

# Submitting your Proof of Purchase Form

How to find the form:

1. Go to <https://kyfirecommission.kctcs.edu/>
2. Click on Fire Commission Programs



3. On the left hand side of the page, you will see a list of the Fire Commission's Programs. Scroll down and click on State Aid

The screenshot shows the Kentucky Fire Commission website. The header includes links for Fire Academy of KY, Accredited Certification, CPAT, and a search bar. The main navigation bar contains links for About, Fire Commission Programs, State Fire Rescue Training, and News. Below the navigation bar, a breadcrumb trail reads 'Home > Fire Commission Programs'. On the left, a sidebar titled 'Fire Commission Programs' lists various services. The 'State Aid' item is highlighted with a red rectangle, and a black arrow points from it towards the main content area. Another black arrow points from the 'Fire Commission Programs' title to the same list. The main content area features a large heading 'Fire Commission Programs' and a bulleted list of programs administered by the commission.

Fire Academy of KY Accredited Certification CPAT SEARCH

KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM

About Fire Commission Programs State Fire Rescue Training News

Home > Fire Commission Programs

**Fire Commission Programs**

- CPAT
- Establishing A Fire Department
- Firefighter Certification
- Health & Wellness
- Hepatitis Vaccinations
- Incentive & Pension
- Junior Firefighters
- Line-of-Duty Benefits
- Low Interest Loans
- NFIRS
- Out-of-State Transfers
- Peer Support Training
- State Aid**
- Stress Injury Treatment

## Fire Commission Programs

The Kentucky Fire Commission administers a number of programs:


- Candidate Physical Ability Testing (CPAT)
- Establishing A Fire Department
- Firefighter Certification
- Health & Wellness
- Hepatitis Vaccinations
- Incentive & Pension
- Junior Firefighters
- Line-of-Duty Benefits
- Low Interest Loans
- National Fire Incident Reporting System (NFIRS)
- Out-of-State-Transfers
- Peer Support Training
- State Aid
- Stress Injury Treatment Reimbursement
- Thermal Imaging Camera Grants
- Training Facility Grants

4. This is the State Aid page. You will now scroll down to the Forms section.

Fire Academy of KY

Accredited Certification

CPAT

 **KENTUCKY**  
COMMUNITY COLLEGE SYSTEM

[About](#) [Fire Commission Programs](#) [State Fire Rescue Training](#) [News](#)

Home > Fire Commission Programs > State Aid

**Fire Commission Programs**

CPAT

Establishing A Fire Department

Firefighter Certification

Health & Wellness

Hepatitis Vaccinations

Incentive & Pension

Junior Firefighters

Line-of-Duty Benefits

Low Interest Loans

NFIRS

Out-of-State Transfers

Peer Support Training

● State Aid

Stress Injury Treatment Reimbursement

Thermal Imaging Camera Grants

Training Facility Grants

Training Records & KyFIRES

Workers Compensation

Program FAQs

## State Aid

The State Aid program is available to all qualifying volunteer fire departments in the Commonwealth of Kentucky. The Kentucky Fire Commission allots fifteen thousand dollars (\$15,000) on an annual basis to each qualifying volunteer fire department in cities of all classes. County departments are established under authority of [KRS 67.083](#), fire protection districts organized pursuant to [KRS Chapter 75](#), all city departments pursuant to [KRS 95](#) and [KRS 95A](#), and volunteer fire departments created as nonprofit corporations pursuant to [KRS Chapter 273](#). Any qualifying department which fails to participate satisfactorily in the [National Fire Incident Reporting System \(NFIRS\)](#) shall forfeit five hundred dollars (\$500) of its allotment annually.

A qualifying volunteer fire department shall include the following:

- A minimum of twelve (12) members, plus one (1) chief that are not on any other fire departments
- At least one (1) operational fire apparatus or one (1) on order
- A fire station
- Fewer than 50% of the firefighters being full-time paid firefighters; any paid part-time firefighter must make less than \$8,000 per year

Fifty percent (50%) of the firefighters shall have completed at least one-half (1/2) of one hundred fifteen (115) training hours toward certification within the first six (6) months of the first year of the department's application for certification, and there shall be a plan to complete the one hundred fifteen (115) training hours within the second year.

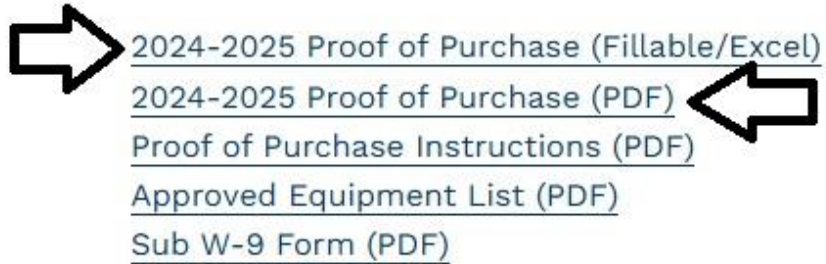
Please submit all Proof of Purchase and Financial Disclosure documents to [fdstateaid@kctcs.edu](mailto:fdstateaid@kctcs.edu).

Questions regarding the State Aid Program should be directed via email to [fdstateaid@kctcs.edu](mailto:fdstateaid@kctcs.edu) or via telephone at (859) 256-3787.

State Aid Forms

5. The proof of purchase form is the first form listed under State Aid Forms.

**State Aid Forms**





6. There are two different formats, Excel and PDF. You will click on the format that best works for you.

**\*\*\*Remember to save the form to your computer after filling it out\*\*\***

# How to fill out the Proof of Purchase Form

## Fire Department Information

1. The Department Number, Department Name, County, Federal ID Number (xx-xxxxxxx), Contact Person, Phone Number, and Email Address all need to be filled out with the Department's information.

 <b>2024-2025 PROOF OF PURCHASE</b> 			
<b>FIRE DEPARTMENT INFORMATION</b>			
Department Number	Department Name	County	Federal ID Number
Contact Person	Phone Number	Email	

## How many Personnel?

2. The department will list the number of Volunteers and Career/Professional (don't worry about sorting the part time from the full time). The total number will automatically be calculated in the "total on roster" box. This number should match the number of personnel on your roster in Acadis/KyFIRES.

<b>HOW MANY PERSONNEL?</b>			
Volunteers	Part-time	Career/Professional	Total on roster (NO JUNIORS OR DEPARTMENT EMPLOYEES)
			0 <b>Totals here</b>

## Loans (All loans related to the fire department's debt)

3. All the loans, whether with the Fire Commission or another entity that your department is paying, need to be in this section. You will list each of them with the Name of the lender, Account number, What the loan is for (truck, fire station, etc.), the Payment amount, The payment schedule (how often you pay the loan and what dates it is due), the date your loan payments started, and the date your loan will be paid off.

LOANS (ALL LOANS RELATED TO FIRE DEPARTMENT DEBT)						
Bank or Lendor	Account Number	What is the loan for?	Payment Amount	Payment Schedule (Monthly, Quarterly, Annually) and Due Date(s)	Start Date	End Date

Expenditures (This section is for listing all purchases/savings/loan payments that were made with the State Aid funds received)

4. The first sub section covers the Insurance, Utilities, and Internet. You can claim up to \$5,000 for insurance policies that are paid by the department whether that be for the station itself or the apparatus. Utilities can be the electricity, water, or gas for heating the station. It must be in the department's name and paid for by the department. You can claim up to \$4,000 for these bills in total. You can claim up to \$1,200 for Internet only. If you have internet and phone on the same bill, you will take the internet portion only to claim.

EXPENDITURES					
Invoices must be for items purchased from <b>July 1, 2024</b> to <b>June 30, 2025</b> . Forms are due by July 31, 2025, if turned in after this date, the Fire Commission will not accomodate for any reason. <b>All related invoices and bank statements shall be turned in with this form. Also, for compliance inspection purposes, kept at the fire department. Submit all forms through email: <a href="mailto:fdstateaid@kctcs.edu">fdstateaid@kctcs.edu</a></b>					
		VENDOR NAME	PURPOSE AND ACCOUNT NUMBER	TYPE OF PAYMENT	TOTAL EXPENSE STATE-AID WILL COVER
Insurance	Station and apparatus up to \$5,000				
Utilities	Electric, water and heating gas up to \$4,000				
Internet	Up to \$1,200 (does not include phone)				

When claiming each of these sections, you will put the total you are claiming and attach each bill with the cleared check or the bank statements showing the automatic withdrawal. If you choose not to claim any/all of these as part of your State Aid purchase(s), please leave them blank.



5. The second sub section covers the Loans and Savings.

If you are paying a loan with State Aid, you will fill out this section of the form. You will fill in the information at the top within the Loans section then come down to this section to claim the loan as a State Aid purchase. If you are planning to save your State Aid funds (you can save for 5 years by placing funds in a low interest savings account that is in the city's/county's/fire department's name) you will list that in the line that is titled, "Savings".

		VENDOR NAME	PURPOSE AND ACCOUNT NUMBER	Type of Payment	TOTAL EXPENSE
Loans	Fire Commission loan or department loan				
Loans	Fire Commission loan or department loan				
Saving	Must be in a savings account, no partial savings and send bank statement				



6. The final sub section of the Expenditures portion of the proof of purchase allows you to claim any items that do not fit into the categories that are in sub sections 1 or 2.

VENDOR NAME	INVOICE NUMBER(S)	DESCRIPTION OF ITEMS PURCHASED	CHECK, CREDIT CARD # AND DATE, OR TRANSACTION #	TOTAL EXPENSE
Example Only	Example Only	Example Only	Example Only	Example Only
Example Only	Example Only	Example Only	Example Only	Example Only
Example Only	Example Only	Example Only	Example Only	Example Only
Example Only	Example Only	Example Only	Example Only	Example Only
Example Only	Example Only	Example Only	Example Only	Example Only
Example Only	Example Only	Example Only	Example Only	Example Only
Example Only	Example Only	Example Only	Example Only	Example Only
Example Only	Example Only	Example Only	Example Only	Example Only
Example Only	Example Only	Example Only	Example Only	Example Only

7. The last step is to sign and date the bottom of the form verifying that the document is accurate and correct.

I, the undersigned, attest to the fact that the information in this document is accurate and correct.	
Example Only	Example Only
Signature of Authorized Certifying Official	Date

8. You have completed the proof of purchase You will save this to your computer and attach it to an email with the supporting documentation (invoices, receipts, cleared checks, bank statements, loan statements, vehicle titles, etc.) and send it to [fdstateaid@kctcs.edu](mailto:fdstateaid@kctcs.edu).

9. If you would rather mail your state aid proof of purchase and documentation, mail it to:

Mailing Address:

KY Fire Commission

Attn: Ashley Tackett/State Aid

110 Cleveland Drive

Paris, KY 40361

For any questions about state aid, please contact:

*Ashley Tackett*

*Email: [fdstateaid@kctcs.edu](mailto:fdstateaid@kctcs.edu)*

*Phone: 859-256-3787*

*Cell Phone: 859-297-8482*