



**\*\*Note: All equipment requested must meet fire service training standards.**

- Can my Fire Department file for a Training Mini Grant?
  - No ... but your Locality can! Grants from the Fire Programs Fund can only be awarded to one of 324 specified Virginia jurisdictions: Independent Cities, Counties, or Towns incorporated within the Counties. Application may be made through your Locality's government.
- For how many Training Mini Grants can my Locality file?
  - Training Mini Grants may not always be offered during a given fiscal period due to non-availability of funding, etc. Only one (1) filing per jurisdiction is accepted each fiscal period that they are being offered.
- Where can the blank forms necessary for filing be found?
  - In early June each year, the Agency (VDFP) forwards to ALL localities statewide a packet including these forms. In addition, generic versions of the forms may be printed from the Agency's web site [www.vafire.com](http://www.vafire.com).
- Whom may I contact and how regarding Training Mini Grants?

Grants and Local Aid Manager  
1005 Technology Park Drive  
Glen Allen VA 23059-4500  
804-249-4178
- How much detail is best when completing an application?
  - All submitted applications must include supporting documentation such as makes and model numbers and price quotations / estimates. Be sure to present requested items in order of priority. Attach a summary sheet if more space is needed.
- Can items purchased with Training Mini Grants funds be used for operations?
  - No. Items purchased with Training Mini Grants must be used **SOLELY** for training purposes and never for operational purposes.
- What are some items that are allowable costs for the Training Mini Grants?
  - A list of some allowable items is included on page 4 of this document. Note that the list is **NOT** all inclusive.
- What are some items that may be considered as allowable costs on a case basis as supported by a well documented justification? (Note that the list is **NOT** all inclusive.)
  - Radio equipment for training
  - SCBA for training

- What are some items that are **NEVER** allowable costs for the Training Mini Grants? (Note that the list is **NOT** all inclusive.)
  - Wireless equipment such as mobile phones and pagers
  - Internet / SAT/ CATV connectivity
  - Direct labor costs
  - Computer software that is general (not fire service training specific) such as the Microsoft Office Suite software.
  - Vehicle acquisitions including ambulances and fire trucks
  - Expendable items such as markers, bulbs, and batteries
  - Maintenance costs
  - Sales taxes
  
- What is a **fiscal period**?
  - Many business & governments account for their fiscal affairs for a 12 month period other than a standard calendar year (January through December). The Commonwealth's fiscal periods run from July 1<sup>st</sup> through and including June 30<sup>th</sup> of the next year. They are numbered by the year in which they end. e.g. The fiscal period beginning July 1, 2011 is termed "FY-2012" or "FY12".

**Hints:**

- a) **IMPORTANT** ☞ Many goods are available to Localities through the Commonwealth's numerous "State Contracts" (StC). Cost limitations will be applied based on same. Applicant jurisdictions are encouraged to use appropriate contracts in pricing their Training Mini Grant request. Localities are not required to make the purchase from the State Contract vendors.
  
- b) Applications in support of Training projects/start-ups that benefit several departments/jurisdictions generally are more favored than those solely for a single entity.
  
- c) Training projects where matching monies are to be used are more favored than those depending totally on grant funding. ← The foregoing including partnering with FIRE ACT funding &/or acceptable use of ATL.
  
- d) Purchases with grant funds are limited only to the items specifically listed in the award letter. Additional items and related accessories (such as cables and stands) are not permitted with grant funds unless prior approval for those items is requested and obtained.
  
- e) ALL applications must be **complete** and **signed** by the proper Local authority.\*  
 \*County Administrator OR Deputy, City Manager OR Deputy, Town Mayor/Town Manager; or other duly authorized official whereby the filing is accompanied by a copy of an 'Ordinance' or other such formal instrument clearly granting that party appropriate authority.
  
- f) Timeliness of filing and subsequent receipt by the Board are solely the applicant jurisdiction's responsibility. All applications must be received on or before the established deadline. It is recommended that filings be made via USPS CERTIFIED MAIL, RETURN RECEIPT REQUESTED OR via a commercial carrier providing for a dated receipt; e.g. Emory<sup>®</sup>, FedEx<sup>®</sup>, UPS, etc. to the address listed below.

**VDFP Grants and Local Aid Manager  
1005 Technology Park Drive  
Glen Allen VA 23059-4500**

Compiled for the benefit of Virginia's Fire Service in close cooperation with the VFSB FIRE PREVENTION AND CONTROL COMMITTEE; drawing on their many years collective & individual experience with TRAINING MINI-GRANT administration:  
Gratefully acknowledged, June 2011 -W.G. Shelton, Executive Director - VDFP

**☛ SPECIAL NOTE:**

All submitted applications **MUST** be supported by a cost estimate proposal/quote provided from a potential vendor to document reasonable cost forecasts. Failure to include such cost estimate supporting documentation will have the following impact on the application.

- The award will be limited to the amount listed on page 4 (which excludes accessories and shipping).
- For items not listed on page 4, documentation will be considered incomplete and funding for the application will be denied.

If funding for training is requested, proposal must document justification that the training is not currently offered by VDFP. For all training NOT offered by VDFP, proposal must include a cost estimate to justify funds requested and must include a detailed course description with the grant proposal. Failure to include such documentation may impede the evaluation process and result in proposal disqualification. (Cost estimates must be net of any percentage discounts available, i.e. 40% discount on IFSTA materials available through the VDFP bookstore.) **IMPORTANT** ☛ All textbooks and audio visual requests must meet current VDFP curriculum standards.

**Selected basic component costs/limitations**

StC

(a) Desktop PC with O/S pre-loaded, CRT monitor, keyboard & base-level speakers	\$1,100 ea.	✓
(b) Laptop & case with O/S pre-loaded	\$1,270 ea.	✓
(c) LaserJet B&W printer	\$250 ea.	✓
(d) 4,000 lumens+ LCD projector	\$750 ea.	✓
(e) 2,500 lumens+ LCD projector	\$575 ea.	✓
(f) 1,600 lumens+ LCD projector	\$115 ea.	✓
(g) Smart Board 64"	\$1,200 ea.	✓
(h) Smart Board 77"	\$1,500 ea.	✓
(i) Large screen LCD TV/Monitor (52")	\$1,250 ea.	
(j) Large screen LCD TV/Monitor (42")	\$600 ea.	
(k) Mid-sized screen LCD TV with VCR &/or DVD integral (32")	\$300 ea.	
(l) Mid-sized screen LCD TV with VCR &/or DVD integral (22")	\$265 ea.	
(m) Small screen LCD TV with VCR &/or DVD integral (19")	\$175 ea.	
(n) Small screen LCD TV with VCR &/or DVD integral (15")	\$165 ea.	
(o) DVD Player – 5 Disc Carousel	\$125 ea.	
(p) VCR & DVD Combo Player-Recorder	\$150 ea.	
(q) Portable/Table-Top Podium [No electronics included]	\$100 ea.	
(r) Portable/Table-Top Podium with integral mic + amp + spkr(s)	\$575 ea.	
(s) Full-height Podium [No electronic included]	\$120 ea.	
(t) Full-height Podium with integral mic + amp + spkr(s)	\$450 ea.	
(u) Portable Projection Screen	\$295 ea.	
(v) Projection Screen	\$140 ea.	
(w) Projector Ceiling Mount Kit	\$140 ea.	

O/S = Operating System such as MS-Windows®  
 StC ✓ = An item known as of publication date to be listed on one or more VA State Contracts.