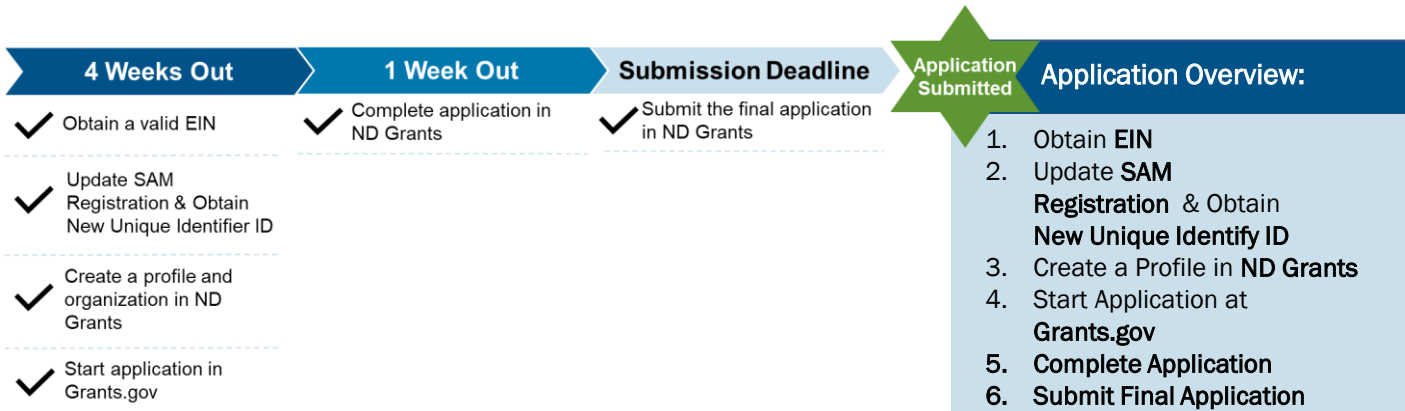




How to Apply for a TVTP Grant

Application Overview

The Targeted Violence and Terrorism Prevention (TVTP) Grant Program provides funding for state, local, tribal, and territorial governments, nonprofits, and institutions of higher education with funds to establish or enhance capabilities to prevent targeted violence and terrorism. Below is an outline of the major milestones for applying, accompanied by a detailed checklist.



Checklist

1. Get **Employer Identification Number (EIN)** from the Internal Revenue Service
2. Have an account with login.gov and update **SAM Registration** account
 - a. Attain a Unique Identifier ID
 - b. Ensure the account is active before submitting the application
3. Create a profile and organization in **Non-Disaster (ND) Grants**
4. Start application in **Grants.gov**
 - a. Establish an Authorized Organizational Representative (AOR) in Grants.gov
 - b. The EBiz POC authorizes individuals to make legally binding commitments on behalf of the organization as an AOR
 - c. Submit SF-424, Application for Federal Assistance
 - d. Submit Grants.gov Lobbying Form, Certification Regarding Lobbying
 - e. Create and complete workspace
 - f. Submit workspace

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6. Complete application in **ND grants**

7. After receiving notification from grants team, complete association and submit rest of the documents (Implementation & Measurement Plan, attachment form, and supporting documents) in ND grants

8. **SF-424A, Budget Information (Non-Construction)**, submitted via the forms generated by **ND Grants**

9. **SF-424B, Standard Assurances (Non-Construction)**, submitted via the forms generated by **ND Grants**

10. **SF-LLL, Disclosure of Lobbying Activities**, submitted via the forms generated by **ND Grants**

11. **Indirect Cost Agreement or Proposal**, submitted as an attachment in **ND Grants** if the budget includes indirect costs and the applicant is required to have an indirect cost rate agreement or proposal. If the applicant does not have, or is not required to have, an indirect cost rate agreement or proposal, please see **Section D.12** of this Notice of Funding Opportunity (NOFO), “Funding Restrictions and Allowable Costs,” for further information regarding allowability of indirect costs, and whether alternatives to an indirect cost rate agreement or proposal might be available. You may also contact the relevant FEMA staff identified in Section G of this NOFO, “DHS Awarding Agency Contact Information,” for further instructions.

Program-Specific Required Application Forms and Information: Project Narrative, submitted as a single attachment in **ND Grants**. The Project Narrative has the following components: **1)** Cover Page, **2)** Body, and **3)** Appendices.

Important Note: Organizations must continue maintaining an active SAM registration – with current information – throughout all periods that it has an active federal award or an application or plan under consideration by a federal awarding agency. Applicants must also provide information pertaining to their immediate and highest-level owner and subsidiaries, as well information on all predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.