GRANTS

Tips for Writing Successful Grant Proposals

Every year, billions of dollars in financial assistance are available for crime-prevention initiatives through federal and state governments, foundations, corporations and private funders.

Once you have found a grant or funding opportunity that your project is eligible for, the following strategies will help you develop a successful proposal.

STEP 1

Assemble a proposal-writing team

Developing a winning proposal requires a great deal of expertise. To help you create the best possible proposal, we recommend identifying individuals with the following types of knowledge and/or responsibilities:

> **Team Lead** – Choose one person to lead the project and work with the team members to develop a clear, consistent proposal.

> **Subject Matter Expert** – This could be an Information Technology Expert or a scientist.

> **Research Partner** – Even if it's not a requirement, it's a good idea to have one.

> **Budget Expert** – Identify one person to pull all the numbers together, create a budget and verify accuracy.

> **Editor/Proofreader** – Before you submit your proposal, pick an objective person to review it in its entirety.

STEP 2

Create a realistic schedule

Allow six to eight weeks to develop your proposal and be sure to leave ample time for approvals. Keep in mind that your **partners also need to have their contributions reviewed and approved.** Allow time for edits. Work backwards from the submission date, and **build in a cushion for unexpected delays** such as computer issues.

STEP 3

Request letters of support early on

To make it easier for your supporters and partners to provide you with letters of support, provide them with a template that includes both text about the program and the grant for which you are applying.

STEP 4

Demonstrate that your program meets the goals of the funder

Write the proposal making sure that the purpose of your project aligns with the goals of the funding program. Double check that you fulfill all the requirements of the funding program.

For example:

> Are you required to have a law enforcement agency or a community organization as a partner?

> Are you required to have a research partner involved?

> Are there matching or cost-sharing requirements? If so, do you have the necessary resources to honor the match commitment?

Funding Resources

› **The Office of Justice Programs (OJP)** provides grants for the implementation of crime-fighting strategies.

› **www.grants.gov** houses information on over 1000 grant programs/policies and provides a centralized location to search and apply for federal funding opportunities.

› **Police Grants Help** features the most extensive grant database available, with information on a wide range of available federal, state, local and corporate funding opportunities.

› **The NCJA Center for Justice Planning (NCJP)** is a resource for planners at all levels of government and in all agencies and organizations responsible for developing strategies for delivering justice.

› **The Foundation Center** provides tools to help you discover the funder most likely to support your organization.

› **Paul Coverdell Forensic Science Improvement Grants Program**

› **DNA Capacity Enhancement and Backlog Reduction (CEBR) Program**

› **National Institute of Justice (NIJ) Current Funding Available**

› **Justice Assistance Grant (JAG) Grant Funding Program**

› **Understanding and Using JAG Preparation Tools & Resources**

› **Joyce Foundation - Gun Violence Prevention** (Great Lakes region)

› **Project Safe Neighborhoods (PSN)**

Sources for Crime Data and Statistics

The Bureau of Justice Statistics
www.bjs.gov

The Federal Bureau of Investigation's Uniform Crime Reporting Program
www.ucr.fbi.gov

The Justice Research and Statistics Association
www.jrsa.org

Crime Gun Intelligence Centers
www.crimegunintelcenters.org

Writing Tips

› Use active voice and action words.

› Avoid jargon and run-on sentences.

› Be clear and concise.

› Write the abstract last using one or two lines from each section.

Get your crime-gun prevention strategy off the ground!
Our free grant advisory services will help you get the funding you need.
Grant-advisory@ultra-ft.com

Ultra ELECTRONICS | **FORENSIC TECHNOLOGY**

Follow us on

www.ultra-forensictechnology.com