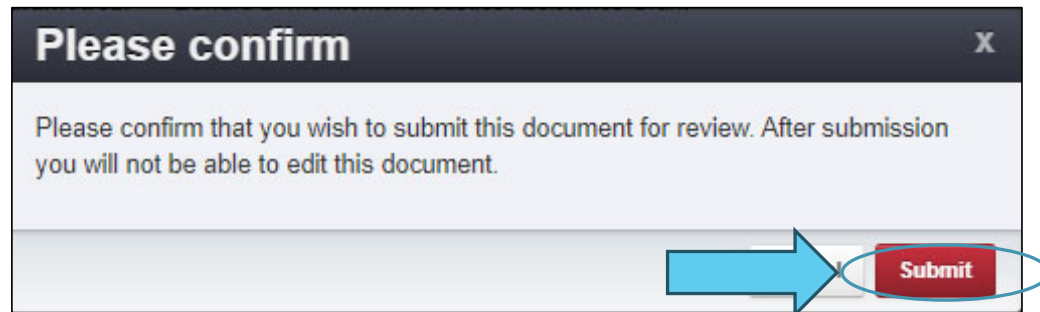


The screenshot displays the 'Application Details' page. At the top, there are tabs for 'Application Preview', 'Attachments', 'Alert History', and 'Map'. Below the tabs, a green banner indicates 'Application is in compliance and is ready for Submission!'. A table lists the components of the application, with a 'Complete?' column containing green checkmarks for all items. A blue arrow points from the text above to the 'Complete?' column. Another blue arrow points from the 'Submit Application' button to the text above.

Component	Complete?	Last Edited
General Information	✓	Aug 27, 2024 10:33 AM - TEST TEST
Contact Information	✓	Aug 27, 2024 11:17 AM - TEST TEST
Program Description	✓	Aug 27, 2024 1:33 PM - TEST TEST
Budget	✓	Aug 27, 2024 2:06 PM - TEST TEST
Named Attachments	✓	Aug 27, 2024 2:16 PM - TEST TEST

Submit Application cont.

- ▶ A pop-up box will ask if you are sure, you are ready to submit, if you are sure, select “Submit”



Submit Application cont.

- ▶ The Primary Contact from the General Information component will receive a confirmation email stating that the application has been submitted

From: dpswebgrants@dps.mo.gov <dpswebgrants@dps.mo.gov>
Sent: Tuesday, August 27, 2024 2:31 PM
To: dpswebgrants <dpswebgrants@dps.mo.gov>
Subject: WebGrants - Missouri Department of Public Safety - Application - #33520 - Submitted

**** DO NOT RESPOND TO THIS EMAIL ****

The following Application has been submitted:

Application Number: 33520
Project Title: 2025 YLEG - Whoville Youth Engagement Agency
Program Area: Youth and Law Enforcement Grant
Applicant Agency: BaseLine Organization
Primary Contact: TEST TEST

If this email requires your attention, you may log into the WebGrants grants management system at <https://dpsgrants.dps.mo.gov>. You can view or print a copy of the submitted application under the "My Applications" module.

You may now log into the WebGrants system at the following location:
<https://dpsgrants.dps.mo.gov/>

Questions

For any questions, please contact our office:

▶ **Maggie Glick**

DPS Grant Specialist

Maggie.Glick@dps.mo.gov

(573) 526-3510

▶ **Michelle Branson**

DPS Grants Program Supervisor

Michelle.Branson@dps.mo.gov

(573) 526-9014

▶ **Joni McCarter**

DPS Grant Program Manager

Joni.McCarter@dps.mo.gov

(573) 526-9020