Non-Profit Allowable
Victim Assistance Fines, Fees, and Assessment Fund
Lease Process and Procedures

If a non-profit wishes to use a portion of donated Victim Assistance Fines, Fees, and Assessment Funds towards the lease of a building, the following lease processes and procedures must be adhered to and the non-profit must always contact the Department of Crime Victim Compensation (DCVC) initially for review.

1. The non-profit **MUST provide direct services to crime victims**
2. The non-profit **MUST adhere to all donation guidelines** as outlined on the DCVC Donation Form (located at [www.sova.sc.gov](http://www.sova.sc.gov) under the auditing tab)
3. The non-profit **will be allowed 150 square feet per person** providing direct services
4. The non-profit will be **allowed to pay lease for those personnel only that provide direct service to crime victims**. (*The non-profit MUST forward a copy of all job descriptions to DCVC for review and accountability purposes*)
5. If all personnel within the leased building provide direct services to crime victims 100% of the time, **the lease MAY be paid at 100%** (*The non-profit MUST forward a copy of all job descriptions to DCVC for review and accountability purposes*)
6. If the donated funds are received and used for a lease agreement, **the non-profit MUST forward a copy of the lease agreement** and ensure it outlines (1) the total amount of rent and (2) the square footage for the portion of the building used by the non-profit agency
7. The non-profit **MUST contact DCVC prior to using Victim Assistance Fines, Fees, and Assessment funds annually if used for lease**

**Allowable Direct Service Square Footage (sq. ft.) Calculation:**

150 Sq. Ft. per provider × _______ (# of direct service providers) = __________ Allowable Sq. Ft.

**Allowable Lease Percentage Calculation:**

Allowable Sq. Ft. ÷ Total Leasing Sq. Ft. = Total Allowable Lease %

__________________ ÷ _________________ = ______ / _____%

Total Amount of Lease × Total Allowable Lease % = Total Allowable Lease ($)

$__________________ × _________________% = $ _______________

**CONTACT DCVC TO DISCUSS ALL LEASING PROCESSES AND PROCEDURES**

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