



# **VIRGINIA FIRE SERVICES BOARD TRAINING MINI-GRANT POLICY**

**VIRGINIA FIRE SERVICES BOARD**

**VIRGINIA DEPARTMENT OF PROGRAMS  
1005 TECHNOLOGY PARK DRIVE  
GLEN ALLEN, VA 23059-4500**

**TEL: (804) 371-0220**

**FAX: (804) 371-3444**

## **POLICY STATEMENT**

Effective August 11, 2000, the Board adopted a policy of providing grants, termed "Mini-Grants," from the interest earned by the Fire Programs Fund. The Board's COMMITTEE ON FIRE PREVENTION & CONTROL was charged with the responsibility of governing such program in cooperation with the Agency. A provision was adopted to restrict such grants to activities – projects & programs, positively impacting <sup>and</sup> /or furthering *fire service training* within the Commonwealth.

## **PRECEDENTS OF LAW & DISCLAIMER**

Nothing contained within this document shall or be construed to supersede the applicable laws and regulations of the Commonwealth of Virginia. Should such conflict or question arise or appear to arise the applicable law or regulation shall supersede <sup>and</sup> /or nullify any such questionable provision.

## **PRINCIPAL REFERENCE – *Code of Virginia § 38.2-401***

## **OBJECTIVES**

The objectives of the Virginia Fire Services Board Training Mini-Grant program shall be as follows:

- 1) To enhance fire training facilities and capabilities;
- 2) To develop application and program processes;
- 3) To offer equal opportunity for localities to apply and be considered;
- 4) To assist VFSB in making fair awards; and
- 5) To permit VDFP to efficiently administer the program.

## **FUNDING CRITERIA AND PROPOSAL REVIEW**

The review of Training Mini-Grant funding requests shall be based on the following criteria:

- Number jurisdictions involved
- Availability of matching funds
- Regional training impact
- Previous grants
- Proper application
- Timeliness of application
- Impact if grant not awarded
- Number of programs affected
- Demonstrated need

## **ADMINISTRATIVE PROCESS**

### **A. APPLICATION**

The requesting locality shall submit a completed application by the required deadline.

Such form to be executed by the:

- County Administrator / Executive, City Manager, Town Mayor / Town Administrator; Deputy or...
- Other duly authorized official whereby the application is accompanied by a copy of an 'Ordinance' or other such formal instrument clearly granting that party such authority.

Only those Training Mini-Grant applications submitted by a locality will be accepted for consideration.

No single locality (city, town or county) shall make application for nor be eligible for more than one award per Mini-Grant cycle.

#### **Required Supporting Documentation to the Application**

- Any quotes/price information for items not listed in the FAQs and Hints.doc
- If asking to build a structure, a site plan must be provided with the application for consideration

### **B. APPLICATION PERIOD**

As available each fiscal period year, the application period for the Virginia Fire Services Board Training Mini-Grant Program shall be from July 1<sup>st</sup> through September 30<sup>th</sup> inclusive; for receipt at:

**Virginia Fire Service Board**  
c/o Department of Fire Programs  
1005 Technology Park Drive  
Glen Allen, Virginia 23059-4500

Completed applications must be postmarked by September 30<sup>th</sup> .

(\* Commonwealth fiscal years are 12-consecutive months commencing July 1<sup>st</sup> and concluding June 30<sup>th</sup> of the next calendar year; the Commonwealth numbers each fiscal period as of the year in which it concludes – e.g. 'FY-02' concludes 6/30/02.)

### **C. ADMINISTRATIVE NOTIFICATION**

Upon receipt of a completed application, the Executive Director of VDFP shall forward all relevant information to the VFSB Committee on Fire Prevention and control for evaluation and review.

### **D. VERIFICATION**

The Virginia Department of Fire Programs shall reserve the right to verify any or all information recorded on the application.

### **E. EVALUATION**

Individual Training Mini-Grant award amounts shall be decided by the Virginia Fire Services Board based upon the evaluation and recommendations of the Virginia Department of Fire Programs in accord with the Funding Criteria and Proposal Review. VDFP will evaluate applications based upon developed quantitative scoring criteria that measures the substance of the application and supporting documentation relative to the objectives of the grant program. The Fire Prevention and Control Committee will be supplied with individual applications with the VDFP recommendations to review for acceptance.

### **F. AWARD**

Following approval for grant disbursement, VDFP shall submit all appropriate forms for the release of funds in a timely manner. All Training Mini-Grants are awarded to the applicant locality. Actual disbursement shall be made via electronic transfer/EFT (EDI.)

### **G. USE OF GRANT AWARD FUNDS**

Training Mini-Grant awards shall only be used in accordance with this policy.

### **H. MAXIMUM AWARD**

The maximum allowable amount of any Training Mini-Grant shall be \$10,000 per jurisdiction annually.

### **I. PROJECT COMPLETION**

Training Mini-Grant projects <sup>and</sup> /or program start-ups shall be completed within twelve (12) months following receipt of an award.

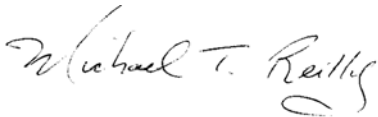
### **J. REPORTING REQUIREMENTS**

Awarded localities shall submit a written report to VDFP within thirty (30) days of the conclusion of the Training Mini-Grant's twelve (12) month cycle. This report

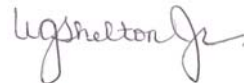
shall describe the fund's use and benefit to fire services agencies and/or the community served by such organizations. It will also allow the localities to comment on the Virginia Fire Services Board Training Mini-Grant program.

**CERTIFICATION:**

We the undersigned as Chairman of the Virginia Fire Services Board and Executive Director of the Virginia Department of Fire Programs jointly adopt the foregoing policy as such supersedes the prior policy of December 7, 2001 effective this 15<sup>th</sup> day of August 2009.



Michael T. Reilly  
Chairman  
Virginia Fire Services Board



W. G. Shelton, Jr.  
Executive Director  
Virginia Department of Fire Programs