
Fire Services Training Program Grant Application

2024



Submission deadline: September 30, 2023

Application Checklist

Please use the following checklists to ensure the completion of your application. Incomplete applications will not be considered.

Mandatory Requirements:

- All relevant sections completed and legible
- Identified alignment with strategic focus of training initiative
- Course dates between date of Minister approval (signature) of Conditional Grant Agreement (target April 1, 2024) and May 31, 2025
- "APPENDIX A: Course List and Estimated Cost of Training" completed
- Certification of application signed by the Duly Authorized Signing Officer or Band Manager

Each training course must meet expectations or standards in the following areas which could be verified on a post audit as outlined in the Conditional Grant Agreement.

- Follows current industry standard curriculum
- Student prerequisites completed prior to start of course
- Student/instructor ratio
- Instructors and evaluators are qualified and experienced
- It is the responsibility of the lead instructor to ensure each training course must have a corresponding safety plan prior to the course start based on Alberta's *Occupational Health and Safety Act*.

Contact

Email or mail the completed and signed application, as well as your budget and supporting documents by September 30, 2023.

Grants Coordinator, Technical and Corporate Services Division
Alberta Municipal Affairs
16th floor, Commerce Place
10155 - 102 Street
Edmonton AB T5J 4L4
Email: firecomm@gov.ab.ca
Phone: 1-866-421-6929

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.

1.0 Applicant Information

Any change in contact information during the application process must be reported to our office.

1.1	Name of fire service	
1.2	What is the staffing structure of your fire service? (check which best applies)	<input type="checkbox"/> Volunteer (i.e., no remuneration during fire service response) <input type="checkbox"/> Paid On-call (i.e., paid only during fire service response) <input type="checkbox"/> Composite (i.e., mix of volunteer, paid on-call, or salaried) <input type="checkbox"/> Career (i.e., salaried employee)
1.3	Legal name of entity (e.g., Legal name of Municipality, Regional Organization, Metis Settlement or First Nation)	
1.4	Mailing address of entity (Municipality, Regional Organization, Metis Settlement or First Nation)	
1.5	Contact name and title	
1.6	Phone number of contact	
1.7	Email address of contact	

2.0 Strategic Focus of Training

Please describe the strategic focus of the training.

- Explain how training aligns with the specific needs of the community and its identified fire risk or alignment to the community risk assessment.
- You may also include additional supporting documentation from the community (e.g., relevant excerpts from broader community initiatives, letters of collaboration).

3.0 Quality of Training (course details and budget)

3.1 Total amount of grant funding requested for all courses: _____

Provide necessary program budget details by completing Appendix A: Course Details and Estimated Cost of Training template.

3.2 Course Priorities

If you are requesting funding for more than one training course, please identify your top three course priorities.

1. _____
2. _____
3. _____

3.3 Ineligible costs

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 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 completed prior to receiving Minister approval.
- Training delivered outside of Alberta.
- Incident Command System training.
- Rental of owned classrooms and equipment.

4.0 Certification of Application

I, _____ (applicant name), certify that the information contained in this application form is correct, that all Fire Services Training Program (FSTP) funds will be used in accordance with the FSTP Guidelines, and that the allocated grant amount will be applied in the year(s) and manner described in this application once approved by the Minister.

Duly Appointed Signing Officer or Band Manager

Signature

Title

Print Name

Date

The personal information in this form is being collected under section 33(c) of the *Freedom of Information and Protection Act* for the purpose of administering the Fire Services Training Program. If you have any questions regarding the collection of this information, please contact the Grants Coordinator, Technical and Corporate Services Division, 16th floor Commerce Place, Edmonton, AB T5J 4L4, Email: firecomm@gov.ab.ca.

Appendix A

Course Details and Estimated Cost of Training

List each course and/or level you plan to offer in the table below, using the example as a template.

- Courses must be between the date of Minister’s approval of the Conditional Grant Agreement (target April 1, 2024) and May 31, 2025.
- Maintain a cost breakdown by expense type for reporting purposes such as wages/honoraria, accommodations, mileage, and meals.

Course Name	Name of Instructor or Business to be contracted	Estimated Start Date	Estimated Completion Date	Other Fire Services Involved (Yes/No)	# of Students	Costs						
						Facility Rental	Certification	Training Materials	Instructor/Evaluator	Student	Other Costs	Total Course Cost
<i>Example: NFPA 1001 Level 1</i>	<i>Joe Smith</i>	<i>May 13, 2024</i>	<i>July 15, 2024</i>	<i>Yes</i>	<i>20</i>	<i>\$3,000</i>	<i>\$500</i>	<i>\$1,500</i>	<i>\$5,000</i>	<i>\$500</i>	<i>\$1,000</i>	<i>\$11,500</i>
Total Requested for All Courses												

*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>