



## ***Guidelines for IAAI Foundation Research and Academic Development Grants***

### **I - Introduction:**

The International Association of Arson Investigators Foundation (Foundation) is a 501 (c) (3) Not for Profit organization incorporated in the United States under the laws of Maryland. The Foundation is located at 2111 Baldwin Avenue, Suite 204, Crofton, Maryland, 21114. Revenue for the Foundation is primarily generated through donations from private individuals, organizations, and collectively through various fund raising events. The Foundation has a long history of philanthropy including the sponsorship of academic scholarships and the awarding of grants for the purposes of conducting research and the development of academic and professional development programs.

### **II - Eligibility:**

The Foundation Research and Academic Development Grant Program is open to public sector governmental organizations and U. S. tax exempt recognized not-for-profit organizations (for U.S. based organizations) and recognized not-for-profit organization (for non-U.S. based organizations) that are actively involved in the support and/or training of fire investigators, actively involved in the development of academic or professional development programs for fire investigators through testing and research or other methods, or conduct testing and research in areas and fields germane to the fire investigation community.

Generally, eligible organizations may only have one open grant at any particular time and eligible organizations may not apply for a new grant for twelve months following the formal close out of a previously accepted grant proposal. Grants that are rejected or otherwise not accepted are immediately eligible for resubmission for consideration during the next grant review period.

### **III - Deadlines:**

Unless otherwise noted on an application or solicitation, the Foundation Board will consider grant applications twice a year, generally coinciding with a meeting of the Foundation Board of Directors held in conjunction with the International Association of Arson Investigators Annual Training Conference and mid-year board meetings. The deadline(s) for grant submission:

***March 1*** for consideration at the IAAI Foundation Annual Board Meeting,

***October 1*** for consideration at the IAAI Mid-year Board Meeting

#### **IV - Program Information:**

The Foundation Research and Academic Development Grant Program is designed to support the development and delivery of training and educational programs to the fire investigation community; support the design and development of professional development/certification programs that serve the fire investigation community; and encourage testing and research in subject areas germane to the field of fire investigation.

Unless otherwise indicated in a specific announcement or special grant solicitation, this grant program is not designed for or intended to support capital improvements or construction projects.

#### **V - How to Apply:**

Eligible organizations wishing to apply for a Foundation Research and Academic Development Grant are required to submit a formal written request to the Foundation in accordance to the deadlines above. The grant narratives shall be typewritten and shall consist of no more than 10 pages. Resumes of key personnel and project budget/budget narrative do not count towards the 10 page limit. The narrative should include the following information:

***Organizational Information*** – Who is applying for the grant and how do they meet the eligibility requirements?

***Project Background/Justification*** – What information is driving the project or initiative? What is establishing the need for the project or initiative?

***Project Proposal and Details*** – What is the purpose of the project and how will you meet the objectives of the project or initiative? What will your project encompass and how will you accomplish it? Include a developmental timeline or outline of project milestones and an estimate of the anticipated grant performance period.

***Performance Outcome/Deliverables*** – What are the terminal objectives of your project or initiative and what will be developed? Include a developmental timeline or outline of project milestones.

***Project Management*** – Identify and provide contact information for key personnel, including the Grant Manager and/or Project Coordinator. The information shall include name, mailing address, electronic mail address and primary phone number for these individual(s). Additionally, include resumes or biographical sketches of key persons involved in the performance of the grant. (Resumes and biographical sketches of key persons can be an attachment to the grant narrative and do not count toward the maximum page requirement.)

***Project Budget and Budget Narrative*** – Outline how the funds will be spent by various categories (supplies and materials, travel, contracts, etc.) and the justification for the various expenditures. (The budget and budget narrative can be an attachment to the narrative and does

not count toward the maximum page requirement.) The outline shall reflect and detail any additional funds to be utilized, contributed by whom and for what purpose.

#### **VI – Review Process:**

All grant applications will be reviewed by the Foundation Board of Directors at a scheduled Board of Directors meeting and all decisions of the Foundation Board are final. The grants will be evaluated and judged on the merits of the proposed project and the potential influence on the fire investigation community. The total number of awards given, the total amount of funding allocated, and the grant performance period are left to the sole discretion of the Foundation Board.

All applicants will be notified in writing of the decisions of the Foundation Board, and successful applicants will be provided additional instructions regarding the specific performance requirements or conditions of award. Unsuccessful grant applicants can request comments/feedback by contacting the Foundation office.

Failure to comply with the performance requirements or conditions of award can result in the forfeiture of grant funding and in the event of breach of agreement, the Foundation reserves the right to request the return of funds advanced or otherwise provided in support of the project.

Request for extensions of the grant performance period must be approved by the Foundation Board of Directors. Grant submissions received after the established deadlines will not be considered until the next Board meeting and review period.

Grant requests submitted to the Foundation for consideration become the property of the Foundation and will not be returned to the submitter. The Foundation reserves the right to use any information in the grant submission or otherwise provided as part of the grant process in advertising and/or marketing initiatives or other purposes to support the Foundation and its various programs.

#### **VII - Grant Closure Requirements:**

Upon the completion of the grant initiative, the requesting entity shall provide to the Foundation Board of Directors a written summary of the grant's goals and objectives and how well these objectives were met. The summary shall detail the use of the grant funds as applied to this objective and shall detail the benefits to the profession which were derived by the grant. The summary shall reflect all real property, equipment etc. purchased with grant funds, along with the disposition of said property or items.

At the completion of the grant all unused grant funds received shall be returned to the IAAI Foundation without exception.

Adopted. August 12, 2014

GRANT CONTRACT

By the acceptance of these funds from the IAAI Foundation (Grantor) the \_\_\_\_\_ (Grantee) agrees to the following:

The Grantor will provide to the Grantee up to \$ \_\_\_\_\_ in funds to be used for the attached Grant project.

\_\_\_\_\_ is the designated manager of the Grant monies for the Grantee.

All work items as part of the Grant contract will be completed by \_\_\_\_\_. An extension of the deadline may be requested by the Grantee in writing to the grantor. Failure to complete the intended project will require the return of IAAI Foundation monies. Unused monies at the completion of the intended project will be returned to the IAAI Foundation.

The Grantee will provide a breakdown with receipts for funds expended.

That the following items purchased with the grant funds will be retained by. \_\_\_\_\_

That the Grantee will produce an article for the FAI magazine to be submitted by \_\_\_\_\_ that details the project and contains recognition of the role of the IAAI Foundation. The Grantee will be willing, if requested to provide training regarding the information obtained at the IAAI ITC at a future date.

The intent of the project is research and knowledge development and the sharing of the information; as such, any future presentations of the findings of the Grant may not be presented in such a way to obtain financial gain by any person or party. Presenters maybe compensated for actual expenses of a presentation. Any presentation of the project information will include recognition of the IAAI Foundation contribution.

Adopted: August 12, 2014