

Maine State Nonprofit Security Grant Program (NSGP)

Application Guidance Packet & Instructions

Purpose of this Guide: This document provides step-by-step instructions, compliance checklists, and cost definitions to help your organization successfully apply for the State-funded Nonprofit Security Grant Program. Use this as a companion to the official Notice of Funding Opportunity (NOFO).

1. Application Checklist

Before hitting submit, ensure your organization has compiled and completed every item on this list. Incomplete applications may be disqualified prior to panel review.

- **Investment Justification (IJ) Form:** The core application narrative detailing your project.
- **Physical Vulnerability Assessment:** A copy of a security assessment completed within the last 3 years that directly justifies the equipment you are requesting.
- **Proof of 501(c)(3) Tax-Exempt Status:** IRS determination letter or valid state-recognized equivalent.
- **Active State Vendor Code / Registration:** Proof of registration with the State of Maine procurement system (required for fund disbursement).

2. Step-by-Step Instructions on How to Apply

1: Identify and Document Your Vulnerabilities

Do not guess what equipment you need. Review your physical facility or have local law enforcement/a private security firm conduct a physical security assessment. Identify your weak points (e.g., unlit entryways, broken fencing, lack of access control). Your requested budget must tie directly back to these documented vulnerabilities.

2: Complete the Investment Justification (IJ)

Applications are submitted via email to the grants inbox.

The subject line MUST say “FY26-27 ME NSGP, (organization name).”

3: Ensure State Vendor Registration

To receive state grant funds, your nonprofit must be registered as a vendor with the State of Maine. If your organization has received state funding recently, verify your vendor code is

active. If you are a new vendor, complete the [state vendor registration](#) process immediately, as processing can take up to two weeks.

3. Allowable vs. Unallowable State Costs

Because this program is funded entirely by the State of Maine, specific rules govern how these funds can be spent. Review these tables carefully before building your project budget.

Allowable Costs

These items and activities **can** be included in your grant budget request:

Category	Approved Equipment & Activities
Physical Hardening	Security cameras (CCTV), access control systems (keypads, card readers), reinforced doors and gates, blast-resistant window film, security lighting, perimeter fencing, and lock upgrades.
Contracted Installation	Reasonable labor, wiring, and integration costs charged by a licensed commercial security contractor to install approved hardware.
Security Training	Security awareness training, active shooter training, or preparedness exercises for staff, volunteers, or congregation members.
Contracted Security	Contracted security is allowable with this program as long as the appropriate procurement steps have been followed.

Unallowable Costs

These items and activities **cannot** be funded by this grant and must be excluded from your request:

Category	Prohibited Equipment & Activities
Personnel & Guards	Hiring security guards (on payroll), paying for regular staff salaries, or funding internal security personnel overtime.
Weapons & Tactics	Purchase of firearms, ammunition, tactical gear, or weapons-related training.
General Tech & Overhead	Standard office computers, general-use software, office furniture, routinely scheduled facility maintenance, or utility bills.
Pre-Award Costs	Any equipment purchased, contracts signed, or work started <i>before</i> the official Grant Award Notification is signed by the State.