



Fire Services Training Program (FSTP)

2017/18 Application Form

www.ofc.alberta.ca/grant-funded-training.cfm

This program supports expanding and enhancing regional fire training.

Government of Alberta ■
Municipal Affairs

1. Objective of the Fire Services Training Program

The objective of the Fire Services Training Program (FSTP) is to provide an effective and cost-efficient mechanism for increased training capacity that results in an increased number of trained fire service practitioners.

1.1 Application Deadline

September 30, 2017

1.2 Eligibility Criteria

See section 3 of FSTP Guidelines at www.ofc.alberta.ca/grant-funded-training.cfm

In 2017/18:

- Apply for fire services training using THIS application form.
- FSTP is open to all municipalities and First Nations, regardless of population size.

Read more at

www.ofc.alberta.ca/grant-funded-training.cfm

2. Applicant Information

2.1 Name of municipality/organization or First Nation (If organization please list municipality administering the grant)

2.2 Legal status of entity (if applicable)

2.3 Contact name and title

2.4 Contact phone number

2.5 Contact email address

2.6 Contact mailing address

2.7 Contact fax number

3. Project Information

3.1 Name of project Fire Services Training

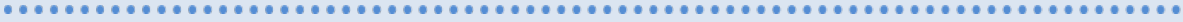
3.2 Description of project/ courses you plan to administer. Please complete a training plan including dates and attach to your application.	Course Requests / Hosting Partner
Other _____ (Specify course)	

Fill out the Estimated Cost of Training table on page 10 of this form for each course you have entered above. Include all sheets with this application.
If you filled in "Other", go to section 6.2 of this form.

3.3 Project completion date

May 31, 2019

3.4 If you are not collaborating with other municipalities/organizations to administer the project, are there other municipal beneficiaries of the program funds? If so, please list.



3.7 Project/training costs

See example on page 4 of FSTP Guidelines.

Project Phase Milestone/Course	{A}	{B}	{C}	{D}		{E}	
	Estimated eligible project cost (\$)	Other provincial grants expected		Non-provincial sources of funding (\$)		Funding request under this grant program [A-(C+D)]	
		Grant Name	Amount (\$)	Source	Amount (\$)		
Total		N/A		N/A			

Identify the functional categories of the project.

3.8 Functional category of the project	% of Total Project Costs
Government-wide Objective 4: Programs supporting capacity building within municipalities.	
Staff Development	100%
TOTAL	100%

4. Functional Category Details

Identify expected outputs.

Output	Expected Quantity		Unit
	Category	Quantity	
Staff Development			
Trained personnel	N/A		Number of personnel trained

5. Collaboration

- 5.1 Will you be collaborating with another municipality/organization? Yes
No
- 5.2 If yes, provide the names of the municipalities/organizations with whom you are collaborating.
- 5.3 Briefly describe the nature of the collaboration (maximum 100 words).
* A letter of support is required from each partner (please attach).
- 5.4 If there is a resulting asset, please indicate who will own the asset.

6. Supporting Documentation and Application Submission

6.1 Explain how the training you intend to administer will benefit your community.

6.2 Provide full description of any additional courses (See Guidelines Appendix 1, Note 6).

6.3 Method of Submission Mail, fax, or email the application.

6.4 Submission address
Grants Coordinator
Public Safety Division
Alberta Municipal Affairs
16th floor, 10155 - 102 Street
Edmonton, Alberta T5J 4L4
Fax: 780-427-2538
Email: firecomm@gov.ab.ca

Reminder: This application is due September 30, 2017.

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7. Application Certification

I 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 above once this application form has been accepted by the Minister.

Print Name(Regional Training Co-ordinator)*

Signature

Date

***Note: (see Section 2 Applicant Information)**

Print Name(Municipal/First Nation Administrator)*

Signature

Date

Reviewed by:

Signature

Date

Grants Coordinator

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8. Useful Resources

Office of program contact	Contact phone number	Contact email address
Grants Coordinator	1-866-421-6929	firecomm@gov.ab.ca

Resource	Website address
Office of the Fire Commissioner	www.ofc.alberta.ca

9. Legal Statements

The personal information being collected on this form will be used to administer the Fire Services Training Program. Any personal information is being collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* 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

10. Vendor Profile (Fill out only if vendor not on file with Municipal Affairs)

Required information	
Name of municipality/organization/ First Nation	
Financial institution name	
Address	
City	
Province	
Postal code	
Transit number	
Account title	
Type of account	



11. Estimated Cost of Training

**Fill out one sheet for each course.

Name of Course	
Name of Trainer or Business to be contracted (if applicable)	
Cost of Trainer/Training	
Facility rental	
Meals and snacks (if provided)	
Participant lodging	
Participant mileage	
Training materials	
Other costs not included above (specify)	
Total Amount Requested	

Is your Application Complete?

- Have you filled out all applicable sections?
- Have you included an Estimated Cost of Training sheet for each course you are requesting?