

Navarro County Volunteer
Firefighters Association

Instructions for Applying for Funds from the
Navarro Community Foundation Grant

Revised: 2/15/2022 10:27 AM

Requesting Funds from the Grant from Navarro Community Foundation to NCVFA

The Navarro Community Foundation has awarded a grant to the Navarro County Volunteer Firefighters Association to be shared with all of the Association member VFDs in the county. An equal allocation of funds is made to all NCVFA member departments in good standing. We are expanding the program to allow both direct payment to the vendor from the Association and reimbursement to the department where direct vendor payment from the Association is not practical.

Eligibility:

To be in Good Standing with NCVFA per our SOG, a member department must have paid their annual dues and met the attendance requirements of the SOG.

The amount of each department's allocation is posted on the NCVFA website www.navcofire.org under Request Grant. As funds are spent by a department the remain balance will be displayed on the website.

All funds must be spent and/or invoices submitted by May 31, 2022. Unspent department allocations will revert to a common fund of NCVFA after that.

Eligible Expenses than can be paid for with Grant funds:

Virtually anything that you can hold in your hand that is not considered a consumable.

Example of ineligible consumable expenses:

- Fuel
- General periodic maintenance such as oil changes
- Meals
- Training

Examples of eligible expenses – note this is not an all-inclusive list:

- Equipment
 - PPE
 - Clothing – including department t-shirts and uniforms
 - Hose
 - Radios
 - Nozzles and Valves
 - Pumps
 - Lights, both handheld and apparatus mounted
- Vehicle Repairs
 - Replace or repair the pump
 - Replace or repair the transmission or engine
 - Replace tires or batteries
 - Mechanical repairs (ex. replace fender, straighten bumper)

How to get funds from your allocation:

The department chief must identify who from the department is authorized to request funds. Generally, this would be the chief or treasurer, but the chief can appoint anyone. It must be one primary person and an alternate. The chief will send an email to John_Gantt@att.net identifying the authorized people.

The authorized person will submit a payment request via email to John_Gantt@att.net and attached the required documentation. This is the preferred method. Alternately, the authorized person can mail a request for payment (attached) and the required documentation to John Gantt at 905 Shady Lane Corsicana, TX 75109. All requests must be received or postmarked by May 31, 2022.

All requests will be reviewed for qualification for payment under the program before payments are made.

Payments:

There are two ways to get payments made.

1. Payments can be made directly from the Association to a vendor. Submit a payment request via the website or mail and check the box "Direct Pay Company". Include with that request the invoice from the vendor. A PO will be generated, and a check sent to the vendor for approved requests. Be sure the invoice shows what company to make the check to and where to send the check. If the vendor can accept online debit card payments, we can also use that payment type.
2. The department can pay the vendor directly and then submit a request for reimbursement from their grant allocation. Submit a payment request via email or mail. Check the box "Reimburse Department". Include with that request the invoice from the vendor. A PO will be generated, and a check sent to the department for approved requests. You must include a copy of the cancelled check used to pay the vendor, just like you do with Texas Forest Service.

Important Note: If you are not sure if your purchase will be eligible under the program, call John Gantt at (817) 832-0141 and get verification. If the purchase does not qualify under the grant, we will not be able to reimburse the department.

In general, you must have received the goods and services that are being paid for before a payment is made. If you have a special case, contact John Gantt for verification.

Invoices:

Invoices must clearly state what is being purchased and when and in enough detail that a determination can be made if the item(s) are eligible under the grant program. See examples below:

Acceptable Invoice info example:

ABC Truck Repairs		
Invoice		
Date:	8/29/2019	Invoice Number 101
To: Hero VFD Navarro County , TX		
Item Repair of pump on engine		
Parts:		\$ 278.99
Labor:		\$ 1,251.66
Tax:		\$ 27.88
Total		\$ 1,558.53

Unacceptable invoice example (note that you cannot tell what was purchased or what repairs were done):

ABC Truck Repairs		
Invoice		
Date:	8/29/2019	Invoice Number 101
To: Hero VFD Navarro County , TX		
Item Repairs		
Total		\$ 1,558.53

Request for Funds from Navarro Community Foundation Grant

Department Name: _____

What is being purchased: _____

Amount of Invoice: _____

Name of person submitting request: _____

Email of requestor: _____

Phone of requestor: _____

Pay company directly Reimburse department

(Check one)

You must attach the invoice to this request

Mail to:

John Gantt
905 Shady Ln.
Corsicana, TX 75109
(817) 832-0141
John_gantt@att.net