



State of Wisconsin

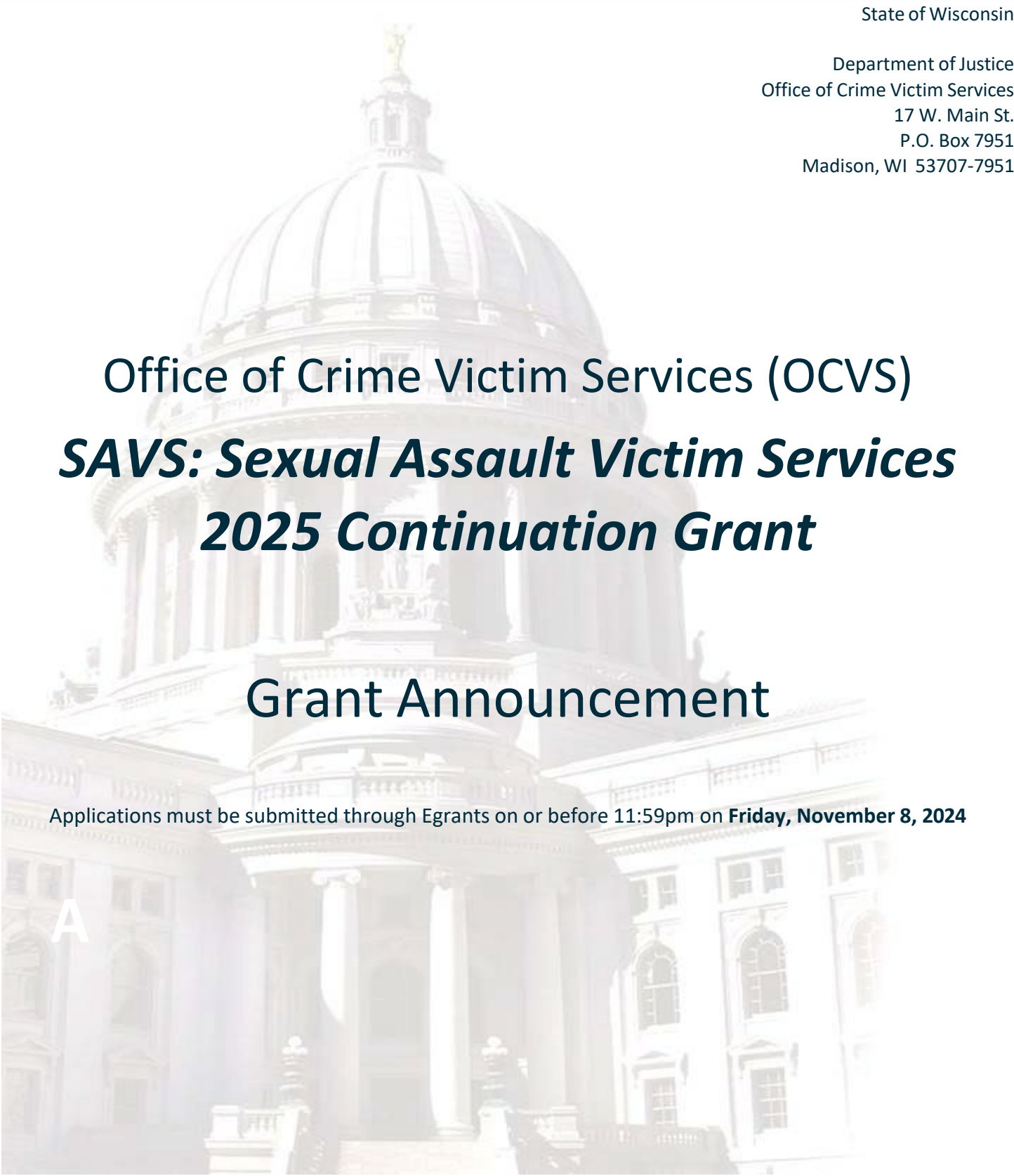
Department of Justice  
Office of Crime Victim Services  
17 W. Main St.  
P.O. Box 7951  
Madison, WI 53707-7951

Office of Crime Victim Services (OCVS)  
***SAVS: Sexual Assault Victim Services***  
***2025 Continuation Grant***








**Grant Announcement**

Applications must be submitted through Egrants on or before 11:59pm on **Friday, November 8, 2024**

A



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# Before You Begin

If you believe you are a good candidate for this funding opportunity, secure your Egrants registration now. If you are already registered, make sure your registration is active and up-to-date.

## Egrants

All applications must be submitted through the Wisconsin Department of Justice's web-based grants management system called Egrants. If you have never used Egrants before, you will need to register for access to the system.

To register online, go to <https://register.wisconsin.gov/accountmanagement/default.aspx> and complete the self-registration process. On the account registration site, you will have a choice between the DOJ Egrants and WEM Egrants. Please select **DOJ Egrants** during this process.

Authorization to access Egrants can take several days depending on registration activity. The DOJ help desk is open Monday-Friday 8am-4:30pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application. An Egrants System User Guide is posted on the DOJ website (Egrants page). If you have any problems using Egrants, please contact the help desk at [Egrants@doj.state.wi.us](mailto:Egrants@doj.state.wi.us) or call (608) 267-9068 or toll free at (888) 894-6607 during business hours.

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# Step 1: Review the Opportunity

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# Basic Information

**Program Area:** Office of Crime Victim Services (OCVS)

**Grant Title:** SAVS: Sexual Assault Victim Services 2025 Continuation

**Opportunity Category:** Continuation

## Statutory Authority

The Wisconsin Department of Justice (WI DOJ) Office of Crime Victim Services (OCVS) provides financial and technical assistance to victim witness programs, victim services providers, and agencies serving victims of crime. As the State Administering Agency for state and federal criminal justice funds, OCVS is responsible for establishing funding priorities, developing application criteria, awarding and disseminating grants, and assessing project achievements.

This grant announcement provides information about a specific grant opportunity and instructions to help those eligible to apply for a share of the available funds.

## Summary

SAVS grant funds are intended for the development, expansion, enhancement, and/or support of comprehensive sexual assault services and are available to victims of sexual assault regardless of where they reside in Wisconsin. See SAVS Grant Program Guidelines for additional information. SAVS Grant Program Guidelines can be found on the DOJ website at <https://www.doj.state.wi.us/ocvs/sexual-assault-victim-services-savs-grant>.

## Important Dates

Funding Announcement Posted	September 30, 2024
Application Due Date	November 8, 2024
Award Notification	December 2024
Project Start Date	January 1, 2025
Project End Date	December 31, 2025

To help you find what you need, this funding announcement uses internal links. In Adobe Reader, you can go back to where you were by pressing Alt + Left Arrow on your keyboard.

# Eligibility

## Who Can Apply

This is a continuation funding application. Only those agencies receiving SAVS funding during the 2024 calendar year are eligible to apply. This is the final year of the continuation grant cycle.

Applicants must be a non-profit or public agency whose projects provides or proposes to provide the following services to sexual assault victims:

- The organization is a nonprofit corporation or a public agency.
- The organization provides or proposes to provide, either directly or through a contract, subcontract, service agreement or collaborative agreement with other organizations, entities or individuals, a set of specified core services. This should not include all services being subcontracted outside of the recipient agency. See Program Description (page 4) for a comprehensive list of core services.
- The organization does not receive more than 70 percent of its operating budget from grants under this section.

## Eligibility Requirements

To be eligible for a SAVS grant, an applicant must be a nonprofit or public agency that provides or proposes to provide the following services to sexual assault victims:

- 24 Hour Crisis Response
- Personal Advocacy
- Systems Advocacy
- Information and Referral
- Support Groups
- Accessible Services
- Community Outreach and Prevention Education

Please see [Mapping Victim Services for SAVS for definition and explanation of services above.](#)

## Eligible Expenses

All expenses must be new and cannot be used to supplant, replace, or divert other sources of support.

**Allowable expenses may include, but are not limited to the following:**

### Prevention Efforts:

- Increase collaboration with local universities and/or technical college campuses.
- Specialized prevention project/campaign with local school districts.
- Sexual Assault Awareness Month (SAAM) outreach and community events.

### Equipment:

- Technology needs, data tracking systems.
- Vehicles for sexual assault programming (SANE response client transport, etc.).

### Emergency Client Assistance:

- Gas cards, taxi vouchers, bus vouchers, etc.
- Safe housing emergency funds (no direct cash assistance)
- Improve SANE response “go-bags” for victims receiving medical advocacy services.
- Pay for the sexual assault services portion of the 24/7 crisis/hotline.

### Staff Development and Consultant/Contractual Costs:

- Civil legal assistance, translation/interpretation services, therapy, bookkeeping, etc.
- Agency hiring a consultant to provide trainings to local multidisciplinary teams (MDTs), sexual assault response teams (SARTs), or other system partners.
- Hiring a consultant to provide in-house training on sexual assault issues and/or topics.
- Hiring a consultant to provide training to the community on sexual assault issues and/or topics.
- Sending SAVS-funded and non-SAVS funded staff to trainings related to sexual assault. These staff may attend out-of-state trainings/conferences with pre-approval. Travel related expenses are allowable.

### Personnel and Employee Benefits

- Salary and fringe benefits.

### Other:

- Other justifiable service needs for victims and survivors of sexual assault.

### **Examples of *unallowable* services:**

- Victim’s cost/reimbursement for expenses incurred during the commission of a crime
- Forensic medical examinations.
- Investigation services to prosecute the crime.
- Sex offender treatment and rehabilitation.

## Anticipated Funding Amount and Timeframe

Current SAVS grantees may apply for continuation funding at their current level of funding. Total anticipated funding amount is \$2,226,800.

## Match/Cost Sharing Requirement

No match is required.



# Program Description

## Sexual Assault Victim Services

SAVS grant funds are intended for the development, expansion, enhancement, and/or support of comprehensive sexual assault services so they are available to victims of sexual assault regardless of where they reside in Wisconsin. See [SAVS Grant Program Guidelines](#) for additional information. SAVS Grant Program Guidelines can be found on the DOJ website at <https://www.doj.state.wi.us/ocvs/sexual-assault-victim-services-savs-grant>.

Overall SAVS funding priorities are sustaining existing services, promoting healthy agencies, and fostering the expansion of services. SAVS requires that an award recipient must offer or intend to offer all the following core services:

- **24 Hour Crisis Response:** Agency provides a telephone number with 24-hour immediate access to a person trained in providing sexual violence crisis counseling/intervention, information and referrals.
- **Personal Advocacy:** Agency addresses victim's/survivor's self-identified needs through an ongoing supportive process of listening, providing emotional support, identifying options, problem solving and skills development.
- **Systems Advocacy:** Agency acts on behalf of and in support of victims/survivors of sexual violence to ensure their interests are represented and their rights upheld. This includes legal and medical accompaniment/advocacy, as well as the development of cooperative relationships with community partners to improve systems response to all survivors.
- **Information and Referral:** Agency provides and maintains current information pertaining to appropriate community resources.
- **Support Groups:** Agency provides regular facilitated meetings of victims/survivors of sexual violence and/or survivor allies (e.g., family members, partners) with a supportive and educational focus.
- **Accessible Services:** Agency adheres to policies, procedures, attitudes, communications, and accessible physical space (according to ADA guidelines) for all members of the community. Agency works toward removing barriers to services through a commitment to cultural competency.
- **Community Outreach and Prevention Education:** Agency increases awareness and understanding about sexual violence through community outreach and engagement.

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# Step 2: Get Ready to Apply

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# Get Registered

## Egrants

All applications must be submitted through the Wisconsin Department of Justice's web-based grants management system called Egrants. If you have never used Egrants before, you will need to register for access to the system.

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**Need Help? See [Contacts & Support](#).**

# General Instructions & Tips

All agencies must do the following:

- Use a font size of 12 or 14.
- Include all attachments in the Required Attachments section (if possible, consolidate all attachments into one document).
- No attachments should be included in this grant application unless specifically requested in section instructions.
- For all attachments, please use a footer/header that includes the agency name and grant ID number on all attachment pages.
- Do not type “see attached” (unless instructed to do so) as a response in a section, rather cut and paste text into the response section in Egrants.

Application Tip: OCVS suggests composing answers in Microsoft Word and then copying and pasting into Egrants. Egrants will timeout each session after 30 minutes which may result in lost data. Save your work often.

Application Tip: Questions on what is expected in each section can be directed to Courtney Watson, SAVS and VAWA SASP Program & Policy Analyst at (608) 267-9340 / email: [watsonca@doj.state.wi.us](mailto:watsonca@doj.state.wi.us).

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# Step 3: Write Your Application

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# Application Contents

## Main Summary

This section asks for information about your agency and the individuals responsible for the application and grant award. When identifying individuals involved in this grant, **you may not list the same person** as project director, financial officer and/or signing official.

- The Financial Officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.
- The Project Director will be the main point of contact for all VOCA related grant communications.
- The Signing Official should be the highest elected official, or a designated proxy by the highest elected official, for the agency.

Select the corresponding State Senate Districts, Congressional Districts, and State Assembly Districts from the drop-down menus for your agency. It is not necessary to select anything from the School Districts drop down menu.

In the **Brief Project Description** text box, describe your project in 150 words or less with the following suggested format:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - project, etc.) will (describe the specific goals you hope to achieve – how will the project improve services to sexual assault victims in Wisconsin?), (add which area(s) of the state will benefit).”

“[Name of Agency] [identify component, if more than one] will provide [major categories or types of services] to [description of clients in terms of types of crime(s) and other relevant demographics] in [county(ies)].”

Please complete all fields with an asterisk. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button.

## Approval Checklist

Answer Yes or No to each question.

## Performance Measures

Please open this section and change the page status to “Complete”, then SAVE the page.

## Budget Detail

Complete a project budget using the categories listed below. For each category used, enter a justification (under “briefly describe overall use of funds”) that describes how the items in that category will be used during the grant period. For each budget line item include specific details and clear cost calculations as described in the subsections below. **Round all amounts to the nearest dollar.** Refer to the SAVS Program Guidelines for more detail regarding budget items.

### Non-supplantation

All expenses must be new and cannot be used to supplant, replace, or divert other sources of support.

#### Budget Categories:

- Personnel
- Employee Benefits
- Staff Development
- Travel
- Equipment
- Supplies and Operating Expenses
- Indirect Costs
- Consultants/Contractual
- Other
  - Financial – Emergency Funds to Victims
  - Financial – Payments to Vendors or Speakers

### Budget Detail (Personnel)

Provide salary information for non-contractual employees that will be funded through this grant, including overtime. List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Include information on the entire funding for a position if the position is not 100% SAVS funded. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

**OCVS will prioritize positions that directly serve victims of sexual violence. Excessive administrative personnel costs are discouraged and are usually unallowable.**

#### A Personnel Budget Example:

Position: Sexual Assault Program Coordinator Name: *Sally Smith*

Description of your computation:  $\$50,000 \text{ annual salary} \times .40\% \text{ SAVS Funded (16 hours /week)} = \$20,000.$

Remaining portion of position funded by: *VOCA (60%) = \$30,000.*

Only personnel costs of the agency applying for the grant funds should be included under “Personnel.” **Do not include contractors or employees of other agencies in this section.**

## Budget Detail (Employee Benefits)

Employee benefits for grant-funded personnel include FICA, Unemployment Compensation, Health Insurance, etc. and amounts budgeted should be based on actual known costs or an established formula. Employee benefits are for the personnel listed in the budget and only for the percentage of time devoted to the project. Under “Briefly describe the overall use of funds for this budget category” include benefits that are included agency-wide and the percentage of the salary.

*Example: FICA 6.2% Medicare 1.45%. Unemployment Insurance 1.46%, and Workers Comp 0.38%. Total=9.5%*

EMPLOYEE BENEFITS
<b>Briefly describe the overall use of funds for this budget category:</b>
FICA 6.2%, Medicare 1.45%, Unemployment Insurance 1.46%, Workers Comp 0.38% = (9.49%) + Simple IRA contribution (2%) = 11.49%
Health Insurance = \$10,000 annual expense

For each employee list position title and name (the same as listed under Personnel). Beneath that, under “Description of your computation,” show the annual salary multiplied by the percentage funded by SAVS multiplied by the benefits percentage.

*Example: Annual Salary: \$50,000 x 50% SAVS = \$25,000 x 9.5% = \$2,375*

## Budget Detail (Staff Development)

Provide the total amount of SAVS funding to be used for staff development. To be used for staff providing core sexual assault victim services, supervisors, and administrative staff supporting the sexual assault victim service program. SAVS funds may also be used to train volunteers and non-SAVS funded staff to attend sexual assault related training. Out of state training is allowed ONLY if comparable training is not available in Wisconsin. **Prior approval must be obtained for trainings outside of Wisconsin.**

Include registration fees and travel expenses (mileage, meals, lodging, etc.) for staff development in this category. Provide the name(s) or positions of the staff attending conferences or training. List the type of training sought. However, you must provide details of the calculations. State travel rates are the maximum allowed.

Current State rates for in-state travel currently include:

- Mileage: \$0.51/mile
- Lodging: maximum \$98/night (\$103/night for Milwaukee, Waukesha, or Racine County)
- Meals: \$10/breakfast (leaving before 6 a.m.); \$12/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$23/dinner (returning after 7 p.m.)

Describe position title, name of employee and travel expense.



## Budget Detail (Travel)

Funds (**excluding travel for training purposes** which should be budgeted under staff development) allocated for travel must relate to the provision of sexual assault victim services (direct victim services; community awareness, outreach, and education; CCR/SART meetings; networking meetings; etc.). SAVS funds may be used to reimburse mileage - \$0.51/mile, purchase gas cards, taxi vouchers, bus tokens, etc. for staff/volunteers providing the core sexual assault victim services and victims seeking sexual assault services.

## Budget Detail (Supplies and Operating Expenses)

SAVS funds may pay for supplies and operating expenses that are actual, reasonable, and necessary expenditures required to provide core sexual assault services. This may include consumables such as paper, postage, liability insurance, general office supplies, telephone and internet expenses, etc. This also includes operating expenses such as rent and utilities. Show computation for all items.

*Example: Rent: \$150/month x 12 months = \$1,800.*

Agency membership dues for organizations that offer needed relevant information on sexual assault such as the Wisconsin Coalition Against Sexual Assault (WCASA) are allowable expenses under the SAVS grant program.

## Budget Detail (Consultants/Contractual)

Provide costs associated with individuals or entities providing services through a contractual agreement. Examples of allowable SAVS contractual services are an audit, bookkeeping, and translation/interpretation services. The name of the contracting agency or individual and purpose of the contract must be included in this section. Except for a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly or daily fee (8-hour day); and estimated time on the project.

*Consultant fees more than \$650 per day or \$81.25 per hour day require additional justification (contact DOJ). List all expenses to be paid from the grant to the individual consultation in addition to their fees (e.g., travel, lodging, meals, etc.). Show basis of computation for each service requested. **Within 30 days of grant award date, a signed contract must be received by DOJ. No fund approvals or reimbursements will be made prior to receipt of the contract.***

## Budget Detail (Indirect Costs)

This may include allowable prorated indirect/administrative costs. A description of the indirect/administrative costs is required.

## Budget Detail (Other Expenses)

Itemize SAVS-eligible expenses not included in any other budget category.

### Budget Detail (Other Financial – Emergency Funds to Victims)

Venmo, PayPal, CashApp, gift cards, and other similar ways of distributing emergency funds electronically are allowable under SAVS funding. Established policies and procedures for financial-emergency funds to victims must be in place. These policies and procedures should clearly describe internal controls that ensure proper safe storage, tracking, inventory, and distribution.

### Budget Detail (Other Financial – Payments to Vendors or Speakers)

Grant recipients may pay vendors and/or speakers through online or electronic payment services, such as PayPal, so long as the following criteria are met:

1. Service/Activity must be an allowable expense per the grant award and must be approved in the budget prior to expending any funds.
2. The electronic or online account must be under the agency's or grant recipients' name (no personal accounts may be used to pay vendors/speakers).
3. Grant recipient has an agreement with vendor or speaker detailing costs and services to be provided (not to exceed federal or state rates).
4. The agreement/expense was approved by OCVS prior to any services taking place.
5. An invoice is created that details the service(s) provided, the cost(s) of service(s), the date(s) or service(s), and the name of the service provider.
6. There must be clear documentation (invoice, payment receipt, general ledger) to support the expenses in the event of an audit.

## Agency Profile

Provide the following information in a narrative format:

- Indicate the type of agency providing services:
  - Sexual assault victim services agency (stand-alone rape crisis center)  
or
  - Dual sexual assault/domestic violence agency (agency currently provides services to victims of sexual assault and/or domestic violence)  
or
  - Multi-service agency - Describe the type of agency providing sexual assault victim services (i.e., hospital, social service agency, counseling/therapy center, etc.)

- Identify the city, county, and/or tribe (if applicable) of the agency's main office.
- Specify if the agency currently provides sexual assault victim services in other location(s) through satellite office and/or outreach staff. List the location(s) and the services provided.
- List the primary service delivery area (i.e., county or tribe) where all core services will be provided using SAVS funds.

In addition, please complete the Sexual Assault Services Profile. Save as an attachment to this section when completed. These forms can also be accessed through the DOJ SAVS Webpage document library.

## Use of Volunteers

Describe the use of volunteers within your agency:

- Identify if the agency uses volunteers to provide sexual assault services
  - If yes, identify the number of volunteers and services provided.
  - If no, explain why volunteers are not utilized to provide sexual assault victim services.
- Indicate if the agency has a volunteer coordinator who recruits volunteers for sexual assault victim services.
  - If not, explain how volunteers are recruited.

## Project Narrative (limit four pages)

Describe how SAVS funds will be used by the agency to provide services to sexual assault victims. The Project Narrative should not exceed four pages. The narrative must include responses to the following questions:

- Describe how the agency currently provides or proposes to provide core sexual assault victim services within the proposed service delivery area.
  - If the service is provided by a subcontractor, identify the name of the subcontractor, and describe how the services will be provided.
- What challenges or barriers did you encounter during the past year, and how will you address these in year three of the project?
- Explain the impact this grant has on the delivery of sexual assault victim services in the community.
- How do you plan to further reach communities impacted by inequity with your services?
- Provide an estimate of the total number of sexual assault victims the agency expects to serve in all service delivery areas.

- Describe your agency’s plan to retain and recruit qualified staff members. Please address the following:
  - Were there SAVS funded vacancies during the past grant year? If so, which position and what was the reason for the vacancy?
  - How were sexual assault services maintained during vacancies?
- Describe the agency’s role in coordinating efforts for sexual assault victim services (e.g., task forces, Coordinated Community Response Teams, Sexual Assault Response Teams, written protocols, etc.).
- Describe how your organization engages in meaningful collaboration with other services and systems within your proposed service delivery area.
- How are you supporting staff of color, and staff that serve vulnerable or underserved populations within your agency?
  - How does your agency recognize and support the need for staff of color to collaborate with other staff of color?
- Describe how you incorporate evaluation and survivor feedback in the development of services.

*Cut and paste the response to this section directly into Egrants. It does NOT have to be submitted as an attachment.*

## Goals and Objectives

As stated above, the goals of the SAVS grant are to develop, expand, enhance, and/or support comprehensive sexual assault services for victims in the state of Wisconsin. Agencies should select one of the SAVS defined goals and provide objectives that relate to achieving the goal. Goals and Objectives may be attached under “Required Attachments.”



## Required Attachments

Under this section, please enter “See Attached” in the Section Response box and attach the documents. Attachments that are not requested in this Funding Announcement will not be considered.

**Application Tip:** Check off each item as you attach in the response section in Egrants.

- SAVS Eligibility Checklist
- Audit Responsibility form
- Sexual Assault Services Profile
- SAVS Goals and Objectives
- Consultant or Contractual Agreements of MOUs (if applicable)
- Consultant/Contractual Checklist (if applicable)
- Indirect Cost Rate, if applicable, either:
  - Federally Approved Negotiated Indirect Cost Rate Agreement (NICRA), or
  - Certification to Apply 10% de Minimus Indirect Cost Rate - (Agencies should use the [Certification to Apply 10% de Minimus Indirect Cost Rate](#) Form, the form can also be accessed through the DOJ [VOCA webpage](#) in the document library.)
- List of Agency Board of Directors including name and position in community.
- Agency Organizational Chart include positions that provide sexual assault victim services. If the agency is a multi-service agency only include the organization chart for the sexual assault victim services program.
- Job Description for Each Position Funded by SAVS
- MOUs with Other Service Providers

(This is a comprehensive list of documents, including documents requested in previous sections.) Please visit the DOJ SAVS Webpage to access documents referenced above.

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# Step 4: Learn About Review & Award

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## Review/Appeal Process

An applicant may appeal the Office of Crime Victim Services' decision of grant funding. The applicant must request a review of the decision in writing.

To be timely, a request must be received by OCVS no later than 10 business days after the date on the denial/intent to award letter.

A request must be signed by an authorized official in your agency and include facts or developments that were not known to the applicant at the time of your original application to OCVS. The request must address how these facts or developments significantly impact the evaluation of your application.

### **Requests to appeal will not be granted if the information received:**

- Merely reiterates or restates information submitted as part of an application.
- Seeks to revise or amend the original application.
- Makes comparisons with other applicants or applications.
- Disputes policy judgments or discretionary decisions made by the review team in formulating its recommendations.

OCVS will notify the applicant that the appeal has been received and will respond to the applicant within 30 days of the receipt of the appeal request. OCVS reserves the right to review and reconsider all elements of the grant application during an appeal. If the denial decision is rescinded, OCVS will discuss the specific scope, activities, goals, and budgetary terms of individual projects to be offered grant funding. Such discussions will likely require revision and resubmission of pertinent administrative, programmatic, and financial information.

### **The written request should be emailed to:**

Teresa Nienow, Director of Grant Programs and Training  
[NienowTA@doj.state.wi.us](mailto:NienowTA@doj.state.wi.us)

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# Step 5: Submit Your Application

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Application Submission & Deadlines

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# Application Submission & Deadlines

## Deadline

### Application

Applications must be submitted through Egrants on or before 11:59pm on **November 8, 2024**

## Submission Method

### Egrants

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See [Contacts & Support](#) if you need help.

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# Learn What Happens After the Award

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# Post-Award Requirements & Administration

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials but a brief outline of requirements is listed below.

**Fiscal reports** – SAVS grantees are paid three times. Fifty (50%) of the award is disbursed at the beginning of the grant year for the first six months of expenses. Grantees must then submit two quarterly fiscal reports for reimbursement for the third and fourth quarter reporting periods. The final reimbursement will be issued after the SAVS Final Reports are received and approved.

**Program reports** – SAVS grantees will report on their progress on a semi-annual basis in Egrants. Grantees will also complete a final report at the end of each grant year. The final program report consists of a narrative portion and the data collection, SAVS Statistical Requirements. The SAVS Statistical Requirements is completed online via RedCAP. Additional information regarding the SAVS Statistical Requirements will be sent out before the final program report due date.

**Subgrantee Monitoring** - OCVS must assess subgrantee/grantee risk posed by applicants before they receive federal and/or state funds. Assessment of subgrantee/grantee risk determines the level of monitoring performed by OCVS. The levels of risk assigned by OCVS does not preclude a subgrantee/grantee from receiving federal and/or state funds. In addition to reviewing program complexity and prior adherence to SAVS award terms and conditions (if applicable), OCVS will review financial complexity and the financial capacity of the agency.

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Contacts



# Contacts & Support

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# Agency Contacts

## Program Contacts

Courtney Watson, SAVS and VAWA SASP Program & Policy Analyst

[WatsonCA@doj.state.wi.us](mailto:WatsonCA@doj.state.wi.us); or (608) 267-9340

## Financial & Budget Contact

Pam Vincent, OCVS Financial Grant Manager

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## Forms Contact

Leah Varnadoe, Grants Support Specialist

[VarnadoeLA@doj.state.wi.us](mailto:VarnadoeLA@doj.state.wi.us); or (608) 266-0936

# Egrants Assistance

Weekdays, 8:00am – 4:30pm

Email: [Egrants@doj.state.wi.us](mailto:Egrants@doj.state.wi.us)

Local calls: (608) 267-9068

Toll free: (888) 894-6607

The Egrants Application Guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the [Egrants page of our website](#).

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.