



United States Department of Justice

Office on Violence Against Women

Working Together to End the Violence

Rural Domestic Violence, Dating Violence, Sexual Assault, and Stalking Program

Request to Utilize OVW TA Funds for Non-OVW Training¹

Purpose of this form: This form is for Rural grantees to request approval to use OVW-sponsored training and technical assistance (TTA or TA) funds to attend or provide training events that are not sponsored by OVW. All grantees are required to budget \$10,000-\$15,000 to attend OVW-sponsored TA and must prioritize participation in OVW-sponsored TA events² before requesting to use these funds for non-OVW trainings. Requests using this form must demonstrate support of the goals and objectives of the funded project, and approval is not guaranteed.

Generally, for non-OVW training that clearly supports the goals and objectives of the grant project, grantees should include a separate line item in their grant budget to cover these costs. If identified and approved in the project budget, no additional approval is needed.

STEP 1: Complete the section of the form that pertains to your request.

SECTION A: REQUEST TO ATTEND TRAINING WITH OVW TA FUNDS

- ☐ Using OVW TA funds to **attend** non-OVW sponsored training or technical assistance

Grantees must request approval to use OVW TA funds to attend non-OVW TA events.

- *No more than two staff/partner staff will be approved to attend a non-OVW TA event.*
- *Grantees must complete a minimum of two OVW-sponsored events during the current award cycle before requests to use OVW TA funds for non-OVW TA will be considered. **New Grantee Orientation may only be counted once.***

SECTION B: REQUEST TO PROVIDE TRAINING WITH OVW TA FUNDS

- ☐ Using OVW TA funds to **provide** non-OVW sponsored training or technical assistance

Grantees must request approval to use OVW TA funds to provide a training not sponsored by OVW.

- *Training materials must be submitted for OVW review and approval in advance of the training.*
- *Separate GAM submission may be required if proposed training is not an approved deliverable or within scope of the project.*

¹**Applicable Award Condition:** Prior approval for non-OVW sponsored technical assistance: The recipient agrees that funds allocated for OVW-sponsored technical assistance may not be used for any other purpose without prior approval by OVW. To request approval, the recipient must submit a copy of the event's brochure, a curriculum and/or agenda, a description of the hosts or trainers, and an estimated breakdown of costs. The request must be submitted to OVW at least 20 days prior to registering for the event. Requests to attend non-OVW sponsored events will be considered on a case-by-case basis. This prior approval process also applies to requests for the use of OVW-designated technical assistance funds to pay a consultant or contractor not designated as an OVW technical assistance provider to develop and/or provide training and/or technical assistance.

² Please see the [OVW TA calendar](#) for a list of OVW-sponsored trainings.

A. REQUEST TO ATTEND TRAINING WITH OVW TA FUNDS

PART I: Who is submitting this request?	
OVW Award Number:	
Grantee Legal Name:	
Person Submitting Form: <i>Must be an approved entity user in JustGrants</i>	
Contact Phone:	
Contact Email:	
Indicate the number of requests your organization has made to attend or provide non-OVW training with OVW TA funds on this award: ☐ 1 st request ☐ 2 nd request ☐ 3 rd request ☐ 4 th request ☐ 5 th request	

PART II: Who will attend this event? <i>Include name, title, and organization for staff, MOU partners, local judges, other community stakeholders attending.</i>			
Name, Title, Organization	Role on Grant	% of FTE on Grant <i>(if charged directly to award)</i>	Attended Other OVW TA Events? (Y/N)

PART III: What is the training event you are requesting to attend? <i>Attach the agenda to GAM if available. Identify training by name, dates, venue and sponsoring organization.</i>			
Title	Organization	Date	Location
Website Link:			

PART IV: What is the estimated cost for attending this event?			
Type of Expense	Cost	Quantity	Total Cost
<i>Example: Lodging</i>	<i>\$200/night including tax</i>	<i>3 nights x 2 people</i>	<i>\$1200</i>
Registration Fee:			
Lodging:			
Airfare:			
Mileage:			
Per Diem:			
Other (specify):			
Other (specify):			
TOTAL COST:			

PART V: Training Funds Complete the chart below to show current training funds available, the total cost of the event, and the funds remaining after the event. *If requesting to only use OVW TA funds (i.e., the \$10,000-\$15,000 required for OVW TA), complete the **OVW TA Funds** column. If a portion of this training will also be supported through other OVW Rural funds that were budgeted for training, complete the **Other OVW Rural Funds** column.*

	OVW TA Funds	Other OVW Rural Funds
Current amount of training funds available:		
Total cost for this event:		
Remaining funds AFTER attending requested event:		

PART VI: List all OVW sponsored training events attended or viewed by project staff and/or project partners on this Rural award. **Events attended during previous award cycles should not be counted here.** *OVW-sponsored training events are those hosted by an OVW TA provider. To find OVW-sponsored training events, locate the event on the [OVW TA calendar](#).*

Date	Training Organization	Description of Training	Who Attended? (Name, Organization, Role)

PART VII: List all non-OVW sponsored training events attended with OVW TA funds on this Rural award. **Events attended during previous award cycles should not be counted here.** *List all non-OVW sponsored training events that staff and/or project partners have attended using your OVW TA funds. This would include national conferences like End Violence Against Women International, Crimes Against Women, International Family Justice Conference.*

Date	Training Organization	Description of Training	Who Attended? (Name, Organization, Role)

PART VIII: Describe how this training event relates to the goals and objectives of your grant award and how your project and/or community will benefit from attending.

B. REQUEST TO *PROVIDE* TRAINING WITH OVW TA FUNDS

PART I: Who is submitting this request?	
OVW Award Number:	
Grantee Legal Name:	
Person Submitting Form: <i>Must be an approved entity user in JustGrants</i>	
Contact Phone:	
Contact Email:	
Indicate the number of requests your organization has made to attend or provide non-OVW training with OVW TA funds on this award: ☐ 1 st request ☐ 2 nd request ☐ 3 rd request ☐ 4 th request ☐ 5 th request	

PART II: Who is the audience for this event? <i>Describe the audience for this event, such as organization staff, MOU/project partners, community stakeholders.</i>	
Estimated # attending:	
Description of target audience:	

PART III: Describe the training event you are requesting to provide. An agenda must be attached to this GAM, if available. If the training was developed by the grantee as part of this award, the training materials must also be submitted for approval in JustGrants as a Deliverable.			
Title	Trainer/Training Organization	Date(s)	Location
Website Link <i>(if applicable)</i> :			

PART IV: What is the estimated cost to provide this event?			
Type of Expense	Cost	Quantity	Total Cost
<i>Example: Lodging</i>	<i>\$200/night including tax</i>	<i>3 nights x 2 people</i>	<i>\$1200</i>
Presenter Fee: ³			
Presenter Prep Cost:			
Lodging:			
Airfare:			
Mileage:			
Per Diem:			
Other (specify):			
Other (specify):			
TOTAL COST:			

³ Presenter fees exceeding \$650/day or \$81.25/hour require approval via a separate GAM. Please speak with your Program Specialist for additional guidance.

PART V: Training Funds Complete the chart below to show current training funds available, the total cost of the event, and the funds remaining after the event. *If requesting to only use OVW TA funds, complete the **OVW TA Funds** column. If a portion of this training will also be supported through other OVW Rural funds that were budgeted for training, complete the **Other OVW Rural Funds** column.*

	OVW TA Funds	Other OVW Rural Funds
Current amount of training funds available:		
Total cost for this event:		
Remaining funds AFTER providing requested event:		

PART VI: List all OVW sponsored training events attended or viewed by project staff or project partners on this Rural award. **Events attended during previous award cycles should not be counted here.** *OVW-sponsored training events are those hosted by an OVW TA provider. To find OVW-sponsored training events, locate the event on the [OVW TA calendar](#).*

Date	Organization Hosting Training	Description of Training	Who Attended? (Name, Organization, Role)

PART VII: List all non-OVW sponsored training events attended with OVW TA funds on this Rural award. **Events attended during previous award cycles should not be counted here.** *List all non-OVW sponsored training events that staff or project partners have attended using your OVW TA funds. This would include national conferences like End Violence Against Women International, Crimes Against Women, International Family Justice Conference.*

Date	Organization Hosting Training	Description of Training	Who Attended? (Name, Organization, Role)

PART VIII: Describe how this training event relates to the goals and objectives of your grant award and how your project and/or community will benefit from attending.

STEP 2: Once completed, submit this form, along with any supporting documents, as a Programmatic Cost Grant Award Modification (GAM) to the JustGrants management system for your program manager to review. **Requests must be submitted a minimum of 20 days prior to event registration. Submitting 30 days in advance of the registration deadline is recommended.**

- Select *GAM*
- Select *Programmatic*
- Select *Programmatic Costs*
- Select *Create New GAM*
- Select *Other Cost Identified in the Award Agreement Requiring Prior Approval*

QUESTIONS? Ovw.rural@usdoj.gov