

Assistance to Firefighters Grant Program (AFG)



FEMA

2011 FP&S Narrative Worksheet

Fire Prevention & Safety Grants Narrative Worksheet

This worksheet will help you build your application Narrative.

Narrative Statement

- Describe your proposed project and your community.
- Convince peer reviewers of the value of your project(s).
- Address ALL evaluation criteria described in the Program Guidance.
- Address the detailed requirements listed on the screen for the selected activity.
- Be thorough, but concise.
- Copy and paste it into the space provided in the Request Details section of the application.

If you have more than one Fire Prevention & Safety project, you may return to this worksheet and repeat the worksheet exercise.

- Answer the questions regarding the Narrative Statement requirements for the Fire Prevention & Safety Activity.
- Include any other information you think the reviewers need to fairly evaluate your application.
- This exercise will help you develop the critical components of your narrative statement. Your answers will serve as the outline for the narrative statement in your online application.

Important

Remember, one key to a successful application is providing supporting data. Do not rush through writing your narrative. It is the most important part of your application and must have supporting details. Take your time and gather the information you want and need to convey.

Enter your response to each question in the text box below it. Once you finish answering all the questions, copy and paste your responses into a word processing program document.

The tutorial program will not save your answers.

Use your responses as the outline for your narrative statement.

Worksheet

Vulnerability Statement

Describe the vulnerability or risk to be addressed by this project. The methodology for determination of the vulnerability should be discussed in-depth. Include information about how this solution would impact the target population.

- Who needs assistance in your community?
- How do you know who needs assistance in your community?
- Do you have statistics to document your community needs?
- What will you do to decrease fire and injury incidents?

Example: A portion of the demographics of your community is experiencing a higher than average rate of burn injuries. The proposed solution—educational seminars and classes—would provide resources to mitigate the risk for those community members.

Implementation Plan

Describe the Implementation Plan and the methods you will use to reach the target population. Explain how you will carry out the plan. This is a critical part of a successful plan.

- Who will carry out the activities?
- How will the target population be reached?
- How frequently will the activities occur?
- Do you include partnerships?

Example: The classes will be held at local schools before, during, and after school. There will be curriculum geared toward all ages from toddler to senior citizens and take home reading material provided as a handout. The classes will be offered twice a month on a rotating basis geared toward different age groups. We will partner with area schools, community groups, and churches to host, promote and gather people to attend the classes.

Evaluation Plan

The next item is the evaluation plan. Discuss how an evaluation of the effectiveness of the project and measurable goals are incorporated into the project or project.

- How will you measure the success of the project?
- Will you be able to determine a change in the knowledge or behavior of the target population?
- What tools will be used for measuring success?

Example: We will be able to determine program success by an end-of-class survey. All participants will answer a short quiz as well as fill out a suggestions sheet. In addition, when we revisit the community, we will offer refresher courses and provide drills to test knowledge.

Cost Benefit

Describe the relationship of the benefits to be derived from the project to the costs incurred directly through the delivery of the project. The costs associated with the project must be reasonable for the target population who will be reached.

This is your “bang for the buck” statement. Additional support for the budget items may also be helpful.

- How many people will be reached?
- How much will it cost per person to deliver this project? (divide overall cost by number of recipients)

Example: We work with a local printer who specializes in brochures and handouts. The initial run would cost between \$10,000 and \$12,000 and include 100,000 copies of three separate flyers. The cost-to-value ratio is high because the program is continuous. The target population gets educational information they can keep in their home and reuse or re-read and additional meetings and cost incurred will fall on the organization requesting the courses.

Sustainability

If the project will be sustained beyond the grant performance period, list how this may be accomplished.

- What is your plan for the future of the project?
- How long will this project last?
- How long will the impact of this project last?

The project should reproduce itself through partnerships within the community. If a senior citizen center wants to have more meetings, they can buy and print extra materials to distribute to the participants.

Example: We would use the same training guide, so the purchase of additional items is not required to demonstrate and teach the class after the conclusion of the performance period.

Financial Need

Applicants should provide details on the need for federal financial assistance.

- Have you tried to obtain money for this project from the federal government? How many times? Where?
- Can you list specific examples of your operating budget?

Additional Information

Lastly, include any additional information you feel reviewers may need to provide additional consideration for your chosen projects. This could include:

- Requesting a project that meets the stated funding priorities for the chosen FP&S category as stated in the Program Guidance.
- A proven track record for timely project completion and satisfactory performance for other AFG, SAFER or FP&S awards.
- Demonstrated experience and expertise in conducting fire prevention and safety activities.

Example: We have held similar educational seminars in the past with great results. Our community won “Seat Belt Community of the Year” after we held courses on the benefits of buckling up.

Completing the Narrative Statement Worksheet

You have pasted all your stuff into a Word document, right? The worksheet will not save your answers.

This is the basis of what you need for your Narrative Statement.