

# Arkansas Fire Prevention Commission



## Community Fire Prevention Grant Program

### Application Instructions

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# Grants Program For Community Fire Prevention Grant Funding

## GRANT PURPOSE

The Arkansas Fire Prevention Commission (AFPC) sponsors and administers the Community Fire Prevention Grant Program. The purpose of the program is to provide needed financial support for fire departments, community or faith based organizations to start, enhance or expand their fire and life safety programming. Fire prevention related activities must endeavor to reduce the loss of life or property due to fire. Organizations must demonstrate a plan to implement a community-wide fire and life safety program/campaign and the program/campaign must be aimed at the general public or targeted groups at risk in the organization's area.

## FUND POLICY

### A.) DEFINITIONS

**Arkansas Fire Prevention Commission-** The Commission is responsible for the administration of the Community Fire Prevention Grants funding; herein also referred to as the "AFPC".

**Community Fire Prevention Grant Program-** A non-mandated program administered by the Arkansas Fire Prevention Commission to provide financial assistance to Arkansas-based fire departments, community or faith based organizations to start, enhance, or expand their fire and life safety programming. Fire prevention related activities must endeavor to reduce the loss of life or property due to fire.

The award of such monies is determined following a review of acceptable criteria and establishment of need. Its monies may be referred to in terms of "financial assistance", "grant", or "funds".

**Grant Period-** Two grant periods are held annually: January 1-March 15 and June 1-August 15. Applications must be postmarked by the last day of the grant cycle. The awarded organizations must expend any funds received from the AFPC in a one year period. The expenditure of funds must be for the stated purpose and be within proper guidelines for which money was awarded.

**Grant Recipient-** An organization receiving AFPC funding.

## **B.) PRECEDENTS OF LAW AND DISCLAIMER**

Disbursements from the AFPC and the Community Fire Prevention Grants program will be consistent with the policy set forth within this document.

Nothing contained within this document shall be construed to supersede the applicable laws and regulations of the State of Arkansas. Should such conflict or question arise, or appear to arise, the applicable law or regulation shall supersede and nullify any such questionable provision or province.

## **C.) APPLICATION**

Organizations intending to be considered for financial assistance from the Arkansas Fire Prevention Commission for the Community Fire Prevention Grants Program must submit an application from January 1-March 15 or June 1-August 15. Applications must be postmarked by the last day of the grant cycle.

All applications, including attachments and additional information, become the property of the Arkansas Fire Prevention Commission and, upon the determination of eligibility, become public information subject to disclosure under the Freedom of Information Act and all other appropriate statutes.

## **D.) DISTRIBUTION**

Award of grant funds shall be made following application to and approval by the Arkansas Fire Prevention Commission.

## **E.) ADMINISTRATION**

The Community Fire Prevention Grant Program shall be administered by the Arkansas Fire Prevention Commission.

## **F.) ELIGIBILITY AND AWARD CRITERIA**

Eligibility of applicants and the award of grant funds shall be based on the following criteria:

- Only Arkansas based, legally recognized organizations representing the local, regional, or statewide interests of the fire service shall be eligible as well as community or faith based organizations with a letter of collaboration from appropriate fire service entity.

- Must be NFIRS reporting community and demonstrate proof of NFIRS participation – those applications not providing NFIRS number will not be reviewed.
- Applicant may not discriminate because of race, color, religion, sex, age, national origin, political affiliation or condition of disability.
- Must not have previously applied in current biennium.
- Applicant must submit a current W-9, as proof of ability to receive funding. If applicant does not possess a current Employer Identification Number, a W-9 should be completed and provided as an attachment.
- Applying organizations must demonstrate financial need and appropriately establish the risk in their community, how many people will benefit, the length of time the program will be beneficial and how the program will help benefit activities in their community.
- Funds must be spent within one year of the grant being awarded. If any part of your grant involves the purchase of smoke alarms, it is mandatory that you have a detailed plan for how you will ensure that the smoke alarms are installed.

### **G.) GRANT AMOUNT**

The Arkansas Fire Prevention Commission shall determine the amount of any financial grant award as funds are available. The non-availability of funds may prevent the approval of any application for grant funding.

### **H.) DISBURSEMENT OF FUNDS**

The Arkansas Fire Prevention Commission shall reserve the right to determine the method and amount of grant disbursement.

### **I.) FUND USE**

As indicated in section A, monies may only be used to provide financial assistance to Arkansas-based fire departments and other entities to start, enhance, or expand their fire and life safety programming. Fire prevention related activities must contribute to the reduction of loss or life or property as a result of fire.

The use of grant money toward suppression or recreational activities is expressly prohibited. Such activities include, but are not limited to the following: meals, breaks, food and beverage supplies, social functions, entertainment expenses, etc...

## **J.) FUND MISUSE**

Should an audit reveal inappropriate or questionable expenditures, the grant recipient shall submit written explanation to the Arkansas Fire Prevention Commission within fifteen (15) days of notification and be subject to an investigation of improper use. Any organization believed to have provided false, misleading, or improper information will be subject to a review by the Arkansas Fire Prevention Commission and may involve applicable authorities. The Office of the Attorney General will be consulted regarding these matters as is necessary.

If any grant recipient is deemed to have misused any monies, in whole or part of the Community Fire Prevention Grant, such funds shall be repaid to the AFPC with 30 days from the date of determinations of misuse. Said organization shall then be ineligible to receive AFPC financial assistance for a period of up to five (5) years from the date of the original award. The deliberate and/or malicious misuse of monies from the Community Fire Prevention Grants Program will be reported to the appropriate law enforcement authority(ies) for review.

## **K.) ACKNOWLEDGEMENT BY RECIPIENT**

As a condition of the grant award, the grant recipients shall publicly acknowledge the services of the AFPC supported by the AFPC's financial assistance program(s).

## **L.) REPORTING REQUIREMENTS**

Within one year of the grant being awarded, the grant recipient shall submit a Performance Review Form summarizing the benefits and challenges of the proposed project. All written remarks shall be used by AFPC for quality assurance and quality improvement purposes.

## **APPLICATION INSTRUCTIONS**

**APPLICATION #--** To be assigned by the Arkansas Fire Prevention Commission following receipt of the application.

**DATE-** Date the application is completed.

**ORGANIZATION NAME-** Official name of the organization completing the application.

**MAILING ADDRESS-** Postal Address of the applicant.

**E-MAIL ADDRESS-** The applicant's e-mail address.

**AUTHORIZED AGENT/ORGANIZATIONAL CONTACT-** Indicate the name and formal title of the Grant Coordinator for the applying organization and an alternate contact. Include proper telephone numbers and email addresses.

**BRIEFLY DESCRIBE THE PURPOSE OF YOUR ORGANIZATION-** In a one or two sentence statement, briefly state the purpose of your organizations. You may cite your organization's mission statement.

**WHAT IS THE PURPOSE AND SCOPE OF GRANT REQUEST?** Describe the purpose of the use of funds and indicate what it intends to accomplish, the fire risk in your community, the number of people to benefit, and the length of the project. Fire prevention related activities must endeavor to reduce the loss of life or property due to fire. Organizations must demonstrate a plan to implement a community-wide fire and life safety program/campaign and the program/campaign must be aimed at the general public or targeted groups at risk in the organizations area. Measurable objectives must be included, such as for example: "Will provide fire safety education to 150 elementary school students regarding what to do if a fire occurs in their home".

**WHAT IS THE PLANNED APPROACH OF THE USE OF FUNDS?** Describe any unique or different approaches to the use of your fire prevention related activity.

**WHO IS THE INTENDED AUDIENCE?** Identify the target audience for the use of funds.

**OTHER FUNDING SOURCES-** Often times fire safety programs are sponsored or assisted by more than one agency. Indicate if such is the case with your projected project and how much money will be contributed by each agency or organization.

**COLLABORATION-** Provide evidence of collaboration with other agencies such as schools, faith-based and/or other community organizations. Support letters may be included.

**SUSTAINABILITY-** Please note if there a plan to continue this project without additional AFPC funding and if the plan includes partnering with other organizations?

**IF THIS REQUEST FOR FUNDING IS DENIED-** Every application for grant assistance requires that the applicant adequately justify the need for funding. If your organization believes that without AFPC supplemental aid that your project can not be completed, you must explain why that is the case.

**ADDITIONAL EXPLANATION OF REQUEST-** Your organization is welcome to present any additional information it believes might benefit the request for financial assistance.

**DETAILED ESTIMATED EXPENSES AND REQUESTED FUNDING-** Identify estimated aggregate expenses by line item under the heading "Estimated Total Cost". Indicate the amount of assistance your organization requests from the AFPC in the column marked "AFPC Grant Request". If matching funds from other sources will be applied to your project, indicate the amount and for what purpose they will be applied to under the heading marked "Matching Funds". Total the estimated dollar amounts in the appropriate boxes.

**PRINTED NAME AND SIGNATURE-** The individual completing the application must verify that the submitted document and all relevant information is true and correct to the best of his/her knowledge by supplying his/her full name, signature and the date that it was signed.