

GRANT PROPOSAL CONCEPT
CHICAGO POLICE DEPARTMENT
RESEARCH & DEVELOPMENT DIVISION/GRANTS SECTION

SEE REVERSE SIDE FOR INSTRUCTIONS.

NAME OF SUBMITTER	PAX/BELL NO.	TITLE /RANK	DATE
UNIT NAME		BUREAU NAME	

1. STATE AND DEFINE PROBLEM

2. PROGRAM GOALS

3. RESOURCES REQUIRED/AVAILABLE

4. BENEFITS

5. HAS SUBMITTING UNIT IDENTIFIED A FUNDING SOURCE? YES NO

FUNDING SOURCE	SUBMISSION DEADLINE	FUNDING LIMIT
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6. APPROVALS

UNIT COMMANDING OFFICER/DIRECTOR	DATE	DEPUTY SUPERINTENDENT	DATE
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FOR RESEARCH & DEVELOPMENT DIVISION USE ONLY

DATE RECEIVED IN R&D	DATE FORWARDED TO THE SUPERINTENDENT
TASK NUMBER	FINAL DECISION <input type="checkbox"/> PROCEED <input type="checkbox"/> DO NOT PROCEED

GRANT PROPOSAL CONCEPT INSTRUCTIONS

This form is a brief concept paper that gives decision makers enough information to decide whether the program is worthwhile and if outside funding should be pursued. The actual grant application will require more detailed information.

NAME OF SUBMITTER	PAX/BELL NO.	TITLE /RANK	DATE
UNIT NAME	BUREAU NAME		

1. STATE AND DEFINE PROBLEM

BRIEFLY STATE THE PROBLEM, ITS CAUSES AND ITS SCOPE. USE APPLICABLE DATA, IF AVAILABLE.

2. PROGRAM GOALS

PROVIDE A GENERAL EXPLANATION OF HOW THE PROGRAM WILL ADDRESS THE PROBLEM'S CAUSES.

3. RESOURCES REQUIRED/AVAILABLE

IDENTIFY STAFF (EXISTING AND NEW), EQUIPMENT, AND TOTAL COST NEEDED TO IMPLEMENT THE PROGRAM. DESCRIBE, IN GENERAL TERMS, HOW THE GRANT FUNDS WILL BE USED. IF FUNDS HAVE BEEN IDENTIFIED, STATE WHETHER OR NOT A MATCH IS REQUIRED, THE DOLLAR AMOUNT OF THE MATCH, AND IF THE MATCH MUST BE IN-KIND (DEPARTMENT PERSONNEL) OR HARD (CASH).

4. BENEFITS

DESCRIBE THE EXPECTED SOLUTION OR REDUCTION OF THE PROBLEM. LIST CHANGES THE PROGRAM WILL ACCOMPLISH. DESCRIBE THE EXPECTED BENEFITS TO PARTICIPANTS, THE DEPARTMENT, AND/OR THE CITY. DESCRIBE ANY PUBLIC RELATIONS OR OTHER INDIRECT BENEFITS OF THE PROGRAM.

5. HAS SUBMITTING UNIT IDENTIFIED A FUNDING SOURCE? YES NO

FUNDING SOURCE	SUBMISSION DEADLINE	FUNDING LIMIT
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IF A FUNDING SOURCE HAS BEEN IDENTIFIED, INDICATE THE FUNDING AGENCY, THE DEADLINE FOR SUBMISSION OF APPLICATIONS, AND THE MAXIMUM AWARD AMOUNT.

6. APPROVALS

OBTAIN THE REQUIRED APPROVAL SIGNATURES BEFORE FORWARDING TO THE RESEARCH& DEVELOPMENT DIVISION.

UNIT COMMANDING OFFICER/DIRECTOR	DATE	DEPUTY SUPERINTENDENT	DATE
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