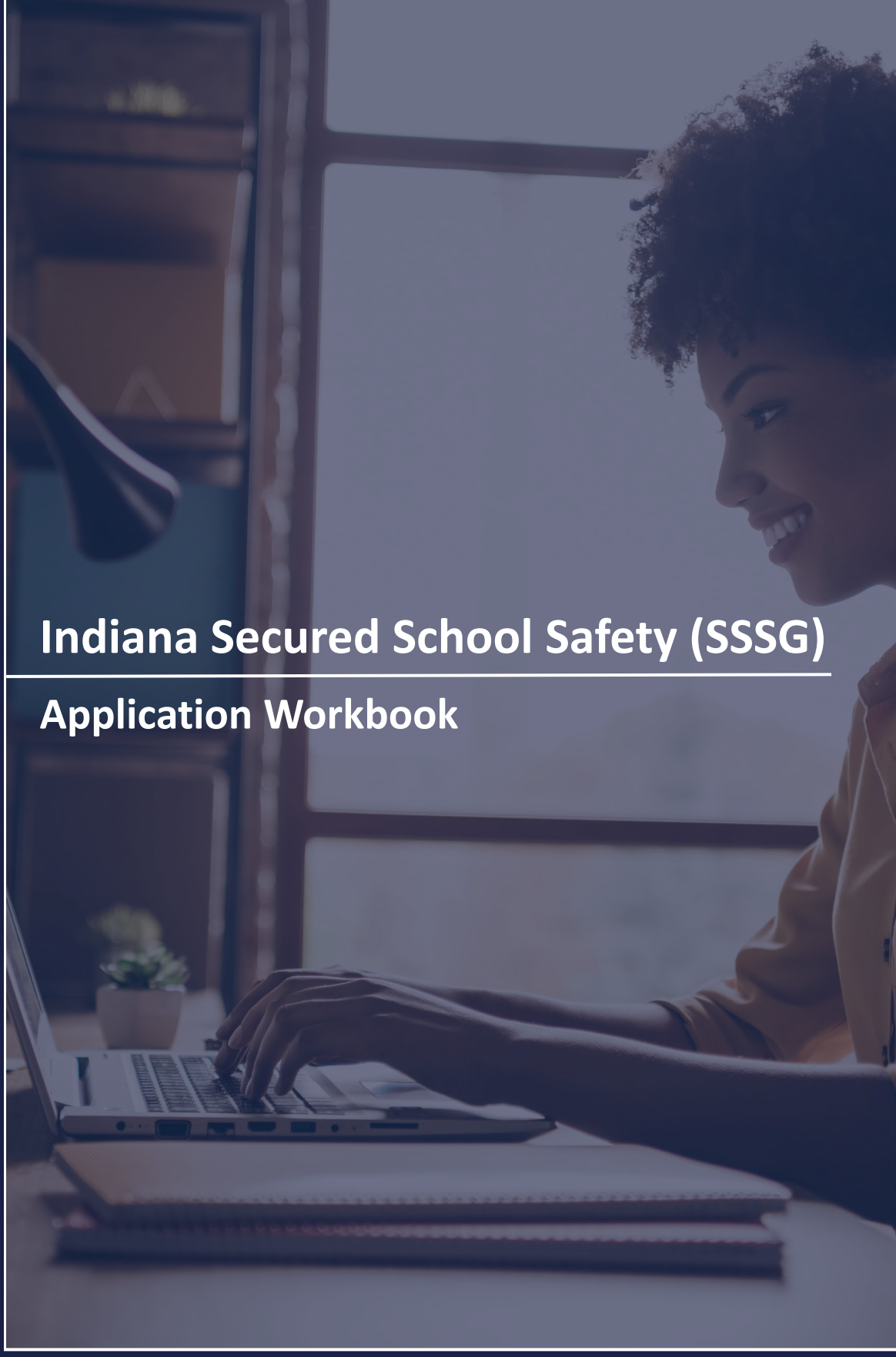


Indiana Secured School Safety (SSSG)

Application Workbook

GRANTS OFFICE
empowering communities

Contact us at grantwriting@grantsoffice.com

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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.

This application workbook is customized to align with the specific Notice of Funding Opportunity (NOFO) for Secured School Safety Grants. 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 this 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. It is a planning tool and should not be submitted as your application. 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. Don't have a grant writer? We can help. Complete this workbook and email it to us: grantwriting@grantsoffice.com.

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!**

Indiana Secured School Safety (SSSG) Grant

The Indiana Secured School Safety (SSSG) Grant Program provides **critical funding** to support **K-12 public, charter, and accredited non-public schools** in strengthening school safety through a **comprehensive, prevention-focused approach**. Administered by the Indiana Department of Homeland Security (IDHS), the program prioritizes investments that enhance **physical security, emergency preparedness, and threat prevention**, while encouraging strong coordination with **local law enforcement and community partners**.

At its core, SSSG promotes a **layered school safety strategy**, recognizing that **no single solution is sufficient**. Instead, schools are encouraged to implement **integrated systems and practices** that work together to **prevent, detect, respond to, and recover from potential threats.**



We hope this workbook helps your application land in the win column. **Need some help?** Grants Development Consultants are standing by to assist with anything from grant research, project development, proposal writing, and proposal review. Just complete this workbook and email us: grantwriting@grantsoffice.com

Primary funding categories include:

1. **School Resource Officers (SROs)/Law Enforcement Presence**: Supports the placement of SROs or formal partnerships with local law enforcement to enhance deterrence, rapid response, and coordinated emergency management. Strong applications clearly define roles, responsibilities, and ongoing collaboration.

2. **Safety Equipment & Technology**: Funds security infrastructure that addresses identified vulnerabilities, including access control, video surveillance, and emergency communication systems (e.g., panic buttons, radios, intercoms)

3. **Safety Training**: Supports training for staff and students on emergency procedures, crisis response, and trauma-informed practices, ensuring preparedness and effective response during incidents.

4. **Threat Assessment & Prevention Programs**: Prioritizes proactive approaches such as threat assessment teams and behavioral intervention strategies to identify risks early and prevent escalation.

NOTE: You are NOT limited to one funding category

Indiana Secured School Safety (SSSG) Grant Basics

Deadline:
Anticipated June 2026

Award Information:
Award amounts vary based on the *Average Daily Membership (ADM)* of the applicant:

- **ADM between 1-500 students** - up to $35K at 25% match **OR** up to $50K at 50% match **OR** up to $100K at 100% match.
- **ADM between 501-1,000 students** – up to $50K at 50% match **OR** up to $100K at 100% match.
- **ADM of 1,000+ students/coalition** – up to $100K at 100% match.

Find more information: https://www.in.gov/dhs/grants-management/secured-school-safety-grant-program/

Find a link for ADM matches on Page 17.

Learn more about the **Secured School Safety (SSSG) Grant Program** in Grants Office Communities:

Types of Organizations Eligible to Apply in Indiana:

- School corporations
- Accredited non-public (private) schools
- Charter schools
- Coalitions of school corporations applying jointly located in a county that have a school safety commission

Grants can only be awarded to eligible applicants located in counties that have a county school safety commission. For more information about your county's commission, contact your local law enforcement agency.

Eligible applicants must also certify to IDHS that they have a memorandum of understanding (MOU) with a qualified mental or behavioral health provider in place before applying.

Eligible applicants are also required to certify to IDHS that they have completed a site vulnerability assessment for each school building before applying.

Indiana Secured School Safety (SSSG) Grant Funding Guidelines

SSSG funding may be used to enhance school safety through personnel, equipment, training, and programmatic initiatives.

SSSG projects eligible for funding include:

SRO/LEO Personnel & Canine Costs – Supports SRO/LEO personnel (including salary and fringe benefits via school employment or MOU agreements) and trained canines for detection or protective functions, with all costs limited to these roles only.

Site Vulnerability Assessments & Critical Incident Digital Mapping - All schools must complete a site vulnerability assessment before applying, though SSSG funds can be used to conduct these assessments for school buildings. Funds may also cover critical incident digital mapping for each building.

Equipment, Hardware, Materials, & Technology – Includes access control, visitor management, threat detection, emergency communication, first responder coordination, and student safety tools (e.g., cyberbullying or self-harm prevention technologies).

Active Event Warning System – Initial setup only, which requires collaboration with the county sheriff and confirmation of contact information, with all ongoing costs the responsibility of the school and limited to one award per school.

Bleeding Control Kits - Supports Stop the Bleed programs, including purchasing bleeding control kits

Training Expenditures – For SRO/LEO and canine-related training (including ongoing instruction, travel, and related expenses), firearms or self-defense training for school staff, and professional development on threat and vulnerability assessments, mental/behavioral health, and emergency preparedness/response activities.

Student & Parent Support Services Plan (SPSSP) – Supports personnel (salary and fringe for roles such as counselors, social workers, therapists, or behavior specialists with required job descriptions), training, and related implementation costs, aligned to a Multi-Tiered System of Support (Tier 1-3 Interventions).

Bullying Prevention – Implement evidence-based programs, policies, and curricula that reduce bullying in both digital and physical environments, including development of a cyberbullying prevention framework to support student safety and well-being.

Design and Construction - Additions or renovations on school property when the main goal is to improve physical security.

Post-School Shooting Counseling Services - Covers counseling for students, teachers, and staff after a school shooting.

Indiana Secured School Safety (SSSG) Grant Funding Guidelines (cont.)

Types of Organizations NOT Eligible to Apply and Prohibited Use of Funds:

Virtual charter schools and virtual accredited non-public schools are not eligible for funding.

A virtual school is defined as any school where 51% or more of instruction is provided off-site through online or virtual learning.

Ineligible costs include:
- Pre-award expenses
- Certain equipment (e.g., go-bags, pepper spray, weapons, PPE, SRO gear, vehicles, non-real-time bus cameras)
- Non-allowable personnel costs (bonuses, stipends, or non-salary/fringe expenses)

Additionally, funded equipment/technology cannot:
- Violate building/fire codes
- Block or delay safe exit
- Require keys, sensors, or special actions to exit (e.g., motion detectors or push-button releases)



Start early and keep detailed records so all information can be easily found when needed. You aren't just helping your current self—you're creating a roadmap for future efforts. The next time you apply for grants, your team won't be starting from scratch. Future you will thank you!

Secured School Safety (SSSG) Project Planning Guide

Before beginning your organization's application, work through the following questions to help your project take shape. These prompts will help you develop your project into a winnable proposal.

Organization Name

Organization Address

Organization EIN

Project Contact Name and Email Address

Important!
Your organization MUST be registered in the IntelliGrants grants management system (GMS) to apply for SSSG funds.

Organization Type

School corporation ☐ Charter school ☐ Accredited non-public private school ☐ Consortia ☐

	Yes	No
Is your organization registered in the IntelliGrants GMS?	☐	☐
Is your organization registered as an active supplier with the state of Indiana?	☐	☐
Is your organization registered as an active bidder with the state of Indiana?	☐	☐
Has your organization conducted a site vulnerability assessment?	☐	☐
Does your organization have a Memorandum of Understanding (MOU) in place with a community mental health center or employ a provider certified or licensed by the state to provide mental or behavioral health services to students?	☐	☐
Can your organization certify that it is in a county that has a county school safety commission?	☐	☐

Applicant Information

The following pages contain application components to assist you in planning your project.

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

Project Title

Project Type (check all that apply)

- ☐ SRO/LEO Personnel & Canine
- ☐ Equipment, Hardware, Materials, & Technology
- ☐ Training
- ☐ Bullying Prevention
- ☐ Post-School Shooting Counseling Services
- ☐ Site Vulnerability Assessments & Critical Incident Digital Mapping
- ☐ Active Event Warning System
- ☐ Student & Parent Support Services Plan (SPSSP)
- ☐ Design & Construction
- ☐ Bleeding Control Kits

Project Primary POC & Contact Information

Funding Information

SSSG require a cost match depending on the total enrollment (ADM) of the applicant organization (refer to page 5). Fill in the cost match information below once the cost match criteria has been thoroughly reviewed.

Applicants may apply for multiple project types within a single SSSG application. If selecting more than one project area, be sure to complete a separate goal, objective, and outcome for each project type.

Average Daily Membership (ADM)	Cash match %	Match total

Project Abstract

The abstract should provide a concise summary of your school's safety needs and proposed solutions. This should include an overview of the project and scope, needs assessment, project goals/objectives/outcomes, your implementation plan & stakeholders, total budget overview, and safety certifications.

Application Components

Project Overview & Scope



These prompts can be used to devise a clear and thought-out plan for your SSSG project.

Provide a clear and concise description of your proposed school safety project. Include the specific problem you are addressing and the solution you intend to implement. Example questions include:

- What safety challenge or risk is your school/district facing?
- What specific activities, equipment, or services will be implemented?
- Which SSSG funding categories does your project fall under and how will each one be incorporated?
- Who will directly benefit from this project (students, staff, visitors)?
- How does this project contribute to a comprehensive, layered school safety approach?

Needs Assessment ("The Why")

Describe current safety gaps, vulnerabilities, and risks, supported by evidence such as incident reports, disciplinary data, response times, and community trends. Summarize key results from the required Site Vulnerability Assessment, explain how these identified gaps directly inform the proposed project, and outline the potential consequences if these needs are not addressed.

Goals, Objectives, & Outcomes

Describe your project's SMART goals, supporting objectives, and expected outcomes, ensuring each aligns with measurable indicators of improved school safety and security. Describe how the project will directly address identified safety concerns, and specify the data, metrics, or performance indicators that will be used to track progress, evaluate effectiveness, and demonstrate success over time.

Implementation Plan & Stakeholders

Outline a clear implementation plan by describing the key steps from project initiation through completion, including a timeline with major milestones. Identify all key stakeholders involved (e.g., school leadership, law enforcement, mental health providers, vendors), define their specific roles and responsibilities, and explain how coordination and communication will be maintained throughout the project. Conclude by indicating when measurable outcomes are expected to begin emerging.

Safety Certifications & Assurances

Address whether the school/district has a current mental health services MOU, briefly describing the scope of the partnership, and confirm whether the district is in a county with an established school safety commission and how it aligns or participates. Verify that all required safety plans, policies, and Site Vulnerability Assessments are current and compliant with state requirements and highlight any additional safety initiatives or partnerships that further demonstrates readiness.

Budget Narrative

The budget narrative should provide the basis for the computation of all project-related costs, and should, at a minimum, clearly identify the costs listed on the next page.

Budget

This budget worksheet will help you plan your project costs. The final numbers should be transferred into the IntelliGrants GMS portal. Refer to page 9 for match information.

ITEM	SSSG FUNDS	CASH MATCH	TOTAL
SRO/LEO Personnel (Salary & Fringe)			
Site Vulnerability Assessment/Digital Mapping			
Equipment & Technology (e.g., cameras, access control, visitor management)			
Active Event Warning System (panic buttons, alert systems)			
Training Costs (staff training, SRO certification, drills)			
Student & Parent Support Services (mental health, prevention programs)			
Bullying Prevention Programming			
Design & Construction (security enhancements only)			
Consultant/Installation/Integration Costs			
Other (SSSG-Allowable Only – Specify)			
Subtotal, Direct Costs			
Indirect Costs			
Grant Total			

Project Timeline

Detail each project objective, activity, expected completion date, and responsible person or organization.

KEY OBJECTIVES, ACTIVITIES, & RESPONSIBLE PERSON	START DATE	COMPLETION DATE

Additional Appendices

All SSSG applications require two attachments and can be found in the SSSG Notice of Funding Opportunity (NOFO) appendix. We have noted the required attachments and their page numbers within the NOFO.

Appendix A: Required Registrations (Pages 20-21)

Applicants must register as a supplier within the state and complete the bidder registration process on the Indiana Department of Administration (IDOA) website to receive funding, ensuring both profiles are synced. More information is available on the State of Indiana's official websites.

IDOA Supplier Portal: https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/manage-my-bidder-profile/

IDOA Bidder Profile Registration: https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/

Appendix B: Funding Tier Formula Examples (Pages 22-25)

Provides definitions to clarify that the ADM (student count) determines match requirements, where match is the applicant's non-state contribution based on a match rate (a percentage of the requested grant, not the total project), while grant funding is the reimbursed amount provided after the applicant spends their share of the total project cost. This also provides specific breakdown of cost matches based on ADM with examples.

SSSG Match Requirements: https://www.in.gov/dhs/grants-management/secured-school-safety-grant-program/secure-school-safety-grant-match-requirements/



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

Who 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 grant-search and collaboration platform, designed to streamline your organization's grantseeking efforts