



## **DELAWARE VOLUNTEER FIREFIGHTER'S ASSOCIATION REGULATION FOR MATCHING FUNDS**

**The State of Delaware Budget Act provides an appropriation to the State Fire Prevention Commission as a line item "Statewide Fire Safety Education", meaning the general public gains information from fire service personnel in written or verbal form on fire prevention and fire safety. These funds are to be matched by members of the Delaware Volunteer Firefighter's Association for a Statewide Fire Safety Education Program.**

The following are to be used when any fire service organization is applying for their share of the matching funds provided by the State of Delaware. The second and third pages consist of allowable and non-allowable expenses.

1. All fire service organizations will use the attached form when applying for any fire prevention and fire safety funds.
2. All fire prevention and fire safety budgets over \$5,000.00 must be submitted to the Fire Prevention Committee by June 1 of the current year. All fire prevention payments over \$5,000.00 will only be awarded after a submitted budget is approved by the Fire Safety Committee. All fire prevention and fire safety budgets will be acted on by August 1 of the current year as funds permit.
3. All receipts submitted on the attached form must be approved by the Fire Prevention Committee.
4. All fire prevention and fire safety activities must not have a direct financial return.
5. All checks for fire prevention and fire safety activities will be issued by June 30 of any given year.
6. All expenditures must be directly related to fire prevention or fire safety activities and may be subject to review.



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Allowable expenses for fire prevention and fire safety education include such items as:

1. Fire prevention and fire safety education handout materials.
2. Fire prevention or fire safety displays.
3. Fire prevention and fire safety education audio-visual material, such as slides, films, transparencies, tape cassettes and video cassettes.
4. Prizes for fire prevention activities and fire safety activities.
5. Advertising expenses for fire prevention and fire safety educational activities.
6. Expenses for outside speakers, specifically for fire prevention and fire safety education for the general public.
7. Expenses for meals provided for fire prevention and fire safety awards banquets for educational functions. Expenses for such functions will be for guests only and the number of guests plus the cost per guest be noted on company letterhead, or statements submitted.
8. Registration for fire prevention and fire safety seminars that cover public education, a seminar program must accompany the request.
9. Other expenses with prior approval of the Fire Prevention Committee.
10. Expenses for fire safety houses, on a pre-approved basis only, up to \$1,000.00 per year.
11. Reimbursement for laptops and projectors. The program allows for a maximum reimbursement of \$600.00 for laptops and a maximum of \$400.00 for projectors over a two year period. A contract must be signed and all rules will be strictly enforced.



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Non-allowable expenses include such items as:

1. Property (such as land or buildings).
2. Vehicles.
3. Remodeling or renovations.
4. Indirect cost (electric, telephone, heat, fuels, etc.).
5. Dues to organizations or federations.
6. Meals and travel expenses for company members.
7. Entertainment expenses such as luncheons, banquets, gratuities, and decorations for company members.
8. Etc.

