



**Montana Coalition Against
Domestic & Sexual Violence
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MCADSV Bakken Rural Grant - Direct Client Assistance Funds – How to Apply

The MCADSV - Bakken Rural Grant through the Office on Violence Against Women will increase the safety and well-being of victims and their children in rural communities who have experienced domestic violence, sexual assault, dating violence, and stalking by dealing directly and immediately with victim needs. Direct Client Assistance Funds help accomplish this end.

What financial assistance can be applied for?

Direct Client Assistance funds to victims needing immediate relief from their situations include housing, transportation and other items necessary for their safety and well-being.

The 2014-2017 Bakken Rural Grant through the Office on Violence Against Women has budgeted the following for emergency assistance:

Description	Cost
Emergency Housing Assistance for Victims	\$28,800
Emergency Transportation Assistance for Victims	\$21,600
Emergency Miscellaneous Assistance for Victims	\$14,400
Total Direct Client Assistance Funds:	\$64,800

The budgeted amounts are estimates only and may be modified as necessary to accommodate client's needs.

Housing assistance is intended for emergency needs a victim has when relocating. The amount of the rent should be within the average range of rental costs for the area where the victim is locating. The housing assistance may include costs for temporary issues such as first month's rent or the deposit required to secure housing. Housing assistance can be used, in appropriate circumstances, for temporary (one to three nights generally) motel accommodation, if necessary to help a victim attain immediate safety while arranging something more permanent.

Examples to illustrate the above:

- (i) Motel accommodation: when a victim cannot get into a safe shelter or has a plan to relocate to another area and needs a short time to arrange for transportation.
- (ii) Relocation: this may be relocation to a different area or different residence; often victims have the financial capacity to meet the regular costs of alternative housing but struggle to meet the first month's rent and deposit.

Transportation assistance: will include transportation to a safe environment such as to family members, to another area, or to a safe shelter.

Examples: can include, but are not limited to: gas cards to help the victim relocate to another area; a bus ticket for a victim and children to relocate; U-Haul costs for short distance relocation; a plane ticket for long-distance travel to an established safety and support system (such as family).

Miscellaneous expenses: have been funded to purchase gift cards for food, diapers and other short term necessities. This category can be used for minor vehicle repairs, fixing a victim's dentures that were broken during an assault and other items necessary in order to interview for and obtain employment. It is intended for needs not covered by the other two categories.

A major criteria for assistance will include a direct link to the financial necessity (when not all costs can be covered by the client/community resources) and the safety and well-being of the victim.

How do my clients access funds?

Victims needing financial assistance will be able to access funds provided by this grant through Eastern Montana programs helping victims of domestic violence, sexual assault, dating violence, and stalking, who will evaluate the victim's needs with them, their agency's ability to financially respond to those needs, other agencies' ability to respond, and the victim's personal support system. The MCADSV Program Coordinator will provide application forms and technical assistance to such programs asking for financial assistance to directly aid victims. Please refer to the list of counties served by this Project.

Application process

Once an agency representative has determined that funds from this project are critical to effectively respond to the victim's need for safety and well-being, an application for funds may be submitted to MCADSV.

All applications will be subject to review by the MCADSV Program Coordinator who will screen for the following to determine the appropriateness of the request and expedite the same:

- 1) The victim must be associated with the Bakken area of Montana. This could include certain portions of partially rural counties as well as rural counties. Rural is defined by federal standards. The applying agency/program will check the related address of the victim to assure the victim is a resident temporary or permanent in the counties served by the Bakken Project. The counties approved for service are Sheridan, Daniels, Roosevelt, McCone, Richland, Dawson, Wibaux, Prairie, Custer, Fallon, Carter, Powder River, Rosebud, Treasure, Garfield, Valley, Phillips, Blaine, Hill, Choteau, Fergus, Petroleum, Musselshell, Yellowstone, Big Horn, Golden Valley, and Judith Basin. After verifying that the victim is a resident of the above listed counties, the applying agency personnel should remember to check "Yes" in the appropriate area on the application form.

- 2) The applying agency personnel will determine that the victim is in *immediate* need of assistance in order to provide safety and well-being. Immediate is defined as “relating to or existing at the present time”. This is somewhat subjective. For example, a victim may have experienced an incident of domestic violence a month or more ago, sought safety in a women’s shelter, and now (in the present time) is in need of a month’s rent in order to transition from the shelter to her own apartment. Without the financial assistance of the first month’s rent, the victim is in immediate danger of either returning to her abuser or of returning to a living situation where her abuser is most likely to reoffend.
- 3) The applying agency personnel will make a reasonable attempt to cover the financial costs of a victim’s need through their agency’s resources and other local community resources. They should also seek other state-wide resources for the victim before making an application through this grant. The personnel submitting the application on behalf of the victim will indicate on the application that a) such efforts have been made if possible and b) what agency/local resources and in what amount has been obtained to help offset the costs requested. Survivors often have many coexisting needs and the exploration of other funding sources could leverage the maximum support available.
- 4) In cases where rent money is requested, there must be a rental agreement that accompanies the request form and a W-9 form signed by the landlord in the case of housing assistance .The applying agency personnel will black out any personal identifying information regarding the victim on the agreement before scanning the agreement and including the attachment in the email when requesting funds. While a request is made and the necessary documents are provided, this does not guarantee that assistance will be given. The rental agreement would be a document used for supporting information as to the requirements for securing housing, a rental agreement is not to be signed until the approval has been made. If other sources are available for the contract to be in place and additional assistance is required, please provide the details as to what is needed and the timeline it will encompass.
- 5) In other cases, receipts and copies of bills should be obtained for services paid for by these funds. And a W-9 form when an independent contractor’s services are utilized such as car repairs.
- 6) The agency personnel filling out the application form on behalf of the victim should not include any identifying information regarding the victim to maintain their confidentiality. The narrative must speak only to the critical issues of the incident of abuse and the related immediate need of the victim. It is intended to be brief and without subjective opinion or judgmental statements of any kind.
- 7) Please allow up to 10 days for review and approval of request and up to 15 days for the receipt of payment for said request. Preference is given to a one time request per client, however, additional requests will be considered on a case by case basis, and dependent upon funding available. Expenses that are incurred prior to approval may not necessarily be paid. Requests for funding may be denied. Reasons for denial will be explained. Funds are not directly provided to clients. Payments can only be made to a vendor on behalf of a client, otherwise the use of a gift card will be applied.

Technical Assistance

The applying agency/organization is encouraged to call and/or email the MCADSV Program Coordinator before applying for assistance to discuss the individual need of a victim and how that fits into the above guidelines. It is also encouraged to call and/or email with a follow-up to inquire as to the status of that request if they have not received confirmation of a request being granted or denied, and/or they have not received a check within an appropriate time period after notification of a request being granted.