

Assistance to Firefighters Grant

Learn How You Can Prepare a Successful AFG Application

With nearly 20,000 applications each year, and limited funds available, the level of competition for AFG awards is high. Help to ensure that your application stands out from the crowd and scores well during the evaluation process by following these tips:

#1 Know the Funding Priorities

This year, FEMA has designated High, Medium, and Low funding priorities for every eligible activity and/or item. This makes it easier for applicants to understand the programs FEMA is able to support. Use the priority system to increase your chances of winning an award. The more consistent your funding request is with the highest priority items, as described in the [FY11 AFG Program Guidance](#), the greater your chances of winning an award.

#2 Comply with State and National Standards

The AFG Program is designed to help applicants meet state and national standards, such as those provided by the Occupational Safety and Health Administration (OSHA) and the National Fire Protection Association (NFPA). Requesting any item that does not result in state or national certification, or comply with recognized standards, may lower your application's evaluation score. For more information on and for access to these standards related to this year's funding priorities, visit www.nfpa.org/nfpaafg2011.

#3 Ensure Your Request Is Reasonable and Justifiable

The AFG Program is designed to meet firefighter essential needs, and to help your department meet national standards. Applicants should request only what they must have and only what they can justify. Requesting an excessively expensive brush truck, for example, or asking for what appears to be a "wish list" item is not in your best interest and will result in a lower application score. Applicants make a critical mistake by requesting equipment with excessive or unreasonable costs.

#4 Prepare a Detailed and Concise Narrative

A surprisingly large number of applications contain poorly written narratives that do not adequately define the risks in the community, the proposed solution, the financial situation of the organization, or the cost-benefit of the project. Additionally, applicants should avoid borrowing language from vendors and manufacturers. Such boilerplate language tends to be general in nature and does not describe the local need.

The Narrative must contain a clear picture of your department and its finances, your community and its need(s), as well as the project and its cost-benefit. It should be detailed and concise. Allow enough time to write a complete narrative. This is your opportunity to convince a panel of your peers that your request should be funded - take advantage of it!

#5 Take Advantage of AFG Resources

We offer a variety of assistance to ensure that deserving applicants are successful:

- View the [AFG Application Tutorial](#)
- Review the [AFG Program Guidance and Application Kit](#)
- Watch an AFG webinar. Follow the instructions on the calendar at http://www.fema.gov/firegrants/js/workshop_schedule_august.html

- Download the [Get Ready Guide](#)
- Download the [Narrative Assistance Guide](#)
- Call or email the Help Desk: 1-866-274-0960 or firegrants@dhs.gov
- Contact your [Regional Representative](#)
- Find additional resources on our website under [Rules and Tools](#)

Important Dates

Application Period: **August 15, 2011 - September 9, 2011**

All applications must be submitted no later than 5PM EDT on September 9th.

Learn more about AFG and start your application online at www.fema.gov/firegrants/.

New This Year: Grant Recipients Must Register in the Central Contractor Registration (CCR) System

As of August 2010, prime recipients of Federal grants are required to register in the Central Contractor Registration (CCR) system. As a potential grantee you are not required to register, but you may wish to do so now in case you receive an award. **CCR registration will be required if you are selected for an award.**

How to register:

1. Obtain a DUNS number from Dun and Bradstreet: <http://fedgov.dnb.com/webform>. If you already have a DUNS number, skip to #2.
2. Once you have a DUNS number, register here: <https://www.bpn.gov/ccr/default.aspx>.

For more information on grantee registration in the CCR system, download the AFG Get Ready Guide or visit their website: <https://www.bpn.gov/ccr/grantees.aspx>

TEAM UP AND SPREAD THE WORD ABOUT AFG!

Did you know that multiple organizations serving more than one local jurisdiction can team up and submit an AFG application that will benefit the entire region? It's true—AFG supports a variety of regional projects, including providing training programs and purchasing communications and personal protective equipment. So, spread the word about AFG to your colleagues and through your professional networks! A regional project may be the right route for you.