



Wi4Net White Paper:

Securing Grant Funding

Improving safety remains a major goal with most cities and municipalities. Citywide surveillance systems have proven an effective tool in deterring and solving crime, and improving efficiency of the police force. However, implementation costs are significant and allocating the necessary funds is never an easy task. Fortunately, many grant programs are available to help fund citywide surveillance projects. This document provides basic information to help municipalities navigate the grant process.

Basic Steps towards Securing Grant Funding

- ***Research Grant Opportunities.*** Research applicable grant opportunities at federal, state and foundation levels, and create a list. For federal opportunities, visit www.grants.gov. You may also visit individual department sites (such as www.dhs.gov). For state opportunities, typically, individual departments will need to be contacted. Contact information is most easily found on the state web-site.
- ***Create Shortlist.*** Narrow the initial list you have created to those grant opportunities that are most applicable to your needs. Also, it is suggested to review the competitiveness of the identified programs, by contacting the grant program manager.
- ***Plan and Create Application.*** It is recommended to plan at least four weeks for the application and proposal creation, for each grant you plan to pursue. Note that due dates are rarely extended.
- ***Track Application.*** Maintain a spreadsheet with relevant information for each grant application, including information such as contact information, amount requested, status, etc., in order to continue tracking each application after proposal submission.
- ***Analyze Reviewer Comments.*** After the grant is announced, always request the reviewer's comments, also in case you are awarded the grant. These comments will be valuable in future applications.

Winning Tips for Success

- ***Be Complete.*** Include all information the grant guidance / RFP requests, and present the information in the order it is requested.



- **Be Detailed.** Be as detailed as possible in your application, and realize that the reviewer knows nothing about your organization, problems and project.
- **Prove Your Case.** Make sure to include as many numbers as possible to prove your case. The numbers should be specific to your organization's needs, rather than referencing general trends. Discuss your current gaps and weaknesses as they relate to your organization's ability to meet government standards, mandates, etc.
- **Detail Your Program Design.** Show you have done your homework, explaining your research basis and detailed program design, explaining what you propose in order to solve your problem. Make sure to include sufficient background information such sales quotes / vendor proposals, etc.
- **State Your Objectives and Evaluation Plan.** Explain your program significance through goals, objectives and outcomes. Describe measurable metrics to evaluate the outcome. Outline your plan to assess project success, using both qualitative and quantitative results that can be compared with the stated objectives.

Application Strategy

Depending on the size of the municipality and internal strategy towards grants, your municipality may or may not have internal grant writing capabilities. External organizations are available that can help municipalities in identifying and applying for grants. As a first step, you may request a statement of suitability explaining which grant programs best fit your particular organization. At that point, you can discuss what probabilities of success to expect. A successful grant application strategy generally targets multiple grant programs to improve the overall chance of success. Note that the national average for grant approval is around 17%. For reference purposes, the following two organizations may support in the grant application process:

Technology Grant Program Examples

- State Homeland Security Grant Program
- Law Enforcement Terrorism Prevention Program
- Urban Area Security Initiative
- Emergency Management Performance Grant
- Buffer Zone Protection Program
- Intercity Passenger Rail Security Grant Program
- Transit Security Grant Program
- Port Security Grant Program
- Intercity Bus Security Grant Program
- Assistance to Firefighters Grant Program
- Commercial Equipment Direct Assistance Program

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