

Nonprofit Security Grant Program Checklist for New York Applicants

Activity	Click on the links below for more information and additional guidance
A. Information gathering	
A1 Download, read and understand the NY application.	http://www.security.state.ny.us/Grant-Guidance/grantforms/NFP/FY2010/FY2010_NS GP_RFA.doc
A2 Apply for your E-grant account.	http://www.security.state.ny.us/Grant-Guidance/grantforms/OHS_EGrants_Registration_NFP.doc
A3 Find your federal EIN number (if you employ anyone or have a bank account you already have one)	
A4 Contact your Citizen Corp Representative to become a member.	http://www.security.state.ny.us/Grant-Guidance/grantforms/NFP/FY2010/FY2010_NS GP_CCC.doc
A5 Call for your DUNS number.	http://www.icrcny.org/securitygrants/securitygrantsindex.php?navigation=duns
A6 Collect (from police and insurance reports if available) information and documentation about any bomb threats, threats, anti-Semitic graffiti, etc. to your organization.	
A7 Schedule your vulnerability assessment.	http://www.icrcny.org/securitygrants/securitygrantsindex.php?navigation=assessment
A8 Download the Authorized Equipment List	http://www.security.state.ny.us/Grant-Guidance/grantforms/NFP/FY2010/FY2010_NS GP_AEL.xls
A9 Download the Grantee Responsibility Questionnaire	http://www.security.state.ny.us/Grant-Guidance/grantforms/NFP/FY2010/FY2010_NS GP_Grantee_Responsibility_Questionnaire.doc
A10 Get information on any previous successful Nonprofit Security Grant Program applications (i.e., title, equipment installed, budget)	
A11 Complete the E-Grants tutorial (it's very good and will save you time filling in the E-Grant portion of the application). Download and save it on your computer for future reference.	http://www.security.state.ny.us/Grant-Guidance/grantforms/NFP/OHS_E-Grants_tutorial_NFP.pdf
B. Investment Justification	
B1 Download the NY Investment Justification Template	http://www.security.state.ny.us/Grant-Guidance/grantforms/NFP/FY2010/FY2010_NS GP_IJTemplate.doc
B2 Read the guidance for every section	http://www.icrcny.org/securitygrants/securitygrantsindex.php?navigation=justif ication
B3 Complete the "Applicant Information" section	http://www.icrcny.org/securitygrants/securitygrantsindex.php?navigation=justif ication1
B4 Complete the "Background" section	http://www.icrcny.org/securitygrants/securitygrantsindex.php?navigation=justif ication2



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B5 Complete the "Investment Heading" section	http://www.jcrcny.org/securitygrants/securitygrantsindex.php?navigation=justification3
B6 Complete the "Baseline" section	http://www.jcrcny.org/securitygrants/securitygrantsindex.php?navigation=justification4
B7 Complete the "Risk" section based on your vulnerability assessment	http://www.jcrcny.org/securitygrants/securitygrantsindex.php?navigation=justification5
B8 Create equipment and training "wish list" based on vulnerability assessment and the Authorized Equipment List and develop an estimated budget	
B9 Complete the "Target Hardening" section	http://www.jcrcny.org/securitygrants/securitygrantsindex.php?navigation=justification6
B10 Anticipate project milestones	http://www.jcrcny.org/securitygrants/securitygrantsindex.php?navigation=justification7
B11 Prepare project management section	http://www.jcrcny.org/securitygrants/securitygrantsindex.php?navigation=justification8
B12 Prepare impact section	http://www.jcrcny.org/securitygrants/securitygrantsindex.php?navigation=justification9
C. E-Grants Online System (more information is available in the E-Grants tutorial)	
C1 Follow the steps in the E-Grants online system, based on the E-Grants tutorial.	
C2 Attach completed Investment Justification	
C3 Attach completed Grantee Responsibility Questionnaire	
C4 Attach copy of Citizen Corps Council Email confirmation	
C5 Attach copy of full vulnerability assessment	
C6 Attach pictures to help New York state reviewers better understand your application	
C7 Press "SUBMIT" on or before March 16, 2010.	