

Ontario 

Ministry of the Solicitor General

**Fire Protection Grant
(2024-25)**

Application Instructions and Guidelines

Contents

| | |
|--|----|
| INTRODUCTION | 3 |
| CONTEXT..... | 3 |
| ELIGIBILITY CRITERIA | 4 |
| THINGS TO CONSIDER | 5 |
| REPORT BACK REQUIREMENTS | 7 |
| LENGTH OF APPLICATION FORM..... | 8 |
| APPLICATION REVIEW | 8 |
| CONTRACTUAL AGREEMENT..... | 8 |
| APPLICATION SUBMISSION | 9 |
| APPLICATION DEADLINE..... | 9 |
| ASSISTANCE | 9 |
| HOW TO FILL OUT THE DOWNLOADED APPLICATION FORM..... | 10 |
| VALIDATING THE COMPLETED APPLICATION..... | 15 |
| SUPPLEMENTARY DOCUMENTATION | 15 |

INTRODUCTION

The ***Fire Protection (FP) Grant*** program was announced in the government's 2024 Budget and is designed to support cancer prevention efforts by municipal fire departments across Ontario. The FP Grant will assist fire departments in acquiring critical equipment to enhance firefighter health and safety, and minor infrastructure at the local level.

Only projects whose objectives align with at least one of the objectives in the list below will be eligible for funding.

- (1) Cancer Prevention – Equipment and Supplies
- (2) Cancer Prevention – Personal Protective Equipment (PPE)
- (3) Cancer Prevention – Minor Infrastructure
- (4) Minor Infrastructure Modernization – Enhanced Broadband and Internet Connectivity

The FP Grant is available to municipalities that have established a fire department in accordance with clause 2(2)(b) of the *Fire Protection and Prevention Act, 1997* (FPPA). The FP Grant is not available to Northern Fire Protection Program (NFPP) fire departments. NFPP departments seeking information to support cancer prevention related equipment should contact Acting Assistant Deputy Fire Marshal Tim Beebe (tim.beebe@ontario.ca).

The FP Grant will be awarded over three years, with a total of \$10M available each year. The types of projects eligible for grant funding will be revisited annually to ensure that the FP Grant continues to meet local and provincial priorities. As such, calls for applications will take place annually. Each application cycle will require fire departments to complete outlined projects and demonstrate the success of the initiatives.

CONTEXT

The Government of Ontario is committed to protecting the health and safety of Ontario's firefighters. Ensuring public safety is a key priority for the Ministry of the Solicitor General (ministry) which is committed to working with municipal fire departments to provide them with the tools and resources they need to keep Ontario's firefighters and communities safe. The ministry acknowledges the challenges that fire departments face in addressing firefighter cancer prevention.

Firefighters die of cancer at a rate up to four times higher than the general population. On average, 50 to 60 firefighters die of cancer yearly in Canada, and half of those are from Ontario. Contaminated PPE may expose firefighters to hazardous biological and chemical contaminants and reduce the effectiveness of the protection it is intended to provide. The FP Grant is designed to provide funding to support firefighter cancer prevention programs.

The ministry is launching a call for applications under the FP Grant for fiscal year 2024-25 to continue to support firefighters and the important role that they play in the safety and wellbeing of their communities.

ELIGIBILITY CRITERIA

Who is eligible?

- The FP Grant is available to municipalities that have established a fire department in accordance with clause 2(2)(b) of the FPPA. The FP Grant is not available to NFPP fire departments.

What is eligible?

- New and existing initiatives that focus on addressing firefighter cancer prevention (equipment, PPE and minor infrastructure improvements) and minor infrastructure modernization.
- Installation costs for the minor infrastructure (if applicable) are also eligible for funding within this grant.

Examples of initiatives eligible for funding include (but are not limited to):

Cancer Prevention – Equipment and Supplies¹

- Field decontamination kits (hoses, nozzles, brushes, buckets, decontamination wipes)
- Respiratory protection programs (e.g., fit test equipment)

Cancer Prevention – PPE

- Bunker gear extractors
- Personal Protective Equipment
 - Bunker gear (second set or increasing spare supply)
 - Additional self-contained breathing apparatus (SCBA)
 - Personal SCBA facepieces
 - Gloves or flash hoods (second set or increasing spare supply)
- Testing and inspection programs for PPE (including third party contracting)

Cancer Prevention – Minor Infrastructure

- Shower/decontamination facilities
- Diesel exhaust extractors
- Bunker gear storage areas

Minor Infrastructure Modernization – Enhanced Broadband and Internet Connectivity

- Broadband or Wi-Fi enhancements

¹ Items in this category do not require installation. For items that require installation or renovation (e.g., bunker gear extractors) please use the Cancer Prevention – Minor Infrastructure category.

Please refer to the [Firefighter's Cancer Prevention Checklist](#) to help prioritize your municipality's needs.

Fire departments can combine initiatives across multiple themes. For example, an application could include multiple projects:

- ❖ Field decontamination kits (Cancer Prevention – Equipment and Supplies)
- ❖ Personal SCBA facepieces (Cancer Prevention – PPE)
- ❖ Broadband enhancements (Minor Infrastructure Modernization – Enhanced Broadband and Internet Connectivity)

What is not eligible?

- Increasing staff complements
- Staffing related expenses (including salaries, benefits and overtime)
- Direct medical costs (e.g., cancer screening and medical monitoring)
- Direct training costs (including textbooks, course fees, third party training providers)
- External consultant fees
- Firefighting equipment not aligned with the criteria of the FP Grant
- Funds that cannot be committed by March 31, 2025

THINGS TO CONSIDER

Allocation by Fire Station

The Ontario fire service is very large and unique in its composition. There are nearly 400 municipal fire departments in Ontario, with approximately 32,000 firefighters. Within each municipality there are unique circumstances which dictate the number of full-time, part-time and volunteer firefighters. Two fire departments with very similar demographics may have a significantly different staffing model to meet their local needs.

Year 1 of the FP Grant will be allocated proportionate to the number of active fire stations in a municipality. With a focus on cancer prevention and minor infrastructure modernization, the government believes that every fire station in Ontario has basic cancer prevention and technology upgrades that need to be addressed. It is for this reason that allocation based on the number of active fire stations provides a fair, transparent, and consistent approach to the allocation of funds in Year 1.

There are approximately 1,200 municipal fire stations across Ontario (based on self-reported Office of the Fire Marshal [OFM] Fire Department Profile data). Depending on the number of actual applications received and subsequently approved, fire departments can expect to receive between \$8,000 and \$10,000 per active fire station. Final allocations will vary depending on the total number of applications received and approved.

Fire chiefs should ensure scalability in their application. For example, they may request various quantities of cancer prevention equipment and PPE that exceeds their expected allotments; however, when the final allotment is determined, the fire chief may purchase the quantities that best fit the funds available to maximize their allotment.

Regionalized and Shared Services Initiatives

Collaboration between neighbouring fire departments allows for increased efficiency, reduced costs and provides increased capacity. Aid agreements (mutual and automatic) and shared training initiatives are all vital to the success of many fire departments. This collaboration enhances community safety and makes Ontario a safer place to live, work and visit.

Proposals that leverage collaboration and/or shared services/equipment with neighbouring fire departments are encouraged and will be considered during the application review process. This collaboration is not a requirement of any application, but it may allow partner municipalities to leverage a larger pool of initial funding from the FP Grant.

Adjacent communities may work together to pool their funding allocation to share an initiative. In these scenarios, only one municipality will be responsible for submitting a FP Grant application. However, the application does require partners who form part of a project to be identified. The total number of fire stations amongst the partners will determine the total FP grant allotment and the OFM will confirm with each listed partner that they support the shared allocation. Municipalities collaborating on a shared application should not submit individual applications for the same projects identified in the shared application.

Note: A municipality should only submit one application. Therefore, in Year 1, if the decision is made to submit a joint application for a project, any individual projects will have to be considered for future years of the grant program, if applicable.

There are over 150 fire departments in Ontario with a single fire station. To leverage funds available, two or more nearby fire departments may consolidate their funds to share some initiatives.

For example, fire department A and B (both with single stations) apply together to purchase a bunker gear extractor and dryer. This would allow both items to be purchased this year and installed in either fire department A or B and the usage shared between the two fire departments. There would be insufficient funds in this year's allotment to permit both fire departments to individually purchase a bunker gear extractor and dryer this year.

Fire Department Operating and Capital Budget

All applicants will be required to report their (approved) operating and capital budgets for the past three fiscal years. While all applications will be considered, assessment of the application will weigh the approved operating and capital budgets for the fire department over the past three years. In the FP Grant application, fire chiefs are encouraged to identify if they have requested funding for the initiatives being applied for and what level of funding they received (full, partial or none) or not approved.

Installations Costs

Any installation costs associated with identified projects are eligible for funding. Please ensure you include installation costs where appropriate.

REPORT BACK REQUIREMENTS

Successful applicants will be required to complete a report back identifying the outcomes of the approved project. Failure to provide the required report back information will negatively impact future applications for the FP Grant. Details of the report back timing will be provided to successful applicants through the Transfer Payment Agreement.

Please note that funds are required to be formally committed through a signed letter of intent, and executed Transfer Payment Agreement by March 31st, 2025.

LENGTH OF APPLICATION FORM

Application forms have character limits in each section. Please adhere to these limits.

Attachments may be included with your application if they support the initiatives being requested. Examples of attachments could include quotations (for products and installation costs) or other product pricing information.

APPLICATION REVIEW

Applications that qualify under the Eligibility Criteria will be reviewed by a FP Grant Review Committee (review committee). The review committee's primary mandate will be to evaluate applications based on eligibility and assessment criteria and make recommendations for funding to the Solicitor General of Ontario.

OFM staff will work with municipalities and their fire chief to meet the FP Grant requirements and objectives. Please ensure all application sections are completed appropriately and accurately. During the review phase, OFM staff reviewing individual applications may contact the applicants (and listed partners) and conduct research to ensure the accuracy of the information provided.

Applications will be submitted to the Solicitor General's office for final review and approval.

CONTRACTUAL AGREEMENT

As part of the terms of funding, the ministry will enter into contractual agreements with municipalities approved for FP Grant funding. Agreements will end on March 31, 2025.

Funds will be released to the municipality after all of the required documentation has been submitted and the contractual agreement has been signed by all parties. The funds must be used for the purposes described in the application and according to the terms of the contractual agreement. As part of the contractual agreement, recipients will be required to complete and submit a report back to the ministry according to the terms of the contractual agreement.

The contractual agreement will outline:

- purposes for which the grant funding will be used;
- commitments to be undertaken or specific activities to support the application;
- reporting dates; and
- the funding disbursement schedule.

APPLICATION SUBMISSION

The FP Grant will be administered through the Transfer Payment Ontario (TPON) system, including the call-for-applications process (see TPON Instructions for Application Submission below).

While applications will be submitted and processed through the TPON portal, please also provide confirmation of your submission including a copy of the completed application form and any attachments via email to OFMGrants@ontario.ca

APPLICATION DEADLINE

Completed application forms must be received by **5:00 p.m. (Eastern Standard Time) on September 5, 2024.**


ASSISTANCE

For questions about the FP Grant or application process please contact your Fire Protection Adviser or email OFMGrants@ontario.ca.

If you have any questions or are experiencing technical difficulties with the TPON system, please contact TPON Customer Service at (416) 325-6691 or 1-855-216-3090, Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time, or by email at TponCC@Ontario.ca

HOW TO FILL OUT THE DOWNLOADED APPLICATION FORM

- Once opened, the FP Grant Application Form will appear as per below. Click the “Expand” button to show all sections of the application and complete all mandatory fields. Alternatively, you can select each section individually; however, please ensure all sections are completed.



APPLICATION

Fire Protection Grant (FY24/25)

| | | |
|-------------------------------------|---------------------------------|--------------------------------------|
| Instructions | A - Organization Information | B - Organization Address Information |
| C - Application Contact Information | D - Fire Department Information | E - Project Information |
| F - Budget | G - Partnership Information | H - Declaration and Signing |

- Section A – Organization Information.** Please ensure all fields in the Organization Information section are completed. The information in this section cannot be edited as it is automatically populated from your municipal TPON account. If changes to this section are required, please contact your TPON administrator.

| A - Organization Information | |
|---|--------------------------|
| <p>This section is not editable and displays information from your Transfer Payment Ontario (TPON) registration. The TPON system is a one-window self-serve registration system for submitting and updating organization profile information. All organizations receiving transfer payments from the Government of Ontario must register in the TPON system. If changes are required in Section A of your application, please make them in the TPON system. Once your information is revised, all future downloaded forms will include the updated information</p> | |
| Organization Name: | Organization Legal Name: |
| Website URL: | CRA Business Number |

3. **Section B – Organization Address Information.** Please ensure all fields in the Organization Address Information section is completed. The information in this section cannot be edited as it is automatically populated from your municipal TPON account. If changes to this section are required, please contact your TPON administrator.

B - Organization Address Information

This section is not editable and displays information from your Transfer Payment Ontario (TPON) registration. The TPON system is a one-window self-serve registration system for submitting and updating organization profile information. All organizations receiving transfer payments from the Government of Ontario must register in the TPON system. If changes are required in Section B of your application, please make them in the TPON system. Once your information is revised, all future downloaded forms will include the updated information.

| Business Address | |
|-------------------|-------------------|
| Unit Number: | Street Address 1: |
| Street Address 2: | City/Town: |
| Province: | Postal Code: |
| Country: | |

| Mailing Address | |
|------------------|------------------|
| Unit Number: | Street Address 1 |
| Street Address 2 | City/ Town |
| Province | Postal Code |
| Country | |

4. **Section C – Application Contact Information.** The first person added to this section should be the municipal signing authority for the TPON system. Additional contacts can be added by selecting the “Add” button. Please list the fire chief (or fire department designate) as an additional contact (if they are not the municipal signing authority).

C - Application Contact Information

Please provide contacts for this application, including whether or not they have signing authority. Contacts with the Applicant role will receive email notifications regarding case submission, reports due, and payments. Contacts with the Payee role will receive notifications regarding payments.

Contacts with signing authority will be prompted to digitally sign this form in Section H.

| <div style="float: right;"> <input type="button" value="Add"/> <input type="button" value="Remove"/> </div> | | |
|---|---------------|------------------------|
| Salutation: | First Name: * | Last Name: * |
| Primary: | Role: * | Email Address: * |
| Title: | Department: | Phone Number (Work): * |
| Phone Number (Mobile): | Fax Number: | Signing Authority |

5. **Section D – Fire Department Information.** This section is unique to this application and must be completed by the applicant. Information about active fire stations, and the number of firefighters will be validated against OFM Fire Department profile information. Please ensure that fire station count is for active fire stations as of the date of the application. For the number of firefighters, please include the full council approved complement (not current firefighters).

Operating and capital budget information is being collected to support the project initiative and objectives.

| D - Fire Department Information | | |
|--|----------------------------------|----------------------------------|
| Please complete the information below based on the current active fire stations and active full-time or volunteer firefighters as of the date of this application. | | |
| Please enter zero for the appropriate section below if you have no full-time or volunteer firefighters respectively. | | |
| Active Fire Stations * | No. of Full-Time Firefighters: * | No. of Volunteer Firefighters: * |
| | | |
| Fire Department Annual Budget | | |
| Please complete the table below with year 1 being the most recent approved budget | | |
| Fiscal Year | Operating Budget * | Capital Budget * |
| 1 (most recent) | | |
| 2 | | |
| 3 | | |
| Information provided above will be validated against OFM Fire Department profile information. | | |

6. **Section E – Project Information.** This section is where you will provide the details of your project including project name, start and end dates, requested dollar amount (and total cost of the project).

As multiple grant priority areas can be applied for, please ensure that the application clearly notes which priorities your project is aligned with (select all that apply).

Ensure that the Project Summary, Description and Objectives are filled out in detail to clearly identify the fire department needs and initiatives.

Note: Cancer Prevention – Equipment and Supplies should only include items that do not have an installation cost. Any item requiring installation costs should be listed under Cancer Prevention - Minor Infrastructure or Minor Infrastructure Modernization – Enhanced Broadband and Internet Connectivity, as appropriate.

| E - Project Information | |
|--|--|
| Project Name (maximum 250 characters) * | |
| <div style="background-color: #cccccc; height: 20px;"></div> | |
| Project Start Date (mm/dd/yyyy) * | Project End Date (mm/dd/yyyy) * |
| <div style="background-color: #cccccc; height: 20px;"></div> | <div style="background-color: #cccccc; height: 20px;"></div> |
| Requested Amount: * | Total Cost of the Project: * |
| <div style="background-color: #cccccc; height: 20px;"></div> | <div style="background-color: #cccccc; height: 20px;"></div> |
| Identify applicable FP Grant Priorities (Select all that apply) * | |
| <input type="checkbox"/> (1) Cancer Prevention - Equipment and Supplies | |
| <input type="checkbox"/> (2) Cancer Prevention – PPE | |
| <input type="checkbox"/> (3) Cancer Prevention – Minor Infrastructure | |
| <input type="checkbox"/> (4) Minor Infrastructure Modernization – Enhanced Broadband and Internet Connectivity | |
| Project Summary: * | |
| <div style="background-color: #cccccc; height: 40px;"></div> | |
| Project Description: * | |

7. **Section F – Budget.** This section should summarize the items requested with their associated costs (in the description section) and total amount for the objective (in the amount section).

| F - Budget | | |
|---|-------------|--------|
| Please attach an itemized list along with the anticipated costs (not including taxes), categorized using the categories below to outline the individual equipment and installation costs included in this initiative. | | |
| Item | Description | Amount |
| Anticipated Costs of Project components | | |
| Cancer Prevention – Equipment and Supplies | | |
| Cancer Prevention – PPE | | |
| Cancer Prevention – Minor Infrastructure | | |
| Installation Costs – Cancer Prevention - Minor Infrastructure | | |
| Minor Infrastructure Modernization – Enhanced Broadband and Internet | | |
| Installation Costs Minor Infrastructure Modernization – Enhanced Broadband and | | |
| Other (specify) | | |
| Total Expenditures | | 0.00 |

8. **Section G – Partnership Information.** Municipal fire departments may partner to leverage funding under shared projects. Only one fire department should apply and list each partner fire department in this section. Each fire department listed will be contacted by the OFM to confirm their intention to pool their grant allocation.

G - Partnership Information

Please list any fire departments that have agreed to consolidate their allotments from this grant for the purposes of sharing equipment or services amongst the partners. Any partners listed will be contacted by the OFM to confirm their agreements prior to any funds being allocated.

| Fire Department Name * | Fire Chief (if applicable) * | Comments |
|------------------------|------------------------------|----------|
| | | |



9. **Section H – Declaration and Signing.** This section will require the signature of the municipal signing authority.

H - Declaration and Signing

Applicants are expected to comply with the Ontario Human Rights Code (the “Code”) and all other applicable laws (<http://www.ohrc.on.ca/en/ontario-human-rights-code>). Failure to comply with the letter and spirit of the Code will render the applicant ineligible for a grant and, in the event a grant is made, liable to repay the grant in its entirety at the request of the Ministry. Applicants should be aware that Government of Ontario institutions are bound by the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31 (<https://www.ontario.ca/laws/statute/90f31>), as amended from time to time, and that any information provided to them in connection with this application may be subject to disclosure in accordance with that Act. Applicants are advised that the names and addresses of organizations receiving grants, the amount of the grant awards, and the purpose for which grants are awarded is information made available to the public.

Declaration

The Applicant hereby certifies as follows:

- (a) the information provided in this application is true, correct and complete in every respect;
- (b) the Applicant understands any funding commitment will be provided by way of an approval letter signed by the responsible Minister and will be subject to any conditions included in such a letter. Conditions of funding may include the requirement for a funding agreement obligating the funding recipient to report on how the funding was spent and other accountability requirements;
- (c) the Applicant has read and understands the information contained in the Application Form;
- (d) the Applicant is aware that the information contained herein can be used for the assessment of grant eligibility and for statistical reporting;
- (e) the applicant understands that it is expected to comply with the Ontario Human Rights Code and all other applicable laws;
- (f) the Applicant understands that the information contained in this application or submitted to the Ministry in connection with the grant is subject to disclosure under the Freedom of Information and Protection of Privacy Act;
- (g) the Applicant is not in default of the terms and conditions of any grant, loan or transfer payment agreement with any ministry or agency of the Government of Ontario;
- (h) I am an authorized signing officer for the Applicant.

Please validate your application by clicking the Validate button before submitting the form back to Transfer Payment Ontario.

VALIDATING THE COMPLETED APPLICATION

Once the application is completed, reviewed, and signed by the municipal signing authority, please select the “Validate” button so that the applicant can ensure there is no missing information and all **required** fields have been completed.

| | | |
|-------------------------------------|---------------------------------|--------------------------------------|
| Instructions | A - Organization Information | B - Organization Address Information |
| C - Application Contact Information | D - Fire Department Information | E - Project Information |
| F - Budget | G - Partnership Information | H - Declaration and Signing |

SUPPLEMENTARY DOCUMENTATION

Every applicant can provide supplementary documentation that may support their application. This can include estimates or quotations for project initiatives or other supporting materials. Although not required, this additional information will assist the FP Grant Review Committee when assessing the applications.