

FY26 Nonprofit Security Grant Program Application Guide

Getting Started:

- Due date is Wednesday, July 15, 2026, at 11:55 p.m.
- The application link and guidance documents can be found here:
 - <https://des.mt.gov/Grant-Programs/Nonprofit-Security-Grant-Program-NSGP>



FY26 NSGP Application:

How To Create an Account on the Applicant Portal

The first time you access an opportunity through the Applicant Portal, you will be prompted to create a login and password. Alternatively, users may have received an email invitation from another user in their organization.

Once you register, you will be able to access the opportunity.

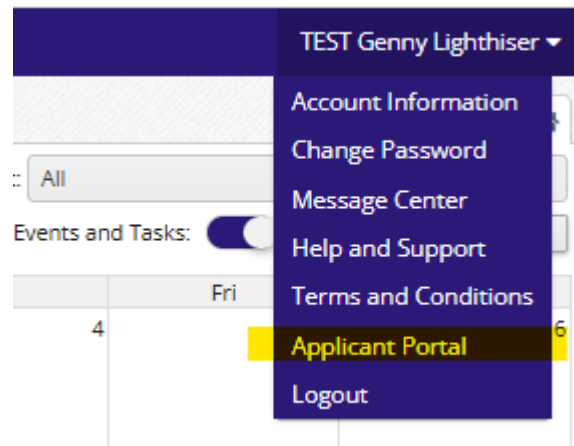
1. Use the **opportunity link** from the funder.
2. Click an open **opportunity name**.
3. Click **Apply** to the right of the opportunity name.
4. On the login screen, click **Register**.
5. On the *Create New Account* page, add your **user information**, **contact information**, and **organization information**. All required fields are noted with an asterisk (*).
6. Click **Register**.
7. Click to **I Accept** to accept Euna's terms and conditions.

Title	Status	Submission Open Date	S
FY22 COVID-19 Response Program Opportunity	Open	1/1/2022 12:00 AM (EST)	
IDES Water Project	Open	2/1/2022 12:00 AM (EST)	
21st Century Community Learning Centers and After School			

[Print](#)[Help](#)[Download](#)[Apply](#)[Register](#)[Login](#)

FY26 NSGP Application: How To Access Your Application in Euna

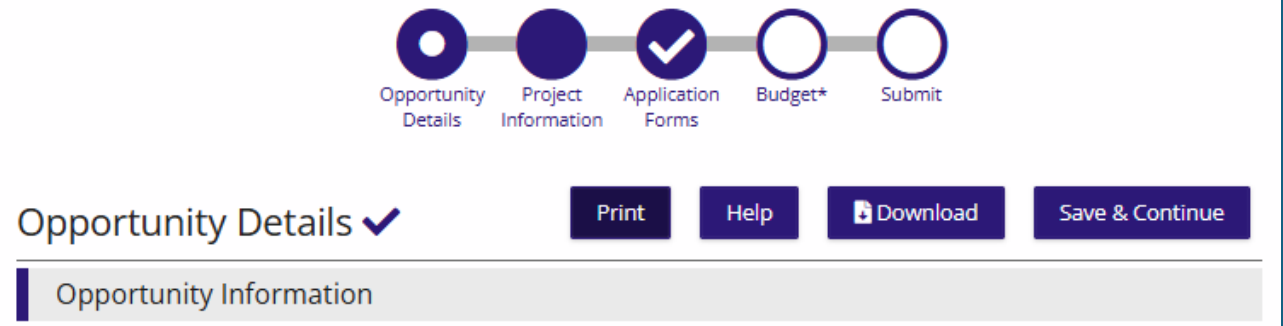
Euna has two different views: Euna Grants and Applicant Portal. To toggle between the two views, click your name in the upper-right corner. To access your application, select **Applicant Portal**. To make edits to your account or see any active grants you have in Euna, select the down arrow next to your name and select **Euna Grants**.



FY26 NSGP Application: Opportunity Details

The first section of the grant application is the **Opportunity Details**. This page is informational. Read through the information provided, and then select Save and Continue.

The top of the screen has circles to illustrate where you are in the application process. The circles are hyperlinked and can be used to access the different steps of the application



FY26 NSGP Application: Project Information

For this step, you will be providing the name of your grant, the amount being requested, and information about the primary contact.

When this section is completed, remember to select **Mark as Complete** at the bottom of the page. Next, select **Save & Continue**.

The screenshot displays the 'Project Information' section of the FY26 NSGP Application. At the top, a progress bar shows five steps: 'Opportunity Details' (checked), 'Project Information' (active), 'Application Forms' (checked), 'Budget*' (unchecked), and 'Submit' (unchecked). Below the progress bar, the 'Project Information' title is followed by 'Help', 'Download', 'Save', and 'Save & Continue' buttons. The 'Application Information' section includes a text field for 'Application Name *' with the value 'Genny Lighthiser TEST' and a checkmark icon. Below this, the question 'How much are you requesting from the funder?' is followed by an 'Award Requested *' field containing '\$45,000.00' and a 'Total Award Budget' label with the value '\$45,000.00'. The 'Primary Contact Information' section is partially visible, showing a 'Postal Code *' field with '59636' and a 'Phone Number' field with '(406) 439-2638'. At the bottom, there are three buttons: 'Save', '✓ Mark as Complete', and 'Save & Continue'.

Opportunity Details Project Information Application Forms Budget* Submit

Project Information Help Download Save Save & Continue

Application Information

Application Name * Genny Lighthiser TEST ✓

How much are you requesting from the funder?

Award Requested * \$45,000.00

Total Award Budget \$45,000.00

Primary Contact Information

Postal Code * 59636

Phone Number (406) 439-2638

Save ✓ Mark as Complete Save & Continue

FY26 NSGP Application: Forms, Applicant Assessment Page

The **Forms** section is made up of three linked subsections. Click on the name of each section.

For the **Applicant Assessment** section, you will need to provide some basic information about your organization. Please fill in the sections about Fiscal Assessment, Procurement Procedures, Conflict of Interest, and Indirect Cost Rate Documents (if applicable).

Progress bar: Opportunity Details (checked), Project Information, Application Forms (3), Budget* (checked), Submit

Forms ✓

Buttons: Help, Download, Save & Continue

Name	Status	Print
Applicant Assessment	Complete	
NSGP Overview	Complete	
Application Documents	Complete	

Navigation: < 1 > 25 1 - 3 of 3 items

Save & Continue

FY26 NSGP Application: NSGP Overview Page

For the **NSGP Overview** section, you will need to provide contact information for your organization, project manager, and the signatory authority for the organization.

You will also need to provide your UEI number.

The federal government now requires the Unique Entity Identifier (UEI) numbers that are created in [SAM.gov](https://sam.gov). This number is required to apply for NSGP. Jurisdictions that do not have a UEI may retrieve it through [SAM.gov](https://sam.gov).

The screenshot displays the NSGP Overview page. At the top, a progress bar shows five steps: Opportunity Details (completed), Project Information (current step), Application Forms (3) (pending), Budget* (completed), and Submit (pending). Below the progress bar, the 'Forms' section is active, indicated by a checkmark icon. To the right of the 'Forms' header are three buttons: 'Help', 'Download', and 'Save & Continue'. Below the header is a table with three columns: 'Name', 'Status', and 'Print'. The table lists three items: 'Applicant Assessment' (Complete), 'NSGP Overview' (Complete), and 'Application Documents' (Complete). At the bottom of the table, there are navigation controls (back, previous, 1, next, forward) and a dropdown menu set to '25'. The text '1 - 3 of 3 items' is displayed on the right. Below the table is a 'Save & Continue' button.

Name	Status	Print
Applicant Assessment	Complete	
NSGP Overview	Complete	
Application Documents	Complete	

1 - 3 of 3 items

Save & Continue

FY26 NSGP Application: Application Documents Page

NSGP applications must provide the following documents:

1. Mission statement on official company letterhead.
2. Vulnerability assessment specific to the location/facility being applied for.
3. Investment Justification (IJ) in the completed fillable adobe file (not scanned copy).

The new FY2026 Investment Justification document can be found here:

<https://des.mt.gov/Grant-Programs/Nonprofit-Security-Grant-Program-NSGP>

Additional documentation may be provided to support project. Such as additional justification that substantiates threat.

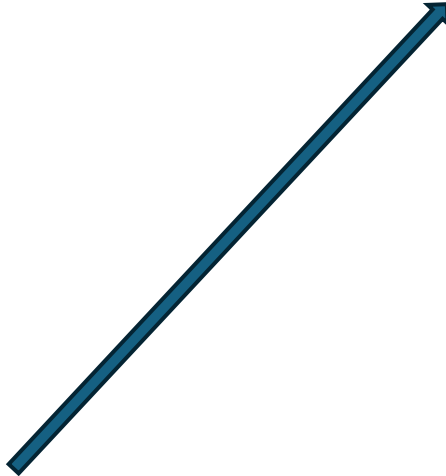
Applicants with multiple sites may apply for up to three project sites. Each site must have its own Investment Justification (IJ), vulnerability assessment, and application submitted within Euna. Multiple project sites may not be combined into one application.

FY26 NSPG Application: Budget

When you get to the **Budget** section, you will see that the budget amounts you entered in the **Project Information** section of the application are already loaded into this step and displayed under **Revenue Budget**.

*Tip: Make sure **Line Items** is selected with a checkmark under **Options** at the top of the screen.*

Now you will need to fill in the estimated **Expense Budget**. For each expense, you will click on the purple plus-sign next to the corresponding category. A window will pop up and ask for the details of the expense.



Options
☒ Line Items

Proposed Budget

Expense Budget

Category	Grant Funded	Total Budgeted
+ Construction	\$45,000.00	\$45,000.00
Cameras	\$45,000.00	\$45,000.00
+ Consultants / Contractual	\$0.00	\$0.00
+ Equipment / Accountable Supplies	\$0.00	\$0.00
+ Indirect Costs	\$0.00	\$0.00
+ Management and Administration	\$0.00	\$0.00
+ Planning, Training, and Exercise	\$0.00	\$0.00
Total Expense Budget Cost	\$45,000.00	\$45,000.00

Revenue Budget

Grant Funding		
Award Requested	\$45,000.00	\$45,000.00
Subtotal	\$45,000.00	\$45,000.00
Non-Grant Funding		
Subtotal		\$0.00
Total Revenue Budget Cost		(\$45,000.00)
Total Overall Budget Cost		\$0.00

☒ Mark as Complete

Save & Continue

FY26 NSGP Application: New Line Item

1. In the pop-up, select the correct **Category** and **Item Type** from the drop-down menus.
2. **Name:** This is the line-item description that will display on the budget in Euna.
3. **Direct Cost.** This will be the total expense cost.
4. The **Narrative** section can be used for further explanation of the item.
5. You do not need to add any attachments.

New Line Item

Budget Item Information

Category Construction

Include specifics in the narrative section as to what costs are being requested, such as security camera system, shipping, and installation.

Item Type Non-Personnel

Name *

Direct Cost * \$0.00

Total Budgeted \$0.00

Narrative

Attachments

Attachment(s)

 Choose file(s)

Create

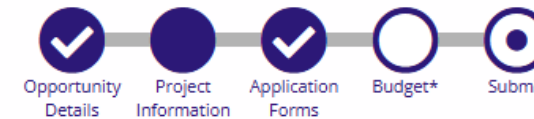
Cancel

FY26 NSGP Application: Submit

You are now ready to submit your application. If there are any errors with your application, there will be messages in red on this section.

Common Errors:

1. Make sure you selected **Mark as Complete** at the bottom of each section.
2. Make sure all required questions were answered and required documents uploaded.
3. Make sure the budget amounts on the **Project Information** section and the **Budget** section match.



You are about to submit your application, **Genny Lighthiser TEST**, to **Montana Disaster and Emergency Services**.

Take the time to review your application by using the timeline above. You can select any section and jump to that page.

When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.

The Project Information has not been marked "Complete."

 Review

Questions

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