Log in / Register

- If you previously applied for a grant at [www.grants.dcnr.state.pa.us](http://www.grants.dcnr.state.pa.us), you can log in at [https://www.grants.dcnr.state.pa.us/Login](https://www.grants.dcnr.state.pa.us/Login) with the same user name and password.
- If you have forgotten your login information, you can retrieve it by entering your email address at [https://www.grants.dcnr.state.pa.us/ForgotPassword](https://www.grants.dcnr.state.pa.us/ForgotPassword)
- If you have never registered for online DCNR grants before, please sign up at [https://www.grants.dcnr.state.pa.us/CreateAccount](https://www.grants.dcnr.state.pa.us/CreateAccount)

Apply for an SAP Vendor Number

Most Volunteer Fire Companies already have a SAP Vendor Number from other business they conducted with the Commonwealth of PA. Call the Central Vendor Management Unit at 717-346-2676 or go to [http://www.vendorregistration.state.pa.us](http://www.vendorregistration.state.pa.us) to check if you have one. If you do not have one, you must register as a Non-Procurement Vendor.

Begin your Grant Application

Go to [http://www.grants.dcnr.state.pa.us](http://www.grants.dcnr.state.pa.us) and click the “Volunteer Fire Assistance (VFA)” button.
This will take you to the Volunteer Fire Assistance Grant dashboard. Review the Pre-Application tasks and click the “Start Volunteer Fire Assistance (VFA) Grant Application” button.

This will take you to the first page of the grant application. To begin your application, enter a Project Title and click “Create Application”. Project Title is required, but you can keep it simple, e.g. “East End Volunteer Fire Company 2015 VFA Grant”.

Click the button below to create your grant application.

Then, use the navigation on the top of each page to move between each step of your application.

Your information will be automatically saved as you move between pages.

- Successfully completed steps are identified in the navigation by green checkmarks.
- Steps with one or more errors are highlighted with red exclamation marks.
If you have applied for a DCNR grant previously, you may be able to select your Applicant information by using the “Select Project Applicant” dropdown:

Otherwise, you will have to supply your Federal Taxpayer / SAP Vendor information to create new grant Applicant. Begin by searching for your SAP Vendor record by your Federal ID. When you enter your Federal ID and click “Search”, a list of SAP Vendors will be displayed. Find the one that applies to your grant application and click “Add Applicant”

NOTE: If your organization does not have an SAP Vendor ID, you must obtain one by calling the Central Vendor Management Unit at 717-346-2676 or going to http://www.vendorregistration.state.pa.us
Once you have selected the Project Applicant, select the County and Municipality of your area protected (first due). This will automatically retrieve your County's and Municipality's population figures from the latest U.S. Census. Click “Next”.

Enter your Project Coordinator information. The Project Coordinator can be the Fire Company Chief or other designee. If you click “Populate from My User Profile”, it will fill in this information from your user profile.
The grant application will need to be certified by an executive officer (President, Vice-President, Secretary, or Treasurer). Applications not certified by a person holding one of these positions will not be accepted. Enter this Chief Elected Official information and click “Next”.

On the “Location” tab, you will select the Municipalities in your Mutual Aid Area protected. Begin by clicking “Edit Counties”, selecting their Count(ies), and clicking “Save Counties”.

Then click “Edit Municipalities”, select the Municipalities in your Mutual Aid Area protected, and click “Save Municipalities”.

Select your PA House Districts, PA Senate Districts, and U.S. Congressional Districts, and click “Next”.

Municipalities
Adams - Abbottstown Boro

Select your PA House Districts, PA Senate Districts, and U.S. Congressional Districts, and click “Next”.

Edit Municipalities

Save Municipalities  Cancel

Select your PA House Districts, PA Senate Districts, and U.S. Congressional Districts, and click “Next”.

Edit PA House Districts

Edit PA Senate Districts

U.S. Congressional Districts
No U.S. Congressional Districts selected.

Edit U.S. Congressional Districts

Save U.S. Congressional Districts  Cancel
Fill in the remaining Project Info and click “Next”.

All fields are Required.

- Brief Project Description
- Applicant Classification
- PA Forest District
- Does your organization operate under a written agreement of cooperation with adjoining communities?
- Average number of fire calls per year, broken down by Commercial, Residential, Vehicle, Natural Cover, and Other
- Annual Operating Budget
- Types and Amount of Support (Percentage), by Taxes, Membership, Local Government, and Fund Raising Activities
- Have you received RCFP or VFA matching funds previously?
- Does your organization have any Federal excess vehicles from the Bureau of Forestry?
- Does your fire company provide first or second due protection for any United States Government (not State) owned land such as National Forest, National Parks, National Parks, National Historic Sites, National Wildlife Areas or United States Army Corps of engineers Lakes?
- Has your organization received the Basic Wildland Firefighter training (PA-130) from the Bureau of Forestry?
- Type of Assistance requested
Project Budget Details

The maximum amount you can request for this grant is $10,000. Grant amount requested cannot exceed 50% of the Total Project budget. The rest must be made up of matching funds. Match sources must be local funding such as Fire Company funds or Relief Association funds. To get the maximum amount, the total project must be at least $15,000. Use this section to enter each Match Source, the Cash Amount or Non-Cash Value, and whether the matching funds are Pending orSecured.

Use the next section to list the expenditure and types of fire prevention programs you plan to undertake or the equipment you plan to purchase if your request is approved.

The match amounts you entered will be compared with your planned expenditures to calculate your Total Project Cost.
If you have any additional files to upload in support of your grant application, browse for and upload them on the “Uploaded File Attachments” page. Click “Next”.

If your grant application contains any validation errors, they will be listed on the Project Certification page, with links to the pages where they can be corrected.
Volunteer Fire Assistance Grant
Online Application Directions

Once your grant application is complete, you will be able to check a box to certify and click the button to Finish your Application.

![Finish Application Button]

Your grant application is now complete.

![Confirmation Screen]

If you have any problems using the DCNR Grants system please contact DCNR’s Grants Customer Service Center at BOF-Grants@pa.gov.

For VFA grant specific questions contact Forest Program Manager Charles Choplick via e-mail at cchoplick@pa.gov or call 717-787-2925.