

# 2009 Citizen Corps Grant Program Application Guidance

## General Guidance

The 2009 Citizen Corps Program Grant Guidance is available online at:

You may save this form to your computer and click on the gray fields to enter text.

## If submitting application by mail:

Please submit three copies of the application to:

Kansas Division of Emergency Management

Attn: Devan Tucking

2800 SW Topeka Blvd.

Topeka, KS 66611

## If submitting application by email:

Please email applications to [devan.tucking@tag.ks.gov](mailto:devan.tucking@tag.ks.gov)

**All applications must be received by C.O.B.: December 29<sup>th</sup>, 2009**

## Program Requirements

1. Any existing Citizen Corps Programs (CCP) and new CCP are eligible for this grant. Programs must be registered on the federal Citizen Corps website. This can include Citizen Corps programs not managed by local emergency management.
2. Equipment from this grant must directly support the mission of the recipient CCP.
3. CCPs receiving equipment through this program may be asked to provide a follow up report to document how the equipment was used and results obtained/impact of the equipment. If such a report is requested, the CCP must provide the report to meet grant requirements.
4. CCPs receiving equipment through this program are expected to maintain the equipment in good condition and ready for use/deployment.
5. CCPs receiving equipment through this grant program may be asked to participate in an audit, should the program be audited by the state or federal auditing agencies.
6. Applicants are required to use the Kansas Citizen Corps Application Form. An electronic version of the application is available on the KDEM website at [http://www.kansas.gov/kdem/citizen\\_corps/](http://www.kansas.gov/kdem/citizen_corps/).

# Grant Application Instructions

## **Grant Application: Grant Application Cover Sheet Organizational Information**

1. Please fill out the date you are completing the application and leave the date received box blank. The date received box will be filled out by Kansas Division of Emergency Management personnel.
2. The person filling out the grant application needs to fill in the information under the “Organization Information” section. This person needs to be listed as the contact person to be contacted regarding questions on the grant application.

## **Grant Application: Proposal Information**

3. Executive Summary of Request: This section needs to contain a summary narrative regarding the equipment you plan to purchase, and the exercises, planning, training activities your Citizen Corps groups plans to undertake using grant funds for FY2009. This portion of the application does not need to be in depth, just a brief overview of your planned activities. The next section will ask you to go in-depth regarding this topic.
4. Please research and record your county population in the designated box.
5. Next, you will find a box asking how your program embraces the Citizen Corps Program Mission, goals, and objectives. Please include in this narrative which of the identified Citizen Corps programs you will be pursuing throughout the grant year. Identify the elements of the community you will be serving and summarize how you will serve them. Describe the activities your Citizen Corps Program will undertake during the next 12 months and address how these projects will be maintained beyond the grant performance period.

## **Grant Application: Questionnaire**

6. Please answer questions accordingly.

## **Grant Application: Grant Authorization**

7. The county emergency management coordinator will need to sign the top section of the page to acknowledge that they are aware of this application and Citizen Corps Program in their jurisdiction and to also show that they support this program.
8. The Senior Official or Chief Elected Officer will need to sign the next section on this page to show their support and approval of this grant application and project.

