

**Safe and Secure Courthouse Initiative Grant Application
2017 Awards**

Please refer to the *Safe and Secure Courthouse Initiative – Information and Award Guidelines Sheet* for details on the application process and award guidelines for the grant. The application(s) must be submitted to Janet.marshall@courts.state.mn.us at the Judicial Branch on or before March 31, 2017.

Application Agency Information:

Name of County _____

Department/Division _____

Address _____

Telephone _____ Web Site _____

Name of County Board Chair/Administrator _____

Telephone _____ Email _____

Name and Title of Contact Person _____

Telephone _____ Email _____

2nd Applicant Agency Information:

If a joint project, and funding is requested by more than one agency, the second agency information is (if more than two agencies, use additional sheets):

Name of County _____

Department/Division _____

Address _____

Telephone _____ Web Site _____

Name of County Board Chair/Administrator _____

Telephone _____ Email _____

Name and Title of Contact Person _____

Telephone _____ Email _____

Overall Project Request:

Name of Request/Project _____

Dollar Amount Requested _____

Local 50% Match _____

Total Estimated Cost of Project _____

Expected Start Date of Project _____

Expected End Date of Project _____

(Project must be completed by December 31, 2018)

Project Summary:

Provide a summary of your proposed project and describe its impact on courthouse security.

Project Initiatives: (Provide 1-3 sentence responses to these questions.)

1. Does the county have a Courthouse Security Committee in place? If yes, describe its organizational structure and level of decision-making.
2. Has a security assessment been conducted on the court building? If yes, include the date of completion and describe the steps taken to address identified security-related deficiencies.
3. Describe your court building's security policies and procedures. Who writes, maintains, and distributes these policies and procedures?
4. Do you conduct security training for all permanent building occupants? If yes, include the frequency of training and the subject matter taught.

5. Are all justice partners committed to courthouse security efforts generally and to this project? Please attach letter(s) of support.

6. Describe the project's measurable outcomes, goals, and objectives.

7. Grant recipients will be required to provide a final report. Describe the project schedule and estimated completion dates for key deliverables and project milestones to meet your objectives.

8. If applicable, please explain how your agency will cover any ongoing personnel, maintenance, and operational costs.

9. Would you accept a partial award for the project? How would this impact the project? If partial funds are approved, how would your county fund the remaining project costs?

10. Are there any other approved or pending requests for grants or other outside funding for this project? If yes, please describe.

11. Explain the 50% local match.

Funding Information:

If the project and funding request includes costs for multiple justice partners, please identify the costs per agency (if more than two agencies, use additional sheets):

Provide project cost details (estimated).

| | Agency #1 | Agency #2 |
|--------------------|-----------|-----------|
| Grant Amount: | | |
| Local Match (50%): | | |
| Total per Agency: | | |
| Grand Total: | | |

Provide a detailed budget summary outlining the major project expenses:

| Budget Category | Grant Amount | Local Match | Total |
|---------------------------------------|--------------|-------------|-------|
| Contracted Services | | | |
| | | | |
| | | | |
| | | | |
| Total Contracted Services | | | |
| Personnel | | | |
| | | | |
| | | | |
| | | | |
| Total Personnel | | | |
| Supplies & Equipment | | | |
| | | | |
| | | | |
| | | | |
| Total Supplies & Equipment | | | |
| Training | | | |
| | | | |
| | | | |
| | | | |
| Total Training | | | |
| Other Expenses | | | |
| | | | |
| | | | |
| | | | |
| Total Other | | | |
| Project Total | | | |

I certify that all information in this award application is true and correct to the best of my knowledge and that I have the authority to commit the Organization to the work proposed.

Authorized Signature _____

Date: _____

Submit your application electronically to Janet Marshall, Minnesota Judicial Branch, at:

janet.marshall@courts.state.mn.us