



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 how your grant benefitted your community so that we can share your experiences with others. While considering your success story, keep in mind that 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. Please read the instructions 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 that 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 that any information submitted may be posted on the Assistance to Firefighters Grant Program Website 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 email addressed to your FEMA Regional contact. The name and email address for your FEMA Regional contact can be found [here](#):

Fire Prevention & Safety (FP & S) Success Story Template

Grant Number	
Department Name	
City, State	
Award category/Activity	
Community Description	
Contact person	
Contact email address	
Contact phone number(s)	
Department web site	
Mailing address	

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

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

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Give a brief Project description of your project:

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

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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 shared via downloadable file? What other information is available (pictures, files, reports, etc.?)

PHOTOS

Please submit high resolution digital photos, high quality scannable photos, press clippings, or news video, which illustrates your grants success. Photographer/videographer contact information, must be accompanied all images.