



PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

General Order Number: 07-13	Effective Date: January 2010
Division: Fiscal Affairs	
Chapter: Solicitation of Grant Funding Sources	
By Order of the Fire Chief: Marc S. Bashoor	Revision Date: N/A

POLICY

This General Order sets forth guidelines for the purpose of soliciting grant funding sources.

DEFINITIONS

Grant - Funds given to support a designated and specific program/purpose. The funds are offered from public and private funding sources. There are numerous federal, state and local grants as well as foundations, public charities, community associations, corporations and/or individuals that award grants for specific programs or purposes.

Concept Paper - brief, concise paper outlining the purpose of the project, the project description including goals and objectives, timeline and benefits and anticipated outcomes and the amount of funds requested.

Fire/EMS Department Grants Management Team (GMT) - Group of members selected by the Fire Chief to research grant funding sources, formulate strategies to obtain funding, assist writers and review grant applications, process grant applications and organize and manage all aspects of grant awards including progress and financial reporting.

Applicant – An authorized individual selected by the appropriate Lieutenant Colonel or Deputy Director of a Command who has been assigned the task of soliciting grant funding sources for approved projects.

PROCEDURES / RESPONSIBILITIES

The procedure for solicitation of grants is as follows:

1. Lt. Colonel or Deputy Director of appropriate command approves Request for Solicitation of Grant Funding Sources and selects applicant who is responsible for assigned task of soliciting the grant funds and writing proposals and completing application process.
2. Applicant prepares Request for Solicitation of Grant Funding Sources and Concept Paper.
3. Applicant submits Request and Concept Paper for review to Fire/EMS Department Grants Management Team.
4. Grants Management Team meets monthly and evaluates completed requests for projects submitted.



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5. Grants Management Team forwards to Fire Chief all requests for grant funded projects with comments.
6. Fire Chief determines which projects will be pursued.
7. Grants Management Team researches funding sources for the selected projects.
8. If funding source is determined, Grants Management Team notifies Fire Chief, Lieutenant Colonel or Deputy Director and applicant of approval to start application process.
9. Grants management team works with applicant to ensure proposal and application are completed properly and within specified time limits.
10. Once proposal and application are completed, GMT submits to the County's Grants Management Oversight Committee and Office of Law for Review.
11. If approved by County Grants Management Oversight Committee and Office of Law, the application is submitted to Administrative Review Committee for approval by Chief Administrative Officer.
12. Once approved by CAO, grant proposal and application are submitted by Grants Management Team.
13. Grant proposal and application are awarded or denied by grantor.

REFERENCES

N/A

FORMS / ATTACHMENTS

Request for Solicitation of Grant Funding Sources

REQUEST FOR SOLICITAION OF GRANT FUNDING SOURCES

To be submitted to the Grants Management Team Coordinator as early as feasible in the planning stage of potential grant submissions.

Date: _____

Project Information: (Required)

Proposed Project Title: _____

Summary of Proposed Project:

Goals and Objectives:

Timeline:

Benefits and anticipated Outcomes:

Estimated Amount of Funds Requested: _____

Project Locations: _____

Applicant Name and Title including Command: _____

Contact phone number and Email address: _____

Potential Funding Source: (Not Required)

State _____ Federal _____ Private _____ Other _____

If known, attach grant information, eligibility requirements, deadlines, etc.

Command Approval:

Name of Command

Signature of Lt. Colonel or
Deputy Director