

Step- by-Step Guide to Applying for a Nonprofit Security Grant

Your organization may be eligible to apply for an infrastructure security grant from the U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA). **The grant application is expected to open in late April 2019 and is open for only a two-week period.** However, successful completion takes weeks or many hours of preparation. **We urge you to start preparing now** for the short turn-around time when the grant window opens. In the meantime, you may wish to review the components of last year's application so that you are familiar with the process and can get a head start.

Below is a step-by-step guide to applying for the federal grant opportunity. Please be aware that the information provided below is based on last year's application process. While applications have historically not shifted significantly from year to year, it is important to carefully review the FY 2019 application when it is released and to follow all relevant instructions.

Step by Step Guide:

- **Step 1:** Determine which nonprofit security grant opportunity your organization is eligible to apply for. This will be based on your location:
 - o **Nonprofit Security Grant – Urban Area (NSGP-UASI):** nonprofit organizations may apply for grants of up to \$150,000. The grant is open to nonprofits located in Boston, Brookline, Cambridge, Chelsea, Everett, Quincy, Revere, Somerville or Winthrop.
 - o **Nonprofit Security Grant – Statewide (NSGP-S):** nonprofit organizations located outside the cities and towns outlined above may apply for grants of up to \$100,000.
- **Step 2:** Register for a DUNS number. You should do this today. To start this process please visit [this grants.gov page](#).
- **Step 3:** Ensure that you have an updated mission statement. This will be submitted as part of the application. If you are a religious organization, it is beneficial to be explicit about the religious nature of your institution in your mission statement. DHS considers religious organizations to be at higher risk of terrorist threats and their scores are therefore multiplied by 3. Also, decide who will manage this project at your institution.
- **Step 4:** Obtain a risk assessment – this can be done by an external consultant or can be requested from your local police department. The risk assessment will be included in your application packet. The information in the risk assessment report will also be used in the investment justification section of the application.

- **Step 5:** Identify any threats to your institution or to similar institutions in your area. Note any threats, incidents, or vandalism that your institution reported to local police or to your insurance company. Note if there are any specific characteristics of your building that make it more susceptible to terrorist attack. As a Jewish organization you can also note that your religious ideology puts you at high risk of terrorist attack. You may also wish to include newspaper clippings or survey results that indicate that there have been hate crimes in your community. See the [attached threat chronology document](#) for incidents that took place in Massachusetts.
- **Step 6:** Choose a project to address the vulnerabilities identified in your risk assessment that will effectively harden your institution. Some examples are: access control systems, blast mitigation film for doors and windows, alarm systems, and security cameras. All equipment **must be listed in the FEMA authorized equipment list**, Sections 14 and 15. See [list of allowable costs with suggested projects highlighted in yellow](#).
- **Step 7:** Request an estimate from a vendor to complete this work and put together a budget for your proposed project using this estimate. If you don't know of a vendor in your area, please [email us for a partial list](#).
- **Step 8:** Draft your **Investment Justification**. This is the formal application that justifies the proposed security enhancements you are requesting in your grant application. You will be scored based on your ability to identify a vulnerability, develop a plan to address that risk, and your organization's ability to implement the plan. You can use the [FY 2018](#) form to practice while waiting for the FY 2019 form to be released. [ICRC-NY has information](#) dedicated to the NSGP with many helpful links including a tutorial on the application process. JFNA also has a [guide](#) with many helpful tips.
- **Step 9:** Complete the [Sub Grantee Risk Assessment Form](#). The FY 2019 Sub Grantee Risk Assessment form has not yet been released but you can use the FY 2018 form to practice.
- **Step 10:** Evaluate your application using the NSGP [scoring worksheet](#).

We wish all our affiliates the best of luck. Please also visit [JEMS](#) for updates and additional helpful links and information. **CJP School affiliates may also contact Ariella at CJP for additional guidance.**