

State-Funded Campus Safety Grant Program Workbook

Questions to Help You Prepare Your Next Application

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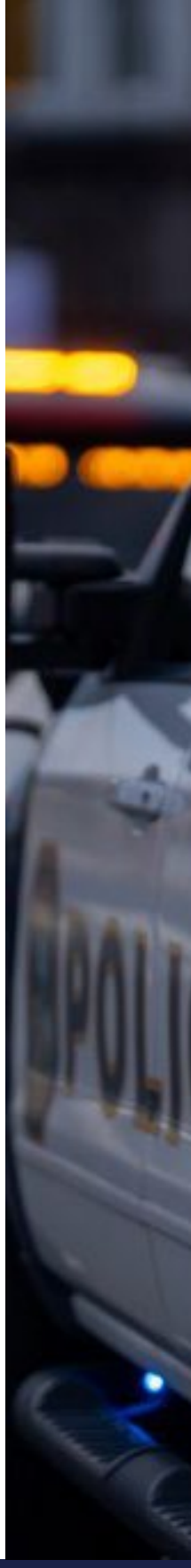


Understanding this document

This 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 workbook serves as a general preparation document, containing common questions and application components that you can use to prepare your next application for a state-funded campus safety grant. **Each program will have unique questions and required documents, which may or may not be covered in this document.** This workbook will not provide specific grant opportunities but rather assist you in preparing for opportunities before they open by helping you collect information that is typically required in state-funded campus safety grant opportunities. Use this workbook, then, as a starting point, but be sure to carefully review the specific opportunity for which you are applying. This workbook is not meant to be comprehensive but rather to be a base from which you can build upon.

Use this document to suit your organization's specific needs. 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!**

The Grants Landscape for Campus Security

Campus security is an increasing concern for federal and state leaders. As universities host high-profile political figures and serve greater numbers of students with significant mental health challenges, the emotional and physical safety of its population is a growing need campuses are seeking to meet with new and innovative technology and security approaches.

There is not uniform agreement, though, on who should bear the burden of financing the security needs of the modern university, with many believing that it ultimately should fall within the institution's own budget. As a result, **there are few grant opportunities available for security technology just by itself, particularly at the federal level.**

At the state level, however, there has been a growing awareness that colleges and universities are struggling to maintain aging security infrastructure and invest in new technology. While the majority of states do not yet offer programs explicitly for higher education institutions to improve their security posture, some have begun to invest dollars in these areas. Additionally, even among those that do not have college and university-specific offerings, there are opportunities that higher education institutions should pursue that are broadly open to nonprofit institutions.

State-run programs tend to fall among three general areas:

1. **Campus Security Enhancement**: These programs, though rare, generally offer funding for infrastructure upgrades and security technology.

2. **Protecting Targeted Groups from Terrorism and Hate Crimes**: These programs tend to support institutions with significant populations of religious, ethnic, or racial minority groups at risk of targeted attack.

3. **Preventing and Responding to Dating and Relationship Violence**: These programs support prevention efforts of domestic and dating violence, though security technology is not always an allowable expense in these opportunities.

The Benefits of Genetec™ Solutions for Campus Safety

Genetec™ Security Center is a unified security, operations, and intelligence platform. Security Center manages all systems through a single application, addressing an organization's multiple security needs and providing a consistent experience and savings in training, infrastructure, and lifecycle management.

Security Center simplifies the path to unification with access to multiple modules out of the box:

- Synergis™ access control
- Omnicast™ video management system
- AutoVu™ automatic license plate recognition
- Sipelia™ SIP protocol communication management
- Intrusion monitoring
- KiwiVision™ analytics
- Advanced mapping features
- Visitor management
- Threat-level management

Learn about services available through the Genetec™ Grants Support Team on **page 17**.



As an open architecture platform, Security Center allows agencies to monitor and control other Internet of Things (IoT) devices used in their jurisdictions from the same interface. Examples include gunshot detection, fire and smoke alarms, HVAC systems, AED devices, and more.

For multi-jurisdictional operations, an agency may also federate Security Center with other organizations within its jurisdiction, such as school districts or law enforcement agencies. Federation provides centralized access to various system components to allow first responders to access cameras, change the threat level, and monitor intrusion alarms. Federating your jurisdiction's security system gives first responders visibility and actionable information when responding to an incident.

Finding State Opportunities for Campus Security

Knowing where to look for state-run opportunities that can fund your next campus security project takes preparation and creativity. Under the three general themes of **Campus Security Enhancement**, **Protecting Targeted Groups from Terrorism and Hate Crimes**, and **Preventing and Responding to Dating and Relationship Violence**, grantseekers need to be prepared for a wide-range of potential programs from various state agencies and creative in the way they design a project to fit the unique purposes of these opportunities.

To prepare for programs, we encourage grantseekers to take these steps:

1. **Know Your State Agencies and How they Communicate**: Campus security programs have been offered through various state agencies such as state offices of Emergency Management, Education, and Public Safety. Maintain a working knowledge of different agencies in your state that could offer public funding security projects and familiarize yourself with their website. Sign up for any listservs they offer and skim their press releases on funding decisions they make.

2. **Have a Project and its Stakeholders Ready**: Work ahead before opportunities are announced by having a clear idea of the kind of project you may seek funding for and, more importantly, the various stakeholders you will need to have on board for its success. Seek approval and buy in from campus leaders well in advance and have a general sense of what kinds of initiatives may be of interest to the agencies you may apply to and the security solutions you need.

3. **Gather Data to Support Your Project**: Many opportunities require the applicant to provide proof of the need for funding, often in the form of a vulnerability assessment. These assessments can typically be done internally though various external assessors can add further credibility to your claims. Consider conducting a vulnerability assessment prior to a program opening so that you have ample evidence to show the value and need for your project. Keep in mind that these assessments, though, typically must be current within the last three years.

Basic Applicant Information

While each funder has its own priorities, application requirements, and forms, many ask for the same core information about your organization. Having these details readily available can save significant time, reduce stress during proposal development, and help ensure consistency across applications. The worksheets in this section are designed to help you gather and organize the foundational information that grantmakers commonly request. Think of this as building your organization's grant-ready toolkit that you can return to and update for a specific opportunity.

Organization Name

Organization's SAM UEI

Organization's EIN/TIN

State grants Portal ID Number (if known/needed)

Name of Grants Portal Organization Administrator

Grant Readiness Questions

Does leadership approve of this grantseeking effort? (Note: this is needed before any further progress is made)

Yes ☐ No ☐

Organization Point of Contact (POC) for this project

When was the last vulnerability assessment done at your organization?



Find more information about vulnerability assessments on **page 8**.

Vulnerability Assessment Questions

A vulnerability assessment is a process used to identify risks, evaluate existing conditions, and determine where improvements may be needed. While comprehensive assessments can be highly detailed and often involve outside experts, this worksheet is intended to provide a general overview of the types of information and considerations that are commonly included. By thinking through potential vulnerabilities, current safeguards, and organizational priorities, you can begin to build a stronger foundation for planning, project development, and future grant applications.



Many states offer templates and examples of vulnerability assessments. **Find an example from Indiana here.**

The Cybersecurity and Infrastructure Security Agency **also offers self-assessment instruction**.

Briefly describe the security mechanisms in place at the campus in each of the following domains. If the project focuses on specific buildings rather than multiple areas of campus, provide descriptions and any vulnerabilities of those structures.

Emergency Management Plans Updated and Available	
Access Controls (i.e., working locks on all doors and entrance/exit procedures)	
ID Cards (i.e., student and administration cards with an ID scanning device	
Campus Security Personnel	
Access to Mass Messaging Software/Alert System	
Video Surveillance	
Metal Detectors / Weapons Detection	
Video Surveillance	
Perimeter Barriers	

Campus Safety Incidents

Campus security data comprises an important piece of vulnerability assessments, as it helps funders understand the safety challenges facing your institution and provides evidence that a proposed project is addressing a real and documented need. Including relevant data can strengthen your application by demonstrating the frequency, severity, or trends of campus security concerns. Useful information may include crime statistics, incident reports, disciplinary referrals, emergency response data, or other safety-related records. This information is often pulled from annual reports prepared for Clery Act compliance.

Record the total number of incidents that occurred at the campus in the most recent academic year.

Type of Incident	Number of Incidents in the Last Academic Year	Notes or Descriptions of Incidents
Physical Attack (with or without a weapon)		
Possession of a Firearm or Explosive Device; or gun-related incident on campus property		
Possession of a Knife or Sharp Object		
Distribution, Possession or Use of Illegal Drugs		
Theft/Larceny (taking items worth over $10)		
Vandalism		
Arson		
Domestic Violence		
Dating Violence		
Sexual Assault		
Stalking		

Beginning to Define a Project

A vulnerability assessment helps to identify areas of weakness that need to be addressed. Now that you have identified potential vulnerabilities, think about what could be done to address them. Use the information from your assessment to create a simple list of needs, concerns, or possible improvements. Ask yourself:

- **What vulnerabilities or risks did we identify?**
- **What is contributing to that vulnerability?**
- **What would help reduce or eliminate the risk?**
- **Are there equipment, infrastructure, training, staffing, or policy changes that could help?**
- **What improvements would make people, facilities, or operations safer?**

This list will help you begin connecting identified vulnerabilities to potential projects that could be supported through grant funding.

Using what was identified in the vulnerability assessment questions, answer the following questions to begin forming an idea of what your project may entail.

What vulnerabilities or risks did you identify?	
What is contributing to that vulnerability?	
What would help reduce or eliminate the risks or vulnerabilities?	
What equipment, infrastructure, training, staffing, or policy changes could help?	
What improvements would make people, facilities, or operations safer?	
Why may funding be needed to make these changes?	

Project Activities

Name the different activities you plan to undergo to address the needs you have identified. Provide an estimated time you will need complete these activities and how these activities will meet the needs you identified in your vulnerability assessment. Also designate a person or group who will oversee this activity.

Check out our appendix for a sample project management tool, a Gantt Chart.

Project Activity	Estimated Time Needed to Complete	How does this activity address the needs you have identified?	Who will oversee this?

Internal Partners

Who within your organization may be involved in your project's activities but not as overseers of any specific activity? These internal partners may be those that have knowledge, influence, or access beyond your own capability, such as security personnel, IT staff, or other leaders. Use the space below to identify internal individuals, departments, or partners who may have valuable expertise, decision-making authority, or responsibility for carrying out project activities. Consider how they may contribute to your project's success.

Potential Internal Partners	How will this partner help your project succeed?

Engaging External Partners

Many projects also benefit from the involvement of partners and stakeholders outside of your organization. These individuals and organizations can provide expertise, guidance, coordination, support, or services that help strengthen both the project and any future grant application. Depending on the type of vulnerability or need you identified, **you may want to consult with local law enforcement, county sheriff's offices, emergency management agencies, fire departments, public health officials, government agencies, security consultants, community organizations, or other subject matter experts**.



Check out the **appendices** in the back of this workbook to find a sample letter of support!

In some cases, external partners may play a direct role in project implementation, while in others they may simply provide advice, feedback, letters of support, or help coordinate activities. Use the space below to identify any outside individuals, agencies, organizations, or community partners who may have an interest in the project or whose involvement could contribute to its success.

Organization Name (List a POC if known)	**How will this external partner contribute to the project?** Indicate if they will contribute directly to project activities, if you have already talked with them about these activities, and if they will give a letter of support.

Building a Budget Justification

Now that you have identified what your project may entail and the partners you need to engage with to make it successful, it is time to start building the beginnings of your budget. Use this sheet to draft what your project's potential expenses may be. As you list each item, think not only about its cost, but also about why it is necessary for the project. In most grant applications, funders will ask for a budget justification, or a brief explanation of how each expense supports the proposed project and helps address the need you identified. As you work through this exercise, try to connect each budget item to a specific project activity, goal, or vulnerability. Doing so will help you develop a stronger and more realistic budget while preparing you for the budget narrative requirements commonly found in grant applications.

When developing your budget, don't forget to include indirect costs if allowable by the program. These are the expenses that support your project but are not tied to a direct grant activity, such as administrative support, accounting, utilities, technology, and facility operations. If the funding opportunity allows indirect costs, including them can help ensure your organization is fully reimbursed for the resources needed to successfully manage the grant. **Check out our webinar on how to strategically use indirect costs in your next application.**

Direct Cost Items	**Total Estimated Cost**	**Why is this expense needed for the project to succeed?**
Salaries & Wages		
Employee-related expenses		
Contractual Services		
Consultant Services		
Equipment		
Supplies		
Travel		
Construction		
Other		
Indirect Costs (if applicable)		
Refer to the allowable limit within the guidance (usually determined by your previously negotiated indirect cost determination)		
Total:		

Other Points to Consider

While the project activities and budget justification make up a bulk of a grant proposal, two additional pieces must also be considered:

Sustainability Plan

Many funders want to know how a project will continue to progress after grant funds are expended. Sustainability planning shows that you have considered this from the outset. This does not necessarily mean securing additional grants; sustainability might involve incorporating ongoing costs into your operating budget, training existing staff to maintain the project, establishing partnerships, creating policies or procedures that endure, or purchasing equipment with a long service life.

Some questions to ask to demonstrate your project's sustainability are:

- How will you continue the project's activities or maintain its outcomes after the grant funding ends?
- Who will be responsible for maintaining equipment, managing ongoing operations, or overseeing the project in the future?
- What existing resources, partnerships, budgets, or institutional commitments can you use to sustain the project's impact over time?

Proposed Benefits

When describing your project, think beyond what it will do for your own organization and consider the broader societal benefits it will provide. Funders want to invest in projects that create meaningful, lasting impacts for the people and communities they serve. Whether your project enhances campus security, expands access to services, or strengthens emergency preparedness, clearly explaining these wider benefits can help demonstrate the value of your proposal.

Here are some questions to ask to understand your project's benefits:

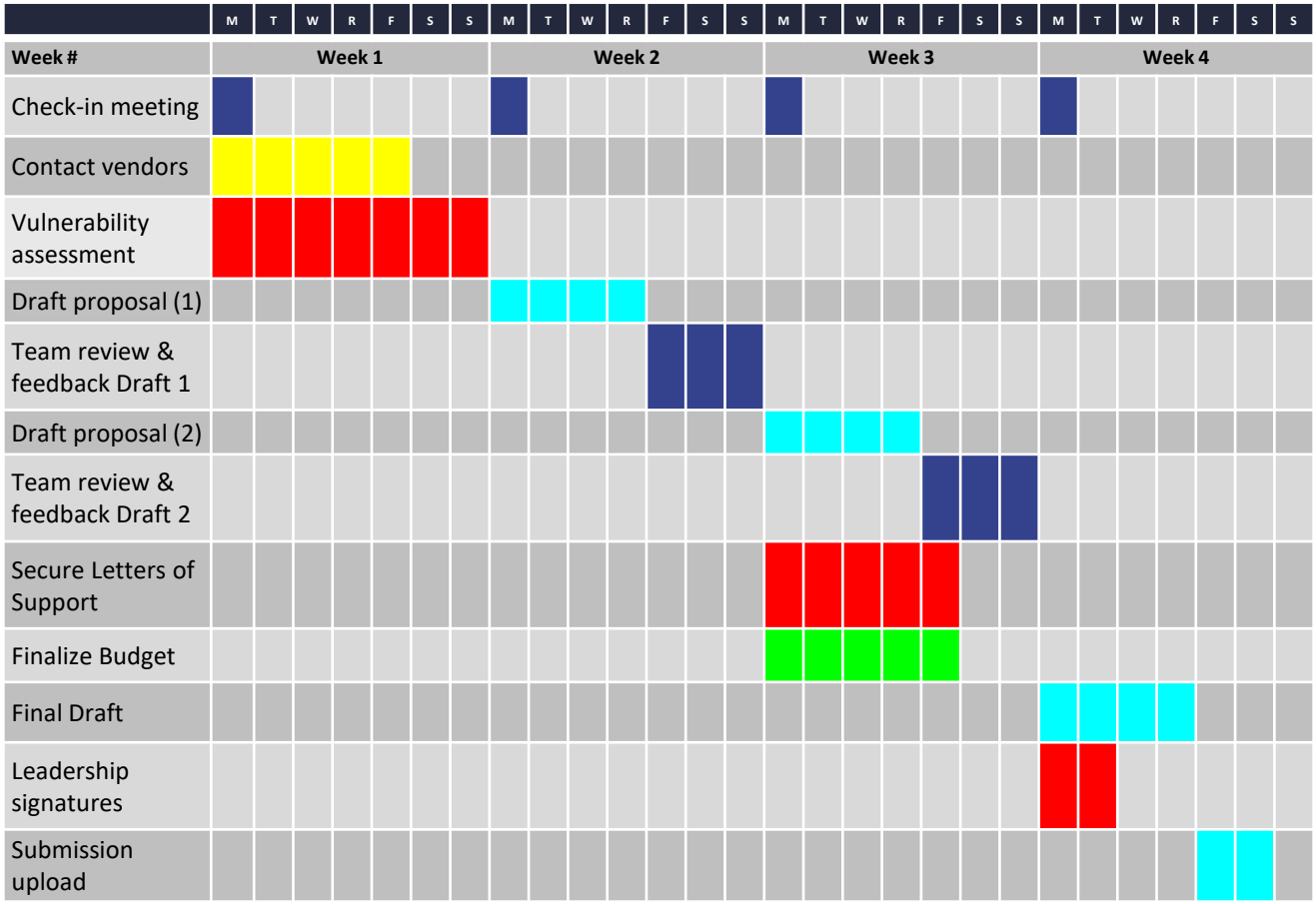
- Who will benefit from this project beyond your own institution, whether in the broader community or region, and in what ways?
- How will this project improve safety, preparedness, or quality of life for students, employees, visitors, or the broader community?
- If this project is successful, what positive outcomes or long-term impacts do we expect to see?

Appendix A - Example Project Management Tool: Gantt Chart

A Gantt chart is a simple project management tool that helps you organize tasks and visualize when they need to occur. By laying out activities on a timeline, typically color-coded and matched to different stakeholders, you can see the sequence of work, identify important deadlines, and better understand how different tasks connect to one another. Gantt charts are commonly used in both grant seeking and project management because they provide a clear picture of what needs to happen, who may be responsible, and when activities should be completed. As you prepare to apply for grant funding, consider using something like a Gantt chart to both map out how you will develop your grant proposal and how you plan to arrange and assign the tasks that will make up your grant project.

For grant seeking, your Gantt chart might include activities such as conducting a vulnerability assessment, gathering organizational information, meeting with stakeholders, obtaining quotes from vendors, developing a budget, drafting proposal sections, securing letters of support, and submitting the application. **Below is a sample grant proposal development Gantt chart.**

For project implementation, it might include purchasing equipment, completing facility upgrades, conducting training, hiring staff, developing policies, coordinating with partners, collecting data, and reporting outcomes. The goal is not to create a perfect timeline, but rather to begin mapping out major required steps to move from identifying a need to successfully completing a project.



Appendix B - Example of a Letter of Support

ORGANIZATION LETTERHEAD

Date

SUPPORTING ORGANIZATION OFFICIAL'S NAME, TITLE
SUPPORTING ORGANIZATION NAME
ADDRESS
CITY, STATE, ZIP

RE: **INSERT Grant Program Name**

Dear **INSERT NAME OF SUPPORTING ORGANIZATIONAL OFFICIAL**:

On behalf of **INSERT NAME OF SUPPORTING ORGANIZATION**, it is my honor to provide this letter demonstrating our commitment to supporting the **INSERT COLLEGE/UNIVERSITY NAME [grant program name or brief description of project]** initiative.

INSERT NAME OF SUPPORTING ORGANIZATION has been directly involved in the planning and design of the proposed **[brief description of grant fundable project activities]** model outlined in the appended proposal. To ensure full, effective, and sustained development of the proposed activities, **INSERT NAME OF SUPPORTING ORGANIZATION** will commit to providing the following:

- **A representative to serve as an active member of the Advisory Board, attending (in-person or via telephone) at least four meetings per year**
- **Participate in the planning process and activities necessary to achieve the project's goals and Objectives**
- **Review program feedback, providing input, guidance and suggestions for using information gathered to refine, strengthen and improve the project approach as appropriate**
- **Assist in promoting the project to the community**
- **Promote the program and provide qualified volunteers as appropriate**
- **Wherever possible, identifying and engaging additional community resources to support the initiative**
- **Offer feedback on programming, approaches and strategies to help ensure that the program achieves its intended goals and objectives**
- **Continue to support the initiative beyond the grant-funded period to ensure its sustainability**

Thank you for this opportunity. We look forward to partnering with you in this crucial work, necessary to keep your students and staff safe while on campus.

Regards,

NAME
TITLE



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

The Genetec™ Grants Support Team

In partnership with Grants Office LLC, the Genetec™ Grants Support Team (GGST) offers *complimentary* services to help agencies in the US navigate grant funding processes. Organizations served include public sector agencies, educational institutions, public utilities, transit agencies, and healthcare organizations, among others.

GGST Assistance Includes:

- 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

Get started today!
Contact the Genetec™ Grants Support Team by email at grantsoffice@genetec.com.