GRANTS OFFICE
empowering communities

APPLICATION PREPARATION WORKBOOK

Student, Teachers, and Officers Preventing (STOP) School Violence Program



A planning tool to help you build a competitive STOP School Violence Program application — prepared by **Grants Office**.
Questions? Email **grantwriting@grantsoffice.com**

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NEED A HAND WITH YOUR APPLICATION?

Complete this workbook and email it to us at **grantwriting@grantsoffice.com**.

INTRODUCTION

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 most recently posted Notice of Funding Opportunity (NOFO) for the STOP School Violence Program. 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 intent or Memorandums of Understanding—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 grantwriter. Don't have a grantwriter? We can help. Complete this workbook and email it to us at **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 grantwriting process!

> **A PLANNING TOOL, NOT AN APPLICATION**
>
> These pages are provided by Grants Office, LLC and are not an official program document. They should not be uploaded as part of your final application to the funder.

THE GRANT

Student, Teachers, and Officers Preventing (STOP) School Violence Program

The Bureau of Justice Assistance (BJA)'s STOP School Violence Program is designed to improve school safety by providing students and teachers with the tools they need to recognize, respond quickly to, and help prevent acts of violence.

FY2026 COMPETITION

This workbook is based on the FY2026 Notice of Funding Opportunity (NOFO), released September 21, 2026. Refer to the full NOFO for complete program details (see https://www.ojp.gov/funding/docs/bja-2026-172709.pdf).

GOAL

To equip **K–12** students and teachers with the tools to recognize, respond quickly to, and help prevent acts of violence.

FUNDING AMOUNT

$111M in competitive grants this cycle, with individual awards up to **$2M** (Category 1) and **$1M** (Category 2). No cost match requirement. 36-month project period.

ELIGIBILITY

Category 1: State governments, Public and State-Controlled Institutions of Higher Education

Category 2: Localities, Federally Recognized Tribal Governments, Nonprofits, School Districts, Private Institutions of Higher Education

DEADLINE

Two-part deadline: SF-424 due in Grants.gov by October 30, 2026; full application due in JustGrants by November 6, 2026.

WE HOPE THIS WORKBOOK HELPS YOUR APPLICATION LAND IN THE WIN COLUMN

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 at **grantwriting@grantsoffice.com**.

Organization Details

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's Employer Identification Number (EIN)

Organization's Unique Entity Identifier (UEI)

Organization's SAM.gov registration status

- ☐ Not yet registered
- ☐ Expired
- ☐ Active

Organization's Grants.gov registration status

- ☐ Not yet registered
- ☐ Registered & active with an assigned and confirmed Authorized Organizational Representative (AOR)
- ☐ Registered & active without an assigned and confirmed Authorized Organizational Representative (AOR)

Your Grants.gov registration status

- ☐ Not yet registered
- ☐ Registered account connected to the applicant organization with applicable role assigned
- ☐ Registered account, but not yet connected to applicant organization with applicable role assigned

COMPLETING THE APPLICATION YOURSELF?

If you are the one that will be completing your organization's STOP application, you will need to have a personal account in Grants.gov, connect it with your organization's account, and be assigned the Workspace Manager Role by your E-Biz POC or AOR. We have additional guidance on this process that we can provide upon request.

IMPORTANT

Your organization must have a UEI and active SAM.gov and Grants.gov registration to apply for STOP. You can check your organization's status or register at SAM.gov and Grants.gov. Start the registration or renewal process as early as possible. If you have not yet started this process, do so immediately, as delays here can prevent submission entirely.

APPLICANT INFORMATION

Applicant Information

Project title

Applicant contact name and email address

Organization type

Total requested budget (no cost match required)

BUDGET CEILINGS

If applying under Category 1, the budget ceiling is $2 million. If applying under Category 2, the budget ceiling is $1 million.

Anticipated length of project (in months)

PROJECT PERIOD

The STOP project period is 36 months or less.

ELIGIBILITY / PROJECT ALIGNMENT CHECK

Eligibility

Is your entity eligible to receive STOP funding? This opportunity breaks eligibility into two separate categories. Note which applies to you.

CATEGORY 1

GOVERNMENT ENTITIES

- [ ] State government

EDUCATIONAL ORGANIZATIONS

- [ ] Public and state-controlled institution of higher education

CATEGORY 2

GOVERNMENT ENTITIES

- [ ] Unit of local government (county, city, town, village, etc.)
- [ ] Special district government
- [ ] Native American tribal government (federally-recognized)

EDUCATIONAL ORGANIZATIONS

- [ ] Independent school district
- [ ] Public charter school (apply as an “independent school district”)
- [ ] Private K–12 school, including private charter schools (apply as a “nonprofit”)
- [ ] Private institution of higher education

NONPROFIT ORGANIZATIONS

- [ ] Nonprofits with or without 501(c)(3) status

ONE APPLICATION ONLY

You may only submit one application under one category. You may, however, be proposed as a subrecipient in more than one application.

ELIGIBILITY / PROJECT ALIGNMENT CHECK

Program Objectives

Which program objective(s) will your project address? You may choose to touch on one or more of the following:

- [ ] Train school personnel and educate students on preventing student violence against others and themselves.
- [ ] Increase school safety by developing and implementing threat assessment and/or intervention teams to identify school violence risks and implement strategies to mitigate those risks.
- [ ] Implement a technology solution, such as an anonymous reporting technology that can be implemented as a smartphone app, a hotline, or a website in the applicant's geographic area designed to provide a way for students, teachers, faculty, and community members to anonymously identify school violence threats, or other technology solutions that will improve school safety.

K–12 MUST BE THE FOCUS OF YOUR PROJECT

Funding may NOT be used to address violence on college campuses.

List the K-12 school names and addresses where your project will be implemented.

ELIGIBILITY / PROJECT ALIGNMENT CHECK

Allowable / Unallowable Costs

Do you have a solid understanding of allowable and unallowable costs under this competition? Which component(s) do you anticipate including in your project approach?

- [ ] Training to prevent student violence against others and self, including training for local law enforcement officers, school personnel, and students.
- [ ] The development and operation of technology solutions such as anonymous reporting systems for threats of school violence, including mobile telephone applications, hotlines, and internet websites.
- [ ] The development and deployment of school threat assessment and intervention teams that include coordination with law enforcement agencies and school personnel.
- [ ] The development and deployment of specialized training for school officials in responding to mental health crises.

WHAT STOP FUNDS CANNOT COVER

STOP funds cannot be used for the purchase of target hardening equipment such as cameras, security systems, fencing, locks, and similar. In addition, STOP funds cannot be used to hire armed security officers or school resource officers. The good news is that there are other federal grant opportunities that cover these needs. If you are interested in funding for target hardening equipment, see instead the Office of Community Oriented Policing Services (COPS) School Violence Prevention Program (SVPP). If you are interested in hiring new school resource officers, see instead the COPS Hiring Program.

COPS SVPP

COPS HIRING PROGRAM

If an anonymous reporting system already exists in your jurisdiction or state, and you are proposing to develop another one with STOP funds, explain how yours will complement rather than duplicate it.

Evidence

Your project must be built on evidence-based strategies and programs, such as those identified by the National Institute of Justice's Comprehensive School Safety Initiative (see https://nij.ojp.gov/topics/articles/nijs-comprehensive-school-safety-initiative). Specifically, the STOP Violence Act requires that any funded programs, practices, technologies, or equipment demonstrate a statistically significant effect on outcomes, backed by at least one of the following tiers of evidence: 1) **Strong evidence** from at least one well-designed and well-implemented experimental study; 2) **Moderate evidence** from at least one well-designed and well-implemented quasi-experimental study; or, 3) **Promising evidence** from at least one well-designed and well-implemented correlational study with statistical controls for selection bias. What are your top sources of evidence supporting your project design? Please provide links to each source and indicate the evidence level for each below.

Do you have the evidence-base this program requires? ☐ Yes ☐ No

ELIGIBILITY / PROJECT ALIGNMENT CHECK

Partnerships

What project partners do you anticipate working with on this project?

FOR EXAMPLE

If you plan to develop and implement behavioral threat assessment (BTA) and/or intervention teams, these teams must be multidisciplinary and should coordinate with law enforcement agencies, behavioral health specialists, community stakeholders, and school personnel. Each of these entities could be considered partners, as they will be key to your project's success. In addition, collaboration with law enforcement is critical to the success of projects pertaining to activities such as anonymous reporting systems and behavioral threat assessments, so be sure to include local law enforcement as core partners in such cases as well.

Will these partners be willing to enter into formal Memorandums of Understanding (MOUs) or provide formal letters of intent detailing their ongoing support of the project? ☐ Yes ☐ No

START PARTNER CONVERSATIONS EARLY

Collaborating with, drafting MOUs and getting signatures from law enforcement, behavioral health, or school district partners can take longer than expected. Start partner conversations early to avoid a last-minute scramble.

NOTE ON MOUs

For each named partner in the project (whether a subrecipient or not), you will need to include a signed Memorandum of Understanding (MOU), a letter of intent, or narrative language confirming their agreement to participate. An MOU is the strongest option: a formalized, signed commitment of staff and/or resources from both organizations. A letter of intent is lighter-weight, signaling intention to partner even if the details aren't fully worked out. We recommend an MOU wherever possible. Each MOU should include: the purpose of the agreement; the organizations involved; the services or work each will perform; any relevant budget information (e.g., funds allocated to the partner and for what purpose); and the agreement's duration. You will need to submit all MOUs as one combined attachment. Unsigned drafts are acceptable but must include a cover page explaining why they are unsigned.

ELIGIBILITY / PROJECT ALIGNMENT CHECK

Priority Considerations

Priority consideration may be provided if you propose (as applicable within the scope of this funding opportunity) projects designed to advance the goals listed below. If you seek priority consideration you will need to specify in the proposal narrative (and in the budget detail form, if applicable) which of the following goal(s) the project is intended to advance and how it will do so. Do any of the following funding priorities apply to you?

- ☐ Directly supporting law enforcement operations (including immigration law enforcement operations)
- ☐ Combatting violent crime
- ☐ Supporting services to American citizens
- ☐ Protecting American children
- ☐ Supporting American victims of trafficking and sexual assault

If you checked any of the above, describe how it is relevant to your project.

NO GUARANTEE

Addressing these priority areas is one of many factors considered in making funding decisions. Receiving priority consideration does not guarantee funding. As of the FY2026 NOFO, the behavioral threat assessment and management (BTAM) teams-specific priority consideration used in FY25 has been removed; only the five general Agency Funding Priorities above apply this cycle.

APPLICATION COMPONENTS

Proposal Narrative

The Proposal Narrative will be submitted as a 10-page attachment in JustGrants. Tables and charts such as project timelines and resumes may be submitted as separate attachments and will not count toward the 10-page limit. The Proposal Narrative must include the four sections listed below. If you seek priority consideration, the Proposal Narrative must state which priority goal(s) your project will advance and describe how.

1 · DESCRIPTION OF THE NEED (5% OF APPLICATION SCORE)

What critical issue or problem are you proposing to address with this project? Briefly explain the need, gap, or issue your project addresses and how it relates to the purpose of the NOFO, describing why these specific activities are necessary or valuable. Support this with data or evidence demonstrating the need's existence, size, and impact on your target population and community.

USE LOCAL DATA

Use specific, current, local data to demonstrate the importance and necessity of the project in this section. Evidence quantifying the problem to be addressed should be gathered directly from the target school(s) or school district(s). Use measurable evidence such as rates of school violence, disciplinary actions, school safety surveys, local crime rates, or gaps in resources specific to your school district or community. Applications relying solely on national or generalized statistics will not meet the requirements of this section.

2 · PROJECT GOALS AND OBJECTIVES (15% OF APPLICATION SCORE)

How will the proposed project address the need identified and address the purpose of the NOFO? State your project's goals (the broad, visionary outcomes you hope to accomplish) along with specific, measurable objectives you plan to achieve through your project activities, and describe how both align with the NOFO's stated goals and objectives.

Proposal Narrative, continued

3 · PROJECT DESIGN AND IMPLEMENTATION (35% OF APPLICATION SCORE)

How will you implement project activities that meet the goals and objectives? Detail the specific activities you'll conduct to achieve your goals and objectives, including the methods used for each activity, who is involved or served, and how and when each activity will be delivered. Identify the schools/districts where the project will be implemented and why they were selected, who on your team will staff the work (including key personnel), and who will participate in and benefit from it. List expected deliverables and reports, and if you plan to use subrecipients, name them (if known) or describe how you'll identify them, along with their role in the project. If your project includes technology solutions such as anonymous reporting systems, describe the specific tool, how it will improve school safety, how collected data will be secured in compliance with FERPA and state privacy law, how it complements rather than duplicates any existing system in your jurisdiction, and how you'll coordinate with local law enforcement and other partners. If your project includes behavioral threat assessment and/or intervention teams, describe the team's multidisciplinary composition and coordination with law enforcement, behavioral health, community stakeholders, and school personnel, along with your process for identifying, assessing, and intervening on threats. If your project includes training, specify the type, who will receive it, and the curriculum or approach to be used.

4 · CAPABILITIES AND COMPETENCIES (30% OF APPLICATION SCORE)

What administrative and technical capacity and expertise do you bring to successfully complete this project? Describe your organization's capacity to deliver the proposed project and meet post-award requirements if funded. Support this with past or current projects that demonstrate your ability to carry out the proposed activities, along with the relevant experience of team members with key responsibilities for implementation.

Budget

BUDGET (15% OF APPLICATION SCORE)

You will also need to complete a JustGrants budget detail form; see justicegrants.usdoj.gov/training/training-application-submission/ojp-web-based-budget-jarg.pdf. The form collects the individual costs under each cost category needed to implement the proposed project. You will need to ensure that the name/description of each cost is clear and provide the detailed calculation (e.g., cost per unit, number of units, and total cost). You will also need to enter additional narrative, as needed, to fully describe the cost calculations and connection to the project goals and objectives (including, if applicable, describing connections to priority goals). For now, simply start by describing your major planned budget components and their rough totals below. The goal is to start thinking through the scope and scale of your request.

REMINDER

STOP Program funds may not be used for items considered "deterrent measures" or "target hardening," which include but are not limited to metal detectors, weapon detectors, security cameras, ballistic glass, gates, fencing or any other item that would be considered "target hardening." Applicants interested in these type of items should see COPS SVPP. Also, STOP funds may not be used to address violence on the campus of an institution of higher education.

BUDGET CONSIDERATIONS

- **Technology Projects**: Consider including costs for personnel training, policy development, privacy and security measures (encryption, secure hosting, access controls), and ongoing technical support. If developing systems in areas with existing capabilities, budget for coordination activities.
- **Behavioral Threat Assessment Teams**: Consider including meeting costs for multidisciplinary coordination, time for partner participation, and team training.
- **Training Projects**: Allowable costs include trainer fees, curriculum development or licensing, training materials, and delivery technology.

Other Application Components

NOT EXHAUSTIVE

This workbook is meant to help you begin planning your project and compile many of the necessary elements for a competitive proposal. The previous pages are not exhaustive of all required components of STOP applications. Check the funder's current NOFO for the full requirements. Examples of additional application components are detailed below.

- **SF424:** You will begin the application process in Grants.gov with the submission of the SF-424.
- **Financial Management and System of Internal Controls Questionnaire:** This helps the funder assess what financial management and internal control systems you have in. You will be required to complete the web-based form in JustGrants. For insight on what this form will look like, see ojp.gov/sites/ojp/files/media/document/FinancialCapability.pdf
- **Agency Funding Priorities Inventory:** If you are seeking priority consideration under the Agency Funding Priorities section you will need to answer the inventory questions in their entirety in the web-based form in JustGrants.
- **Proposal Abstract:** The Proposal Abstract should summarize your proposed project in 2,000 character. Text from abstracts will be made publicly available if the project is awarded, so this section of the application should not contain any personally identifiable information.
- **Memorandums of Understanding (MOU):** Include for each named partner and submit as one combined attachment.
- **Curriculum Vitae or Resumes: P**rovide resumes of key personnel who will work on the proposed project or a description of the experience and skills of key personnel necessary to implement the project.
- **Tribal Authorizing Resolution** (if applicable).
- **Research and Evaluation Independence and Integrity Statement.**
- **Request to Use Incentives or Stipends.**
- **Timeline:** You will need to provide a timeline listing key activities and milestones, and the quarters during which they will take place. A section to start brainstorming this is included on page 18.
- **Disclosures and Assurances** (as detailed in the NOFO).

NEED A HAND?

Complete this workbook and email it to **grantwriting@grantsoffice.com**. Our Grants Development Consultants can help with research, project development, proposal writing, and proposal review.

COMPLIANCE CONSIDERATIONS

Is your organization prepared for the compliance and administrative burden after the award? Refer to the FY2026 NOFO for more information on what will be required. See also the performance measures questionnaire detailing what data you will need to report on if awarded STOP funding, at bja.ojp.gov/sites/bja/files/media/document/STOP-Measures.pdf. Is your organization prepared to collect and report on this data?

WORKSHEET

Timeline

Provide a timeline listing key major activities and milestones, and the anticipated quarters during which they will take place.

ABOUT US

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.

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