**FY 2022 Narratives template**

**Applicant characteristics Section:**

“Does your organization protect critical infrastructure of the state?” Maximum 3000 characters.

“Please describe the critical infrastructure protected below.” Maximum 3000 characters.

## Operating budget

“Does your department have any rainy day reserves, emergency funds, or capital outlay?” Yes/no, “Describe the planned purpose of this fund.”

“Describe your financial need and how consistent it is with the intent of the AFG Program. Include details describing your organization's financial distress such as summarizing budget constraints, unsuccessful attempts to secure other funding, and proving the financial distress is out of your control. ” Maximum 4000 characters. ***This is a scored section.***

“This fiscal year, are you receiving Federal funding from any other grant program for the same purpose for which you are applying for this grant?” yes/no

“This fiscal year, are you receiving Federal funding from any other grant program regardless of purpose?” yes/no

If yes “Please provide an explanation for other funding sources in the space provided below.” Maximum 500 characters.

## Applicant and community trends

Is your department facing a new risk, expanding service to a new area, or experiencing an increased call volume? Yes/no

If yes, “Please explain how your department is facing a new risk, expanding service to a new area, or experiencing an increased call volume.” Maximum 4000 characters.

## Community description

“Please describe your organization and/or community that you serve.” Maximum 4000 characters.

## Narratives Section

**“Project Description and Budget**: Clearly explain the organization's project objectives and the relationship to your organization's budget (e.g., personnel, equipment, contracts, etc.) and risk analysis by providing statistics to justify the needs. Describe the various activities to be implemented, including program priorities or facility modifications, to include details on how these are consistent with project objectives, your organization's mission and national, state, and/or local requirements. Provide details that link the proposed expenses to operations and safety, as well as to the completion of the project's goals.” Maximum 4000 characters. ***This is a scored section***

**“Cost Benefit:**Describe how you plan to address the operations and personal safety needs of your organization, including cost effectiveness and sharing assets. The Operations and Safety Cost Benefit statement should also include details about gaining the maximum benefits from grant funding by citing reasonable or required costs, such as specific overhead and administrative costs. The request should also be consistent with your organization's mission and identify how funding will benefit your organization and affected personnel.”  Maximum 4000 characters. ***This is a scored section***

**“Statement of Effect on Operations:**Explain how this funding request will enhance the organization's overall effectiveness. Describe how the grant award will improve daily operations and reduce the organization's risk(s) including how frequently the requested item(s) will be used and in what capacity. Indicate how the requested item(s) will help the community and increase the organization's ability to save additional lives and property. Jurisdictions that demonstrate their commitment and proactive posture to reducing fire risk, by explaining their code enforcement (to include Wildland Urban Interface code enforcement) and mitigation strategies (including whether or not the jurisdiction has a FEMA-approved mitigation strategy) may receive stronger consideration under this criterion.”  Maximum 4000 characters. ***This is a scored section***

## Grant request details

Any items added to the request require descriptions with a maximum of 2000 characters.