



School Safety Professional Development Grant Application Instructions

State FY 2025 (2024-2025 School Year) Grant Information:

- This grant, if approved, provides \$1,000 to \$10,000 to a Montana school district to support school safety professional development pursuant to [House Bill 2](#) (2023) and [HB 601](#) (2019).
- For the 2024-2025 school year, application submission will open on the OPI website at **10:00 am on June 3, 2024** and will close once funding has been awarded. Preference will be given to applicants who have never before received a School Safety Professional Development grant.
- The application submission form will be a fillable form available online, and can be accessed [here](#). Applicants are encouraged to prepare the grant narrative text for question 2 below and complete the [Excel Budget Form](#) prior to the application submission window opening.
- Applications will be funded in the order in which they are received, with priority given to districts that have not yet received a School Safety Development grant. **Incomplete applications will not be accepted and will be returned to the applicant with a request for complete information.** Complete applications must have the completed budget form and application narrative and will be timestamped when all portions of the application are submitted.
- Districts who received these funds for the 2023-2024 school year are eligible to apply once they have expended all previous school safety professional development funds received and provided grant reporting closeout documents.
- If you have a question about if an activity is allowable, you may contact Michele Henson, michele.henson@mt.gov prior to submission. Additional guidance is provided in this document.
- Training activities should occur between August 1, 2024, and June 30, 2025. For 2024-2025 grants, professional development activities **must be completed by June 30, 2025**. Upon completion of your professional development activity, you will be required to report on the activity using the [OPI Reporting Template](#) and provide a final expenditure report to close out the grant period. **Final Reports will be due by July 15, 2025.**

You may use the following guidance to prepare your application narrative. Please note, narrative text will need to be copied into the fillable form at submission.

District & Grant Request Information

DISTRICT: _____

1. Indicate which professional development topic your district will target with school safety grant funds.
 - A. Professional development for staff on youth suicide prevention ([MCA 20-7-1310](#))
 - B. Professional development for staff on the district's School Safety Plan ([MCA 20-1-401](#))
 - C. Conducting disaster drills, table top exercises, or full-scale drills in collaboration with local community first responders as outlined in the district's School Safety Plan ([MCA 20-1-401](#))
 - D. Professional development for staff in safety technology integrated within the district (i.e. cameras, door lock procedures, etc.)
 - E. Professional development for staff in district violence and/or bullying protocols and procedures ([ARM 10-55-179](#))
 - F. Professional development for staff in illegal substance use trends, and district policies and procedures



2. Explain the details of the professional development for which your district will use funds including the following:
 - the name of the trainer or evidence-based/promising-practice program that will be used to conduct the professional development;
 - how the professional development activity fits into the district's existing safety protocols or plans and how the professional development will strengthen the safety of the district;
 - how many staff will participate in the professional development; and
 - the length of the professional development, including dates, if known.
 - Additionally, please include if your district staff will participate in any free professional development (such as courses available via the [Teacher Learning Hub](#)) to leverage the effectiveness of these funds.
3. Indicate the amount your district is requesting to support school safety professional development. Range for grant awards is \$1,000 to \$10,000.
4. **Proposed Budget.** You will upload the [Excel Budget Form](#) with your application submission to indicate the breakdown of funds to support your professional development activity.

Please note the following regarding allowable and unallowable proposed budget expenditures:

GENERALLY ALLOWABLE:

- Training activities and professional development for school staff, local law enforcement, and first responders.
- Evidence-based training programs or training activities recommended by government security entities including: [Schoolsafety.gov](#), [REMS](#), [National Center on Safe Supportive Learning Environments](#), [FEMA](#), and [Homeland Security](#).
- Contracts for training services.
- Salaries or stipends for staff participation may be allowable if they are not part of previously contracted/scheduled time. Amounts need to be reasonable, and narrative should describe why salaries or stipends are necessary for training to be successful. Substitute costs are allowable.
- Meals, materials, and other training supplies necessary to conduct the training. Reasonable travel and per diem costs for participants or trainers.

GENERALLY UNALLOWABLE:

- Physical security systems, equipment, or building improvements
- Classroom supplies, such as 'Stop the Bleed' kits or other items
- School safety student curriculum and programming, assemblies, or training for students

The School Safety Professional Development Committee will make final determinations regarding allowability of activities in submitted grant proposals.

For any questions regarding School Safety Professional Development Grants, please contact:

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