Prosper Grant Application Requirements
Proposed Grant Opportunity:
_____

Justification: Briefly describe why the equipment or staffing position is warranted. Does the Town meet all grant requirements? If no, indicate outstanding requirements (i.e. establishment of a policy, passing of a resolution, etc.).

Prosper Police Department is requesting to apply for approximately $20,949.99 for the Rifle-Resistant Body Armor Grant Program, FY2027 grant. This grant would cover 56 rifle plates. State funds for these projects are authorized under the Texas General Appropriations Act, Article I, Rider 25 for Trusteed Programs within the Office of the Governor.   All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. The Public Safety Office (PSO) expects to make available $3M for FY2027. Prosper PD was awarded this grant in 2025 and 35 rifle plates were purchased for our officers.   This grant will allow PPD to purchase additional rifle plates for our law enforcement personnel. The closing date for this announcement is February 12, 2026. There is no cash match. PPD would start this grant in FY 2027.

		A. Grant Details	
☑	1.	Total of the grant funds requested	$20,949.99
☑	2.	Grant Deadline	February 12, 2026.

		B. Request for Equipment	
☐	1.	Vehicle: VERF (years) Fuel, Recurring/Maintenance costs	_____
☐	2.	Software Licensing	_____
☑	3.	Performance Period	10/01/26 -09/31/27
☑	4.	Is this equipment in your strategic plan? What Fiscal Year?	Yes/LEO. Continuing/2027
☐	5.	Matching Funds	_____

		C. Request for Staffing	
☐	1.	Meet with HR to obtain Salary and Benefits	_____
☑	2.	Performance Period	10/01/26 -09/31/27
☐	3.	Vehicle (**Complete Section B**)	_____
☑	4.	Uniform Costs/Safety Equipment	$20,949.99
☐	5.	Required Training	_____
☐	6.	Licenses	_____
☑	7.	Other (Phones, PCs, Office Supplies, IT/technology costs, etc.)	_____
☐	8.	Is this position in your strategic/staffing plan? What Fiscal Year?	_____
☑	9.	Matching Funds	0

		D. Grant Writing and Grant Management	
☐	1.	Department will be contracting the grant writing services.	Cost: _____
☐	2.	Department will be contracting the grant management services.	Cost: _____
☑	3.	Department will be handling the grant writing and grant management	PPD
☑	4.	Reporting Requirements: Monthly, Quarterly, Yearly?	Quarterly

		E. Grant Approval Review
☑	1.	Meet with Finance Director
☑	2.	Meet with Grants Administrator

		F. Prepare and Route Manager's Memorandum
☐	1.	Prepare the Manager's Memorandum from the template on the Town's Intranet.
☐	2.	Attach Town Attorney approval e-mail to Manager's Memorandum.
☐	3.	Attach Prosper Grant Application Requirements to Manager's Memorandum.
☐	4.	Route Manager's Memorandum through your department's approval process and send in **a red envelope** to the Grants Administrator.

		G. Approval Routing
☐	1.	Grant Committee Review (See attached)
☐	2.	Grants Administrator will route the Manager's Memorandum for final approvals.

Prosper Grant Application Requirements

Prosper Grant Committee Review

Proposed Grant Opportunity:

_____

Grant Committee Review	Yes	No	Absent	N/A
Colin Ashby (Grants Admin.)	[X]	☐	☐	☐
Jay Carter (Purchasing Mgr.)	[X]	☐	☐	☐
Marcus Northcutt (Sr. Acct.)	[X]	☐	☐	☐
Tony Luton (HR)	[X]	☐	☐	☐
Leigh Johnson (IT)	[X]	☐	☐	☐
Dan Baker (Comm. Svcs.)	[X]	☐	☐	☐
David Hoover (Dev. Svcs.)	[X]	☐	☐	☐
Bill Bonny (FD)	[X]	☐	☐	☐
Hulon Webb (Infra. Svcs)	[X]	☐	☐	☐
Scott Brewer (PD)	[X]	☐	☐	☐