



UK-AFI | UNITED KINGDOM
ASSOCIATION OF
FIRE INVESTIGATORS®

Guidelines for

UK-AFI

Research and

Academic

Development

Grants

UK-AFI, P.O. Box 1318, Lincoln, LN1 2WZ

Charity number: 1124789

www.uk-afi.org



UK-AFI

UNITED KINGDOM
ASSOCIATION OF
FIRE INVESTIGATORS®

Table of Contents

1. Introduction	3
2. Eligibility	3
3. Deadlines	3
4. Program Information	4
5. How to Apply	4
6. Review Process	4
7. Grant Closure Requirements:	5
8. Grant Closure Requirements:	5
9. Grant Contract.....	7

UK-AFI, P.O. Box 1318, Lincoln, LN1 2WZ

Charity number: 1124789

www.uk-afi.org



UK-AFI

UNITED KINGDOM
ASSOCIATION OF
FIRE INVESTIGATORS®

1. Introduction

The United Kingdom Association of Fire Investigators (UK-AFI) is the 67th chapter of the International Association of Arson Investigators (IAAI). It is a not-for-profit organisation and is a registered charity (1124789). It is located at P.O. Box 1318, Lincoln, LN1 2WZ. Revenue for the Development Grants is generated through membership subscriptions, conferences and training events.

The IAAI Foundation has a long history of philanthropy including the sponsorship of academic scholarships and the awarding of grants for the purposes of conducting research and the development of academic and professional development programs. The UK-AFI aims to provide members with financial assistance, upto a maximum value of £2000 per annum, in support of research and study of fire investigation related work or projects.

2. Eligibility

The UK-AFI Research and Academic Development Grant Program is open to members of the UK-AFI, who are actively involved in the support and/or training of fire investigators or planning to conduct testing and / or research in areas and fields germane to fire investigation.

Generally, eligible members may only have one open grant at any particular time and may not apply for a new grant for twelve months following the formal closure of a previously accepted grant proposal. Grants that are rejected or otherwise not accepted are immediately eligible for resubmission for consideration during the next grant review period.

To be eligible for consideration, all applicants must be fully paid members of the UK-AFI for a minimum period of 2 years.

3. Deadlines

Unless otherwise noted on an application or solicitation, the UK-AFI Board will consider grant applications once a year, generally coinciding with a meeting of the Board of Directors held in conjunction with the UK-AFI Summer Training Conference every July. The deadline(s) for grant submission is the 31st March for consideration at the UK-AFI Research and Academic Development Grant Program Annual Board Meeting.

UK-AFI, P.O. Box 1318, Lincoln, LN1 2WZ

Charity number: 1124789

www.uk-afi.org



UK-AFI

UNITED KINGDOM
ASSOCIATION OF
FIRE INVESTIGATORS®

4. Program Information

The UK-AFI Research and Academic Development Grant Program is designed to support the development of its members by providing financial support to professionals who are members of the UK-AFI for the purpose of encouraging testing and research in subject areas germane to the field of fire investigation.

Unless otherwise indicated in a specific announcement or special grant solicitation, this grant program is not designed for or intended to support any capital improvements or construction projects of any organisation.

5. How to Apply

Eligible members wishing to apply for a UK-AFI Research and Academic Development Grant are required to submit a formal written request to the UK-AFI in accordance to the deadlines above. The grant narrative shall be typewritten and shall consist of no more than 10 pages. The narrative should include the following information:

Membership Information – Who is applying for the grant and how do they meet the eligibility requirements?

Project Background/Justification – What information is driving the project or initiative? What is establishing the need for the project or initiative?

Project Proposal and Details – What are the objectives and purpose of the project and how will you meet the objectives of the project or initiative? What will your project encompass and how will you accomplish it? Include a developmental timeline or outline of project milestones and an estimate of the anticipated grant performance period.

Project Budget and Budget Narrative – Outline how the funds will be spent by various categories (supplies and materials, travel, equipment, etc.) and the justification for the various expenditures. (The budget and budget narrative can be an attachment to the narrative and does not count toward the maximum page requirement.) The outline shall reflect and detail any additional funds to be utilised, contributed by whom and for what purpose.

6. Review Process

All grant applications will be reviewed by the UK-AFI Board of Directors at a scheduled Board of Directors meeting and all decisions of the Board are final. The grants will be evaluated and judged on the merits of the proposed project and the potential impact

UK-AFI, P.O. Box 1318, Lincoln, LN1 2WZ

Charity number: 1124789

www.uk-afi.org



UK-AFI

UNITED KINGDOM
ASSOCIATION OF
FIRE INVESTIGATORS®

on the fire investigation community. The total number of awards given; the total amount of funding allocated up to a maximum total value of £2000 per annum and the grant performance period are left to the sole discretion of the UK-AFI Board.

The UK-AFI Board of Directors reserve the right to undertake financial checks, were deemed necessary to protect the processing of research grants and the interests of the UK-AFI.

All applicants will be notified in writing of the decisions of the UK-AFI Board, and successful applicants will be provided with additional instructions regarding the specific performance requirements or conditions of any award. Unsuccessful grant applicants can request comments/feedback by contacting the UK-AFI office.

Failure to comply with the performance requirements or conditions of award can result in the forfeiture of grant and in the event of breach of agreement, the UK-AFI reserves the right to request the return of funds advanced or otherwise provided in support of the project.

Request for extensions of the grant performance period must be approved by the UK-AFI Board of Directors. Grant submissions received after the established deadlines will not be considered until the next Board meeting and review period.

Grant requests submitted to the UK-AFI for consideration become the property of the UK-AFI and will not be returned to the submitter. The UK-AFI reserves the right to use any information in the grant submission or otherwise provided as part of the grant process in advertising and/or marketing initiatives or other purposes to support the Association and its various programs.

7. Grant Closure Requirements:

Upon the completion of the grant initiative, the requesting entity shall provide to the UK-AFI Board of Directors a written summary of the grant's goals and objectives and how well these objectives were met. UK-AFI will publish all grant goals and objectives on the website and within the UK-AFI journal. The summary shall detail the use of the grant funds as applied to this objective and shall detail the benefits to the profession which were derived by the grant. The summary shall reflect all real property, equipment etc. purchased with grant funds, along with the disposition of said property or items.

8. Grant Closure Requirements:

UK-AFI, P.O. Box 1318, Lincoln, LN1 2WZ

Charity number: 1124789

www.uk-afi.org



UK-AFI

UNITED KINGDOM
ASSOCIATION OF
FIRE INVESTIGATORS®

Upon the completion of the research initiative, or within 3 years of the grant being approved, all recipients will present the findings at either the Annual or Summer training conference, together with the submission of an article for the UK-AFI journal.

At the completion of the grant all equipment, material and unused grant funds received shall be returned to the UK-AFI Board without exception.

President name: Leigh Richards

President signature: *Leigh Richards*

Date of issue: 01 January 2021

Review date: 01 January 2022

UK-AFI, P.O. Box 1318, Lincoln, LN1 2WZ

Charity number: 1124789

www.uk-afi.org



UK-AFI

UNITED KINGDOM
ASSOCIATION OF
FIRE INVESTIGATORS®

9. Grant Contract

By the acceptance of these grant funds from the UK-AFI Board (Grantor) the _____ (Grantee) agrees to the following:

The grantor will provide to the grantee up to £_____ in funds to be used for the attached grant project.

_____ is the designated manager of the grant monies for the grantee.

All work items as part of the grant contract will be completed by_____. An extension of the deadline may be requested by the grantee in writing to the grantor. Failure to complete the intended project will require the return of UK-AFI Board monies. All equipment, materials and unused monies at the completion of the intended project will be returned to the UK-AFI Board.

The grantee will provide a breakdown with receipts for funds expended.

That the following items purchased with the grant funds will be retained by. _____

That the grantee will produce an article for the UK-AFI journal magazine to be submitted by_____ that details the project and contains recognition of the role of the UK-AFI Board. The grantee must be willing, if requested to provide training regarding the information obtained and the research outcomes at the UK-AFI Annual or Summer training conference at a future date.

The intent of the project is research and knowledge development and the sharing of the information; as such, any future presentations of the findings of the grant may not be presented in such a way to obtain financial gain by any person or party. Presenters maybe compensated for actual expenses of a presentation, in accordance with UK-AFI constitution. Any presentation of the project information will include recognition of the UK-AFI Board contribution.

Adopted:

UK-AFI, P.O. Box 1318, Lincoln, LN1 2WZ

Charity number: 1124789

www.uk-afi.org