**NORTHEAST FLORIDA FIRE WATCH COUNCIL GRANT PROGRAM**

***Criteria and Evaluation***

**Overall Objective**

The Northeast Florida Fire Watch Grant Program, also referred to as the “Grant”, is intended to improve support and crisis resources available to U.S. military Veterans in Baker, Clay, Duval, Nassau and St. Johns Counties. This Criteria and Evaluation document is meant to provide guidance to staff as they evaluate applications and make recommendations.

**Application Criteria**

All entities seeking to utilize the Grant will be responsible for preparing and submitting their funding request in writing utilizing the Grant application and providing the necessary exhibits and documentation, including information detailing the following:

* Legal registration and description of entity
* Project description, including how the Grant funds will be utilized and any measurable expected outcomes
* Plan to manage project cost overruns
* Adequate documentation to support the existence of available funds necessary to complete the project
* All property taxes must be paid and current
* Entity and/or project must be located within Baker, Clay, Duval, Nassau or St. Johns Counties.
* W9 (Completed and signed. Taxpayer/business name and address should be consistent with the entity name and address contained with the Grant Agreement)
* Applicant may be subject to a criminal background check
* An application must be approved prior to the commencement of any project work to be covered under this program. No grants will be awarded retroactively.

**Project Evaluation Criteria**

The Northeast Florida Fire Watch Council will review, analyze and fund projects based upon: (1) whether the project achieves or more more of the Grant Objectives below, (2) the project’s expected measurable outcomes; (3) what County the recipient entity resides in, with an intent to fairly distribute grant funding by County, and (4) the amount requested. Those four criteria will be scored evenly by the Northeast Florida Fire Watch Council.

**Grant Objectives**

Projects intended to received grants will be ones that serve to:

* Improve support resources available to Veterans in Baker, Clay, Duval, Nassau and/or St. Johns County;
* Improve crisis care resources available to Veterans in Baker, Clay, Duval, Nassau and/or St. Johns County;
* Increase awareness of resources available to Veterans in Baker, Clay, Duval, Nassau and/or St. Johns County; and/or,
* Increase usage of resources available to Veterans in Baker, Clay, Duval, Nassau and/or St. Johns County.

**Grant Funds Disbursement**

Grant funds will be disbursed once Staff receives copies of all invoices and checks showing proof of payment for the completed work and after a compliance review is completed. The compliance review will include the following:

● Description of work done according to project description;

● Verification of expenditures; and,

● An on-site visit if necessary.

**Disclosures**

The Northeast Florida Fire Watch Council expressly reserves the right to reject any and all application or to request additional information from any and all applicants and grantees. The Northeast Florida Fire Watch Council retains the right to amend the program guidelines, agreements, and application procedures. The Northeast Florida Fire Watch Council also retains the right to display and publicize entities that receive funds under this program.