



Nonprofit Security Grant Program – National Security Supplemental (NSGP-NSS): How to Apply

[Also refer to the Washington Military Department Emergency Management Division website – Applicant Webinar and FAQ](#)

If you would like notifications about future program updates, outreach events, and funding opportunities, [sign up for the NSGP Mailing List](#).

ELIGIBILITY – WHO CAN APPLY?

Organizations must meet two criteria to apply:

1. Be registered as a 501(c)(3) nonprofit or otherwise described under 501(c)(3) of the Internal Revenue Code (IRC) and tax-exempt under section 501(a) of the IRC.
2. Demonstrate, through the application, that the organization is at high risk of a terrorist or other extremist attack.

Additionally, Consortiums are now allowed to apply on behalf of multiple nonprofit organizations. **Consortiums must meet all other eligibility requirements and the following:**

1. There must be a lead nonprofit that applies on behalf of the other organizations
2. Up to 10 organizations can be included
3. All consortium members **must be fully** located either in the Urban Area geographic area (King, Snohomish, and Pierce counties) or State geographic area (all counties outside King, Pierce, and Snohomish counties).

IMPORTANT: All potential applicants MUST submit a Notice of Intent (NOI) to be considered for funding. Submit the [Notice of Intent here](#) no later than Monday, December 16, 2024, by 11:59PM.

There are two fund streams under NSGP-NSS: Urban Area and State. Each application must choose the appropriate funding stream.

- **Urban Area:** all nonprofit organizations whose physical address resides in Pierce, King, or Snohomish counties
- **State:** all nonprofit organizations whose physical address is outside of Pierce, King, or Snohomish counties.

PURPOSE AND ALLOWABLE PROJECTS

NSGP is a federal award appropriated annually to assist nonprofits at risk of terrorist and violent extremist attack to improve and increase their physical/cyber security and facility/target hardening. Funding is awarded the Department Homeland Security(DHS)/Federal Emergency Management (FEMA) to each state for management. For FY24, an additional award will be issued under the FY24 NSGP-National Security Supplemental.

The NSGP-NSS may be used to fund the following types of projects and activities:

- Facility target hardening (to include lighting, fencing, bollards, security gates, secure doors and locking mechanisms, video and access control system, blast resistant window film – see the [notice of funding opportunity](#) for a more detailed list and/or the [Authorized Equipment List](#))
- Security-related training– allowable costs are limited to attendance fees for training and related expenses, such as materials, supplies, and/or equipment
- Security-related exercises – allowable costs may include costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, and documentation
- Security or emergency planning related to the protection of the facility and the people within the facility
- Limited cybersecurity enhancements
- Management and administration costs related to managing the federal award

FUNDING – HOW MUCH CAN I APPLY FOR?

- **Individual nonprofit:** Each nonprofit may request up to \$200,000 per application/address
 - If a nonprofit has multiple facilities, they can submit up to three applications; the total may not exceed \$600,000
- **Consortium:** a lead nonprofit applying on behalf of multiple nonprofit organizations
 - May request up to \$200,000 per nonprofit/physical site
 - The application may not exceed \$1,000,000; no more than 10 organizations

DUE DATES

NSGP-NSS Timeline for Washington State	
Notice of Funding Opportunity Published	Monday, October 28, 2024
NSGP-NSS Post-NOFO Applicant Webinar	<i>available</i> Thursday, November 7, 2024
Applicant Notice of Intent Due	Monday, December 16, 2024, at 11:59PM
NSGP-NSS Applications Due	Friday, January 8, 2025, at 11:59PM
NSGP-NSS Awards Announced	<i>tentative</i> March/April 2025*

APPLICATION ELEMENTS

A complete application requires a [Notice of Intent](#) be submitted by 11:59PM, Monday, December 16, 2024 and includes three separate documents for individual applicants and four for consortiums emailed to preparedness.grants@mil.wa.gov by 11:59PM, Friday January 8, 2025..

1. **Investment Justification:** [Download the form here](#). The application is also known as an Investment Justification or IJ. The template has been updated for this funding opportunity. To assist with filling out the IJ, refer to FEMA’s “Investment Justification Checklist” in the [Nonprofit Security Grant Program - National Security Supplemental Subapplicant Quick Start Guide | FEMA.gov](#).

A PDF form is the only IJ document that will be accepted. This application can be difficult to open. You will need to download the PDF and then open it from your downloads folder in Adobe. *Please be advised:* The fillable fields in Parts III, IV, VI, and VII of the PDF form contain character limits. We recommend drafting your answers in a Word document for easy editing, then transferring the information into the IJ template when final.

2. **Vulnerability Assessment:** All applications will require an up-to-date Vulnerability Assessment. Assessments completed within the last three years are considered valid. To complete this requirement, you may contact your [CISA](#) representative or your law enforcement to conduct an assessment. Alternatively, you may use [CISA’s Houses of Worship Security Self-Assessment](#).
3. **Mission Statement:** This document assists with validating the nonprofit is one of the allowable types. The type influences final scores for applicants.
4. **Consortium additional requirement:** the applicant must also submit a completed Consortium workbook ([the form can be downloaded from grants.gov](#)). For additional information on how to apply as a Consortium, refer to FEMA’s [Nonprofit Security Grant Program – National Security Supplemental Consortium Application Guide ! FEMA.gov](#)

RESOURCES

FEMA RESOURCES

- [Notice of Funding Opportunity \(NOFO\) Nonprofit Security Grant Program National Security Supplemental | FEMA.gov](#)
- [Subapplicant Quick Start Guide | FEMA.gov](#)
- [Consortium Application Guide ! FEMA.gov](#)
- [FEMA NSGP-FAQ.pdf](#)

WA STATE RESOURCES

- [Grants NSGP Application Details | Washington State Military Department, Citizens Serving Citizens with Pride & Tradition](#)

SUBMISSION REQUIREMENTS – DOCUMENT NAMING CONVENTIONS

Individual Applicant

Reminders:

- One application per physical address
- Do not submit locked or password protected PDFs templates
- Do not “print to pdf” – the form must still be in its fillable format
- Do not submit zipped files
- Washington EMD cannot accept applications via external links (i.e., Dropbox, SharePoint, Shared Drive, etc.) due to security concerns

File Format	Funding Stream	File Name Format
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Mission Statement

PDF	Urban Area	NSGP-NSS_UA_WA_Seattle Area_Nonprofit Name_Mission
PDF	State	NSGP-NSS_S_WA_Nonprofit Name_Mission

Vulnerability Assessment

PDF	Urban Area	NSGP-NSS_UA_WA_Seattle Area_Nonprofit Name_VA
PDF	State	NSGP-NSS_S_WA_Nonprofit Name_VA

Investment Justification

PDF	Urban Area	NSGP-NSS_UA_WA_Seattle Area_Nonprofit Name
PDF	State	NSGP-NSS_S_WA_Nonprofit Name

Consortium Applicant *(only if applying as a consortium)*

Reminders:

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Mission Statement

PDF	Urban Area	NSGP-NSS_UA_C_WA_Seattle Area_Consortium Lead Name_Mission
PDF	State	NSGP-NSS_S_C_WA_Consortium Lead Name_Mission

Vulnerability Assessment

PDF	Urban Area	NSGP-NSS_UA_C_WA_Seattle Area_Consortium Lead Name_VA
PDF	State	NSGP-NSS_S_C_WA_Consortium Lead Name_VA

Investment Justification

PDF	Urban Area	NSGP-NSS_UA_C_WA_Seattle Area_Consortium Lead Name
PDF	State	NSGP-NSS_S_C_WA_Consortium Lead Name

Consortium workbook

PDF	Urban Area	NSGP-NSS_UA_C_WA_Seattle Area_Consortium Lead Name_Consortium Workbook
PDF	State	NSGP-NSS_S_C_WA_Consortium Lead Name_Consortium Workbook