

Alberta

Fire Services Training Program (FSTP)

2017/18

Program Guidelines

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

This program supports expanding and enhancing regional fire services.

Government of Alberta ■

Municipal Affairs

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1. Program Objectives

The objective is to provide an effective and cost-efficient mechanism for increased training capacity that results in a greater number of trained fire service personnel.

Key outcomes of the program include:

- Local authorities and volunteers have the required competencies and skills for fire and emergency response.
- To create a greater capacity of Alberta communities to mitigate, prepare for, respond to and recover from fires.

2. Program Highlights

2.1 When is the application due?

September 30, 2017

2.2 Who do I contact for assistance?

If you have any questions about the program or these guidelines, contact the Grants Coordinator. Dial toll-free 1-866-421-6929, or email firecomm@gov.ab.ca.

3. Is Your Organization Eligible?

3.1 Eligible entities include:

- Municipalities (cities, towns, villages, municipal districts, specialized municipalities, improvement districts, and special areas);
- Métis settlements;
- First Nations communities; and
- Inter-municipal partnerships.

Ineligible entities include:

- Individuals; and
- For-profit corporations.

Applications that involve multiple partners are encouraged to ensure the maximum benefit of training funds.

Note: the municipality or First Nation applying for the grant is responsible for administering the grant.

4. Grant-stacking Options

4.1 What other grant programs can be combined with the Fire Services Training Program?

Grant-stacking options include:

- Municipal Sustainability Initiative (MSI) – Conditional Operating Funding: this grant may be combined with funding through the FSTP grant, or to support training on its own. In order to access this funding, the application MUST meet program requirements. Please ensure that you work with your municipal administration to determine whether MSI-Conditional Operating Funding is an option for your organization.

5. Eligible Projects/Courses

5.1 What projects/courses are eligible for funding?

Eligible projects/courses include, but are not limited to:

- Fire services training; and
- Innovative training programs

Ineligible project costs:

- Capital or equipment purchases
- Training carried out before the Minister signs the Conditional Grant Agreement

5.2 What is the time span in which project expenses can be incurred?

All courses must be delivered by May 31, 2019.

6. Funding Conditions

6.1 What funds are available and how are they allocated?

- The allocated funding **supplements** the approved training. The municipality/training group must agree to contribute any outstanding funds for the training.
- Applicants can request multiple courses on an application. The Estimated Cost of Training sheets, on page 10 of the application, should include dates training will take place.

6.2 How are funds distributed?

Funding is made as a lump-sum payment to the hosting municipality or First Nation.

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

Applicants must complete and submit an application form. Successful applicants will sign a conditional grant agreement (CGA).

***First Nations must submit a Band Council Resolution along with the signed CGA.**

Only after the Minister (or his delegated representative) signs this agreement can training start.

6.4 What does the CGA involve?

The terms of the agreement include:

- the use of the grant for approved purposes only;
- eligibility;
- reporting and accountability requirements;
- the Minister's right to audit any project; and
- the Minister's right to require a refund of any grant funds not used in accordance with the agreement.

7. Application Process

The application form is on the Office of the Fire Commissioner website at www.ofc.alberta.ca/grant-funded-training.cfm. Refer to Appendix 1 of these Guidelines for instructions on completing different sections of the application form.

Mail, fax, or email your application form to:

Grants Coordinator
Public Safety Division
Alberta Municipal Affairs
16th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Email: firecomm@gov.ab.ca

7.1.1 How will my application be evaluated?

***All applications must be received by the September 30, 2017 deadline.**

Applications will be evaluated on the following criteria:

- submitting a comprehensive plan outlining timelines for training completion
- a letter of support is required demonstrating the collaboration with training partners, including a breakdown of course hosting.
- meeting compliance in previous years and history of training completed.

All courses or the full requested amount may not be awarded.

7.2.2 How will I know if my application is successful?

Applicants will be notified within six months of the application deadline. Both successful and unsuccessful applicants will receive a notification.

7.3 What if I disagree with the Government of Alberta's decision on my application?

Minister's decisions regarding grant funding are final.

8. Reporting Requirements

8.1 What information do I need to provide to report on the use of my grant funds?

You will need to submit information that demonstrates:

- That the total grant received was used in accordance with the CGA including Schedule A of the package;
- include receipts/invoices;
- A description of the training undertaken;
- Certification that the municipality or First Nation did not use any portion

of the grant to carry out any training before the original CGA was signed by the Minister of Municipal Affairs; and

- That course(s) were completed by May 31, 2019 or by the completion date as stated in an amended CGA.

8.2 When are the reporting documents due, and where do I send them?

Reporting documents are due June 30, 2019

Mail, fax, or email reporting documents to:

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

8.4 What happens if the scope of the project changes or I need to change the approved course/s?

Email firecomm@gov.ab.ca and request a course change/extension form.

Note: Requests must be received prior to May 31, 2019. Extensions that are granted will require an amendment to the CGA.

Appendix 1 – Filling out the Application Form

The numbering in these notes corresponds to the numbering on the application form.

2. Applicant Information

The legal status of applicant describes the type of entity applying for a grant, e.g., municipality, municipal district, specialized municipality, improvement district, special areas or First Nation.

Municipal Affairs staff will use the contact data if they need additional information from the applicant.

3. Project Information

This information will be used to assess the proposed project against eligibility requirements and will form part of the Conditional Grant Agreement (CGA).

3.7 Project/Training Costs

The table allows the applicant to show the total estimated costs for each course and sources of funding, including the amount requested from this program. Costs should only include those eligible under Fire Services Training Program. Non-provincial sources of funding should include any municipal cash contributions to each of the courses.

Example: FSTP Training

| Project/Training Costs | | | | | |
|---------------------------------------|--------------------------------------------|-------------------------------------|------------------------------------------------------------|-------------------------------------------------------------|----------------------------------------------------------------|
| 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 (\$) | | |
| OFC Level 1 | \$25,000 | N/A | MSI – Conditional Operating Funding goes here. | Funding from the municipality goes here. \$5000 | |
| NFPA 1001 | \$5,000 | | | | |
| NFPA 1021 | \$5,000 | | | | |
| Total | \$35,000 | N/A | <amount> | \$5000 | \$30,000 |

3.8 Functional Category of the Project

All project types under this grant are classified as staff development and will always have 100 per cent in this field.

4. Functional Category Details

Enter the number of anticipated trainees. For this grant program, there is only one relevant category.

5. Collaboration Information

If you are formally collaborating with another municipality or First Nation complete subsections 5.2 and 5.3. If you are not collaborating with other municipalities, please answer the last question in this section of the application form. Your response should indicate if other municipalities will benefit from the results of the project.

The collaborating municipalities must decide which municipality will be the project manager for the training. The project manager is responsible for all administrative requirements of the program component such as submitting the municipal grant application on behalf of the collaboration and entering into a Conditional Grant Agreement with the Government of Alberta to manage grant funds as well as completing the required reporting documents at the end of the grant period.

***NEW** – The grant applicant must submit a letter demonstrating the collaboration between municipalities including courses being requested and hosting municipality. Please attach to your application.

6. Supporting Documentation and Application Submission

***NEW** - Please include a comprehensive training plan outlining the course requests and dates that the training will take place. This documentation could be in the form of a written description or training calendar.

7. Application Certification

All applications must be sent to the Grants Coordinator by **September 30, 2017**, once applications are submitted, representatives from the Public Safety Division will review the application for compliance and sign. **Applicants will be given 5 business days to submit/ correct any missing information.**

For information regarding your application please contact:

Public Safety Division

Grants Coordinator

1-866-421-6929

firecomm@gov.ab.ca

10. Vendor Profile

ALL municipalities or regional training centres that have been allocated grant funding **MUST** have a vendor profile set up. If a profile is not set up, you will not get funded. If you need assistance, contact the Grants Coordinator toll free at 1-866-421-6929 or email firecomm@gov.ab.ca.

FSTP Course Requests - Appendix 2

Eligible projects include fire services training that meets the standards of the National Fire Protection Association and innovative training programs that increase fire personnel capabilities.

ICS courses will not be funded under the Fire Services Training Program.