

# Grant Prep Checklist



**FirstResponderGrants**  
YOUR KEY TO FUNDING

**Free Guide!**

By completing the items on this checklist, your agency will be ready to apply for local, state, federal or private grant funding opportunities.

## **Need Grant Help? Contact Us**

**Fire Service, EMS & Emergency Management**

**Kurt Bradley**, Senior Grants Consultant, 863-551-9598, [KBradley@FirstResponderGrants.com](mailto:KBradley@FirstResponderGrants.com)

**Law Enforcement**

**Margaret Stark**, Senior Grants Consultant, 540-230-8440, [MStark@FirstResponderGrants.com](mailto:MStark@FirstResponderGrants.com)

## **(1) Complete Registrations**

Getting a house means setting up your account with the electric company, phone company, cable company, etc. Similarly, when you apply for grants you first need to set up the following accounts and registrations (all are free). Keep a paper or computer file of all information in this document:

<b>Date Completed</b>	<b>Task</b>
	Request a D-U-N-S Number from Dun & Bradstreet (D&B) <a href="http://fedgov.dnb.com/webform/">http://fedgov.dnb.com/webform/</a>
	Register your agency at <a href="https://www.sam.gov/">SAM.gov</a> <a href="https://www.sam.gov/">https://www.sam.gov/</a>
	Register at <a href="https://www.grants.gov/">Grants.gov</a> : <a href="https://www.grants.gov/web/grants/register.html">https://www.grants.gov/web/grants/register.html</a>
	Get copies of items relevant to your agency's financials: budgets, banking details, etc.
	Assess your agency's compliance with all current NIMS mandates
	Fire, Rescue, EMS or Emergency Management: Register at the FEMA eServices Application Suite <a href="https://portal.fema.gov/famsVuWeb/home">https://portal.fema.gov/famsVuWeb/home</a>
	Non-Profit Agency: Get copies of your agency's IRS 501(c)(3) designation letter(s)
	Start a secure yet accessible file for storing all the above items

## (2) Build Your Team

Outline how to build the department's grant team of internal members and community support. These are people in your agency or in your area who can aid your agency's grant efforts through knowledge, resources, donations, funding or other assistance.

<b>Date Completed</b>	<b>Task</b>
	Identify and train the right staff member to lead agency grant efforts
	Identify and train other internal grant team supporting members
	Enlist the aid of a local English teacher or college professor who would agree to proofread and comment on your grant
	Secure the services of a professional grant consulting firm that specializes in public safety grants, such as First Responder Grants: <a href="http://www.firstrespondergrants.com">www.firstrespondergrants.com</a>
	Establish working relationships for obtaining letters of support for your grant application from:
	• City Hall or other municipal government officials (info below):
	• State Senators and Representatives (info below):
	• Federal Senators and Representatives (info below):
	• State Homeland Security office (info below):
	• Your U.S. Congressional Representative's grants liaison (info):

**Remember... If You Fail to Plan, You Plan to Fail!**

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<b>Date Completed</b>	<b>Task</b>
	Foster and encourage partnerships with:
	• Local businesses/Chamber of Commerce members (minimum 3)
	• Corporations (minimum 1)
	• Non-profit organizations (minimum 1)
	• Private individuals
	Know the contact information for FEMA contacts associated with your grant program:
	Know the contact information for State and Federal DHS contacts associated with your grant program:
	Add other notes or contacts below:

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### (3) Establish Your Needs

What funding, training and equipment does your agency need? List out details on the topics below in a separate paper or computer file:

Date Completed	Task
	Analyze the current ops budget for areas that could be funded by grants
	Conduct a comprehensive "Needs and Capabilities Assessment" of your department
	Identify at-risk populations in your community
	What specific benefits would grants provide to at-risk populations?
	Are there alternative or "outside the box" funding ideas that can mitigate a budget, training or equipment need?
	Reach out to other area agencies (such as those you have mutual aid agreements with) to identify any common needs that might be combined into a regional grant application project
	What specific needs, goals and objectives do you have that a grant would fulfill?
	What problems do you have with current equipment?
	What training do you need but don't have funds for?
	How would a grant help your agency better serve your citizens?
	Add other notes or contacts below:

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#### **(4) Gather Data**

Collect data about your agency and your community, and store it in a separate paper or computer file. This information supports the case you make for why your agency needs a grant. Start and maintain a file that gives you this sort of data at your fingertips, and make sure you have copies of all relevant information:

<b>Date Completed</b>	<b>Task</b>
	How many staff do you have?
	How well are personnel trained to national compliance standards?
	What is your annual call volume and incidents response volume?
	What is the population of your area's jurisdiction?
	How many square miles do you cover?
	What critical infrastructure in your area are you responsible for?
	Are you a 501c3 non-profit organization?
	Are you staffed by volunteers, career personnel or a combination?
	What are the statistics and demographics of all at-risk populations?
	What is your community famous for?
	Is your area predominantly industrial, agricultural or residential?
	What is the primary driver of the local economy?
	What are the economic demographics for your community according to the latest U.S. Census data?
	What is the median income for your community?
	What are the topography and climate like?
	What natural disasters has your area endured or is at risk for?
	What local circumstances have caused budget cuts?
	Have economic problems caused budget cuts?
	How much was your budget last year?
	Why is your agency in need, and what circumstances prevent your agency from providing the funding yourselves?

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<b>Date Completed</b>	<b>Task</b>
	What local, state, federal, private and/or non-profit grants or other funding could your agency apply for?
	How much did you spend on the lights, building mortgage, maintenance of vehicles, fuel, equipment repair etc.?
	Has your agency applied for grants in the past? Which ones? What was the outcome?

## **Need help with this or other issues with grants and funding?**

Since 1998, our Certified Grants Consultants have helped public safety agencies just like yours win over \$1,000,000,000 in grant funding. Turn to First Responder Grants for:

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