

FireSafe Montana

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Policy & Procedures: FireSafe Montana	Origin Date: 9/24/2009
Title: Benefits and Assistance Available to New FireSafe Councils	Revision Date:
Approved:	P&P #: FSM-02

Purpose

To define the benefits and assistance available to newly formed local FireSafe Councils (FSC).

Policy

It is the policy of FireSafe Montana (FSM) to offer newly formed local FireSafe Councils with technical and financial assistance.

The policy is designed to:

- I. Explain what financial and technical assistance is available to FSCs.
- II. Outline the benefits new FSCs are offered.
- III. Provide the procedure for FSCs to follow when requesting benefits and assistance from FireSafe Montana.

Applicability

All newly formed FSCs are eligible to receive these benefits when their signed FireSafe Council application is received and verified by FSM. A FireSafe Council in existence prior to the origin date of this policy that has not already received the first-year benefits described below also can become eligible by submitting a signed FireSafe Council application.

FireSafe Council Benefits

A. Financial Assistance

Subject to the availability of funds, each newly formed FSC and any existing FSC that has not yet received FSM start-up assistance is eligible to receive up to \$250.00 from FSM.

Allowable expenses include: postage, printing/copying, mail box rental, meeting room rentals, meeting refreshments, and other reasonable costs of FSC meetings and FSC-related community events.

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Requests for assistance must be submitted on the appropriate form(s) provided by FSM. Applications will be considered in the order in which they are received.

FSM start-up fund recipients must submit a six-month progress and financial report as well as a grant close-out report on forms provided by FSM. All expenditures must be fully documented and reported. Funds must be expended within one, and any unexpended funds must be returned to FSM with the close-out report.

B. Educational Material

- 350 copies of the *Living with Fire* publication.
- Four newsletters annually.
- Five copies of the DVD, *Don't Roll the Dice with Fire, Be a FireSafe Winner*,

C. Technical Assistance

- Help from FSM in producing one FireSafe community educational workshop
- Technical assistance from FSM staff, subject to time availability in meeting planning, council structure, planning goals, etc.
- Assistance and advice with fund raising and mobilization of community and other resources.

D. Other Benefits

- Becoming part of a state-wide network of affiliated FSM members, sponsoring organizations, and other FSCs
- Having a voice in Helena to ensure that state legislators and administrators are informed and educated about the needs and issues of importance to FSCs and their communities
- Participating in FSM's conferences, annual meetings, and in FSM strategic planning

Implementation & Responsibility

It is the responsibility of FSM & participating FSC's to support and comply with all aspects of this policy.