Assistance to Firefighters Grant Program

Success Story Submission Template

Your success is important to the Assistance to Firefighters Grant Program! We would like to know what you've accomplished in your department and/or community with your grant funding so we can share your experiences with others. While considering your success story, keep in mind we are interested in both "improvement" stories and "success" stories. Improvement stories provide details about how the grant has improved your department's situation or daily operations and success stories highlight how the grant has improved the safety of your firefighters and community by enhancing how effectively you protect them from fire and related hazards. The criteria for AFG, SAFER, and Fire Prevention stories are slightly different, so please read the instructions and example carefully before submitting your success story.

How to Submit Your Success Story

Step 1 – Save This File on Your Computer

Save a copy of this success story template to your computer.

Step 2 – Complete the Template

Submit the success story only in the format of the template below. Ensure the information you provide meets the criteria for a type of success story you are submitting as indicated in the template. If you make changes to the template without saving it, the information will be lost.

Submitting photographs that help illustrate your story are encouraged and recommended. Action shots showing people who benefited from the success and photographs of the equipment and emergency response effort are highly effective. High resolution photos are desirable. If possible, please submit your photos as an attachment in .jpeg, .gif, .tif or .bmp format. Please provide descriptions for your photographs if possible so reviewers can understand what is occurring in the photograph.

Please note any information submitted may be posted on the Assistance to Firefighters Grant Program Web site or used in other public relations or outreach activities.

Step 3 – Send Your Story to Us

After you have completed this success story template, submit it as an attachment in an e-mail addressed to your FEMA regional contact. The name and e-mail address for your FEMA regional contact can be found below:

Region I: Serving CT, MA, ME, NH, RI, VT	– David Parr, david.parr@dhs.gov
Region II: Serving NJ, NY, PR, VI	– Tony Faison, tony.faison@dhs.gov
Region III: Serving DC, DE, MD, PA, VA, WV	– Dustin Brosius, dustin.brosius@dhs.gov
Region IV: Serving AL, FL, GA, KY, MS, NC, SC, TN	– Vicki Murphy, vicki.murphy@dhs.gov
Region V: Serving IL, IN, MI, MN, OH, WI	– Vikki Hanson, victoria.hanson@dhs.gov
Region VI: Serving AR, LA, NM, OK, TX	– James Thomason, james.thomason@dhs.gov
Region VII: Serving IA, KS, MO, NE	– Rex Jennings, rex.jennings@dhs.gov
Region VIII: Serving CO, MT, ND, SD, UT, WY	– Ted Young, ted.young@dhs.gov
Region IX: Serving AZ, CA, Guam, HI, NV, CNMI, American Samoa	– Douglas Woods, douglas.woods@dhs.gov
Region X: Serving AK, ID, OR, WA	– Brian Ipsen, brian.ipsen@dhs.gov

Fire Prevention and Safety (FP&S) Grants

Success Story Template

Grant Number	
Department Name	
City, State	
Award Category/Activity	
Community Description	
Contact Person	
Contact E-mail Address	
Contact Phone Number(s)	
Department Web Site	
Mailing Address	

SECTION A

What circumstances existed in your department or organization that prompted you to apply for a grant? Why did you ask for funding?

List what was funded with the grant (research project or fire prevention project, be specific, i.e., smoke alarm installation project)

Give a brief project description, including project scope.

Have the grant-funded items contributed to saving lives and/or property? Have the items been directly responsible for making the target audience safer?

Describe an incident(s) or event(s) that demonstrates how your target audience benefited from the grant award. Provide quotes from fire service personnel and/or community members regarding the incident/event(s).

Describe the project evaluation. Are there any stories that can be shared that would assist other organizations with implementing a project evaluation? What were the findings of the evaluation?

Did the project result in a report or documents that can be share via downloadable file? What other information is available to other communities or organizations (pictures, files, reports, etc.)?

PHOTOS

Please submit high resolution digital photos, high quality scannable photos, press clippings, or news video that you may have to illustrate the success, including captions that identify individuals in the photos and explain what is being shown. You can send your photos and this template to your FEMA regional contact via e-mail.