

Safe and Secure Courthouse Grant Initiative 2024 Application

Please refer to the *Safe and Secure Courthouse Initiative – Information and Award Guidelines Sheet* for details on the application process and award guidelines for the grant. The application(s) must be submitted to Jennifer.Super@courts.state.mn.us on or before August 26, 2024.

Name of Request/Project:

Name of Sponsor County:

Project Sponsorship:

Application Agency Information:

Department/Division:

Address:

Name of Contact Person:

Title:

Telephone:

Email:

Name of County Board Chair/Commissioner:

Telephone:

Email:

2nd Applicant Agency Information:

If this is a multiple agency project, and funding is requested by more than one agency, the second agency information is (if more than two agencies, use additional sheets):

Name of Agency:

Department/Division:

Address:

Name of Contact Person:

Title:

Telephone:

Email:

Name of Board Chair/Commissioner:

Telephone:

Email:

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Local Judicial Branch Partner:

Name:

Title:

Telephone:

Email:

Project Overview:

Provide a description of your proposed project and describe its anticipated impacts on safety and security within the court facility:

If the project and funding request includes funds from multiple agencies, please identify the funding per agency:

Project Funding	Dollars
Grant Request Dollars	
Agency Sponsored Dollars	
Agency #2 Sponsored Dollars	
Other Contributions	
Project Funding Total	

Combined agency contributions and other contributions must equal at least the amount requested for the grant.

Project Schedule: (Projects must be completed by June 30, 2026)

Scheduled Project Start Date:

Projected Project Completion Date:

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Project Initiatives: (Provide brief responses when appropriate.)

1. Describe the project goals, measurable outcomes, and objectives.
2. This project requires a commitment to the court facility safety and security by all justice partners. Please attach letter(s) of support and note the partners below.
3. Does the county have a security committee for the court facility? If yes, describe the membership of the committee, the mission of the committee, and level of decision-making.
4. Has a security assessment been conducted on the court facility? If yes, describe the steps taken to mitigate identified risks and the year the assessment was complete.
5. Describe the safety and security policies and procedures for the court facility, including who approves, maintains, and distributes these policies and procedures.

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6. Describe the safety and security training provided to all permanent building occupants including the type of training provided and the frequency.

7. Describe the project schedule and include dates for key deliverables and project milestones to meet the objectives.

8. If applicable, please describe how any ongoing personnel, maintenance, and operational costs will be funded.

9. Would the applying agency accept a partial award for the project? How would this impact the project? If partial funds are awarded, how would the county fund the remaining project costs?

10. Are there any other approved or pending requests for grants or outside funding for this project? If yes, please describe.

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Budget Summary:

Provide a budget summary outlining the major project costs:

	Budget Category	Costs
Contracted Services		
	Total Contracted Services	
Personnel		
	Total Personnel	
Supplies & Equipment		
	Total Supplies & Equipment	
Training		
	Total Training	
Other Expenses		
	Total Expenses	
	Project Total	

I certify that all information in this award application is true and correct to the best of my knowledge and that I have the authority to commit the Organization to the work proposed.

Authorized Signature:

Date:

Submit your application electronically to Jennifer Super, Minnesota Judicial Branch, at:
Jennifer.Super@courts.state.mn.us