

## iGMS INSTRUCTIONS FOR FOUNDATION GRANT APPLICATION

### **ELIGIBILITY REQUIREMENTS:**

**Grant awards will be made on a reimbursement basis. DO NOT MAKE ANY PURCHASE UNTIL YOU RECEIVE A FULLY EXECUTED AGREEMENT.**

**Applicant Eligibility:** State and local public safety entities **may submit one application a year and must be in full compliance with IDHS regulatory programs. In addition, grant recipients must be in full compliance with the National Incident Management System (NIMS) to receive grant monies.**

- Go to the Internet and type in this URL <https://oas.in.gov/hs/main.do>
- Type in your **USER ID** and **PASSWORD** – click login
- Click on create new proposal
- Title: Type in name of your request Example: 2025 Foundation A Grant for 2 Automatic external defibrillators
- Project Template down arrow and select Foundation Application
- Click create
- Click Edit proposal (*Read areas highlighted in green as it will assist in filling out the grant application, answer all questions with at least two to three sentences.*)

Enter in the following information:

- Two – three sentence summary click on edit click save
- Applicant Information click on new enter in all requested information click save
- Grant Agreement Information click on new ---Enter the information with whom the grant agreement is with. Example: If you report to a town, city, township or board of commissioner enter their information here. If you are incorporated enter your information.
- Secure Indiana click edit enter required information and click save
- Management Team click edit enter names of management team click save
- Strategy Alignment – State Federal Indiana strategy for Homeland Security Goals and Objectives (*check what applies do not check something in each goal and objective*) save
- US DHS National Priorities (*check one that applies*) save
- US DHS Target Capabilities (*check one or two that applies*) save
- Current Status of Project click edit enter in status of project click save
- Statement/Narrative Description of Project click edit enter in narrative Click save
- Project Specifics (*do not enter a firm number enter what areas you serve and with whom you have mutual aid agreements*). Click save
- Project Challenges click new enter in information (*Your main challenge is lack of funding, your mitigation steps are you have applied for the IN Homeland Security Foundation Grant*)
- Sources of Project click new enter in all sources that will contribute to this project. (*For example: the IN Homeland Security Foundation Grant is one source and the status of funding is awaiting grant approval.*) Click save
- Evaluation/Impact click edit enter in information click save
- Sustainability click edit enter in information click save
- Click end edit
- Click scroll to funds
- Click Add funds
- Select fund (use pull down arrow)

- Click add
- Under budgeted (in black area) click on green arrow
- This is where you will submit the proposal and budget after you fill out the budget section.
- Enter Contact information

#### BUDGET DETAIL ITEMS

- Click create new item enter item requesting click save (Note: total may not exceed \$4000.00)
- Then click submit budget

#### NEXT STEPS

- Coordinator reviews proposals.
- The Project Committee and Foundation Committee will review and vote on projects.
- Upon approval; Coordinator creates a grant agreement and sends to contact for signatures. (PLEASE NOTE: DO NOT MAKE ANY PURCHASES.)
- Contact will return signed grant agreement back to Coordinator who then obtains the remaining signatures.
- Coordinator will notify contact when purchase may be made.