

Step- by-Step Guide to Apply 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). **Below is a step-by-step guide to apply for this federal grant.** Please carefully review the FY 2019 application and follow all relevant instructions.

Step by Step Guide:

- **Step 1:** Determine which nonprofit security grant 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 \$100,000. 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. Across the state a maximum of \$250,000 may be awarded under this program.
- **Step 2:** Register for a DUNS number. You should do this today. To start this process please [visit this grants.gov webpage](https://www.grants.gov).
- **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.
- **Step 4:** Obtain a risk assessment – this can be done by a 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 [Massachusetts 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, shatter resistant window film for doors and windows, alarm systems and security cameras. All equipment requested must be listed in the FEMA authorized equipment list, Sections 14 and 15. See the [list of allowable costs](#) with suggested projects highlighted in yellow.

For 2019 contracted security personnel and security related trainings for employed or volunteer security staff has been added as an allowable cost. Grant recipients must be able to sustain this capability in future years without NSGP funding, but there is no requirement that applicants prove that they will be able to fund the program in future years. NSGP funds may not be used to purchase equipment for contracted security staff.

- **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 JEMS@cjp.org 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. JFNA has a [guide](#) to the NSGP with many helpful tips.
- **Step 9:** Complete the Sub Grantee Risk Assessment Form.
- **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. Please feel free to [email JEMS@cjp.org](mailto:JEMS@cjp.org) for additional guidance.