

Fire Services Training Program Grant Guidelines

2024

Submission deadline: September 30, 2023

Goal

Alberta's community fire services are aligned with community needs.

Objective

Funding supports of up to approximately \$10,000 (per application) are available to assist Alberta communities in ensuring their local fire services can access training to respond safely and effectively to identified community risks.

Key Outcomes

- Public safety is preserved in Alberta.
- Community risks are being effectively managed by local authorities.
- Firefighters are able to receive training in alignment with best practices.

Eligibility

Applicants **MUST** represent one of the following:

- Alberta municipalities, including municipal corporations and regional services commissions;
- Metis Settlements in Alberta;
- First Nations communities in Alberta; or
- partnerships of the above or partnership with a municipality as the primary applicant.

Ineligible entities include:

- individuals;
- for-profit businesses/corporations; and
- entities with overdue Fire Services Training Program grant requirements from a previous year.



Program Outcomes and Criteria

Applications will be **evaluated and prioritized** using the following criteria:

	Outcome	Criteria
Strategic Focus of Training Application Section 2.0	<ul style="list-style-type: none"> Community risks are being effectively managed by local authorities. 	<ul style="list-style-type: none"> Training aligns with the specific needs of the community and its identified fire risks or alignment to the community risk assessment.
Quality of Training Application Section 3.0	<ul style="list-style-type: none"> Firefighters are able to receive training in alignment with best practices. 	<ul style="list-style-type: none"> Training is based on industry best practices and/or curriculum. Instructors and evaluators are qualified and experienced.
Completeness of Application All Application Sections	<ul style="list-style-type: none"> Training request is clear and complete. 	<ul style="list-style-type: none"> Training application information is legible and provides information necessary to fully assess eligibility.

Eligible budget requirements

Detailed course and budget information must be included with your application. See Appendix A: Course Details and Estimated Cost of Training template in the application form for more information.

The following costs are **ineligible and should not be included** in your budget:

- Capital or equipment purchases, repairs, upgrading, or maintenance.
- Wages, stipends, or honoraria for students (note that reasonable costs for student travel and meals, based on the Government of Alberta’s travel, meal, and hospitality expenses policy, are eligible. The policy is available at <https://open.alberta.ca/publications/travel-meal-and-hospitality-expenses-policy-expenses-policy>).
- Training delivered outside of Alberta.
- Training completed prior to receiving Minister approval.
- Incident Command System training.
- Rental of owned classrooms and equipment.

Course dates must be between the date of Minister’s approval of the Conditional Grant Agreement (target April 1, 2024) and May 31, 2025

Funding

What is the purpose of the funding?

- The funding is intended to supplement training costs, not necessarily cover the full cost of training. The applying organization is responsible to cover any remaining training costs.
- Applicants can request funding for multiple courses on an application.

What requirements must I comply with in order to receive funds?

- Applicants must complete and submit an application form by September 30, 2023. Successful applicants will sign a conditional grant agreement (CGA).
- When a First Nation is the successful applicant, they must submit a Band Council Resolution along with the signed CGA prior to receipt of funding.
- Training can only start **after** the Minister (or their delegated representative) signs the CGA.

What does “entities with overdue Fire Services Training Program grant requirements from a previous year” mean?

- You have not completed and submitted the required reporting documents.
- You have not returned all unused funds.

What does the CGA involve?

- The terms of the CGA agreement ensure:
 - the grant is used for approved purposes only;
 - the organization is eligible for the grant;
 - reporting and accountability requirements are clearly understood; and
 - the Minister has a right to audit any project.

What if I am collaborating with another organization?

- If organizations choose to collaborate, the organizations must decide which organization will apply for the grant and act as the project manager/grant administrator.
- The project manager/grant administrator is responsible for all administrative requirements of the program, such as submitting the grant application, entering into a CGA with the Government of Alberta to manage grant funds, and completing the required reporting documents at the end of the grant period.

What funds are available and how are funds distributed?

- In 2024, the Fire Services Training Program has \$500,000 in total grant funding to distribute to successful applicant organizations.
- Distribution of funds is dependent on the relative scoring of approved applications.
- Successful applicants will receive a lump-sum payment.
- Up to approximately \$10,000 per application is available. Depending on the number of applications and amounts requested, organizations may receive only a portion of their requested grant amount.

Evaluation process

- How will my application be evaluated?**
 - Your application will be evaluated and prioritized for funding based on the following program outcomes and criteria:
 - alignment with strategic focus of training;
 - quality of training; and
 - overall completeness of application.
- How will I know if my application is successful?**
 - All applicants will be notified within a reasonable timeframe of the application deadline whether they are successful or unsuccessful.
- What if I disagree with the decision on my application?**
 - The Minister's decisions regarding grant funding are final.

Reporting requirements

- What information do I need to provide to report on the use of my grant funds?**
 - You need to submit:
 - evidence that the total grant received was used in accordance with the CGA;
 - receipts/invoices;
 - a description of the training undertaken;
 - certification that the organization did not use any portion of the grant to carry out training before the original CGA was signed by the Minister of Municipal Affairs;
 - confirmation that training was completed by May 31, 2025, or by the completion date as stated in an amended CGA; and
 - **any unused funds must be returned.**
- What happens if the scope of the training changes or I need to change the approved course(s)?**
 - Email firecomm@gov.ab.ca and request an extension/course change form.
 - For the amendment to be approved before the grant expiry date, amendment requests must be submitted by April 1, 2025, to be considered.

Important due dates

Application due date	September 30, 2023
Request for course change/extension	April 1, 2025
Last date for course completion	May 31, 2025
Reporting documents due	June 30, 2025

Contact

For more information about the grant application, please contact Municipal Affairs at 1-866-421-6929 or firecomm@gov.ab.ca.