

## **Victim Assistance Fines, Fees and Assessment Fund Donation Checklist Developed by SOVA**

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Agency Donating Funds: \_\_\_\_\_

Agency Donating Funds Address: \_\_\_\_\_

Agency Donating Funds Contact: \_\_\_\_\_

Agency Donating Funds Contact Email: \_\_\_\_\_

Agency Donating Funds Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

**Amount Donated:** \_\_\_\_\_ **Amount Requested:** \_\_\_\_\_ **Fiscal Year:** \_\_\_\_\_

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Agency Requesting and Receiving Donation: \_\_\_\_\_

Agency Requesting and Receiving Donation Address: \_\_\_\_\_

Agency Requesting and Receiving Donation Contact: \_\_\_\_\_

Agency Requesting and Receiving Donation Contact Email: \_\_\_\_\_

Agency Requesting and Receiving Donation Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

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### **Agency Donating Funds - Steps Required Below**

- I. Ensure a **detailed request letter** is received from the agency requesting the donation.
  - A. Request letter **must** include the following:
    - **Specific details of intended use of the requested funds.**
- II. Ensure the **required** reporting requirement is met. The agency requesting the donation is **required** to provide **monthly, quarterly and year-end reports** to your agency indicating number and types of victims assisted and services provided.  
(Sample report can be found at [www.sova.sc.gov](http://www.sova.sc.gov) under auditing tab)
- III. Ensure your agency responds with written notification to the agency making the request for the donation and indicate the amount to be donated.
- IV. Ensure that the **Donation Form** is completed and signed by all parties.

#### **Please note the following:**

1. Each request for funds is considered a **one-time donation** and is **not guaranteed**
2. Each request for funds are to be submitted yearly if an agency is interested
3. Reports may be requested for review by the auditing staff when deemed necessary
4. The request letter for funds is **required to be detailed** and include the, who, what, when, where, why and how the donated funds will be used providing direct service to crime victims

**All letters and donation forms are required to be submitted to SOVA**

**Agency Requesting and Receiving Donation - Steps Required Below**

**I. Submit a detailed signed and dated request letter for funds to the donating agency.**

A. Letter must include the following:

- **Specific details of intended use of the requested funds.**

**II. Ensure the required reporting requirement is met. The agency requesting the donation is required to provide monthly, quarterly and year-end reports to your agency indicating number and types of victims assisted and services provided. (Sample report can be found at [www.sova.sc.gov](http://www.sova.sc.gov) under auditing tab)**

**III. Once the donation is received:**

- You are required to provide monthly, quarterly and year-end reports to the agency providing the donation indicating the number and types of victims assisted and services provided. (Sample report can be found at [www.sova.sc.gov](http://www.sova.sc.gov) under auditing tab)
- You are **required** at the end of the fiscal year to provide SOVA with a budget and or report showing how the donated funds were used? The budget/expenditure report is required per Proviso.

**IV. Ensure that the Donation Form is completed and signed by all parties.**

**Please note the following:**

1. Each request for funds is considered a **one-time donation** and is **not guaranteed**
2. Each request for funds are to be submitted yearly if an agency is interested
3. Reports may be requested for review by the auditing staff when deemed necessary
4. The request letter for funds is **required to be detailed** and include the, who, what, when, where, why and how the donated funds will be used providing direct service to crime victims

**All letters and donation forms are required to be submitted to SOVA**

**Please Note: This is form and process is separate from any contract negotiations between counties/municipalities. However, all contracts should include amounts to be transferred to county/municipality providing services and reports are required by the contractual county/municipality. Also, all contracts required to be forwarded to SOVA and all reports may be requested as deemed necessary by the auditing staff for review.**

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**BOTH SIGNATURES REQUIRED**

**Signature for Agency Donating Funds:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Signature for Agency Requesting & Receiving Funds:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_