

**Fire Apparatus Manufacturers' Association, Inc.**

**Grant Application Package**



prepared for the

**2008 Funding Cycle**

## **Introduction:**

The purpose of this packet is two-fold. First, we want to introduce the reader to the FAMA grant process, its guiding principles, and how it works. Second, this packet provides the reader with specific instructions and forms for formal grant application.

***Please note*** that if you wish to receive funding from FAMA, ***you must observe the guidelines and procedures provided below.*** Failure to do so will result in FAMA denying support for what might be an outstanding and meritorious idea. ***All grant applications must be typed.***

## **What do FAMA Grants Support?**

FAMA administrators, emergency service personnel, high school or college students, industry personnel, and association members may apply for funding in support of ***industry enrichment projects.*** The focus of any given project may include subjects such as fire science, design engineering, education, history and multi-cultural experiences. For example, in the 1997/98 academic year, FAMA received its first grant proposal application from the Emergency Vehicle Technician Certification Commission (EVT) a not-for-profit industry organization formed in 1988 for the purpose of developing and administering skill level knowledge tests to all personnel engaged in the testing, diagnoses, maintenance and repair of emergency vehicles and related equipment. Currently fees are assessed for testing only. Grant funding would provide for continued test development for all areas of the emergency vehicle where the technician is called on for his expertise.

FAMA funds programs that enhance, but ***do not duplicate*** any programs already designated to support the mission and goals of the Association. We look for ***innovative, creative ideas*** that might not otherwise be funded. FAMA stands ready to work with members of the emergency service community on any project that enriches the educational experience of industry students and/or personnel. If you are uncertain as to the appropriateness of your particular idea, feel free to contact the FAMA Grants Committee chairman for further clarification.

## **How are the recipients of FAMA Grants chosen?**

The FAMA Grants Selection Committee (GSC) is an executive committee appointed by the Board President comprised of:

- Members of the FAMA Board of Directors, serving staggered terms.

FAMA has staffed the GSC in this manner to provide for a diversity of opinion, perspective, and experience. Thus, each year the GSC brings on new members, stimulating fresh ideas and points of view. All members of the GSC are committed to the objectives and goals of FAMA.

Following the grant submission deadline, copies of **all** grant applications are circulated to **all** GSC members for consideration. Each committee member uses a standard form to rank each proposal, based on the criteria cited below. The committee then meets as a whole to review **all** applications. If a particular proposal raises questions, an individual GSC member is assigned the task of obtaining clarification from that proposal's contact person. Following this process, the GSC reconvenes to prepare its final list of recommendations. These recommendations are then forwarded to the FAMA Board of Directors where they are reviewed and acted upon. Shortly thereafter, **all** applicants are notified as to the status of their proposals

## **What are the criteria for grant selection?**

The total amount of grant funds available for a given year is dependent upon the success of FAMA fundraising efforts and is, therefore, variable. Individual grants may range from a minimum of \$500.00 to a maximum of \$5,000.00. It is not uncommon for grant applicants to obtain funding from other sources *in addition* to FAMA's support of their proposals. While FAMA wants to encourage an open and flexible grants process, **we will employ the following criteria in selecting those proposals to be supported through our limited resources.** Be advised that any particular grant application need not satisfy all of these criteria to be funded.

- The grant application must be submitted in compliance with grant process deadlines and include a complete and clear presentation of the grant request, utilizing appropriate FAMA proposal forms complete with all authorizing signatures.
- The proposal demonstrates creativity and innovation in educational programming development and delivery.
- The proposal offers benefits to a significant number of FAMA members and/or member companies.
- The proposal provides a plan for additional non-FAMA funding if necessary.
- The proposal applicants have formally committed to observe all of the procedures governing accounting for and reporting on the project once funded.

## **The Process:**

FAMA's fiscal year runs from January 1<sup>st</sup>. through December 31<sup>st</sup>. At the beginning of each year a Grant Fund budget item is established. The Grant application period runs from January 1<sup>st</sup> to March 1<sup>st</sup> each year to allow the Board to review and select the best applicants.

The following dates govern the FAMA grants process for the coming year.

- **October** FAMA Grant Application Forms distributed at the Fall General Membership Meeting.
- **November** FAMA publicizes grant process in industry trade journals and/or the association newsletter.
- **December** A reminder is placed on the President's agenda for notification of grant application availability.
- **March 1** Closing date for grant applications.
- **April** Applications are reviewed by the GSC and presented to the FAMA Board of Directors for approval. The selections are then presented to the Spring General Membership Meeting.
- **May** Awards announced and publicized.

If grant funds are not fully utilized by the March 1<sup>st</sup> application deadline, the Board may, at its discretion, approve additional grant applications presented by the GSC throughout the calendar year. However, these remaining funds are allocated on a first come first serve basis.

## **Closing Comments:**

The Fire Apparatus Manufacturers' Association, Inc. would like to encourage your participation in this grants process. Please complete the attached forms and return them to: Grants Selection Committee, c/o Fire Apparatus Manufacturers' Association, Inc., P.O. Box 397, Lynnfield, MA 01940, **no later than March 1<sup>st</sup>**. If you have any questions or need help completing the FAMA grant forms, contact a member of the Committee through the FAMA office at (781) 334-2911. We look forward to learning of

your creative ideas in an effort to enrich the experiences of the emergency services community.

FAMA reserves the right to deny funding where the proposals do not meet the stated criteria.

**Fire Apparatus Manufacturers' Association, Inc.**  
**Grant Application Form**  
(must be typewritten)

**Date of Submission:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Amount of Funding Requested from FAMA:** \_\_\_\_\_

**Applicant(s) Names(s) and association with FAMA:** \_\_\_\_\_

\_\_\_\_\_

**Group(s)/Organization(s) Targeted for Grant:** \_\_\_\_\_

**Contact person:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_ **Phone:** \_\_\_\_\_

**Abstract of Grant (one paragraph):**

**Educational Goals of Project:**

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**Fire Apparatus Manufacturers' Association, Inc.**

**Grant Application Form**  
(continued)

**Benefits to FAMA: (Why should FAMA fund this grant?)**

**Details of Proposed Project:**

**Fire Apparatus Manufacturers' Association, Inc.**

**Grant Application Form  
(continued)**

**Project Leader:** \_\_\_\_\_ **Affiliation:** \_\_\_\_\_

**Project Participants:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Implementation schedule, including project start and completion dates:**

**Methods of Evaluation:**

**Additional Comments:**

## Fire Apparatus Manufacturers' Association, Inc.

### Grant Application Form – Budget

Project Title: \_\_\_\_\_

Total Project Budget: \$ \_\_\_\_\_ Total FAMA Funds Requested: \$ \_\_\_\_\_

Expense Category	Funding from Other sources (identify)	Funding Requested From FAMA	Total Project Funding
Stipends			
Printed materials			
Equipment			
Transportation			
Fees			
Other (specify)			
<b>TOTALS</b>			

#### Sources and Amounts of Non-FAMA Funding:

Funding Source:	Amount:

Signature(s) of Applicant (s): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

#### Comments and Signature(s) of Principals(s):

\_\_\_\_\_

**Fire Apparatus Manufacturers' Association, Inc.**  
**Grant Application Form – Commitment Letter**

Project Title: \_\_\_\_\_

As the party(s) responsible for the execution and administration of the proposed grant, the undersigned pledge to provide a detailed accounting of all Fire Apparatus Manufacturers' Association moneys expended as part of this grant. We further pledge to submit both a final accounting (with appropriate documentation) and a final project report within thirty (30) days of completing this grant, but no later than June 30<sup>th</sup> of the year in which funds were granted. I/we recognize that this report is a condition of funding and, therefore, my/our obligation as a grant recipient.

Applicant(s) signature(s): \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

Principal(s) signature(s): \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

## Fire Apparatus Manufacturers' Association, Inc.

### Final Grant Report Form

Project Title: \_\_\_\_\_ Date: \_\_\_\_\_

Grant Recipient(s): \_\_\_\_\_ Phone: \_\_\_\_\_

**Project Results/Evaluation:** (with reference to your original grant application, discuss the successes and disappointments of your project. Did you achieve your educational objectives? How many association members were directly involved/affected by this project?)

Project Publicity (how and when):

#### Project Budget Report:

- Stipends \$ \_\_\_\_\_
- Printed materials \$ \_\_\_\_\_
- Equipment \$ \_\_\_\_\_
- Transportation \$ \_\_\_\_\_
- Fees \$ \_\_\_\_\_
- Other (specify) \$ \_\_\_\_\_

Total Amount of Grant Expended \$ \_\_\_\_\_

Total Grant Award \$ \_\_\_\_\_

Surplus Funds Returned to FAMA \$ \_\_\_\_\_

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**Grant Recipient Signature**

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**Grant Recipient Signature**

- **Return by June 30<sup>th</sup> of the year in which funds were granted to: Grant Selection Committee, c/o Fire Apparatus Manufacturers' Association, Inc., P.O. Box 397, Lynnfield, MA 01940**

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