

VFA/RFA Application Process

- 1) Decide which program best meets your need and submit an application. You may apply for either of the assistance programs. **Submit a separate application for each program.** Applications must be post marked by March 15, 2009.
- 2) Application for funds must be made on the form "2009 Volunteer Fire Assistance & Rural Fire Assistance Application".
- 3) On the application, be sure to list the name of the individual who is knowledgeable about the needs of the department and who has the authority to speak for the department. The telephone number(s) for this individual and best time to contact them are required.
- 4) On the application show in as much detail as possible what the grant funds and matching funds will be used to purchase. Rank your items by priority, with your most important item first.
- 5) Sign and date and return with your application; Assurance – Non Construction Programs and Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements forms and provide documentation of VFD 10% matching share.
- 6) Keep one copy and send the original application, properly signed, dated and addressed including zip code to your nearest State Forestry Office.