



Grant Application Instructions

Mission

Fort Worth Police Foundation *supports the shield* by promoting and recognizing excellence within the Fort Worth Police Department.

Who May Apply

- Fort Worth Police Department personnel may apply for a mission-related grant from the independent public foundation known as the Fort Worth Police Foundation.
- Before applying for a grant, an applicant must gain permission from a designated FWPD grant gatekeeper.

How to Apply

- Use the attached *Grant Application Outline*, and craft your application with brevity while answering all relevant questions.
- Submit your completed grant application electronically to the FWPD grant gatekeeper.
- The FWPD grant gatekeeper will then submit your application to the Fort Worth Police Foundation Board of Trustees.

Review of Application

- The Foundation Board will usually make a decision within three months of the date of submission, but no later than six months.
- A decision not to grant funds will be communicated via email to the FWPD grant gatekeeper. Such a decision does not speak to the Board's view of the proposal.

Approval of Grant Application

- Upon approval of a grant application, the Foundation Board will notify the FWPD grant gatekeeper and applicant via email to establish an agreement, which will include a method and timing for funding.
- Within 30 days after the completion of the proposed project or training, the applicant shall submit a short written report to the Foundation Board via the FWPD grant gatekeeper. This brief report should describe how the project or training was executed and should list any measured outcomes.



Grant Application Outline

Please remove the italicized guide-language below before submitting application.

***Relevant Title for Your Request
Your Name, Rank, Division, Email, Phone Number
Date of Submission***

- I. Purpose of Application
In one short paragraph, describe the general purpose of this grant request and the funding amount requested.
- II. Grant Request Information
 - A. Purpose of Project or Training
Specifically describe the need you intend to address, any challenges you seek to overcome, and identify the name and location of any proposed training.
 - B. Strategy to be Employed
Describe the strategy that will be employed during the proposed project or training.
 - C. Number of Officers
Describe the number and rank of officers, who may benefit from the proposed project or training.
 - D. Outcomes and Measurement
Describe how you will measure outcomes of the proposed project or training, and list any key personnel involved.

III. Financials

A. Project Budget

Provide a brief overview of the proposed project or training budget, or attach a one page line-item summary.

B. Need for Private Funding

If relevant, indicate why private funds are needed for this proposed project or training, what other private sources of funding you have solicited and/or secured, and whether public funds have been used in the past for this particular project or training.

C. Sustainability

If relevant, briefly describe plans to sustain the proposed project or training beyond this request.

IV. Supporting Materials / Confidential Materials

A. Supporting Materials

You may electronically attach and label a small volume of supporting documents, web-links, photos or videos that you would like the Board to review.

B. Confidential Materials

You may electronically attach and clearly label a small volume of confidential materials that you would like the Board to review. After Board review, such confidential materials will be appropriately destroyed.