

# Instructions for the Cooperative Fire Protection Assistance (CFPA) Grant Application

## Step 1 - Saving Your Document:

Open the link to the CFPA Grant Application and immediately save the grant application to your computer. You can name the document to reflect your FD name and year of grant application. *An example: Greenville RFPD 2023 CFPA.* This step needs to be completed before you start working on your application or there could be issues when submitting/saving your grant. After the application is saved, you can return to it.

## Step 2 – Complete Your Grant Application:

Fill out all information on the grant application. Every field is required.

When completing the fire department name it is important that you use the **correct, legal name for this application and all subsequent documents related to this grant. You may need to inquire in advance to be certain you are using the correct & full title for your fire department.**

Is your entity:

- Rural Fire Protection District
- Rural Fire Protection District #1
- Fire Protection District
- Rural Fire Department
- Rural Fire District
- Rural Volunteer Fire Department
- Volunteer Fire Department
- Fire Department
- Fire District
- Consolidated

## Step 4 – Save Copies of the Application and Estimate Sheets from Vendors for Your Records

## Step 5 – Submit your Application and Estimate Sheets from Vendors:

Mail to: North Dakota Forest Service                      OR                      Email to: [Mary.Fisk@ndsu.edu](mailto:Mary.Fisk@ndsu.edu)  
CFPA Grant Applications  
916 E Interstate Ave Ste. 4  
Bismarck, ND 58503

Applications must be emailed, or postmarked, by Friday, November 17, 2023.

Late applications will not be accepted.

Once you have emailed the grant application you will receive an email from Mary Fisk confirming the receipt of the application. If you do not receive an email confirmation, contact Mary at 328-9944.