

NONPROFIT SECURITY GRANT PROGRAM (NSGP)

Application Workbook

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Understanding this document

This application workbook is designed to help you organize your thoughts and ideas in one place as you **prepare your grant application**. The questions are structured to build on one another—starting broadly with an overview of your organization and project goals and then moving into more specific details that will ultimately support the development of a strong proposal.

Each application workbook is customized to align with a specific Notice of Funding Opportunity (NOFO). Grants Office consultants carefully review each NOFO to **identify the core elements you will be evaluated on**, the questions you'll need to address in the application, and any additional components—such as letters of support or required approvals—that you'll need to include. This way, you know the questions you're working on throughout the document are the same ones reviewers will be looking for in your application.

Keep in mind that this workbook is **meant to serve as a starting point**, not a final draft. You can add as much or as little information as makes sense for you right now. The more detail you provide early on, the stronger foundation you'll have for drafting narrative sections, engaging potential collaborators, and guiding discussions with your grant writer.

Think of this as a flexible tool: **a place to capture your ideas, shape your project framework, and set yourself up for success in the grant writing process!**

Nonprofit Security Grant Program

The Nonprofit Security Grant Program (NSGP) arose in the aftermath of 9/11, recognizing the unique security needs of nonprofit organizations often targeted due to their symbolic presence or vulnerable populations served.

In 2001, the Jewish Federations of North America (JFNA) began advocating for Congressional support for nonprofit security. In 2004, following years of education and collaboration, the Nonprofit Security Grant Program was officially established. Administered by the Department of Homeland Security (DHS) and Federal Emergency Management Agency (FEMA), the program aimed to provide funding for "target hardening" and other physical security enhancements. This included security assessments, training, equipment, and infrastructure improvements.

Initially focused on organizations deemed at high risk of terrorist attack, the NSGP has evolved. The program expanded its eligibility criteria and funding streams, addressing a wider range of security threats, and serving diverse institutions like houses of worship, educational facilities, and hate crime targets.

Today, the NSGP remains a crucial resource for nonprofits. Each year, thanks to the hard work of organizations like JFNA and others, the program receives increased funding and improved program accessibility and effectiveness. The 2022 Nonprofit Security Grant Program Improvement Act further solidified the program's future, reauthorizing appropriations through 2028 and streamlining administrative processes.

While the NSGP's evolution reflects the country's changing security landscapes and evolving needs, its core mission remains constant: safeguarding vital community organizations and fostering safer spaces for all.

A variety of nonprofits throughout the United States and its territories have received funding through the Nonprofit Security Grant Program, showing that this is an accessible, yet highly competitive program. According to Jewish Insider, in 2022, awards were made to 52% of applicants. While this is higher than the overall national average of about 25-30% for federal grant awards and shows an increase from 46% of projects awarded in 2021, it still means that 48% of projects were not funded.



We hope this workbook helps your application land in the win column.

This workbook aims to help your organization's project end up in that win column.

Program Overview:

- Total funding available in 2025: $274,500,000.
- Individual amounts: Up to $200,000 per location with an upper limit per organization of $600,000 for up to three (3) unique physical locations/addresses.
- Cost share/match: Not required.
- Project period: Up to 36 months.
- Application Deadline: Varies by state. Check with your State Administrative Agency (SAA) for details.
- Eligible Applicants: 501(c)(3) organizations determined to be at high risk of a terrorist attack.

Types of Organizations Eligible to Apply:	Types of Organizations NOT Eligible to Apply:
Houses of Worship	Utility Companies
Educational facilities	Organizations active in politics/lobbying
Medical facilities	For-profit hospitals
Camps	For-profit colleges/universities
Museums	Volunteer fire departments
Senior centers/care facilities	Governmental entities
Community and social service organizations	For-profit venues, stadiums, amusement parks, etc.
Shelters/crisis centers	For-profit transportation entities
Event venues	Municipal/public schools (elementary, middle, or high)
Science organizations	Kiwanis, Rotary, Lions Clubs, etc.
	Homeowner associations, labor unions, etc.

Project Planning Guide

Before beginning your organization's application, work through the following questions to help your project take shape. If you need additional space or if you are unsure what type of project your organization will propose, use the Project Proposal Brainstorming Worksheet later in this workbook.

Organization Name

Organization's SAM/UEI



Important! You must have a Unique Entity Identifier to apply for NSGP. You can check your organization's status or register at sam.gov.

	Yes	No
Is your organization eligible to apply to NSGP, meeting both of the following criteria: 1. Designated as a 501(c)(3), house of worship, or similar? 2. Can demonstrate a high risk of a terrorist attack?	☐	☐
Can you provide a Mission Statement on your organization's letterhead?	☐	☐
Have you had a risk/vulnerability assessment performed for each site?	☐	☐



Site assessments can be performed by law enforcement agencies, private security companies, security vendors, or CISA (Cybersecurity & Infrastructure Security Agency) Protective Security Advisors. Organizations may also perform self-assessments.

Which of the following resources will be consulted before the submission of this application (check all that apply)?

- ☐ Organizational security personnel
- ☐ Private security agencies
- ☐ Municipal law enforcement agencies
- ☐ Other organizational personnel
- ☐ Municipal, regional, or state Homeland Security or Emergency Management agencies
- ☐ Other external resources

Which of the following resources will be involved in the project's implementation (check all that apply)?

- ☐ Organizational security personnel
- ☐ Security vendors
- ☐ Municipal law enforcement agencies
- ☐ Other organizational personnel
- ☐ Municipal, regional, or state Homeland Security or Emergency Management agencies
- ☐ Other external resources
- ☐ Private security agencies

CORE CAPABILITIES

Applicants must develop a project that aims to address the DHS priority area: Enhancing the protection of soft targets/crowded places. Organizations may accomplish this by upgrading their physical security enhancements and other security-related activities. Funding categories include:

1. Planning – Examples include the development of security, contingency, and shelter-in-place plans.
2. Equipment – Examples include security cameras, access controls, and cybersecurity enhancements.
3. Training – Examples include active shooter training and public awareness campaigns.
4. Exercises – Examples include response and tabletop exercises.
5. Maintenance & Sustainment – Examples include contracts, warranties, and repairs.

Choose the category or categories from above on which your organization will focus its efforts. Below, briefly list projects or activities in the right-hand box corresponding to the purpose area(s) you have selected.

Purpose Area	Proposed Projects/Activities
Planning – Funding may be used for security or emergency planning expenses and the materials required to conduct planning activities.	

Purpose Area	Proposed Projects/Activities
Equipment - Requested equipment is limited to select items on FEMA's Authorized Equipment List (AEL). A list of allowable equipment and corresponding AEL numbers can be found on pages 8-9.	
Training - Funding may be used for employed or volunteer security staff to attend security-related training within the United States, employed or volunteer staff to attend train-the-trainer type courses, or employees, or members/congregants, to receive on-site security training.	
Exercises - Funding may be used to conduct security-related exercises. This includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, and documentation.	
Maintenance and Sustainment - Funding may be used for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees.	
Management and Administration Costs - Activities directly related to the management and administration of the NSGP award. It can be up to 5% of the total award.	

NSGP AUTHORIZED EQUIPMENT LIST *(full list can be found here: https://www.fema.gov/grants/tools/authorized-equipment-list)*

AEL Code	Allowable Equipment
03OE-03-MEGA	System, Public Address, Handheld or Mobile
03OE-03-SIGN	Signs
04AP-05-CRED	System, Credentialing
04AP-06-VIDA	Software, Video Analytics
04AP-09-ALRT	Systems, Public Notification and Warning
04AP-11-SAAS	Applications, Software as a Service
05AU-00-TOKN	System, Remote Authentication
05EN-00-ECRP	Software, Encryption
05HS-00-MALW	Software, Malware/Anti-Virus Protection
05HS-00-PFWL	System, Personal Firewall
05NP-00-FWAL	Firewall, Network
05NP-00-IDPS	System, Intrusion Detection/Prevention
06CP-01-PORT	Radio, Portable
06CP-01-REPT	Repeater
03OE-03-MEGA	System, Public Address, Handheld or Mobile
03OE-03-SIGN	Signs
04AP-05-CRED	System, Credentialing
04AP-06-VIDA	Software, Video Analytics
04AP-09-ALRT	Systems, Public Notification and Warning
04AP-11-SAAS	Applications, Software as a Service
05AU-00-TOKN	System, Remote Authentication
05EN-00-ECRP	Software, Encryption
05HS-00-MALW	Software, Malware/Anti-Virus Protection
05HS-00-PFWL	System, Personal Firewall
05NP-00-FWAL	Firewall, Network
05NP-00-IDPS	System, Intrusion Detection/Prevention
06CP-01-PORT	Radio, Portable
06CP-01-REPT	Repeater
06CC-02-PAGE	Services/Systems, Paging

NSGP AUTHORIZED EQUIPMENT LIST cont. *(full list can be found here: https://www.fema.gov/grants/tools/authorized-equipment-list)*

AEL Code	Allowable Equipment
06CP-03-ICOM	Intercom/Intercom System
06CP-03-PRAC	Accessories, Portable Radio
10GE-00-GENR	Generators
13IT-00-ALRT	System, Alert/Notification
10PE-00-UPS	Supply, Uninterruptible Power (UPS)
14CI-00-COOP	System, Information Technology Contingency Operations
14EX-00-BCAN	Receptacles, Trash, Blast-Resistant
14EX-00-BSIR	Systems, Building, Blast/Shock/Impact Resistant
14SW-01-ALRM	Systems/Sensors, Alarm
14SW-01-ASTN	Network, Acoustic Sensor Triangulation
14SW-01-DOOR	Doors and Gates, Impact Resistant
14SW-01-LITE	Lighting, Area, Fixed
14SW-01-PACS	Systems, Physical Access Control
14SW-01-SIDP	Systems, Personnel Identification
14SW-01-SIDV	Systems, Vehicle Identification
14SW-01-SNSR	Sensors/Alarms, System and Infrastructure Monitoring, Standalone
14SW-01-VIDA	Systems, Video Assessment, Security
14SW-01-WALL	Barriers: Fences, Jersey Walls
15SC-00-PPSS	Systems, Personnel/Package Screening
21GN-00-INST	Installation
21GN-00-TRNG	Training and Awareness

Other dropdowns in the Section IV-B of the InJ, while not part of the AEL, include the following:

Code	Allowable Cost
Contract Security	Private Contract Security Personnel/Guards
M&A	Management and Administration (M&A)
PLANNING	Planning
EXERCISE	Exercise

Application Components

All federal grants, including passthrough grants like NSGP, require that the recipient have an active SAM registration, and many states require additional registrations (check with your state).

Registrations

1. **Register with SAM (System for Award Management) by visiting: https://www.sam.gov**
    - Registration may take up to four (4) weeks to process.
    - SAM is an application that collects and disseminates business information about the federal government's trading partners related to contracts, grants, and electronic payment processes. An applicant must have a valid SAM registration to receive federal grant funding.
    - Check to see if your organization already has a SAM account by visiting: https://sam.gov/content/status-tracker.
    - Obtaining a SAM/UEI is free.

2. **Check with your SAA program website for state-specific registration requirements.**

Start early and keep detailed records so all information can be easily found when needed.

Mission Statement

One of the three required application components is the applicant's mission statement. A mission statement is a formal summary of the aims and values of the organization and includes three components: the purpose, the values, and the goals of the organization. The applicant's mission statement should discuss the "who, what, and why" of the organization and should be provided on the organization's official letterhead.

Samples are provided below.



Your Logo Here

O U R C O N G R E G A T I O N

Date: April 21, 2017

From: Congregation of Congregates

Subject: Mission Statement

Our congregation prides itself on serving the community through outreach, charity, and support of our local programs. We congregate regularly to better the lives of our patrons and community. **Through outreach we build a better, more cohesive community.** Through charity, we assist those who are not as fortunate. Through support of our local programs, we givback to the community that congregates with us.

It is our congregation's honor to be a part of this community and remain a pillar of trust within it.

Sincerely,



Letterhead Here

OUR MISSION:

To connect people to <ideology> and to one another.

OUR VISION:

To be a <congregation> that connects people to <ideology> and to one another, we aim to:

- **Worship** in a way that is <ideology>–centered, communal, and done with excellence.
- **Connect** through <ideology> application and caring for one another.
- **Serve** the people in our <congregation> family, and
- **Go into** the world by equipping, partnering with, and sending members to proclaim the <ideology>.

Screenshots taken directly from the funder at https://www.caloes.ca.gov/wp-content/uploads/Grants/Documents/FY-2023-NSGP-Application-Webinar.pdf

Site Vulnerability Assessment

The vulnerability assessment is a documented review of your facility that identifies gaps in security. Addressing gaps as they are identified in the vulnerability assessment keeps a facility and its occupants, visitors, and members safer. This document is the foundation of an NSGP application.

Site assessments can be performed by law enforcement agencies, security vendors, or CISA **Protective Security Advisors**. Organizations may also perform self-assessments – a self-assessment template provided by CISA can be found **here**.

If you are applying for multiple locations, a vulnerability assessment must be performed for each unique location address.

The requested solutions in your Investment Justification must reflect the recommendations in your vulnerability assessment.

Investment Justification (IJ)

The Investment Justification is **the only component that is scored**. After submission, your SAA will review, score, and rank every complete application it has received from eligible nonprofit organizations. The results of this scoring process will be forwarded to FEMA and will inform the federal review of the Investment Justifications. The IJ is the only application component forwarded and reviewed by FEMA. FEMA will then determine nonprofit organizations recommended for funding and provide this list to the Secretary of Homeland Security for final approval.



The IJ is the only application component forwarded and reviewed by FEMA.

In your Investment Justification (IJ), your nonprofit organization should summarize the most critically important, impactful, and salient information.

The IJ asks nonprofits to describe their organization, risks/threats to the organization, and proposed projects/activities to mitigate security deficiencies (as identified in your vulnerability assessment) using NSGP funding.

The Investment Justification template from 2025 is provided below to help you plan your project. **Please note that only the current year's IJ template will be accepted – if you use the 2025 template, ensure that you migrate its contents to the current year's template when released.**



Contact your state for unique, state-specific submission requirements.

If you are applying for multiple sites, an IJ must be completed for each site.

For more details, you can refer to **FEMA's 2025 Nonprofit Security Grant Program (NSGP) Subapplicant Quick Start Guide.**

Nonprofit Security Grant Program Investment Justification

The following pages contain questions from the 2025 NSGP Investment Justification (IJ) to assist you in planning your project. Be aware that all official submissions must use the current year's IJ template. While we expect the questions to remain consistent, you should be prepared to copy your drafted content into the updated template once it is released by the funder.

Please note that this workbook is a planning tool provided by Grants Office LLC and is not an official FEMA document. These pages should not be uploaded as part of your final application to FEMA.

Legal Name of the Organization

List the physical address of the facility. Reminder, you must complete one investment justification per facility.

Street

City | **State** | **ZIP Code** | **County**

Is this building owned, or are you leasing/renting?

☐ Own ☐ Rent/Lease

If leasing or renting, do you have the owner's permission to make the proposed security enhancements?

☐ Yes ☐ No

At the time of application, is the organization actively occupying and functioning out of the location listed above?

☐ Yes ☐ No

Are you the only nonprofit operating in/from this facility/building?

☐ Yes ☐ No

Note: Only one nonprofit can apply per building/ facility/physical structure/address. However, the request and subsequent security enhancements may benefit nonprofits who cohabitate/operate in/from the same location. Multiple requests for federal assistance from the same physical address / building / facility / structure will all be deemed ineligible.

If "No," explain how the proposed security enhancements benefit both you and the other organization(s).

Based on your mission statement, summarize your organization's mission, ideology, and/or beliefs.

What is your primary organization type?

- ☐ Ideology-based/Spiritual/Religious
- ☐ Educational
- ☐ Medical
- ☐ Other

If "Other." describe your organization type.

Select the function that best describes the organization:

- ☐ House of Worship
- ☐ Community Center
- ☐ Pre-School
- ☐ Elementary School
- ☐ Middle School
- ☐ High School
- ☐ Post-Secondary Education
- ☐ Other Type of Educational Organization
- ☐ Social Services
- ☐ Day Care
- ☐ Camp
- ☐ Shelter
- ☐ Senior Services
- ☐ Other

Select the organization's primary affiliation:

- ☐ Jewish
- ☐ Sikh
- ☐ Christian
- ☐ Buddhist
- ☐ Hindu
- ☐ Unaffiliated/None
- ☐ Islamic
- ☐ Other



Note: Select the main religious affiliation that describes your organization. If your organization is a denomination of an affiliation, select the corresponding instead of "Other." If your organization has NO religious affiliation, select "None/Unaffiliated."

There is NO scoring preference given to certain affiliations or lack thereof.

If "Other," describe the type of organization.

Eligible organizations are registered 501(c)(3) nonprofits or otherwise are organizations as described under 501(c)(3) of the Internal Revenue Code (IRC) and tax-exempt under section 501(a) of the IRC. More information on tax-exempt organizations can be found at: https://www.irs.gov/charities-non-profits/charitable-organizations.

Is the organization eligible under the IRC to receive NSGP funds?

- ☐ Yes
- ☐ No

Does the organization have a Unique Entity ID (UEI) Number?

- ☐ Yes
- ☐ No

If "Yes," enter the UEI Number for the organization:



While it varies by state, nonprofits may not need to have a valid UEI at the time of application; however, subrecipients must have a valid UEI in order to receive a subaward.

Are you physically located in a current *Urban Area Security Initiative* designated urban area?

☐ Yes ☐ No

If "Yes," list the designated urban area.

Provide the total funding requested under this proposal:



See list of FEMA's dedicated Urban Areas at: https://www.fema.gov/grants/preparedness/homeland-security/fy-25-nofo

PART II. BACKGROUND INFORMATION (5 POSSIBLE POINTS OUT OF 40)

Describe (if applicable) this location's symbolic value as a highly valuable recognized national or historic institution/landmark that renders the site as a possible target of terrorism or other extremist attack.

Select (if applicable) the current, ongoing, or recent (last 3 years) event(s) in which your organization has been involved in prevention, protection, response, and/or recovery:

☐ Terrorist Attack ☐ Natural disasters

☐ Man-made disaster (non-terrorist) ☐ Other

Describe the organization's role in prevention, protection, response, and/or recovery, specifically highlighting the efforts that demonstrate integration of nonprofit preparedness with broader state and local preparedness efforts.

PART III. RISK (15 POSSIBLE POINTS OUT OF 40)

Department of Homeland Security defines risk as the product of three principal variables: Threat, Vulnerability, and Consequence. In the space below, describe the risk(s) faced by your organization specifically in terms of the A) Threats, B) Vulnerabilities, and C) Potential Consequences of an attack.

A) Threat: In considering a threat, describe the identification and substantiation of specific threats or attacks against the nonprofit organization or a closely related organization, network, or cell. Description can include findings from a threat or risk assessment, police report(s), and/or insurance claims specific to the location being applied for including dates of specific threats.

B) Vulnerabilities: Describe the organization's susceptibility to destruction, incapacitation, or exploitation by a terrorist or other extremist attack.

C) Potential Consequences: Describe the potential negative effects on the organization's assets, systems, and/or function if damaged, destroyed, or disrupted by a terrorist or other extremist attack.

PART IV. FACILITY HARDENING (9 POSSIBLE POINTS OUT OF 40)

Section IV-A: In this section, describe each proposed activity or investment, identify the vulnerability that it addresses, and detail the cost associated with the activity or investment. For each activity/investment, include the quantity, estimated hourly rate or estimated price per unit, and proposed usage.

Note: This section should include narrative information about all costs listed in Section IV-B. The objective is for the information contained in this section to allow reviewers to validate the need of all costs in Section IV-B.

Allowable costs include facility hardening activities, such as planning and exercise related costs, contracted security personnel, and security-related training courses and programs limited to the protection of critical infrastructure key resources. Funding can also be used for the acquisition and installation of security equipment on real property (including buildings and surrounding property) owned or leased by the nonprofit organization, specifically in prevention of and/or in protection against the risk of terrorist or other extremist attack.

Section IV-B: In this section, list all proposed facility hardening equipment, projects, or activities as allowable per the Authorized Equipment List (AEL). Select the AEL number and title, list the vulnerability the equipment/project/activity addresses, and enter the estimated funding requested (round up to the nearest dollar).

AEL Number & Title – Equipment, Project, or Activity	Vulnerability to be addressed	Estimated Funding Requested (Round to the nearest dollar)
	Total Funding Requested:	

PART V. MILESTONE (5 POSSIBLE POINTS OUT OF 40)

Provide descriptions and associated key activities that lead to the milestone event over the NSGP period of performance. Start dates should reflect the start of the associated key activities and end dates should reflect when the milestone event will occur. Milestones should reflect considerations to Environmental Planning and Historic Preservation reviews when applicable. (10 milestones maximum)

KEY ACTIVITIES & CORRESPONDING MILESTONES	START DATE	COMPLETION DATE

PART VI. PROJECT MANAGEMENT (2 POSSIBLE POINTS OUT OF 40)

Who will manage the project? Include the name, phone number, email address, and experience of the project manager(s).

Assess your project management plan/approach. Assessment could include challenges to the effective implementation of this project and the coordination of the project with State and local homeland security partners.

PART VII. IMPACT (4 POSSIBLE POINTS OUT OF 40)

Describe the measurable outputs and outcomes that will indicate that this Investment is successful at the end of the period of performance.

FUNDING HISTORY

If you have received NSGP funding in the past, provide the funding amount, funding year, and the investment type.

Has your organization received federal NSGP funding in the past?

☐ Yes ☐ No



NOTE: Only include federal NSGP funding. If your organization received state-funded NSGP awards or any other federal awards, please do NOT include those here.

What is the MOST RECENT fiscal year in which you received federal NSGP funding?

If "Yes," list the year(s), amount(s), and Project(s)/Investment(s). (Example: FY20 / $150K / CCD Camera System and Lighting.)

COMMON PROPOSAL ELEMENTS

Where can I find, or whom do I need to speak with, to gain access to –
Organization's mission

Organization's history

Tax-exempt/IRS designation letter

Recent financial info/audits

Recent financial info/audits

Additional Grant Preparedness Resources

Now that you have reviewed the specific requirements of the Investment Justification, the following section provides brainstorming prompts designed to help you refine your project's narrative. These prompts encourage you to think critically about your organization's unique needs and security gaps before you begin formal drafting. By exploring these guided questions, you can develop the clear, compelling details necessary to move your content effectively into the official application template.

DEFINING YOUR NEED

What specific problem are you trying to solve, and why is this a problem? Who and/or what does this issue impact? What is at stake if this issue goes unaddressed?

LISTING PROJECT ACTIVITIES

What is your plan to solve the state problem? What actions must occur, and who will be responsible for these steps? How frequently and when will each activity occur? Who will participate in these activities or benefit from the action's occurrence?

ARTICULATING PROJECT GOALS OR OBJECTIVES

What is the overall aim of your project? List specific goals for your project; make sure they are SMART (Specific, Measurable, Attainable, Relevant, and Timely). How do these goals relate to each of your previously stated project activities? How do these goals relate to the goals of the NSGP?

IDENTIFYING PARTNERSHIPS OR OPPORTUNITIES FOR COLLABORATION

Have you consulted law enforcement or emergency management in creating this project? What existing relationships does your organization have that may be relevant to this project? What outside organizations offer services or support to your community that you could utilize for this project? What specific benefits or deliverables would these entities contribute to your project?

PLANNING TO EVALUATE YOUR SUCCESS

What does success look like – quantitatively? – qualitatively? What short-term and long-term indicators do you plan to measure in relation to each of your goals? What data do you plan to collect, who will be responsible for their collection, and by what methods will you collect this data? How will the analysis of the data influence future activities?

NAME YOUR PROJECT



Grants Intelligence Powered By

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empowering communities

This free resource was created by the grants intelligence team at Grants Office, LLC.

What is Grants Office?

Grants Office is the leading provider of strategic grant development services for **governments, nonprofit organizations, educational institutions, healthcare providers, and for-profit industries**.

Since 2000, Grants Office's focus has been on a collaborative approach to grantseeking with open communication to ensure successful outcomes.

Grants Office Services:

- Research and Consultation: Identify best-fit grants for upcoming projects and provide next steps.
- Project Building: Advise on project development and material gathering with a particular grant in mind.
- Grant Proposal Writing & Review: Write a competitive and engaging proposal or provide feedback on application materials, ensuring compliance with submission requirements
- Grants Office Communities: Our new grant-search and collaboration platform, designed to streamline your organization's grantseeking