



Fire Services Training Program Grant Reporting Documents

2024



2024 Fire Services Training Program Grant Reporting Documents

Submission

Deadline to submit reporting documents is June 30, 2025.

Complete all mandatory sections of this document and submit the signed grant reporting package via mail or email to:

Grants Coordinator
Technical and Corporate Services
Alberta Municipal Affairs
16th Floor, Commerce Place
10155 – 102 Street
Edmonton, AB T5J 4L4
firecomm@gov.ab.ca

Questions?

Please contact the Grants Coordinator with any questions you may have with completion of the reporting document.

1-866-421-6929 or firecomm@gov.ab.ca

Legal Statement

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.

Information

Legal name of entity	
Contact name	
Contact phone number	
Contact email address	

**2024 Fire Services Training Program
Grant Reporting Documents**

Statement of Funding and Expenditures

All courses listed on this statement must be included on your Conditional Grant Agreement or have been approved through an amendment.

Name of Fire Services Training Course	Total Expense of Course
Sum of all courses	
Total Grant Amount Allotted	
Unused portion of Grant	

Please return any unused portion of the 2024 grant to the address below. Cheques are to be issued to “Government of Alberta” and mailed to:

Grants Coordinator
 Technical and Corporate Services
 Alberta Municipal Affairs
 16th Floor, Commerce Place
 10155 – 102 Street
 Edmonton, AB T5J 4L4

Supporting Documents

The following supporting documents must be included for each course listed above.

- List of course attendees
- Receipts, invoices, supporting documentation, etc. – if submitting for more than one course, please ensure the receipts identify which course it is applicable to.



Program Evaluation (optional)

Please provide any comments or suggestions you feel will help improve the program in meeting your community needs.

**2024 Fire Services Training Program
Grant Reporting Documents**

Certification

I certify that the following information is true and correct:

- All information contained in the Statement of Funding and Expenditures is a true and correct representation of actual funding and expenditures and this information complies with the Guidelines for this grant program.
- All non-sharable 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 their delegate.
- The grant (plus any income earned, if application) was expended and the work was completed by the date stated in the Conditional Grant Agreement.
- In all respects, the information in this statement complies with the terms of the current Program Agreement between Municipal Affairs and the Municipality or Organization.

Duly Appointed Signing Officer or
Band Manager

Fire Chief, Regional Training Officer or
Delegate

Signature

Signature

Print Name

Print Name

Title

Title

Date

Date