MINI-GRANT PROGRAM POLICY

Grant awards to localities through the Fire Programs Fund

VIRGINIA DEPARTMENT OF FIRE PROGRAMS
and the
Virginia Fire Services Board
1005 Technology Park Drive
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1. PURPOSE and AUTHORITY

This policy document describes the practices by which the Virginia Department of Fire Programs (VDFP or the Agency) executes the administration and expenditure of allotments from the Fire Programs Fund (Fund) established in *Code of Virginia* (the Code) § 38.2-401. The Fund is derived from an annual assessment against all licensed insurance companies doing business in the Commonwealth writing a Code-defined type of insurance. Effective August 11, 2000, the Virginia Fire Services Board adopted a policy of providing grants, termed "Mini-Grants," from the interest earned by the Fire Programs Fund. The Administration, Policy and Finance Committee is charged with the responsibility of governing such program in cooperation with the Department of Fire Programs. A provision was adopted to restrict such grants to activities – projects & programs, positively impacting and/or furthering the fire service within the Commonwealth.

2. PRECEDENCE OF LAW & DISCLAIMER

Nothing contained within this document shall be construed to supersede the *Code of Virginia*. In the event of a conflict, the *Code of Virginia* shall supersede the conflicting provision of this Policy document.

3. OBJECTIVES

The objectives of the Virginia Fire Services Board Mini-Grant program shall be as follows:

- To enhance fire capabilities;
- To develop application and program processes;
- To offer equal opportunity for localities to apply and be considered;
- To assist the VFSB in making fair awards; and
- To permit VDFP to efficiently administer the program.

4. GRANT APPLICATION

The requesting locality shall submit a completed application by the required deadline.
Such form to be executed by the:

- County Administrator / Executive, City Manager, Town Mayor / Town Administrator;
- Other duly authorized official whereby the application is accompanied by a copy of an 'Ordinance' or other such formal instrument clearly granting that party such authority.

Only those Mini-Grant applications submitted by a locality will be accepted for consideration.

No single locality (city, town or county) shall make application for nor be eligible for more than one award per Mini-Grant cycle.
Required Supporting Documentation to the Application

- Any quotes/price information
- If asking to build a structure, a site plan must be provided with the application for consideration

Based on available funding each fiscal year, the application period for the Virginia Fire Services Board Mini-Grant Program shall be posted annually on the VDFP website. The Board shall establish the Fiscal Year priority items and application timeline at the September meeting. Applications can be submitted by email at: grants@vdfp.virginia.gov or by mail at:

Grants Unit
Virginia Department of Fire Programs
Attn: Mini Grant Program
1005 Technology Park Drive
Glen Allen, VA 23059-4500

Completed applications must be postmarked/submitted by the deadline determined by the Board and outlined on VDFP's website.

5. ELIGIBILITY AND AWARD CRITERIA

The review of Mini-Grant funding requests shall be based on the following criteria:

- Number jurisdictions involved
- Availability of matching funds (optional)
- Previous grants
- Proper application
- Timeliness of application
- Impact if grant not awarded
- Number of programs affected
- Demonstrated need

Individual Mini-Grant award amounts shall be decided by the Virginia Fire Services Board based upon the evaluation and recommendations of the Virginia Department of Fire Programs in accordance with the criteria above. VDFP will evaluate applications based upon the substance of the application and supporting documentation relative to the objectives of the grant program. The Virginia Department of Fire Programs shall reserve the right to verify any or all information recorded on the application. The Administration, Policy and Finance Committee will be supplied with individual applications with the VDFP recommendations to review for acceptance.

6. GRANT AWARD ADMINISTRATION AND ACKNOWELDGEMENT

Following approval for grant disbursement, VDFP shall submit all appropriate forms for the release of funds in a timely manner. All Mini-Grants are awarded to the applicant locality. Actual disbursement shall be made via electronic transfer/EFT (EDI.) Mini-Grant awards shall only be used in accordance with this policy. The maximum allowable amount of any Mini-Grant shall be $30,000 per jurisdiction annually.

7. REPORTING REQUIREMENTS

Mini-Grant projects and/or program start-ups shall be completed within twelve (12) months following receipt of an award. Awarded localities shall submit a written report to VDFP within thirty (30) days of the conclusion of the Mini-Grant's twelve (12) month cycle. This report shall describe the fund's use and benefit to fire services agencies and/or the community served by such organizations. It will also allow the localities to comment on the Virginia Fire Services Board Mini-Grant program.

CERTIFICATION:

We the undersigned as Chair of the VIRGINIA FIRE SERVICES BOARD and Executive Director of the VIRGINIA DEPARTMENT OF FIRE PROGRAMS jointly adopt the foregoing Policy which supersedes all prior Policies/Policy Statements effective as of September 25, 2026.

Abbey Johnston Chair Virginia Fire Services Board	Jamey Brads Acting Excecutive Director Virginia Department of Fire Programs