

Sugar Loaf Fire Department – Standard Operating Procedure			
Subject: Grants		SOP#: 1.1.2	Revision: A
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1. Purpose

This document describes the grant writing process at SLFPD so that there is a consistent framework for applying for, tracking, and administering grants. Grant writing has increased SLFPD readiness and performance acquiring equipment, vehicles, and making improvements it could otherwise not have afforded.

2. Process of Pursuing Grants

The SLFPD grant process will be needs-based rather than opportunity-based. That is, we will pursue grants to fill needs that have been previously identified and not seek to acquire grants because we might need them someday. Grants should seek to further the District's [mission statement](#) and goals.

Anyone – firefighter, board member, member of the public - is free to suggest either a need that could be met with a grant or a specific grant to pursue, however pursuit of the grant will be at the discretion of the chief. In addition, there will be worthwhile grants the District will not pursue because the District's volunteers don't have the time, or the District doesn't have the required matching money, or other reasons which the proponent may not be aware of.

3. The Grant Writing Position

Because of the financial implications to the District, the SLFPD Board of Directors is responsible for hiring any grant writer. While the grant writer works at the direction of the Chief, the grant writer reports to the Board and is ultimately responsible to the Board.

The grant writer will be paid a fair wage for their work, though they may elect to provide their services at a cut rate.

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Where possible, the grant writer should include the cost of their work in the grant request.

4. Roles and Responsibilities

The Chief holds primary authority over the grant writing process. The grant writer and/or assistant cannot decide which grants to apply for or how much to apply for without express approval of the Chief. The Chief or their designee will sign all grant proposals on behalf of the District, though the District bylaws require that the Secretary sign all the District's financial documents. The grant writer will make sure that the Chief has all contact information, website passwords or other information necessary to access everything associated with each grant.

Except for transitions in personnel, the grant writing process will be centralized and disciplined. This includes:

- a. All grant applications must be pre-approved by the Chief. When SLFPD submits a grant application and then accepts funding, it is committing the department to a set of deliverables. The Chief is responsible for communicating grant opportunities with the Board to determine which opportunities to pursue.
- b. The grant writer will maintain a tracking system that is available for review by the Chief at any time (e.g., Dropbox, Google Docs, etc.) to make sure:
 - i. all deadlines are being met,
 - ii. a funder isn't being approached by multiple people from SLFPD, and
 - iii. all reporting is taking place.
- c. The grant writer will update the Chief no less than monthly on the status of grants SLFPD should considering applying for, is in the process of applying for, have applied for but waiting on notification, those we have received notification on, and administration of awarded grants. Of particular importance, the

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grant writer needs to keep the Chief up to date on actions the Chief is responsible for, such as signing documents, coordinating with other agencies, filing status reports or other documents, or other requirements of the grant.

- d. Except for truly exceptional situations, and then only with the specific approval of the Chief, there will be only one grant writer operating on behalf of SLFPD at a time, so that all grant applications and awards are under the purview of a single person.

5. The Assistant

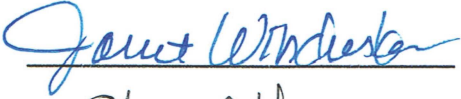
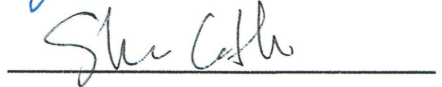
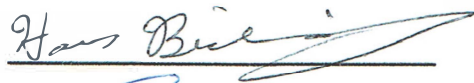
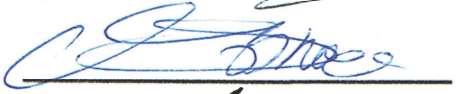


The grant writer will ideally be closely connected to someone in the District who has the knowledge to provide the details necessary to write successful grants (hereafter The Assistant). The Assistant could be a firefighter or officer who is willing to commit sufficient time to provide the grant writer adequate support. The Assistant must also have enough experience with volunteer fire departments in general and with SLFPD specifically to have or be able to locate and provide the information necessary to support the grant writer.

Ideally the Assistant should also have relationships with other departments, the State, and/or the Federal land managers necessary to see opportunities and enable us to submit joint applications.

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Approval

SLFPD Protocols require signatures by the Chief, Assistant Chief, and at least two of the four following positions; three Battalion Chiefs and/or the Chief Medical Officer.

<u>Name</u>	<u>Date</u>	<u>Position</u>
<u></u>	<u>8/6/22</u>	Chief
<u></u>	<u>8/5/22</u>	Assistant Chief
<u></u>	<u>8-3-22</u>	Battalion Chief
<u></u>	<u>8.6.22</u>	Battalion Chief
<u></u>	<u>8/5/22</u>	Battalion Chief
<u></u>	<u>8/6/22</u>	Chief Medical Officer