

GEORGIA FIREFIGHTERS BURN FOUNDATION, INC. CHESNEY FALLEN FIREFIGHTERS MEMORIAL GRANT PROGRAM REQUIREMENTS AND GUIDELINES

The Georgia Firefighters Burn Foundation (GFBF) offers a special grant program in memory of Gwinnett County career firefighter, Brant Chesney, who lost his life on December 27th, 1996, battling a fire as a volunteer with the Forsyth County Fire Department, and all other fallen firefighters who have lost their lives in the line of duty in the State of Georgia. Grants awarded under this program are to be used by fire departments in the State of Georgia to develop a new program or enhance an existing public life safety program, dedicated primarily to fire safety and burn prevention education.

Please read this entire document before applying.

CONDITIONS:

All applications must:

1. Be submitted by a Georgia certified fire department (compliance number required).
2. Have program goal(s) achievable within specified time period.

FUNDS AVAILABILITY:

1. Maximum grant available is \$3,000 per fire department application.
2. Applications requesting lesser amounts are encouraged to apply.
3. Grant requests will be reviewed and administered through the GFBF.

REQUIREMENTS:

1. Funds must be utilized no later than **November 22, 2019**. If by this date, said department has not accessed its grant award, funds will revert to the GFBF's general operating budget and the department must reapply for funding. Upon reapplying, the department's request will be considered as a new request.
2. Funding will be disbursed as reimbursement to the department (with receipts) or by direct invoice from the vendor.
3. Joint ventures between fire departments and other agencies are welcomed and encouraged.
4. Departments must make available fire safety education to all sections of society located within their community at no cost.
5. Awarded departments may be required to present the program/project at a local conference or meeting.
6. A detailed grant report must be submitted to the GFBF following the completion of the program/project no later than **December 13, 2019**. The report must include specific usage of funds, details of program/project implementation, demonstration of evaluation, photographs and media coverage. If the required grant report is not submitted to the GFBF by **December 13, 2019**, the department may no longer be eligible for future funding through this grant program.
7. Departments applying for GFBF funds to be used towards a program/project whose total cost exceeds \$3,000 must show that resources are available to complete program.
8. Departments must contact the GFBF regarding scheduled media involvement and GFBF recognition so that GFBF representatives may directly participate in program/project implementation and media coverage when possible. Chesney grant recipients are encouraged to use the GFBF logo or, at a minimum, the GFBF name on

any information recognizing funding support. In addition, the GFBF should be recognized in annual reports, newsletters and other collateral material.

CONSIDERATIONS:

The following will be considered by the review committee when determining priority of grant award recipients:

1. Departments should demonstrate a detailed description of the program/project including target audience, as well as evaluation methods.
2. Departments are encouraged to use creative approaches and include necessary components of prevention program/project.
3. Use of GFBF grant funds in combination with funds from donations and other sources is encouraged but not required.
4. Departments should expand proven successful programs/projects to new areas when possible.
5. Joint efforts among groups and organizations are welcomed and encouraged.
6. Departments are encouraged to share programs/projects within the community.
7. Department's participation in GFBF fundraising activities receives additional consideration, but all departments are encouraged to apply.

REQUIREMENTS FOR USE OF FUNDS:

1. Funds can be used to purchase equipment and non-consumable items that have an **expected life of more than five (5) years**. Examples of these items may include but are not limited to: robots for safety education, stationary or mobile fire safety houses, table top hazard houses, audio-visual equipment, puppet programs, smoke alarm programs, and manualized educational programs.
2. Funds may **not** be used for personnel expense, operating expense, or miscellaneous expense. All expenditures must be itemized. Additionally, funds **may not be used to purchase consumable items** including, but not limited to: brochures, pamphlets, coloring books, crayons, pencils, stickers, plastic, helmets, magnets, balloons, and food.
3. Grant funds must be used for the original program/project stated in the application. Funding may only be applied to another program/project other than that stated in the application upon approval by GFBF and Review Committee.

REVIEW COMMITTEE:

1. The review committee strives to consist of eight total members—seven fire safety professionals and one member of the GFBF Board of Directors, who will serve as the Chair of the Committee. Ideally these members will include representatives from: 1) Fire Marshal's Office, 2) Georgia Public Safety Training Center, 3) Georgia Public Safety Educators Association, 4) a paid fire department, 5) a volunteer fire department, 6) a combination department, and 7) one to two members at large/alternates as needed. The committee will attempt to represent departments from various parts of the state. Additionally, committee members will have current or previous experience in fire safety education.
2. The scoring process is developed by the review committee and a quorum of 5 members is required when determining grant awards.
3. The decision of the review committee will be final upon approval by the GFBF Board of Directors.

TIMELINE:

1. **March 22, 2019:** Applications must be [submitted online](#) by 11:59pm March 22, 2019. **PLEASE NOTE: Grant materials must be submitted at the same time. Options include:**
 - a. **Uploaded at the end of the online application. Only PDF, Word, Excel, or JPEG files will be accepted. Maximum file size is 128MB. If online, materials must be submitted by 11:59pm on March 22, 2019.**
 - b. **Mailed to the GFBF office after completion of online application. If mailed to the GFBF office, materials must be postmarked on or before March 22, 2019.**
2. **May 31, 2019:** Notification of awards to all applicants.
3. **November 22, 2019:** Deadline to access and spend grant funds (**Note: All vendor invoices and departmental reimbursement requests with accompanying receipts must be received no later than 5:00pm on Friday, November 22, 2019 to be eligible for payment**).
4. **December 13, 2019:** [Grant report](#) and all accompanying documentation (i.e. videos, media clips and photographs) due to GFBF office.

QUESTIONS:

Please contact the GFBF office at (404) 320-6223.