

ALBANY COUNTY FIRE DISTRICT 1

Grant Support Policy

Approved: 7/8/2015

Purpose: This policy will define procedures whereby volunteer fire departments within Albany County Fire District 1 (ACFD1) when applying for outside grants, can apply for funds from the ACFD1 Board to assist their department in meeting their financial obligations as dictated within the grant.

General Guidelines:

1. At the beginning of each fiscal year (1 July), the ACFD1 Board will determine the amount of money that will be available during that fiscal year to support Volunteer Fire Department grant requests. The designated sum will be proportioned equally among the Volunteer Fire Departments in ACFD1.
2. The ACFD1 Board reserves the right to suspend or terminate the grant support program at any time should conditions warrant such a move.
3. If a Volunteer Fire Department does not use all of its proportioned grant support money during the allotted fiscal year, the remaining funds will revert back to the ACFD1 general fund and not carry forward into the next fiscal year.
4. All requests for grant support funding from the ACFD1 Board must be approved in writing prior to the submission of the grant request.
5. A majority of the department's funding obligations stemming from a grant request must be provided by the department itself.
6. ACFD1 funding is designed to supplement, not be the main source of, the department's grant financial obligations.

Specific Procedures:

1. All departments requesting grant funding support must complete the funding request form attached to this policy document.
2. The funding request form must be submitted at least 45 days (or at least 10 days prior to the last scheduled ACFD1 Board meeting) prior to the deadline for grant submission.

Albany County Fire District 1 Grant Funding Request Form

A. Department Information

1. Volunteer Fire Department Name:
2. Department Point of Contact:
(Name, address, phone, email)

B. Grant Description

1. Grant Source:
2. Grant submission deadline:
3. Grant Amount Requested:
4. Department's Funding Portion:
5. Amount requested from ACFD1:
6. Description of items being requested under the grant:

C. ACFD1 Actions

1. Date Submitted:
2. Date Boarded:
3. Board Decision: Approved/Disapproved
4. Funding Amount Board Approved:
5. Board President Signature: