

## Jack Lewis Safety Fund (JLSF)

### Frequently Asked Questions

#### Q. How do I apply for the JLSF grant for my fire or police department?

A. Beginning in 2025, all applications must be submitted through an electronic grant portal. Word or pdf documents sent by email are no longer being accepted.

\*To begin the application process, click the **Start the Application** button on the JLSF webpage, then click **Create an Account Now** in the lower right corner. This first step sets up your account and gives you access to the grant system. Note that this is not the actual application – it is only the first step.

\*Be sure to enter all of the requested information.

\*The organization name should be the department that is requesting the grant.

When complete, hit **Submit Request**.

#### Q. What happens after I submit the first set of information?

A. You will receive an email notification of acceptance into the grant system, with a link to set up your login information. You will receive a second email notifying you of the application availability.

\*It can sometimes take up to a week between these two steps.

\*Be sure to check your spam folders for these emails.


#### Q. I have the application. What do I do next to submit the grant?

A. Click on the link in the “registration approved” email message to set up your log in information.

1. Your email address is your username. The system will prompt you to create a password.

2. Once inside, your portal account home page will have a gray bar on the left side. Click on **In Progress Requests** in the gray bar to find your application.

3. Click **Edit** in the upper right corner to complete the fields within the application. Be sure to hit Save before exiting. You can edit and exit the application as many times as needed.

4. You are required to upload files for your application, including a project budget [see below for example] and supporting documents such as quotes or photos. Click on the  symbol to add files from your computer.

5. When your application is complete, be sure to hit **Submit** in the lower right corner. You should then see the application move from the **In Progress Requests** section in the gray bar to the **Submitted** section.

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**Q. What should be included in a project budget and why do I need it?**

A. A project budget explains what the grant funds will be used to purchase. Please include all items being requested, the priority order, quantity, unit cost and total cost, as shown below.

Example Project Budget:

Priority	Item	Qty.	Unit Cost	Total Cost
1	Wildland Gear Set (Pant & Shirt)	10	\$700	\$7,000
2	Helmet	10	\$350	\$3,500
3	First Aid Kit	10	\$50	\$500
	TOTAL			\$11,000

**Q. Am I required to include a quote or photo of a catalog page or website showing the price of the items I want to buy?**

A. Yes. This is required and applications will be declined if this information is not provided.

**Q. Our department is raising money to buy a new ambulance and we have \$165,000 left to raise. Can we submit a grant request now?**

A. Due to the high number of requests, a new guideline is in place requesting departments to get within \$100,000 or less left to raise before requesting a grant for ambulance funds.

**Q. Our department got a JLSF grant last year. Can we apply for another grant this year?**

A. Yes. Departments can apply once annually whether or not they were funded in the past.

**Q. What other types of organizations can apply?**

A. This fund is limited to police, fire and EMS departments in communities of 5,000 or fewer across Nebraska or SW Iowa (Mills, Harrison and Pottawattamie Counties only). Municipalities and rural fire districts may apply on behalf of these departments. Contact staff with questions on eligibility. Health systems, medical clinics, schools and other nonprofits are not eligible to apply.

Contact JLSF staff with questions at 402-502-0062 or [cindy@swscottfdn.org](mailto:cindy@swscottfdn.org).