

Training Deadline

**Training must be completed
by May 31, 2018**

Reporting Deadline

**Reporting document is due on
or before June 30, 2018**

Reporting
Requirements

Refer to the Ground Search and Rescue Program Guidelines at www.ofc.alberta.ca for information on reporting requirements.

Grant Recipient Information

Name of group/organization

Legal status of applicant
(if applicable)

Contact name and title

Contact primary phone number

Contact email address

Contact mailing address

Contact fax number

Program Assistance

If you need any assistance completing this reporting form, please contact:

Grants Coordinator
1-866-421-6929
firecomm@gov.ab.ca

Certification of Statement of Funding and Expenditures

I certify that the following information is true and correct:

All information contained in this Statement of Funding and Expenditures is a true and correct representation of actual funding and expenditures, and this information complies with the Guidelines, Administrative Procedures, and other relevant documentation for this grant program.

All non-shareable costs defined for this program have been deducted from the total cost or otherwise excluded from the amounts identified as Net Eligible Project Cost.

The entire grant (plus any income earned, if applicable) was used for the purpose(s) stated in the Conditional Grant Agreement, without material alteration, as signed by the Minister of Municipal Affairs or his delegate.

The grant (plus any income earned, if applicable) was expended and the work was completed by the date stated in the Conditional Grant Agreement.

The municipality/organization did not use any portion of the grant to pay for work done or materials obtained prior to the signing date of the Conditional Grant Agreement.

Signature _____ Date _____

Printed Name _____

Search and Rescue Group President

Signature _____ Date _____

Printed Name _____

Search and Rescue Group Treasurer

Results Reporting

In the Total Actual Number of Attendees column of the table below, enter the total number of individuals who attended all of the courses your group/organization hosted. Report the actual attendance, not the estimated attendance provided in your Project Plan.

Output	Total Actual Number of Attendees
Trained SAR Personnel	
<p>If the actual project results differ from the expectations provided in your Project Plan, please provide comments / explanations below.</p>	

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Functional Category of the Project	% of Total Project Costs
Government –wide objective 4: To support capacity building within municipalities	
Volunteer Development	
TOTAL	100%

Supporting Documentation and Application Submission

Reporting Form Checklist

Did you include:

Check

Course(s) Offered as listed in Conditional Grant Agreement

Course Expense Sheet and Receipts

Method of Submission

Submit the Reporting Form and supporting documents via mail/fax/email.

Submission address

Grants Coordinator
Public Safety Division
Alberta Municipal Affairs
16th floor, Commerce Place
10155 – 102 Street
Edmonton, Alberta T5J 4L4

Fax: 780-427-2538

Email: firecomm@gov.ab.ca

Reminder:

**This report is due June 30,
2018**

Program Evaluation

Grant Program Structure

Please provide feedback on how the grant program helps your municipality / organization meet its needs. What changes / improvements can we make?

Grant Program Administration

Please provide feedback on how the grant program is administered. What changes / improvements can we make?

Other Comments

Please provide any other feedback or comments you have regarding the grant program.

Legal Statements

The personal information being collected on this form will be used to administer the Ground Search and Rescue Program. The information is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be managed in accordance with the privacy provisions in the FOIP Act. If you have any questions concerning the collection of this information, please contact:

Grants Coordinator
Public Safety Division
Alberta Municipal Affairs
16th floor, Commerce Place
10155 – 102 Street
Edmonton, Alberta T5J 4L4