


**Grants For The
Fire Service**


Presented By
**Federal Emergency Management
Agency**

U S Fire Administration



**Grants For The
Fire Service**

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**Where Do Your
Operating
Funds Come
From?**

Annual City Budget Fire District Tax Base
County Contributions State Contribution
Donations Fund Raisers

Funding For The Future?

- Economic Down Turn Nation Wide
- Industry Closing Down
- People Relocating For Better Jobs
- Loss of Tax Base Revenue
- The Jobless Rate Is Climbing

Inflation Continues To Rise

Grant Programs

- Privately Funded Programs
- State Based Grant Programs
- Federal Based Grant Programs

CEDA
The County of Santa Fe
New Mexico

How You Enjoy Feedback About The CEDA Website Search

| | |
|---|---|
| Catalog Contents | |
| Executive Address/Welcome/Chairman | Agency Summaries |
| Introduction to the Catalog | State Single Point of Contact (SPOC) |
| How to use the Catalog | Associate I - Program Director, P. O. 2072, Durbin |
| Outline of a Program Description | Associate II - District Executive, Cedar |
| Address for Federal Assistance | Associate III - Regional and Local Office Addresses |
| Types of Assistance | Related Links |
| Brochures and Written Grant Programs | DMR Grants Management Page - Form Section |
| Sources of Additional Information | Reference Section |
| Historical Index of Programs | |
| Find Assistance Programs | |
| Order Your Own Copy of the Catalog | |
| <small>Request Catalog Distribution Office of Economic Development 1000 N. Lincoln Avenue, Santa Fe, NM 87501</small> | |

**Assistance To Firefighters
Grant** – designed to aid fire departments in the process of updating equipment, train personnel and design and install new fire prevention programs.

**Cooperative Forestry
Assistance** – with respect to nonfederal forest and other rural lands to assist in the advancement of forest resources management;...the control of rural fires;...

**Fire Management Assistance
Grant** – provides for the mitigation, management and control of fires that threaten such destruction as would constitute a major disaster.

**Wildland Urban Interface
Community and Rural Fire
Assistance Grant**

**Reimbursement for Firefighting
On Federal Property Grant**

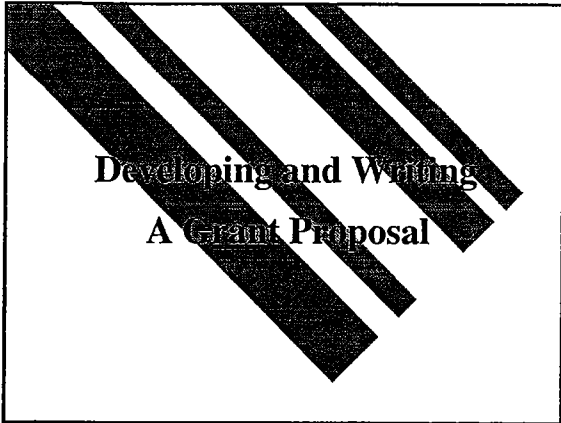
**First Responder Counter Terrorism
Training Assistance Grant**

**Conduct A Thorough Problem /
Needs Assessment**

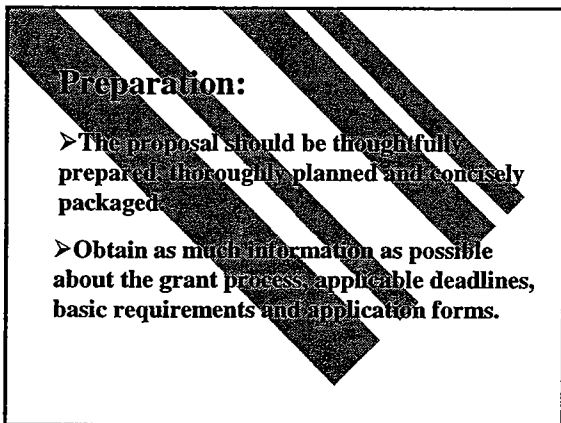
- Population density (permanent and seasonal)
- Street, road and highway system
- Water supply and availability

**Conduct A Thorough Problem /
Needs Assessment, Cont**

- Equipment needs
- Manpower requirements
- Target hazards
- Fire alarm experience

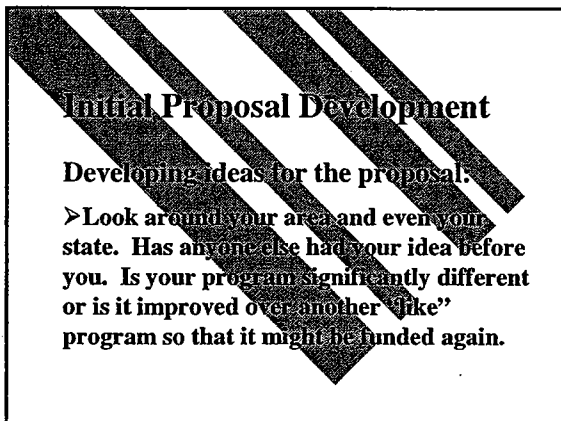


Developing and Writing A Grant Proposal



Preparation:

- The proposal should be thoughtfully prepared, thoroughly planned and concisely packaged.
- Obtain as much information as possible about the grant process, applicable deadlines, basic requirements and application forms.



Initial Proposal Development

Developing ideas for the proposal.

- Look around your area and even your state. Has anyone else had your idea before you. Is your program significantly different or is it improved over another "like" program so that it might be funded again.

Community Support

➤ **Community wide support is essential. Look for individuals or groups that you can bring onboard to support your program. They might include academic, political, professional or law organizations. When possible find ways your program can be shared by other organizations or agencies.**

Identification Of Funding Resources:

➤ **Contact the grantor agency and obtain a grant application kit. Review the objectives, uses and use restrictions found in the catalog program description. Review the eligibility requirements for the grant and if there is a question about your eligibility you may want to contact the appropriate program officer to discuss any questions you have about the grant.**

Writing The Proposal

➤ **Writing- As you write your grant proposal keep track of ideas and strategy that comes to mind. Keep a notebook or file where you can easily jot these things down for future reference. Do not throw away things that could jog your memory about an idea or thought that could be beneficial to your project.**

Write the Proposal, Cont.

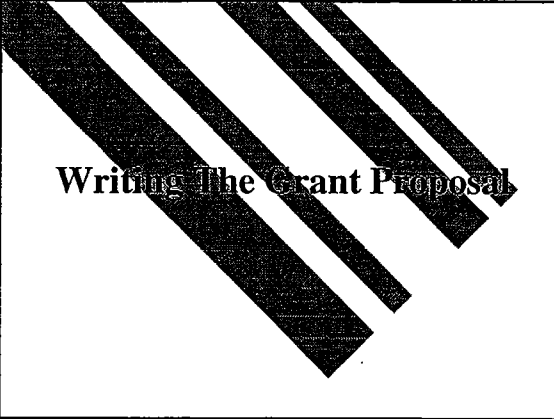
- **Files** – Maintain files for documents that you might need as backup material for your project.

Review

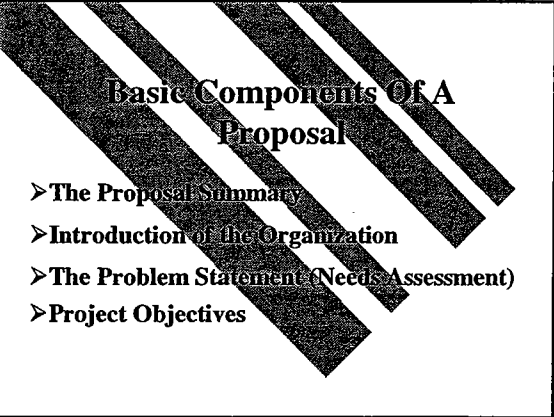
- **Criticism** – seek out a neutral third party and ask them to look for clarity, continuity, reasoning and ask for constructive criticism.
- **Signatures** – check the grant guidelines to be sure about who needs to sign the proposal.

Review, cont.

- **Neatness** – proposals should be typed, collated, copied and packaged correctly and neatly. The first impression is a lasting impression and how you display your proposal is vital.
- **Mailing** – when you send your proposal in it should be accompanied by a cover letter and allow plenty of time for the proposal to get to it's destination.

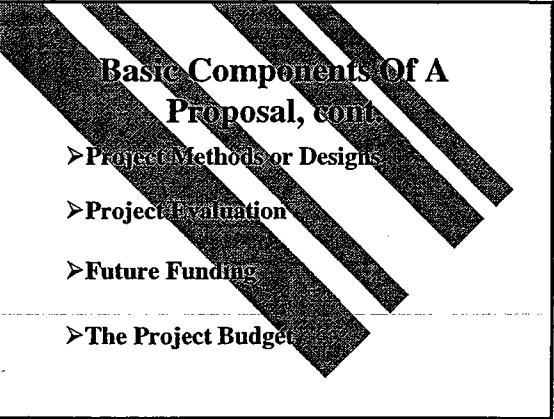


Writing The Grant Proposal



Basic Components Of A Proposal

- **The Proposal Summary**
- **Introduction of the Organization**
- **The Problem Statement (Needs Assessment)**
- **Project Objectives**



Basic Components Of A Proposal, cont.

- **Project Methods or Designs**
- **Project Evaluation**
- **Future Funding**
- **The Project Budget**

**The Proposal Summary:
Outline Of Project Goals**

- **Outlines the proposed project**
- **Should appear at the beginning**
 - ✓ May be a cover letter or separate page
 - ✓ Be brief – one or two paragraphs

Outline Of Project Goals, cont.

- **The cornerstone of your proposal**
- **It is the first part of the proposal seen and may be the determining factor to consider the proposal further**

Outline Of Project Goals, cont.

- **The project should be fundable**
- **Alternatives to federal assistance should be pointed out**

Outline Of Project Goals, cont.

- The influence of the project before and after should be pointed out
- The consequences of funding should be highlighted

**Introduction
Presenting A Credible
Applicant Or Organization**

- Gather as much information about your organization as possible

**Presenting A Credible Applicant
Or Organization, cont.**

- Describe past, present and future
 - ✓ A brief bio of board members and key staff
 - ✓ The organizations goals, success stories and track record with other grantors
 - ✓ Keep data relevant to the goals of the grantor agency and establish applicants creditability

**The Problem Statement:
Stating The Purpose At Hand**

- The problem statement (or needs assessment) is a key element of a proposal that makes it a clear, concise, and well supported statement of the problem to be addressed.
- Information should be formal and directly related to the problem addressed in the proposal.

Stating The Purpose At Hand, cont.

- Conduct and document a formal and informal needs assessment
 - ✓ The purpose of developing the proposal
 - ✓ The beneficiaries – who they are and how they benefit

Stating The Purpose At Hand, cont.

- ✓ Social and economic costs to be affected
- ✓ The nature of the problem
- ✓ How you identified the problem
- ✓ What remaining funding alternatives are there
- ✓ Specifically, what major major problems be solved

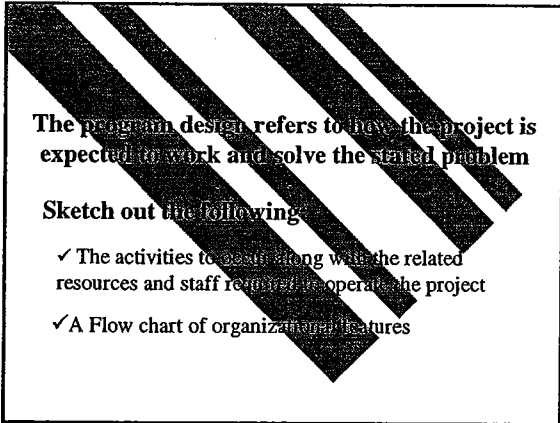
**Project Objectives:
Goals And Desired Outcome**

- Program objectives refer to specific activities
- Identify all of the objectives of the goals to be reached
- Identify how you will achieve the objectives

**Goals And Desired Outcome,
cont.**

- When developing goals and objectives, consider qualities or things measurable: Refer to the problem statement and desired outcome.
- Use figures that are verifiable. If funded the objectives may be the tool used to evaluate the program.

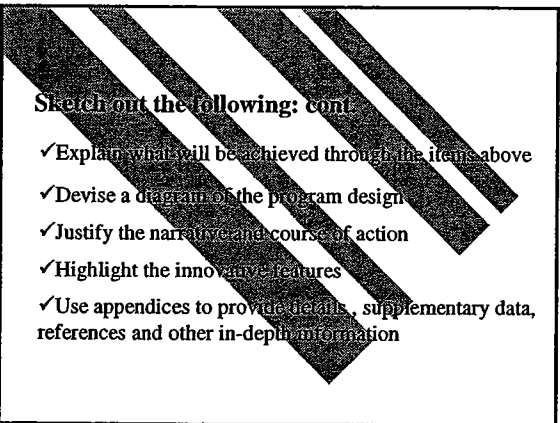
**Program Methods And Design:
A Plan Of Action**



The program design refers to how the project is expected to work and solve the stated problem

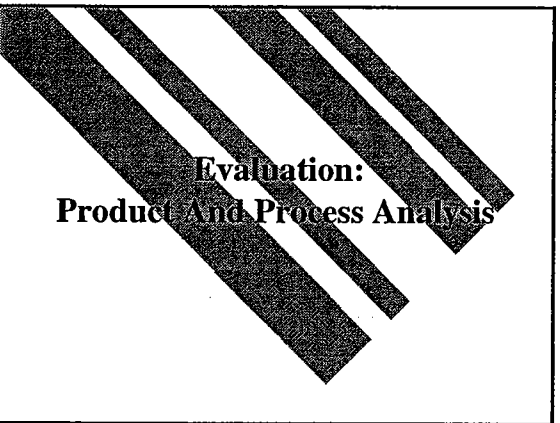
Sketch out the following:

- ✓ The activities to occur along with the related resources and staff required to operate the project
- ✓ A Flow chart of organizational features



Sketch out the following: cont.

- ✓ Explain what will be achieved through the items above
- ✓ Devise a diagram of the program design
- ✓ Justify the narrative and course of action
- ✓ Highlight the innovative features
- ✓ Use appendices to provide details, supplementary data, references and other in-depth information



**Evaluation:
Product And Process Analysis**

**The Evaluation Component
Is Two Fold**

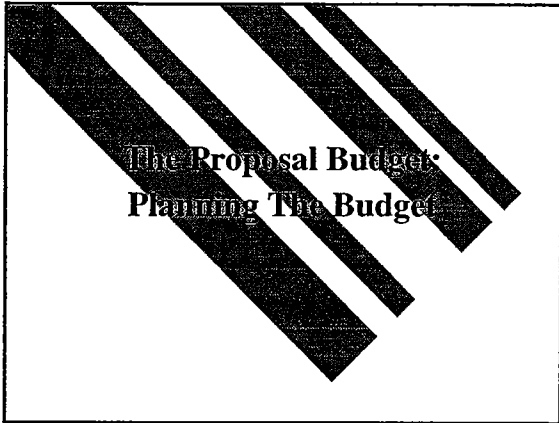
- **Product Evaluations:** results that can be attributed to the project and the extent to which the project has satisfied its desired objectives
- **Process Evaluations:** how the project was conducted, in terms of consistency with the stated plan of action and the effectiveness of the activities within the plan

**Most Federal Agencies Require
Some Form Of Evaluation**

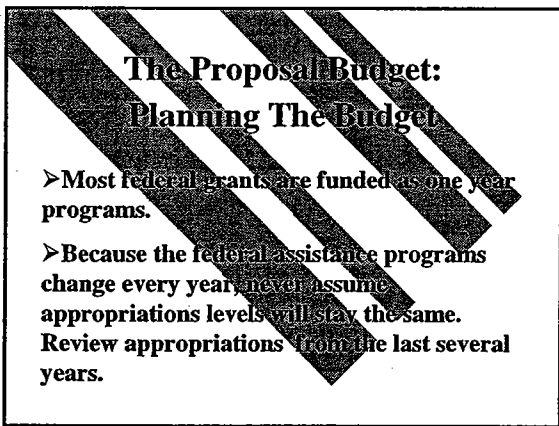
- **It is practical to submit an evaluation design at the start of a project for two reasons**
 - ✓ Convincing evaluations require the collection of appropriate data before and during program operations
 - ✓ If the evaluation design cannot be prepared at the beginning, then a critical review of the program design may be advisable

**Future Funding :
Long-Term Project Planning**

- **Describe the plans for continuation beyond the grant period and/or the availability of other resources necessary to implement the grant**
- **Discuss maintenance and training issues**
- **Account for other needed expenditures if the program includes the purchase of equipment**

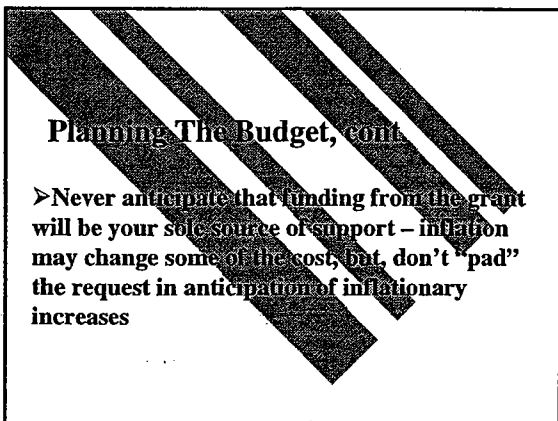


**The Proposal Budget:
Planning The Budget**



**The Proposal Budget:
Planning The Budget**

- **Most federal grants are funded as one year programs.**
- **Because the federal assistance programs change every year, never assume appropriations levels will stay the same. Review appropriations from the last several years.**



Planning The Budget, cont

- **Never anticipate that funding from the grant will be your sole source of support – inflation may change some of the cost, but, don't "pad" the request in anticipation of inflationary increases**

Planning The Budget, cont.

- As you formulate your budget be aware of areas that may have a dramatic impact on your projects budget requirements: utilities, rental of buildings and equipment, matching requirements, audits etc.

Conclusion:

- Do your homework – problem / needs assessment
- Develop your ideas and plans
- Identify your funding resources

Conclusion: cont.

- Organize your thoughts, ideas and plans
- Write your proposal
- Review, rewrite, review, rewrite
- Submit to the grantor

**Take The day Off. Go Fishing,
Relax And Clear Your Mind!**

**For More Information,
Guidelines And Literature**

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