



SEVEN STEPS TO SUBMITTING A SUCCESSFUL GRANT APPLICATION

Follow these guidelines for assembling your successful grant application. Our web-enabled traffic devices and solutions do qualify for grant funding.

1. Define your project and get grant-ready

The first step is to identify your community and department's current traffic safety needs during your strategic planning sessions. How and where would your community benefit from grant funding for traffic safety? The best way to do that is to give priority to those areas that will produce the most measurable impact on your department and your community. Be prepared to explain how the requested funding will solve a specific traffic problem.

You will also be asked to predict the negative impact on your department and community if your project isn't funded. Think about both of these requirements when you're choosing a project.

Once your department has identified a project, it's time to plan. If you don't have your [DUNS](#) confirmation or [SAM registration](#), now's the time to get those in order.

You should also identify your stakeholders. These are the people in your community and organizations who will be impacted by the grant. These may include your local municipality, schools, population groups, etc.

The project's costs should be listed out and organized into a budget. Your budget should be comprehensive and include all costs associated with the project: traffic equipment, accessories, etc.

2. Research funding

Now that you've got your project in mind, it's time to find out who can help you fund it. Almost all funding opportunities available today can be found online. On the following page are helpful resources.

Bureau of Justice Assistance <https://www.bja.gov>

COPS Office: Grants and Resources for Community Policing <https://cops.usdoj.gov>

Grants.gov <https://www.grants.gov>

PoliceGrantsHelp.com <https://www.policegrantshelp.com>

Once you identify a grant you'd like to apply for, take the time to review the full RFP in detail. Although they may seem tedious, RFPs typically include important application requirements, dates for deadline submission or tips on how to have your application score competitively. While grant makers do not usually change their guidelines drastically from year to year, it is important that you review the most current RFP for any grant you apply for.

Some grants you come across may not yet be "open", meaning that the current guidelines are not yet available. These grants are usually open once per year for a four- to six-week period.

3. Prepare for the grant to open

Once you find a viable grant opportunity and are certain that you meet the eligibility requirements, read the current RFP very carefully.

Some grants sponsor workshops or provide written guides that can be helpful in keeping your grant application process on track. When reading a guidance document, look specifically for items that are "must do's," "should do's," and "could do's." Collect all the documents and data outlined in the RFP, including traffic data, operating budgets

"The number one reason why grant applications are denied is failure to follow directions."

and inventory lists. Notify stakeholders such as local business or organizations that fall into your response area; including a letter of support or pledge for monetary assistance can strengthen your application by demonstrating that your project will benefit the whole community.



4. Create, review and submit your application

Once you have gathered all the information you need, it's time to assemble your submission. Throughout this process it is important that you remain mindful of the grant application submission deadline so that you don't miss a single deadline.

Follow all of the rules and requirements that you researched in the last step. Some applications include strict formatting requirements, such as what font size you should use and how each heading must look. Pay close attention to writing the narrative, it's one of the most important parts of your grant application and your opportunity to tell the grant makers your story. Use your traffic data to paint a picture of how you and your community are being impacted by the outdated equipment. Web-enabled traffic devices from All Traffic Solutions can gather all this data automatically and upload it to the TrafficCloud™ web-based ecosystem so you can run quick reports from anywhere with an Internet connection.

Here's where you want to include anecdotal information as well. Were there any recent incidents where lives could have been saved or injuries been avoided if your department owned a radar speed display? Has anyone been injured while installing on-road traffic counters while conducting a traffic study Include this information in your narrative.

“Use your traffic data to paint a picture of how you and your community are being impacted by the outdated equipment”

Before you turn in your application, have several people review it. It's surprising how easily we can skip over the simplest grammar and spelling mistakes. You may choose to have a professional grant writer review your application. An online search can provide a list of resources. Once you've had your application reviewed and made any changes, it's time to submit your application.

5. Award decision

The time from application submission to award notice varies for each grant. Some take up to 12 months while others can be as short as one or two weeks. On average however, a grant maker will have made their funding decisions in about three to six months.

If you get turned down for your grant, request feedback from the grant maker so you understand why your application was denied and what you can do to strengthen future submissions. Sometimes a grant maker simply wants to know how important this grant will be to your community, which you can demonstrate by following up and re-submitting your application if it's allowed. Other times, the grant maker may request that you apply again the following year with additional data to support your case. Once again, utilize your web-enabled traffic devices from All Traffic Solutions to gather your data so you can run reports fast.

“Once again, use your web-enabled traffic devices from All Traffic Solutions to gather your data so you can run reports fast”

Regardless of the reason why your application was denied, opening up the lines of communication with a possible funder is good practice.

6. Manage your award

Once you receive your award, it's important to focus and follow through on future deliverables. Be sure to follow all post-award management instructions given to you by the grant maker. You'll receive these instructions after the grant has been awarded to you.

Be sure to abide by any measures of success that you had outlined in your narratives. If you say that new variable message signs will decrease road congestion by 5% each month, be prepared to show that. Running volume reports in TraffiCloud can provide this data, and it's easy to produce easy-to-digest "before and after" snapshots that clearly state results.

During this time, you should also start preparing for an audit. You can best do this by keeping all grant-related materials in an easily-accessible folder—copies of receipts, copies of any reports submitted—basically confirming that you are in compliance with post-award management requirements.

7. Wrap it up and get ready for next year

This is the time to tie up all the loose ends related to your award, and prepare for next year's grant application. If you do not complete the closeout process for the grant you received, you will likely not be permitted to apply for funding for the same grant during the following cycle.

Many of the materials you prepared at the beginning of this process can be repurposed for next year, so be sure to keep excellent records. This will save time, making the grant process easier next year and providing you with a valuable resource.



To learn more about our portable web-enabled traffic devices including radar speed displays, radar speed signs, variable message devices, counter classifiers with speed measurement capabilities, trailers with ALPR and more, visit AllTrafficSolutions.com/products.

Request a Quote.

Ask us for a personal demo of TraffiCloud™, our traffic management solution that lets you control your traffic devices and data from any Internet-ready device 24/7, providing a new level of awareness while reducing the amount of time needed to manage your equipment and information. Call 866.366.6602 or email us at sales@alltrafficsolutions.com or [visit online](#).

All Traffic Solutions 12950 Worldgate Drive, Suite 310, Herndon, VA 20170

ALL TRAFFIC
SOLUTIONS



All Traffic Solutions delivers cloud-based traffic management solutions, including radar speed and variable message displays, imaging products and intelligent transportation systems for law enforcement, transportation and communities.

Our innovative TraffiCloud™ traffic management platform is changing the way communities solve their most complex traffic, transportation and parking challenges by allowing them to manage all their traffic equipment remotely, as well as leverage data to increase traffic safety, streamline their operations and achieve lasting results.