

**WEST VIRGINIA  
DIVISION OF ADMINISTRATIVE  
SERVICES / JUSTICE & COMMUNITY  
SERVICES**

**COURT SECURITY FUND  
GRANT PROGRAM**

**GRANT APPLICATION**

**PAGE – 1**

1. Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone/Fax: \_\_\_\_\_  
FEIN# \_\_\_\_\_

5

Grant Funds Requested: \$: \_\_\_\_\_

2. Project Director: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone/Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

6 *Authorized  
Official*

*Address:*

*Phone:*

*Email:*

3. Fiscal Officer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone/Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

7 Project Period:

Beginning Date: July 1, 2025

Ending Date: June 30, 2026

4. Geographic Area Served: \_\_\_\_\_  
Population: \_\_\_\_\_

8 Type of Application:

☐ *Initial*    ☐ *Continuation*    ☐ *Revision*

9. Project Title and Description:

10. Certification:

To the best of my knowledge, the information contained in this application is true and correct. The submission thereof has been duly authorized by the governing body, and the applicant will comply with the attached Special Conditions and Assurances if grant assistance is provided.

Authorized Official: \_\_\_\_\_  
COUNTY COMMISSION PRESIDENT

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(ORIGINAL SIGNATURE)

| COURT SECURITY FUND                                   | ITEMIZATION OF FUNDS<br>BY CATEGORY<br>PAGE 2 |                          |                            |
|---|---|--------------------------|----------------------------|
| Applicant:  | Local<br>Matching<br>Funds<br>(If Applicable) | Grant Funds<br>Requested | Approved<br>(JCS Use Only) |
| <u>Personnel/Contractual</u><br>UNALLOWABLE           | NO MATCH<br>REQUIRED                          | \$0                      |                            |
| <u>Travel/Training</u><br>UNALLOWABLE                 |   |                          |                            |
| <u>Equipment</u><br>(ITEMS COSTING MORE THAN \$5,000) |   |                          |                            |
| <u>Other</u>  |   |                          |                            |
| Total Local Funds                                     |   |                          |                            |
| Total Grant Funds                                     |   |                          |                            |
| Total Approved Project                                |   |                          |                            |

|                               |                                  |  |                            |
|-------------------------------|----------------------------------|--|----------------------------|
| <b>COURT SECURITY FUND</b>    |                                  | <b>BUDGET SUMMARY</b>                          |                            |
|                               |                                  | <b>PAGE 3</b>                                  |                            |
| <b>Applicant:</b>             |                                  | <b>Federal Employer Identification Number:</b> |                            |
| <b>Category</b>               | <b>Court Security Funds (A)*</b> | <b>Matching Funds (if applicable) (B)</b>      | <b>Total Funds (A + B)</b> |
| <b>Personnel/ Contractual</b> | -0-                              |  |                            |
| <b>Travel/Training</b>        | -0-                              |  |                            |
| <b>Equipment</b>              |                                  |  |                            |
| <b>Other</b>                  |                                  |  |                            |
| <b>Total Budget</b>           |                                  |  |                            |

\* Total of column A shall be placed in the space on page one for Grant Funds Requested.

**All funds must be rounded to the nearest whole dollar.**

|                            |  |
|----------------------------|--|
| <b>COURT SECURITY FUND</b> | <b>BUDGET NARRATIVE</b><br><b>PAGE 4</b> |
|----------------------------|--|

Provide justification and detailed explanation of the budget items shown on pages 3 and 4. (Add pages if necessary) This should contain criteria and data used to arrive at estimates and costs for all items listed. In completing the project budget narrative, please identify data by the major budget category involved. **A prioritized list of equipment needed to improve the security of the court facilities in the county, including cost estimates for such equipment. Please provide an explanation of additional staffing needed, if any, for requested equipment. (Court Security Funds will not pay for the additional personnel needed, if any, for the equipment).**

**PROJECT DESCRIPTION INSTRUCTIONS**

On a separate page(s), present and explain the project **using the following outline/format.**

**COURT SECURITY PLAN**

1. An assessment of the existing security measures in place and any problems or shortcomings with existing procedures.
2. A description of how the county responds to court security emergencies and whether the response is adequate.
3. A description and illustrated layout of the physical locations of court facilities around the county and a discussion of whether changes or consolidation of space could improve court security in the county.
4. An assessment of the training needs for bailiffs currently employed in the county or for additional bailiffs and the options for securing the necessary training.
5. A response to the court security audit performed by the West Virginia Supreme Court of Appeals or the United States Marshall Service.
6. Background of applicant including past experiences, capabilities, and why the grant is proposed; and
7. Justification for why your project should be funded.

**GOAL(S)**

A prioritized list of all substantial and concrete goals this project will attempt to achieve and the reasons why each of these goals can be met by the grantee. These goals may be both short and long range.

**OBJECTIVE(S)**

Specific statements of desired achievement that reflect project emphasis. Objectives should be clearly qualified, time-framed, and measurable terms of planned levels of project performance to be achieved. The results of objectives must be specific, not general and must be recognizable and understandable. Above all, objectives must be achievable and feasible within specific time frames.

**IMPLEMENTATION (Key Activity/Milestones)**

Describe the major activities necessary to implement the project including an operational schedule for the project. This should incorporate specific activities, services, and procedures to be followed, and how achievement will be documented. A milestone (grant) chart is recommended which provides a clear timeline estimating the time necessary for each phase of this project.

**PROJECT ASSESSMENT (Evaluation)**

Specify the indicators and measures to be used to assess the results of this project as well as the means of collecting data. The methodology for the collection and type of measurements are important and should be clearly defined at the beginning of the project. Be sure to state who will perform the assessment.

