



Assistance to Firefighters Grant Checklist

In order to help volunteer and combination agencies get a head start on their AFG applications for FY 2015, the National Volunteer Fire Council (NVFC) and FireGrantsHelp.com have compiled a checklist of items that departments should be pulling together now in advance of the application period opening this fall:

<input type="checkbox"/>	Access your department's NFIRS data for the past three years if possible.
<input type="checkbox"/>	Analyze your department's call volume data to determine if there are trends emerging.
<input type="checkbox"/>	Identify staffing challenges in your department and surrounding departments that you provide mutual aid to.
<input type="checkbox"/>	Compile a demographic profile of your service area to include income and population statistics.
<input type="checkbox"/>	Determine what your department needs are and if these needs are eligible for AFG funding. Secure a good cost estimate and make sure your department has sufficient funds to cover the AFG match.
<input type="checkbox"/>	Review your department's budget, identify all sources of income, and detail expenses.
<input type="checkbox"/>	Make sure that you know your SAM.gov registration information and DUNS number . Make sure that the information contained in SAM and DUNS match each other and are the same as the information contained in your FEMA profile. If you have trouble with either of these, seek help before the application period opens!
<input type="checkbox"/>	Save all of this information in one place so you can access it and update it easily. If you anticipate working on the grant application on different computers, consider saving the information on a thumb drive that you can keep with you.

Ask for help!

If you have a question there are plenty of resources available to assist you, including the following:

- Contact the AFG Program Help Desk with questions or comments by calling 1-866-274-0960 or e-mail at firegrants@dhs.gov.

- [Register for free](#) at FireGrantsHelp.com and learn about the various resources they offer. NVFC members get a 25% discount on grant-writing services.

- [Request assistance](#) from the NVFC and get linked to one of the NVFC's peer reviewers. The NVFC does not provide grant-writing services but our reviewers can answer questions about the process and give pointers on things that they look for in applications.

