

Cooperative Fire Protection Assistance (CFPA) Grant Application Instructions and Timeline

Important Timeline

November 28, 2025

- Check the department's UEI. Each FD needs to have an up-to-date UEI.
- Applications are available on the website: <https://www.ndsu.edu/ndfs/fire>
- Get approval in advance from your fire department board for ordering the items you will be requesting in the grant application. Do not wait until after you receive the grant award.

March 6, 2026

- Applications must be emailed or postmarked by this date.
- Late applications will not be accepted.

March 2026

- Applications are reviewed and scored by the Grant Review Committee.
- Applicants will be notified by mail of approval status.
- An award letter, contract and forms or a non-award letter will be mailed by March 26, 2026.

April 30, 2026

- Deadline to submit the invoice (proof ordered)

August 31, 2026

- All documents must be submitted by this date in order to be awarded the grant funds.

**Due to supply issues, it is IMPORTANT to PLACE YOUR ORDER immediately
upon being awarded the grant in order to assure
your fire department can meet the reimbursement deadline.**

Instructions for Application

Step 1 - Saving Your Document:

1. Open the link to the CFPA Grant Application and immediately save the grant application to your computer.
2. Save the document to reflect your FD name/year/CFPA. *An example would be Greenville RFPD 2026 CFPA.* This step needs to be completed before you start working on your application or there could be issues when submitting/saving your grant.
3. After the application is saved and named on your computer, you can return to it.

Step 2 – Complete Your Grant Application:

1. Fill out all information on the grant application. Every field is required.
2. 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 with other fire department staff in advance to be certain you are using the correct & full title for your fire department.** (Examples of variations: 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 Fire District)

Step 3 – Save Copies of the Application and Estimate Sheets from Vendors for Your Records

Do not use old estimates/quotes as you will not get reimbursed for the difference if the costs increase.

Step 4 – Submit your Application and Estimate Sheets from Vendors:

Mail to: North Dakota Forest Service
CFPA Grant Applications
916 E Interstate Ave, Ste. 4
Bismarck, ND 58503

OR Email to: NDFS.FireGrants@ndsu.edu

Once we receive the application by mail or at NDFS.FireGrants@ndsu.edu, you will receive an email from us confirming it has been received.

If you do not receive a confirmation email after submitting your application, contact:

- Kelly at 701.328.9990
- Mary at 701.328.9944.