

# Florida Firefighter Assistance Grant Program



## Self-Evaluation Sheet

This Self Evaluation Sheet is designed to help you understand the criteria that you must address in your Narrative Statement when applying for the Florida Firefighter Assistance Grant (GRANT) Program. The Reviewers will review all the criteria in the Narrative Statement to assess your agency's financial need, the degree to which your proposal best describes your project and how your project aligns with the Grant program priorities.

### 1. Financial Need

Applicants should describe their financial need and how consistent it is with the intent of the Grant Program. This statement should include details describing the applicant's financial distress, summarizing budget constraints, unsuccessful attempts to secure other funding, and proving the situation is beyond their capabilities and resources.

- Does the applicant provide a comprehensive overview of their organization's budget, including but not limited to describing sources of revenue and expenses?
- Does the applicant clearly describe their financial distress?
- Does the applicant explain why they do not have the means to fund their project?
- Does the applicant include evidence of sacrifice due to budget constraints?

Below are the same scoring dimensions that the Reviewers will use to rate your application. Using the criteria below, rate your own application and assess how the Reviewers might rate your application.

**Excellent:** The applicant's financial difficulties are clearly identified, contributing to the current financial need. The applicant provides strong evidence showing the distress is beyond the applicant's control and assistance is necessary.

**Very Good:** The financial needs of the applicant are explained. The applicant describes why the project cannot be completed with current funds and describes some attempts to gain other funding, but more details are needed.

**Good:** The applicant identifies a financial need, but lacks details. The applicant demonstrates the organization has limited funding, but does not provide an adequate explanation why they cannot fund the project. It is unclear what the applicant has done to address its operational or safety needs.

**Fair:** The applicant identifies a possible financial need, but little to no detail is provided about other funding attempts, why funds are lacking, and/or why this problem is out of their control.

**Poor:** The applicant's financial needs are not identified, nor are they articulated. It is unclear if the lack of operational assets and/or resources are directly related to the financial need of the applicant.

## 2. Project Description and Budget

This statement should clearly explain the applicant's project objectives and its relationship to the applicant's budget and risk analysis. The applicant should describe the activity applied for with respect to any program priority, making sure it is consistent with priorities of the Grant Program. Applicants should link the proposed expenses to operations and safety, as well as the completion of the project goals.

- Does the applicant demonstrate they understand the stated program priorities / intent?
- Does the applicant produce evidence to support its requested needs?
- Does the applicant show evidence the project is based on risk analysis?
- Does the applicant clearly associate the completion of project goals to proposed expenses?
- Does the applicant show evidence that they have conducted good market research, e.g. bids & specs ready to go?

Below are the same scoring dimensions that the Reviewers will use to rate your application. Using the criteria below, rate your own application and assess how the Reviewers might rate your application.

**Excellent:** The applicant clearly identifies all aspects of the project and budget. Project goals are evident, articulated, and directly tied to the applicant's mission. The itemized budget items are proven necessary, directly relate to the risk assessment, and are not excessive. The project is clearly and coherently aligned with the Grant Program priorities.

**Very Good:** The applicant's project is sufficiently explained. Budget items and risk analysis are sufficiently described, but the relationship between the between the risk analysis, the mission, and the proposed project need strengthening. The project is sufficiently aligned with the Grant Program priorities.

**Good:** Some project goals are discussed, but it is unclear how some of the project's elements address the organization's needs or mission. A budget and a risk analysis are addressed, but lack sufficient information regarding how it will benefit the organization. The project aligns with some Grant Program priorities, but lack clarity on implementation and / or functionality.

**Fair:** The applicant includes little detail about the project and how it relates to the organization's mission or needs. The information regarding the budget and risk analysis, and how those factors will benefit the organization, is insufficient to non-existent. The alignment of the project to Grant Program priorities is unclear, confusing, and/or incomplete.

**Poor:** The applicant does not identify their budget, needs, mission, or risk assessment, and/or how the project will complement the organization. The project does not coherently align to any Grant Program priorities.