

Key Tips

Federal funding opportunities through State Administering Agencies (SAA): How local entities can learn about and apply for criminal justice resources a video with Shannon Dion, former director Virginia Department of Criminal Justice Services

- 1. Do your research.** Learn where your SAA sits in state government and the federal funding streams they administer. A complete list of SAA agencies and directors can be found at: www.ncja.org/agency-directory.
- 2. Look at the current funding priorities and areas of emphasis in your state's criminal justice strategic plan,** which can usually be found on the SAA's agency website. The plan may be Byrne JAG-specific or a statewide plan.
- 3. Establish a relationship with your SAA,** or the SAA agency's grant manager or program manager for funding streams you are interested in.
- 4. Gather information from your SAA.** Learn about timelines and deadlines for applying for funding and any educational opportunities to learn more. **Be persistent!**
- 5. Seek out guidance for writing your application.** Ask your SAA if they can share redacted examples of successful and unsuccessful applications, in particular the budget narratives and project summaries.
- 6. Present SMART goals for your project** (Specific, Measurable, Achievable, Results-based, Timely).
- 7. Learn as much as possible about the application evaluation process.** Is it competitive? How will it be scored? Are certain factors weighted more heavily? etc.
- 8. Seek out assistance for crafting your application, if needed.** SAAs may provide technical assistance or connect you with someone who can help.
- 9. Learn about and prepare for grant reporting requirements.** Ask for guidance, if needed.
- 10. Plan ahead for sustainable funding for when your federal award expires.** Most awards are time-limited and a sustainability plan is a great addition to an application. *CSG's Getting Started: a Guidebook for Centering Equity in Financial Sustainability* (available on CSG's [Financing the Future of Local Initiatives](#) webpage) provides a detailed, step-by-step approach for planning for sustainability with an equity lens.
- 11. Seek out guidance and advice from other grantees, if possible, and additional materials.** Some materials may be available only upon request.
- 12. Look into opportunities in state systems other than criminal justice.** If your project overlaps with other systems there may be alternative funding sources or ways to leverage resources to fund your project.

This project was created with support from the John D. and Catherine T. MacArthur Foundation as part of the Safety and Justice Challenge, which seeks to reduce over-incarceration by changing the way America thinks about and uses jails.



Justice Center
THE COUNCIL OF STATE GOVERNMENTS

