



*Virginia* RULES

Teens Learn & Live the Law

*Virginia Rules Camp  
Grant Program*

Issued by the Office of  
Attorney General Mark Herring



**Grant Program Officer:**

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**Applications must be received no later than 5:00 PM on  
Friday, April 19, 2019.**

**Mail, hand-deliver, e-mail, or fax grant applications to:**

**Office of the Attorney General  
Virginia Rules Camp Grant Program  
Attn: Shannon Freeman  
202 North Ninth Street  
Richmond, VA 23219  
[sfreeman@oag.state.va.us](mailto:sfreeman@oag.state.va.us)  
fax: (804) 225-3064**

**FAXES, EMAILS, OR APPLICATIONS RECEIVED  
AFTER THE DEADLINE WILL NOT BE ACCEPTED**

# ***VIRGINIA RULES CAMP GRANT PROGRAM***

## ***Application Guidelines***

### **Introduction**

Virginia Rules Camp is a law-themed summer day-camp experience for youth hosted by Virginia law enforcement agencies. Virginia Rules camps offer young people a fun, healthy way to spend a summer week, interactive instruction on Virginia law, and the opportunity to build positive relationships with the law enforcement officers that serve their communities.

Virginia Rules Camp began as partnership between the Attorney General's Office and the Richmond Police Department in 2004. Recognizing the success of the Virginia Rules Camp model, Attorney General Mark Herring made funding available to other localities to host camps of their own beginning in 2014. Since that time, the number of law enforcement agencies hosting Virginia Rules Camps has grown tremendously, with 28 camps being awarded Virginia Rules Camp funding in 2018.

While law enforcement agencies are the host agencies for Virginia Rules Camps, the most successful camps partner with a variety of community stakeholders. Camp planning committees may include representatives from local schools, Boys and Girls Clubs, parks and recreation, local colleges and universities, community services boards, and other civic organizations.

Camp curriculum is based on Virginia Rules, the Office of the Attorney General's Virginia-specific law education program for middle and high school students that emphasizes the role of the law in everyday life. Instructors can choose from more than 25 lessons, which include worksheets, handouts and supplemental materials. Information about the Virginia Rules curriculum is available on the Virginia Rules website at [www.virginiarules.org](http://www.virginiarules.org).

Through the years, Virginia Rules Camp has proved successful in educating young people about Virginia's laws, helping them develop the necessary skills to make sound decisions and recognize the consequences of their actions. It also gives young people a chance to interact with law enforcement officers and to form community bonds while enjoying the great outdoors and having typical camp experiences.

### **Grant Purpose**

The purpose of this grant program is to support the efforts of law enforcement agencies in developing or enhancing youth programming within their communities. Applicants should focus their proposals on developing a summer day-camp for middle or high school-aged youth that balances law education through the Virginia Rules curriculum with fun outdoor camp experiences. Additionally, activities chosen should emphasize positive relationship-building between youth participants and law enforcement within their community. Applicants are strongly encouraged to partner with community stakeholders to leverage resources and enhance the camp experience for participating youth and families.

## **Eligibility Requirements**

Any Virginia police department or sheriff's office is eligible to apply for Virginia Rules Camp funding.

If more than one law enforcement agency collaboratively hosts a Virginia Rules Camp (either within one locality or across multiple jurisdictions in the case of a regional camp), one agency should be designated as the primary grantee law enforcement agency. This is the agency to which reimbursement will be directed after camp completion.

Preference will be given to projects submitted by those law enforcement agencies that use the Virginia Rules curriculum within their schools during the academic year and routinely submit their data through the Virginia Rules online instructor center at [www.virginiarules.org](http://www.virginiarules.org).

**While the priority of the Virginia Rules Camp program is to fund Virginia Rules Camps throughout the Commonwealth, funds may be used as available to support existing summer youth initiatives within a law enforcement agency (Cops and Kids, Junior Police Academies, etc.) provided that:**

- The program aligns with the Virginia Rules Grant Purpose (see page 3)
- At least three modules from the Virginia Rules curriculum are taught during the course of the week
- The Office of the Attorney General is acknowledged as a sponsor in all camp materials and promotion

Contact the Program Officer in the OAG if you have any questions about eligibility.

## **Funding Amount Available/Reimbursement-based Funding**

Each year interest in Virginia Rules Camp funding grows. It is anticipated that more localities will apply for funding this year than in previous years. Grant funding will be competitive – submitting an application does not guarantee funding. Based on the number of applications received, it is also possible that applicants may only receive partial funding.

**The maximum award amount is \$5000.** While this grant is not an outright “formula grant”, applicants should bear in mind that **awarded amounts will, in part, be based on the number of youth served by the camp.** \$100 per student is a reasonable guideline to consider as you plan your request for funding (up to the \$5000 maximum), though the awarded amount may fall outside of that “formula”.

**This grant funding operates on a reimbursement basis.** The grantee law enforcement agency will incur camp-related expenses and invoice the OAG after camp completion. **Reimbursement will occur after camp has been held and the Camp After-Action Report and proper invoicing has been submitted to the OAG.** Reimbursement will be made directly to the law enforcement grantee agency. Further details of reporting requirements will be provided in the grant award packet.

## **Funding Limitations**

***Due to the scope of this grant program, funding for the following items will not be considered:***

- **All or a portion of salary, benefits, or bonuses for law enforcement agency staff**
- **Food or beverage requests**
- **Gift cards /gift certificates**

Only expenses that are a necessary part of an approved project may be paid for with grant funds (an approved project is one that meets all of the eligibility and application requirements). Funds may only be used for project-related expenses that are directly camp-related.

## **Grant Award Period**

Grants will be awarded for the purpose of hosting day camps during the period of June 1 – September 1, 2019.

## **Reporting Requirements**

At camp completion, grant awardees will be required to submit a short financial/narrative report using a template provided by the OAG. Failure to submit these reports in the proper format or in a timely manner may result in the OAG withholding reimbursement or deeming an awardee ineligible to apply for future funding. Further details of this reporting requirement will be provided with grant award notification.

## **Deadline**

Completed applications must be received by the OAG by **5:00 PM on Friday, April 19, 2019**. Mail, hand-deliver, fax or e-mail completed applications to:

Office of the Attorney General  
Virginia Rules Camp Grant Program  
Attn: Shannon Freeman  
202 North Ninth Street  
Richmond, VA 23219  
[sfreeman@oag.state.va.us](mailto:sfreeman@oag.state.va.us)  
fax: (804) 225-3064

**Late applications will not be accepted. Applications that are postmarked on April 19, 2019, but received in the OAG after that date will not be accepted.** A confirmation email will be sent to the applicant upon receipt of the proposal.

## **How to Apply:**

It is the intent of the OAG that applications be accurate and precise without imposing significant paperwork burdens on applicants. Applications should be as thorough and detailed as necessary to properly evaluate the organization's capacity to carry out the grant project.

Applicants should complete and submit one (1) copy of the OAG Project Application using only the form provided. Questions should be answered fully. The application form is available on the Office of the Attorney General's Virginia Rules webpage or can be emailed upon request. The completed application may be hand-delivered, mailed or emailed to the Program Officer.

**Applicants should make certain that their camp plan includes the instruction of at least three (3) Virginia Rules lessons to camp participants, including pre- and post-testing.** (Pre- and post-test results must be included in the Camp After-Action Report submitted to the OAG at the time of camp completion.)

Each application must include the signature of the Project Administrator and contact information for the Project Director, Project Administrator and the Finance Officer.

- Project Director: Person who will have day-to-day responsibility for managing the project and will be the main contact person for the OAG (the Camp Coordinator)
- Project Administrator: Person who has authority to formally commit the locality or agency to comply with all the terms of the grant application, including the provision of the cash match. This must be the county, city, or town manager or the Chief of Police or Sheriff. If someone other than these officials has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum, or other document by which the signing authority was delegated.
- Finance Officer: Person who will be responsible for fiscal management of funds. This usually will be the Finance staffer housed in the law enforcement agency or in the locality's budget office.

### **Review Process**

The Virginia Rules Camp Grant Program review is competitive. Due to a limited funding source and the number of anticipated applications, each application may not receive full funding. Reviewers will base scores on eligibility; detail and justification of answers/explanation; creativity of proposed project; overall ease in reading; and adherence to the grant guidelines. Preference will be given to applicants with a demonstrated history of using the Virginia Rules curriculum and submitting instruction data through the Virginia Rules online instructor center.

Reviewers may recommend or impose special conditions or fund an applicant at a reduced level based on the applicant's adherence to the guidelines or strength of application.

**The OAG will email notification of funding decision to each applicant by the last week in April.**

### **Technical Assistance**

If at any time throughout the application process you have additional questions about the Virginia Rules Grant Program, you are encouraged to contact the grant program officer.

Applicants may request guidance on proposed program activities, a review of their proposed program budget, or a review of their draft proposal prior to grant submission.

If you have any questions or concerns about the Virginia Rules Grant Program, please contact Shannon Freeman, Director of Programs and Community Outreach, at (804)-692-0484 or [sfreeman@oag.state.va.us](mailto:sfreeman@oag.state.va.us).