

# DCJS Grant Writing Overview

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**DCJS**

Virginia Department of Criminal Justice Services

# Today's Discussion

Funding Opportunity Announcements

Before You Apply

Things to Consider

Writing Your Grant

Tips and Resources

# Where to Find Funding Opportunities and Solicitations

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# DCJS Website

## www.dcjs.virginia.gov

The screenshot shows the homepage of the Virginia Department of Criminal Justice Services. At the top left is the department's logo, which includes a scale of justice and the text 'DEPARTMENT OF CRIMINAL JUSTICE SERVICES - VIRGINIA'. To the right of the logo is the department name 'Virginia Department of Criminal Justice Services' and the tagline 'Improving and promoting public safety in the Commonwealth'. A search bar is located to the right of the tagline. Below the search bar is a navigation menu with tabs for 'About', 'Licensing / Regulation', 'Law Enforcement', 'School-Campus Safety', 'Juvenile / Victims / Adult Justice', 'Grants', and 'Research'. A prominent banner for 'VIRGINIA REGULATORY TOWN HALL' is displayed, with text explaining that it is a source of information about proposed regulatory changes and public participation. Below the banner, a link is provided: <http://townhall.virginia.gov/L/meetings.cfm>. Instructions follow: 'Select the Department of Criminal Justice Services as the "Agency" and "submit" to access the list of DCJS meetings and public hearings.' Below this is a navigation bar with tabs for 'News', 'Conferences', 'Trainings', 'Grants', and 'Calendar'. The 'News' tab is selected, showing a list of recent announcements with dates and times. To the right of the news section is a 'Register for Trainings & Events' button and a list of 'Online Services' including 'Apply for License/Registration', 'Criminal Justice Directory', 'TRACER', 'Benchmark LMS (Learning Management System)', 'Publication Directory', 'Employment Opportunities', 'Forfeited Asset Sharing Program', 'DCJS Funding Profiles', 'Report a Campus or Local Emergency', and 'Sign Up for DCJS Updates'. A large orange arrow points to the 'Sign Up for DCJS Updates' link.

Virginia Department of Criminal Justice Services  
Improving and promoting public safety in the Commonwealth

Apply for License/Registration

About | Licensing / Regulation | Law Enforcement | School-Campus Safety | Juvenile / Victims / Adult Justice | Grants | Research

**VIRGINIA REGULATORY TOWN HALL**  
Virginia Regulatory Town Hall is a source of information about proposed changes to Virginia's regulations, including a calendar for meetings and board minutes. This site also facilitates public participation through online comment forums and an email notification service.

Use this link:  
<http://townhall.virginia.gov/L/meetings.cfm>  
Select the *Department of Criminal Justice Services* as the "Agency" and "submit" to access the list of DCJS meetings and public hearings.

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News | Conferences | Trainings | Grants | Calendar

Grant Program Guidelines are now available for the FY 2025 Combatting Hate Crimes Grant Program Funding Opportunity  
*June 5, 10:15 am*

NEW TRAINING: Regional Family Assistance Center Workshop - July 23, 2024 - Hopewell, VA  
*May 16, 12:17 pm*

SPOTS STILL AVAILABLE: K-12 Behavioral Threat Assessment and Management Train-the-Trainer Program - July 18 and 19, 2024 in Frederick, VA - July 22 and 23, 2024 in Roanoke, VA  
*May 2, 12:32 pm*

NEW TRAINING: Regional Family Assistance Center Workshop - June 24, 2024 - Lynchburg, VA  
*April 30, 12:58 pm*

NEW SESSION ADDED: Active Attack Integrated Response (AAIR) - June 27-28, 2024 in Amelia Court House, VA  
*April 30, 12:55 pm*

[View All Announcements](#)

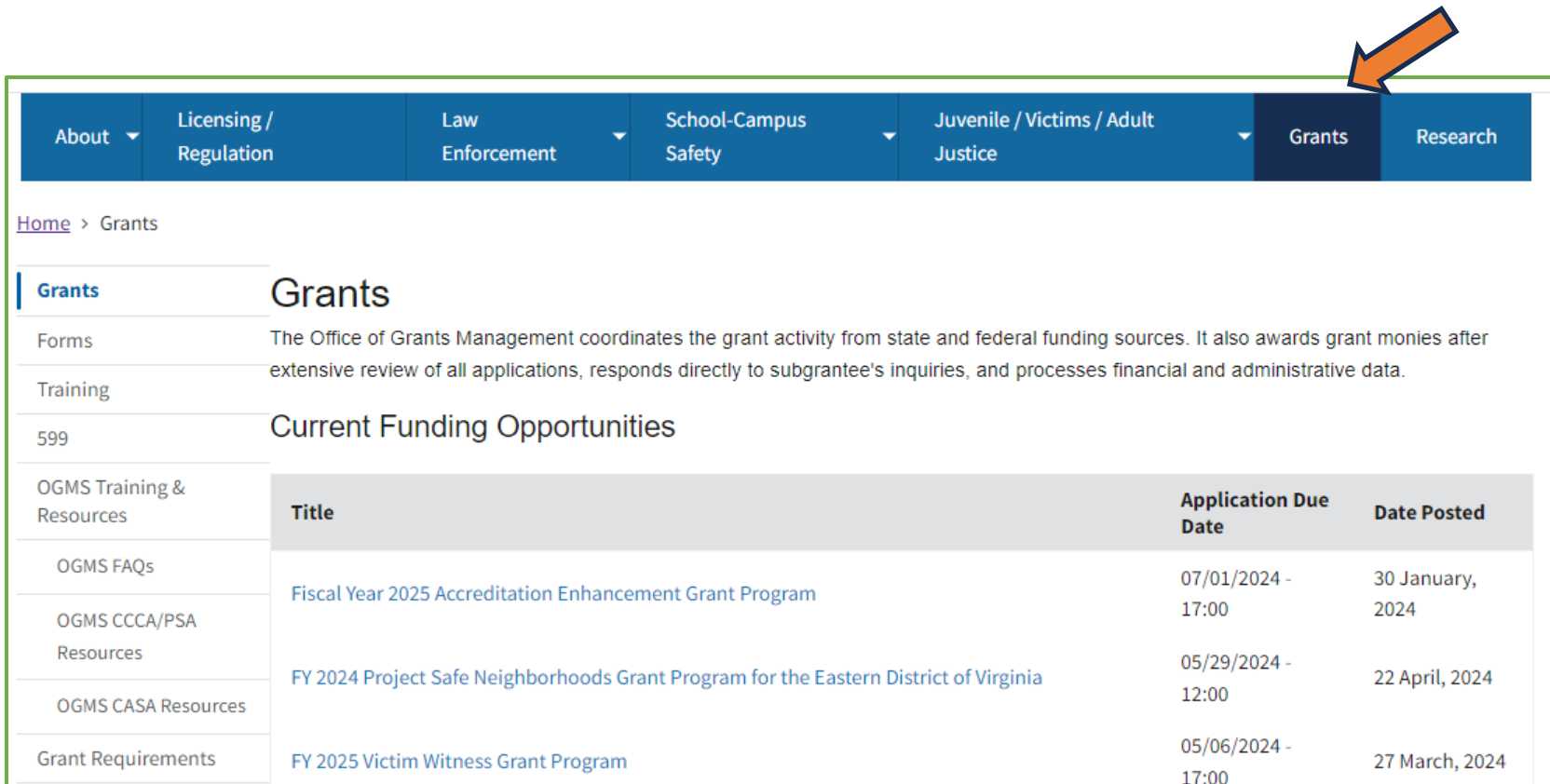
**Register for Trainings & Events**

Online Services

- ✓ Apply for License/Registration
- ✓ Criminal Justice Directory
- ✓ TRACER
- ✓ Benchmark LMS (Learning Management System)
- ✓ Publication Directory
- ✓ Employment Opportunities
- ✓ Forfeited Asset Sharing Program
- ✓ DCJS Funding Profiles
- ✓ Report a Campus or Local Emergency
- ✓ Sign Up for DCJS Updates

# DCJS Website

## www.dcjs.virginia.gov



The screenshot shows the DCJS website's navigation bar with the following items: About, Licensing / Regulation, Law Enforcement, School-Campus Safety, Juvenile / Victims / Adult Justice, Grants, and Research. An orange arrow points to the 'Grants' menu item. Below the navigation bar, the breadcrumb 'Home > Grants' is visible. The main content area features a sidebar with 'Grants' selected, and a main heading 'Grants' with a description: 'The Office of Grants Management coordinates the grant activity from state and federal funding sources. It also awards grant monies after extensive review of all applications, responds directly to subgrantee's inquiries, and processes financial and administrative data.' Below this is a section for 'Current Funding Opportunities' with a table of grant programs.

Title	Application Due Date	Date Posted
<a href="#">Fiscal Year 2025 Accreditation Enhancement Grant Program</a>	07/01/2024 - 17:00	30 January, 2024
<a href="#">FY 2024 Project Safe Neighborhoods Grant Program for the Eastern District of Virginia</a>	05/29/2024 - 12:00	22 April, 2024
<a href="#">FY 2025 Victim Witness Grant Program</a>	05/06/2024 - 17:00	27 March, 2024

# Grants.gov



Home Learn Grants **Search Grants** Applicants Grantors System-To-System Forms Connect Support

## SEARCH GRANTS



### BASIC SEARCH CRITERIA:

Keyword(s):

Opportunity Number:

Assistance Listings:

Search

SORT BY:

Posted Date (Descending)

Update Sort

1 2 3 4 5 6

### OPPORTUNITY STATUS:

Forecasted (332)

Posted (1,221)

Closed (7,830)

Opportunity Number	Opportunity Title	Agency
<a href="#">ED-GRANTS-051525-001</a>	Office of Elementary and Secondary Education (OESE): Charter Schools Program (CSP): Grants to Charter Management Organizations for the Replication and Expansion of High-Quality Charter Schools Assistance Listing Number 84.282M	ED



# Before You Apply

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# First Things First...

## Register

- Register in applicable online system

## Read

- Read the description and grant instructions

## Eligibility

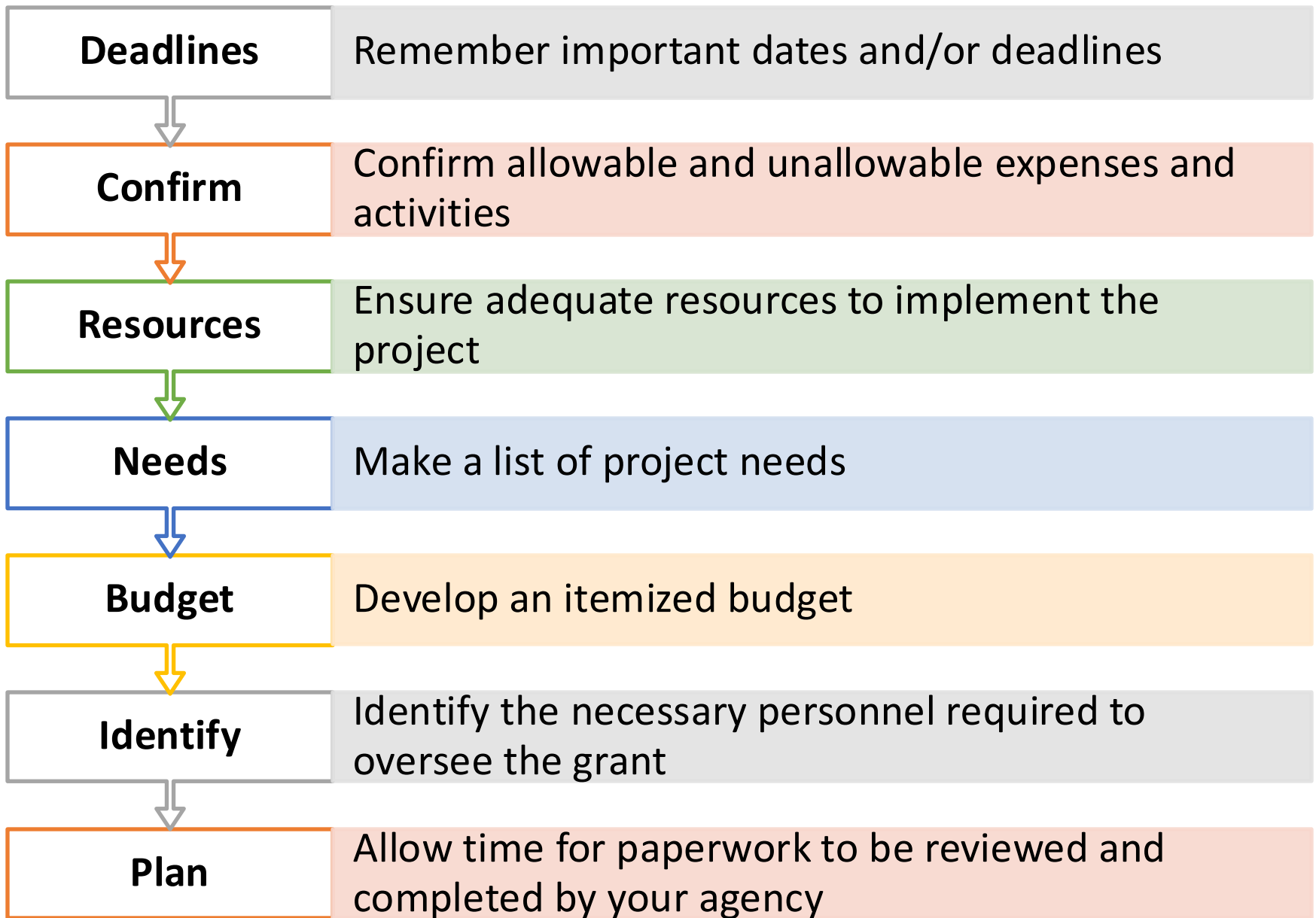
- Acknowledge eligibility requirements and program priorities

## Requirements

- Note any other requirements and restrictions

## Funding

- Review available funding amounts and match requirements



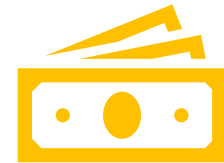
# Planning



Meet with your finance team to determine funds needed and how the match will be met.



Understand the process in your locality for reviewing and signing off on applications.



Develop a timeline for completing sections of the application that allows for unexpected delays.



# Things to Consider

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# Be Prepared to Answer:

- What problem will the grant solve?
- What are your current resources and why are they not working?
- How will the grant solve the problem?
- Who/what will the grant impact?
- What are the challenges in completing the project?
- How long will it take?
- What data will you need to collect to measure success?

# What You *Should* Do



- Read the entire funding opportunity
- Begin your application early
- Answer all the questions
- State clear goals and objectives
- Provide data to support your project
- Check your math
- Check grammar, spelling, and punctuation
- Have another person review your application
- Ask questions of program coordinator
- Ensure you read everything!

# What You Should *Not* Do

## Do Not:

- Use acronyms, unless spelled out initially
- Assume the grant reviewer is a subject matter expert in your field
- “Go off on a tangent” or elaborate on irrelevant subjects
- Write complicated sentences or use grandiose language
- Make the reviewer guess or assume
- Add information or items not requested



# More Tips

Read the entire funding opportunity

Write the grant in a way someone unfamiliar with the project could still implement it

Have finance department review the proposed budget and check your math

Follow the application guidelines exactly

Be realistic

Familiarize yourself with the forms and know what information you need to collect/provide

Repeat yourself

# Even More Tips

Breakdown costs and explain how you determined requested amounts

Review allowable and unallowable costs

Ensure budget items are tied to activities in your project

Repeat yourself



# Writing Your Grant

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# Project Narrative

Typically includes multiple sections, such as:

- Demonstration of Need
- Project Description
- Demographics/Target Population
- Sustainment Plan
- Goals & Objectives





# Demonstration of Need

Describe the agency, the unmet need, and how the need relates to the Funding Opportunity

Describe existing resources/services available to address the identified problem and state why those resources are not adequate

# Demonstration of Need: Describe the Agency and the Unmet Need



The XYZ PD is a public law enforcement agency that serves XYZ Town. XYZ PD has been accredited for years by CALEA and VLEPSC and is currently in transition for accreditation from one to the other. Its mission is to reduce crime and has an excellent reputation. We are always searching for the best people and the best practices.

The items we're requesting reflect unfunded supplies that we need. By improving the safety of our officers, we can increase the service we provide.

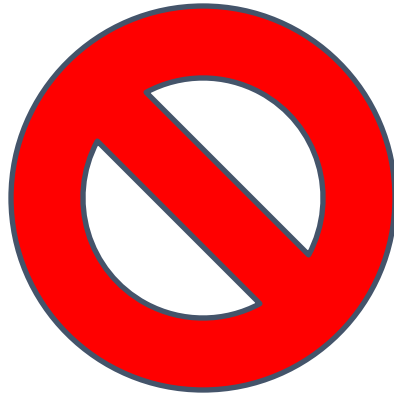
# Demonstration of Need:

## Describe the Agency and the Unmet Need

The ABC Police Department is a **small law enforcement agency** dedicated to protecting residents and visitors of ABC, a popular tourist destination. With a year-round population of 3,000 that swells to 16,000+ during tourist season, the department is **tasked with maintaining safety and order across an expanding community with limited resources.**

The town **lacks a comprehensive, fixed surveillance system.** The absence of strategically placed CCTV cameras across key intersections and high-traffic public areas significantly **hinders the ability to monitor activity in real-time, investigate crimes and traffic incidents effectively, and deter unlawful behavior.** This lack of surveillance coverage places strain on our officers, who must rely on patrols, community reporting, and after-the-fact investigations, all of which are limited by personnel and time. Our needs align with the purpose of the funding opportunity to increase the capacity of local law enforcement and meet the increasing demands of modern public safety by updating necessary equipment and supplies.

# Demonstration of Need: Describe Existing Resources & Why They are Inadequate



The items in XYZ's request for funding under this grant opportunity reflect currently unfunded supply needs for safety and technology upgrades.

By improving the safety and abilities of our officers through improved technology or increased technical options, we can help sustain or increase the service we provide to the community.

XYZ PD seeks funding for needs such as those included in this application through grant opportunities when possible.

# Demonstration of Need:

## Describe Existing Resources & Why They are Inadequate

Our existing resources include a small number of patrol vehicles equipped with mobile video systems and a limited number of privately owned cameras that are not integrated with our systems or under our control. These tools don't provide the necessary coverage or accessibility to respond swiftly to incidents, collect useful footage, or support proactive policing strategies. Response times and situational awareness are impacted by blind spots in coverage, especially in areas with high foot and vehicle traffic during festivals, peak tourism periods, and after hours.

The installation of CCTV cameras will address this gap by providing 24/7 surveillance, increasing officer safety, enhancing situational awareness, and improving our ability to respond to and investigate incidents quickly. Without this funding, the ABC Police Department will remain limited in its ability to monitor public spaces efficiently, leaving the town vulnerable to property crimes, suspicious activity, and delayed incident response. Our current resources, while valuable, are no longer sufficient to meet the increasing demands of modern public safety and community expectations.

# Project Description



Describe the project and planned implementation activities.



Describe how the project will reach the goals and match the capabilities of your organization.



If the application has goals and objectives, strengthen the application by tying implementation activities to them.

# Project Description:

## Describe the Project and Planned Implementation



The details of each item and how they will be used are included in the Budget section of this application. These items provide for the direct or indirect protection of our officers and members of the community by allowing them to conduct their duties in a safer manner and enabling opportunities to reduce the potential and severity of critical incidents that can result in additional harm or loss of life.

# Project Description:

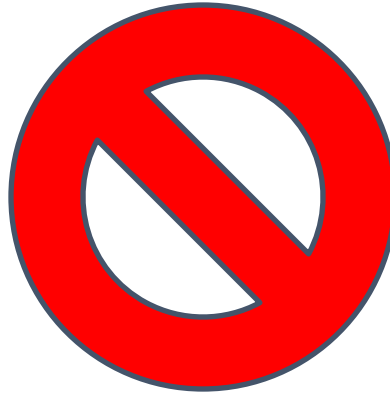
## Describe the Project and Planned Implementation

The ABC Police Department proposes installing a fixed CCTV camera system at strategically selected intersections and public areas throughout the city. This project is designed to increase public safety, improve real-time situational awareness, and enhance the PD's ability to investigate crimes, traffic incidents, and other public safety concerns.

The initial phase will focus on high-traffic intersections and critical access points that have historically seen high volumes of vehicle and pedestrian movement and increased calls for service.

# Project Description:

## Describe How the Project Will Reach Its Goals



The XYZ PD's Procurement Specialist is responsible for the management of all public safety contracts for the purchase of goods and services and would create and oversee any contracts associated with this project. All procurement staff report to the Deputy Chief of Systems Management. All City finance operations are overseen and audited by the Department of Management and Finance. The Grants Manager will be responsible for the procurement of the funded items, with assistance as needed from the Procurement Specialist and other staff.

# Project Description:

## Describe How the Project Will Reach its Goals

The project will begin with a **site assessment** conducted in coordination with our public works department and qualified vendors to determine optimal camera placement. Once sites are finalized, **equipment procurement will be conducted** in accordance with local and federal procurement guidelines.

**Installation will be performed by certified professionals**, with oversight from the PD and the Town's IT specialist to **ensure systems are securely configured and meet data management standards**. The PD will **deploy camera systems that offer high-definition video capture**, low-light or infrared capabilities for nighttime recording, and remote access for authorized personnel. The video management system **will be housed securely within HQ**. **All footage will be stored in compliance** with state records retention policies and PD procedures for data integrity, privacy, and chain of custody.

# Describe How the Project Will Reach its Goals

Implementation activities will include: **Conducting a needs-based assessment** to finalize camera locations, **Procuring equipment** through a competitive and compliant process, **Scheduling and supervising professional installation**, **Testing systems** for performance and integration with existing infrastructure, **Training designated officers and staff** on system operation and footage retrieval procedures, **Documenting policies for data usage, access, and retention**. This project directly supports the PD's strategic goals of increasing investigative capabilities, enhancing officer and public safety, and reducing response times to incidents.

# Project Description: Tie implementation to goals




The goals and objectives for this project involve the procurement and use of the identified items to support efficient, best-practice criminal justice activities with the ultimate goal being the protection of community members and officers.

# Project Description:

## Tie implementation to goals

By enabling real-time monitoring and capturing critical footage, the cameras will serve as both a deterrent to criminal activity and a tool to provide evidence for prosecutions. The system will also assist in locating missing persons, monitoring public events, and responding to traffic issues in a more informed and efficient manner. ABC PD has the personnel, experience, and infrastructure in place to successfully manage this project. The PD currently oversees various technical systems, including body-worn cameras and mobile data terminals, and is well-versed in handling grant-funded projects.

Additionally, ABC Town has an established procurement process and financial management systems in place, ensuring proper oversight and compliance with grant requirements. The PD views this project as the foundation for a larger, phased surveillance plan that will ultimately provide broader coverage throughout the island. By implementing this initial expansion with grant support, we can build a scalable and effective system that enhances our law enforcement capabilities and better protects the ABC community.



# Demographics and Sustainment Plan

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## Demographics/Target Population:

Description of the target population your organization will serve

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## Sustainment Plan:

How will your organization maintain funding after the grant period ends? (Ex: staff position)

# Demographics: Description of the Population Your Grant Will Serve



The greater service area demographic and target population of this project is XYZ City's residents, employees, and visitors.

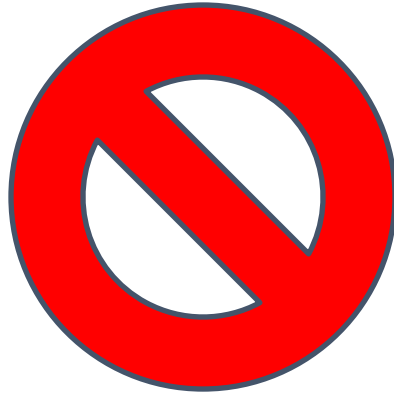
# Demographics:

## Description of the Population Your Grant Will Serve

ABC PD serves ABC Town, a community located in eastern Virginia. The town has a permanent population of approximately 3,000 residents, including families, retirees, seasonal workers, and a growing number of remote professionals. The population increases to 16,000+ during Memorial Day and Labor Day, as well as during large annual events such as the Beach Festival. The town is a major tourist destination due to its proximity to Best Beach, bringing in thousands of visitors annually from across the country. The PD is responsible for providing public safety for all.

The PD's target population includes: Permanent residents of all ages, Business owners and employees who operate seasonal and year-round establishments, Tourists staying in hotels, rental homes, and campgrounds, Event attendees and organizers during large-scale public gatherings, and Commuters. The seasonal increase in population creates unique challenges for the PD. High visitor volumes lead to traffic congestion, pedestrian safety concerns, and increased calls for service, all of which require enhanced situational awareness and law enforcement visibility.

# Sustainment Plan



The XYZ Police Department will continue to maintain any items purchased with grant award funds.

# Sustainment Plan

ABC PD is committed to the long-term sustainability of the CCTV system. The system will be a permanent asset managed and maintained by the PD. Ongoing operational costs will be absorbed into the PD's annual operating budget. The Town is committed to supporting future costs related to maintenance and system upgrades. The PD will pursue cost-effective strategies to extend the life and performance of the equipment, including: Ensuring all equipment is purchased with standard manufacturer warranties, Conducting routine inspections and preventative maintenance, training personnel in proper system usage to reduce wear and technical errors, and Utilizing scalable storage options.

Additionally, the PD will explore opportunities to expand the system through future budget allocations and additional grant opportunities. Because the infrastructure installed during this project will support additional future camera installations, expansion phases will be more cost-efficient and easily integrated. In summary, the ABC PD, with the support of the Town, is well-positioned to sustain this project through dedicated local funding, existing technical support resources, and proactive long-term planning. This project will not only deliver immediate public safety benefits, but it will also provide a scalable platform for continued investment in community protection and crime prevention.

# Goals and Objectives



The **goal** is the outcome of the project and should be broad and general.

**Objectives** should directly support the goal and should be written in S.M.A.R.T. format.

# S.M.A.R.T. Approach



# Goals and Objectives



## Goals

Describe what you hope to accomplish with the project

- Broad overview
- Link to your original need
- Final impact of the project

## Activities

Measurable activities and tasks to accomplish each objective

## Objectives

Identify the project's focus:

- A step towards a goal
- S.M.A.R.T approach
- Does it support the larger goal?

# Goals



Goal	Objective	Activities	Implement
To improve the capabilities of XYZ PD with new equipment and supplies	To procure equipment and supplies	Purchase equipment and supplies	July

# Goals

Goal	Objective	Activities	Implementation
Finalize 12 locations for CCTV cameras	ID high-priority locations by Aug. 1	Conduct site assessments with public works and IT. Coordinate with community stakeholders.	July
Ensure timely and compliant acquisition of CCTV equipment	Procure and receive CCTV equipment and related infrastructure by Sept. 1	Solicit and review vendor quotes, process POs, and coordinate delivery and initial testing.	July
Deploy high-quality CCTV systems in identified priority areas to enhance surveillance capabilities	Complete installation and full operational launch of all CCTV cameras by Oct. 15.	Schedule and oversee professional installation, verify system integration and remote access capabilities; Conduct system testing.	Aug
Equip staff w/ the knowledge and tools necessary to operate system effectively	Train at least four staff in operation and data retrieval protocols by Nov. 1	Develop SOPs for access and footage review, Schedule in-house training sessions, and distribute the usage policy.	Oct
Improve law enforcement response in monitored areas	Reduce average response time in monitored areas by at least 15% by Dec. 31	Track/analyze incident data in the monitored area; Compare clearance times before/after implementation.	Nov

# Targets



Some applications may not include goals and objectives. Instead, they may include “targets,” “implementation steps,” or something similar.

These sections could request similar information to “goals and objectives” or may ask for measurable targets.

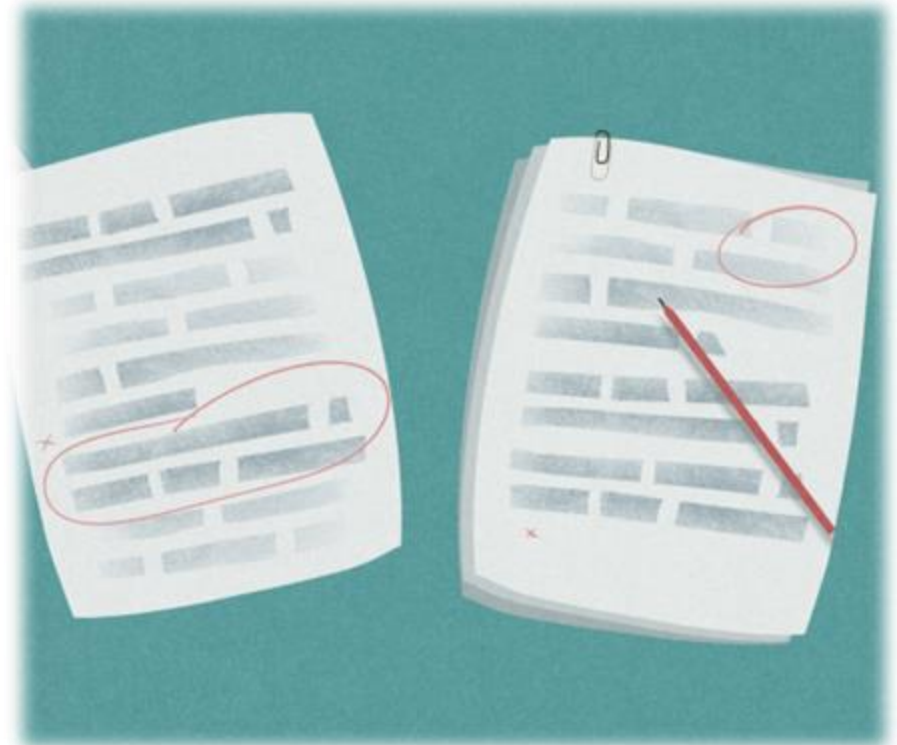
# Tips and Resources

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# Remember

- Review spelling, grammar, and punctuation
- Use technical language only when necessary
- Avoid over-complicating
- Sentences
  - Narratives
  - Ideas
- Spell out acronyms
  - Example: S.M.A.R.T. approach = **S**pecific, **M**easurable, **A**ttainable, **R**elevant, and **T**ime-Based



# Your Resources at DCJS

## Grant Monitor

- Status reports
- Goals and Objectives
- Budget Amendment

## Finance Management

- Financial Reporting/Claims
- Grant Closeouts
- Other Financial Questions

## OGMS Technical Support

- [ogmssupport@dcjs.virginia.gov](mailto:ogmssupport@dcjs.virginia.gov)

# Assistance

- Don't hesitate to reach out to your grant monitor with questions
- We are here to work on issues together
- We provide tools to help you achieve your goal



# Contact Information

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