



PROPOSAL KIT SAMPLE

DOJ Federal Government Grant Proposal #2

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**APPLICATION FOR
FEDERAL ASSISTANCE**

1. TYPE OF SUBMISSION: Application Construction		2. DATE SUBMITTED	Applicant Identifier
Pre-application Construction		3. DATE RECEIVED BY STATE	State Application Identifier
Non-Construction Non-Construction		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

5. APPLICANT INFORMATION

Legal Name: City of Redmond, WA	Organizational Unit: Office of the Mayor
Address (give city, county, state, and zip code): 1234 New Street, Redmond, WA 09852	Name and telephone number of the person to be contacted on matters involving this application (give area code) John Jacobs (425) 555-1212

6. EMPLOYER IDENTIFICATION NUMBER (EIN):	7. TYPE OF APPLICANT: (enter appropriate letter in box)												
<table border="1"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td></td><td></td><td></td> </tr> </table>	1	2	3	4	5	6	7	8	9				A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify):
1	2	3	4	5	6	7	8	9					
8. TYPE OF APPLICATION: New													
Continuation Revision													
If Revision, enter appropriate letter(s) in box(es): A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify):													

9. NAME OF FEDERAL AGENCY: Office of Juvenile Justice and Delinquency Prevention

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:					
<table border="1"> <tr> <td>1</td><td>6</td><td>5</td><td>4</td><td>3</td> </tr> </table>	1	6	5	4	3	Fighting Internet Crimes Against Children
1	6	5	4	3		
TITLE: Missing Children Assistance						
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.): Southwest Washington State						

13. PROPOSED PROJECT:	14. CONGRESSIONAL DISTRICTS OF:
Start Date Ending Date	a. Applicant WA04 b. Project WA04

15. ESTIMATED FUNDING:	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?
a. Federal \$ 300,000 .00	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE: 00/00/0000
b. Applicant .00	b. NO. PROGRAM IS NOT COVERED BY E.O. 12372 OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
c. State \$.00	
d. Local \$.00	
e. Other \$.00	
f. Program Income \$.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
g. TOTAL \$ 300,000 .00	Yes If "Yes," attach an explanation. No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED

Date: 00/00/0000
Name: City of Redmond, WA.
Address: 1234 New Street
Redmond, WA 09852

(PH) (425) 000-0000
(FX) (425-000-0000)

Project name: Fighting Internet Crimes Against Children

Reason for grant: Provide training, technical assistance, victim services and community outreach

Grant request: \$300,000

Tax status: IRS 501(c)(3) exempt status

Total company budget: \$21,000,000

Dates covered by budget: 00/00/0000 to 00/00/0000

Total project budget: \$300,000.00

Dates covered by project 00/00/0000 to 00/00/0000

Director: John Jacobs, President

Contact: John Jacobs, President
(425) 555-1212

<< Many grant funders will require a list of items to be included in a cover sheet. Update this cover sheet as needed if you are given explicit instructions by a grant funder. The cover sheet is a short, one page summary at the beginning of your grant proposal. >>

Project

Fighting Internet Crimes Against Children

Prepared for:

U.S. Department of Justice
Office of Juvenile Justice and
Delinquency Prevention

Prepared by:

John Jacobs
President

City of Redmond
123 New Street
Redmond, WA 98452

(PH) (425) 555-1212
(FX) (425) 555-1213

Description

Fighting crimes on the Internet against children requires the collaboration of federal, state and local law enforcement agencies in order to operationalize quick responses to advanced communications and information technologies used to exploit children. This grant application seeks to address the online enticements and child pornography by providing training and technical assistance to local organizations and services.

CFDA Title: 16.543

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Abstract

The purpose of the Fighting Internet Crimes Against Children program is to help state and local law enforcement personnel develop vigorous responses created by online programming targeting children through enticements and pornography. The answer to this on-going challenge includes both investigative and forensic elements. All efforts are executed through training and technical assistance.

This program addresses challenges identified through local assessments regarding the growing number of children and teenagers using the Internet, and the explosive growth of pornography and sexual predators.

The FY XXXX Justice Appropriations Act (Public Law No. XXX-XXX) directed the Office of Juvenile Justice and Delinquency Prevention to build a national network of federal, state and local law enforcement officials to collaborate on cases of child sexual exploitation.

Needs Assessment

Local Need

The issues and problems surrounding Internet crimes against children nationally are mirrored locally in Washington State. The Redmond, Washington Office of Public Safety has aggressively pursued these crimes since officially forming the Computer Crimes Unit within the Criminal Investigations Bureau (CM) of the local Police Department. We face the same problems afflicting law enforcement across the United States. The steady increase in the volume of all computer related crime has exploded in the past few years resulting in less and less time for our law enforcement officers to devote to these investigations.

Our State of Washington enforcement agency only employs 6 agents to cover this challenge, when it is clear they need 15 full time employees. Statewide the Washington forensic labs employ only ten forensic examiners. They have repeatedly requested 25 examiners to process all computer related evidence for state and local agencies. Lack of dedicated resources has resulted in the Washington State taking a back seat to these challenges and agreeing to participate in only the most complex related cases. Examples of work:

- An undercover operation by the Redmond Police Department Computer Crimes Unit Detective posed as a 14 year old girl on the Internet resulting in the arrest of a local man. The predator had contacted the girl through MYSpace profile. He later sent her unsolicited instant messages, and when answered by the detective turned the conversation into a request for sex and asked to meet her at the local pizza parlor.
- Local high school teacher was sending child pornography over the Internet; he created images and used a list serve and a newsgroup. Once the Unit seized his computer it was ascertained that he had additional child pornography revealing children as young as seven years old.

These examples related directly to the national problem of online predators and child pornography in southwest Washington. Washington State had no coordinating agency therefore; we assembled our own data through surveys conducted in June and July of this year. The results clearly showed that it took less than 15 minutes once the detective was logged on to be approached by an adult. It is expected that this funding provides the opportunity for the Redmond Police Department to expand its infrastructure and resources to affect these issues in southwest Washington State.

Goals and Objectives

Goals	Objectives	Action Items
1. Expand capabilities for the prosecution of Internet crimes against children in southwest Washington State	1.1 Recruit and orient a new Internet Crimes Against Children Task Force in southwest Washington 1.2 Ensure diverse membership of the task force and include federal, state, regional and local social services, law enforcement, and children services officials.	1.1.1 Conduct orientation meeting with recruited members of the task force 1.2.1 Build selection criteria that ensure appropriate credentials among the members of the task force 1.2.2 Conduct regular meetings
2. Write new policies and procedures to support investigative and prosecutor functions in the Internet crimes against children in southwestern Washington State.	2.1 Establish a dissemination process for the task force and confirm that all members received the drafts of policies and procedures that comply with federal and state standards	2.1.1 Confirm receipt of all draft policies and procedures by task force members; 2.1.2 Conduct a vote on the new policies to confirm their use by the task force
3. Train and equip task force investigators with state of the art tools and techniques	3.1 Conduct a SWOT analysis to capture needs and opportunities for training and investigative processes	3.1.1 Prepare training curricula 3.1.2 Conduct training in accordance with federal and state standards
4. Develop online case management system that is integrated across agencies with shared common tools such as MS Project; MS ShareNet	4.1 Establish requirements list 4.2 Analyze and finalize systems requirements 4.3 Execute Deployment Plan among agency participants for use by task force members	4.1.1 Conduct a requirements audit to ensure that content, systems requirements and deployment tasks are completed on time and within budget

Expected Results

We anticipate both financial and technical benefits to all the participant agencies as follows:

Financial Benefits

- Reduced cost of training, travel, and execution of new procedures for field investigators, generating a 15% cost reduction to each agency
- Lower costs in the purpose of computers, software, and training manuals as the task force agencies with work as a group and generate a new supply chain for the area that projects a 10% overall reduction in costs for the above items.

Technical Benefits

- Ability to track and identify predators quickly;
- Ability to track calls, internet contacts, and instant messages quickly and efficiently;
- Ability to integrate computer systems and train law enforcement officials simultaneously to respond to the new technology-facilitated strategies employed by predators.

Evaluation

We will use an outside evaluator to conduct an objective, unbiased assessment of the results of our program activity. We will seek candidates referred by the U.S. Department of Justice for knowledge of the program. It will be the responsibility of the evaluator to answer a series of questions listed below, the program director will be responsible for staff cooperation and efficient response time. The evaluator is responsible for the development of a questionnaire, interview guides, data capture sheets, check lists for observations and other evaluation tools.

- Determine the effectiveness of orientation training for task force members;
- Inventory the number of training presentations;
- Determine the effectiveness of all training and mentoring activities;
- Keep count of the number of law enforcement receiving training
- Keep count of the number of public presentations made, both community and school groups
- Development of investigative protocols complying with ICAC standards
- Determine the effectiveness of the process for the development of the ICAC program.

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