



Remembering When™ Conference

2013 Application

December 1–3, 2013
Marriott Long Wharf Hotel
Boston, MA

THE NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) is committed to helping communities reduce fire and fall injuries and deaths among older adults through the *Remembering When* Program. In 2013, NFPA will select representatives from up to **30 communities** to attend the *Remembering When* Conference designed to help communities reach older adults through group presentations and home visits. We are asking fire departments to partner with an agency whose main outreach to older adults is through home visits. The team will implement *Remembering When* in the community with the fire department conducting group presentations for older adults and the partner agency conducting home visits teaching fire and fall prevention to vulnerable older adults confined to home. Agencies may include visiting nurse associations, home health care agencies, and church outreach groups.

What we're looking for from local communities

A two-person team that includes the fire department and an agency serving older adults in the community through home visits. The partner agency must already have a home-visit mechanism in place since it will conduct the visits. After training in Boston, the team will train home visitors on the *Remembering When* program and the home visitors will visit older adults confined to home and teach them fire and fall prevention behaviors. The team must have the authority, commitment, and ability to oversee local implementation of the *Remembering When* Program.

How your application will be judged

NFPA will judge applications on the quality and thoroughness of the following:

- LETTER of commitment from the chief of the fire department supporting the participation of the department (25 points)
- LETTER of commitment from the home visitor agency supporting the participation of the agency in this project and briefly outlining the agency's role and ability to conduct home visits in the project (25 points)
- AN ESSAY (about 400 words) stating why your community should be selected to receive the award (50 points)

What you'll receive

Each *Remembering When* Award is valued at more than \$4,000 and includes:

- A TRAINING WORKSHOP in Boston from **December 1–3, 2013**, for each two-member team. NFPA will cover the airfare, 2 nights hotel, and group meals for each team. Attendance at all sessions is mandatory. All events and meals are funded for invited attendees only. Other incidentals including parking, additional meals, incidentals, mileage etc. will be the responsibility of attendees.
- One *Remembering When: A Fire and Fall Prevention Program for Older Adults* program for each team member
- Two hundred "How to Prevent Fires" brochures for distribution to older adults
- Two hundred "How to Prevent Falls" brochures for distribution to older adults

Team Requirements

After the conference, each team will take what it has learned back to its community and do the following:

- The fire department will conduct a minimum of five group presentations for older adults using the *Remembering When* program.
- The *Remembering When* team will conduct a train-the-trainer session for the partner agency home visitors.
- The partner agency home visitors will conduct at least 25 home visits.
- The partner agency will integrate *Remembering When* program materials into its home visits.
- Each team will submit a final report to NFPA by **November 3, 2014**, that includes a summary of the number of group presentations, train-the-trainer sessions and home visits conducted during the award year. In addition each team will report success and challenges of the program.



Questions
Contact
Karen Berard-Reed:
1 (617) 984-7286



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Official Rules for Applying

Submit one copy of the application, essay, and letters of support from your fire chief and the director of the partner agency no later than the close of business on **Friday, August 30, 2013**. Award decisions are final and NFPA reserves the right not to grant all 30 awards. Applications submitted become the property of NFPA and cannot be returned. NFPA will notify award recipients on or before **September 20, 2013**.

COMMUNITY

List the *Remembering When* team members who, if selected, will travel to Boston, MA to attend the training December 1–3, 2013. List name, title, and agency for each team member. (Note: Upon award confirmation, NFPA will purchase non-refundable airline tickets in the names of the following authorized representatives. Changes in the team members and any subsequent penalties or fees for issuing new tickets will be the responsibility of the *Remembering When* team.)

FIRE DEPARTMENT

Name _____

Title _____

Fire Department _____

Street Address for express deliveries _____

P.O. Box _____

City/State/Province _____

Zip/Postal Code _____

Telephone _____

E-mail _____

HOME VISITOR PARTNER AGENCY

Name _____

Title _____

Agency _____

Street Address for express deliveries _____

P.O. Box _____

City/State/Province _____

Zip/Postal Code _____

Telephone _____

E-mail _____

E-mail announcements and information will go to both partners. However the fire department team member will serve as NFPA's primary contact. The fire department representative will be the lead person on the team responsible for full compliance with all grant requirements.

Mail, Fax, or E-mail the entire application to:

NFPA 2013 Remembering When Award
Attention: Public Education Division
1 Batterymarch Park
Quincy, MA 02169

Fax: **1 (617) 984-7222**
E-mail: **kbreed@nfpa.org**

Application must be received at NFPA on or before **Friday, August 30, 2013**.