

 South Carolina Chapter

International Association of Arson Investigators

**BENJI NORRIS MEMORIAL**

**FIRE INVESTIGATION GRANT PROGRAM**

**Policy and Procedures**

**SECTION 1 – ESTABLISHMENT AND ADMINISTRATION:**

Effective January 1, 2010 the Board of Directors of the SCIAAI establishes a Grant Program to provide financial assistance to the members of the Association for the purpose of professional development and/or enhanced job performance in fire investigations. The Grant Program shall be administered by a three member committee. The President shall appoint the Chairman of this committee who must be an active Board Member. The chairman of this committee shall be known as the Grant Coordinator who in turn shall appoint two additional active members to serve on the Grant Committee, with the approval of the Board of Directors.

This Grant Committee shall receive, review and recommend approval or disapproval of all grant applications to the full Board of Directors. All grants must receive a 2/3 majority approval (8 votes) of the entire Board of Directors of the SCIAAI. All decisions of the Board of Directors are final. Grants may be approved by the Board of Directors at any time during the calendar year and no minimum or maximum number or amount of grants are to be specified within any time period. Nothing within the establishment of this program requires the Board of Directors to grant any application or minimum or maximum number of grants.

All grants will be based on the grant funds available at the time of application. No single grant shall be awarded for more than one thousand dollars ($1000.00). The procedures, requirements and guidelines of the grant program may be amended at any time upon approval of the majority of the SCIAAI Board of Directors. The Grant Coordinator shall submit a quarterly report to the SCIAAI Board of Directors who will review and disseminate the information to the general membership.

**SECTION 2 – FUNDING:**

The Treasurer of the SCIAAI shall establish and maintain a separate “Grant Program” bank account. It shall be the responsibility of the SCIAAI Board of Directors to decide how much funds to allocate to and maintain in the Grant Program based on the overall financial condition of the Association. Funds may be transferred into the Grant Program account at any time upon approval of the majority of the Board of Directors. Funds for this Grant Program may come from membership dues, donations, grants, fund raising events or any other SCIAAI income as approved by the Board of Directors. **All members of the SCIAAI are encouraged to solicit funds from individual and corporate sponsors for the Grant Program.** The Treasurer shall keep the Grant Coordinator advised of the amount of available grant funds.

**SECTION 3 – ElGILIBILITY:**

All Active Members, in good standing, of the SCIAAI are eligible to request a grant from the Grant Program provided they have been an Active Member for a minimum of one (1) year. Grant applications may be made by an individual member to be used by an individual member or group of members, team, department or other organization provided that all the members of the organized group, team, department or other organization who are benefiting from the grant are Active Members, in good standing, of the SCIAAI. Only one (1) grant can be awarded to any individual, organized group, team, department or other organization within a one year period.

**SECTION 4 – USE OF GRANTS:**

Grants may be awarded for the following purposes:

1. Registration fees only for training seminars and conferences
2. Fire investigation training materials/supplies
3. Fire investigation equipment/supplies. (Funds for such items are granted to the public safety entity for which the grantee is employed or otherwise serves.)
4. Research/test projects related to fire investigation
5. Fire investigation related educational materials

**SECTION 5 – PROHIBITED USES OF GRANTS:**

Grants ***SHALL NOT*** be awarded for:

1. Meals/Per Diem
2. Lodging
3. Mileage
4. Transportation
5. Rewards
6. Buildings/Real Property
7. Vehicles
8. Uniforms/Clothing/Ballistic Vests
9. Weapons/Ammunition
10. Canines/Canine Supplies
11. Fire investigator certification fees
12. Membership dues for any organization or association
13. Any item, equipment or material that an employer is required by law or regulation to provide to its employees

**SECTION 6 – APPLICATION PROCEDURES AND REQUIREMENTS:**

All requests for grants shall be made on the official grant application and all required information shall be provided. Grant applications shall be submitted to the Grant Coordinator. Grant applications will be reviewed by the Grant Committee together, either in person, by telephone or other electronic method. Recommendations shall be forwarded to the full SCIAAI Board of Directors for final approval. Grant checks shall be awarded within 15 days of final approval. No cash awards will be distributed.

**SECTION 7 – REQUIREMENTS OF GRANTEES:**

1. All individuals, organized groups, teams, departments or other organizations receiving a grant from the SCIAAI must expend such grant within six (6) months of receiving it.
2. Grantees are responsible to use the funds only for what it was approved for in the grant application.
3. Written documentation, to include all receipts, on the use of the grant funds must be maintained by the grantee and shall be submitted to the Grant Coordinator upon expenditure of the funds along with a written summary on how the grant benefited the grantee.
4. All Grant requests shall be made using the official grant application form with additional pages as needed.
5. All grant applications/requests expire six months after the date of submission regardless of any action taken or not taken by the SCIAAI. Any pending grant request would have to be resubmitted after expiration.
6. Documentation of specific requests shall be submitted along with the grant application. This documentation must include seminar brochures, equipment descriptions, price quotes and written synopsis of any proposed research/test project and/or any additional documentation available.
7. When a grant is awarded for a research or test project, the grantee shall conduct an educational presentation to the membership of the SCIAAI at a quarterly meeting as scheduled by the Training and Education Committee Chairman. This presentation shall include the purpose, results and/or findings of the project. This presentation shall be done within six months of the completion of the project.
8. The SCIAAI may audit any grant award at any time and Grantee shall provide any requested documentation immediately upon request.
9. By acceptance of a grant from the SCIAAI, the Grantee agrees to all requirements of the SCIAAI with the understanding that failure to comply with these requirements will result in having to return all grant funds and any costs incurred by the SCIAAI to recover the grant award.

I. Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SCIAAI Grant Program – Application NUMBER:**

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Dept/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best Telephone Contact #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **□** Office **□** Home **□** Cell

E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

II. **TOTAL GRANT AMOUNT REQUESTED: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Classification: Amount Requested:**

□ Training Seminar/Conference/Tuition $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Training Materials/Supplies $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Equipment/Supplies $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Research/Test Projects $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Educational Materials $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Remember: The better the *JUSTIFICATION & DOCUMENTATION FOR THE NEED* of the Grant, the better the chance of it being approved.**

III. Describe the proposed use of grant funds (Be Specific): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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IV. Describe the benefits of the expenditure of these grant funds: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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V. **□** Attach all available and required documentation.

VI. **CERTIFICATION:** By applying for this SCIAAI grant I understand and agree to abide by all the requirements of the SCIAAI Grant Program and understand that if the grant is awarded and the requirements outlined are not followed that I will be required to repay the entire amount of the grant to the SCIAAI plus any expenses incurred by the SCIAAI to recover these funds.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**