

# Grant Writing Tips

Nonprofit Security Grant Program (NSGP)

## Carefully review the instructions for each section of the Investment Justification (IJ)...twice.

If you're still unsure with what information is needed in each section, consult other NSGP resources, such as the Subapplicant Quick Start Guide, Frequently Asked Questions (FAQs), and the Notice of Funding Opportunity (NOFO).

**Quick Tip:** If you select "other" in a dropdown in the IJ, you must provide a description in the designated follow-up section.

## Keep responses clear and concise.

Use simple and complete sentences. Make each point understandable to an audience outside your organization. Provide accurate and honest information, including straight-forward accounts of your organization's risks and vulnerabilities, and the realistic plans to address them with NSGP funding.

**Quick Tip:** Check that the timeline you provide is practical, includes an environmental and historic preservation (EHP) review if needed, and is within the period of performance.

## Structure responses in an organized and logical style.

Use a topic sentence to state the main idea of your response and support the main idea through either additional sentences or bullet points to help reviewers follow your thought process. Check that all parts of the application fit together as a whole.

**Quick Tip:** Compare your work to the scoring matrix included in the NSGP fiscal year's NOFO to determine any gaps in your responses.

## Use familiar and plain language.

Define abbreviations before using them. Do not reference any additional application sections outside of the IJ, such as supporting documentation.

## Proofread your work.

Misspellings, grammatical errors, and incomplete sentences can prevent reviewers from fully understanding your application.

**Quick Tip:** Read your answers out loud before submitting to ensure that they flow and make the intended point(s).

## Ensure the application is complete.

You must fully answer each question in all IJ sections for the IJ to be considered complete.

**Quick Tip:** The NSGP Subapplicant Quick Start Guide, which is published each fiscal year accompanying the NOFO, has an IJ Checklist that can be used to verify all required materials for the IJ.

## References

The NSGP Grant Writing Tips were created using the below as references:

- [Grants 101 | Write the Proposal | Office of Justice Programs \(ojp.gov\)](#)
- [Tips for Preparing Grant Proposals | HHS.gov](#)
- [Write Your Application | grants.nih.gov](#)
- [Grants 101 | grants.gov](#)
- [NSGP Home Page | FEMA.gov](#)

For more information visit us at: [www.fema.gov](http://www.fema.gov). For additional program-specific information, please contact the FEMA Grants News help line at (800) 368-6498 or [FEMA-Grants-News@fema.dhs.gov](mailto:FEMA-Grants-News@fema.dhs.gov). FEMA Grants News hours of operation are from 9 a.m. - 5p.m. Eastern Time, Monday through Friday.



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