



**MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION**  
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## Conferences, Seminars, Workshops, Symposiums, Speakers Reimbursement Grant Application

### **FISCAL YEAR 2019 GRANT INFORMATION** **(JULY 1, 2018 - JUNE 30, 2019)**

The Minnesota Board of Firefighter Training and Education (MBFTE) is pleased to announce another reimbursement grant opportunity for the fire service of Minnesota. This reimbursement grant is an opportunity for statewide fire service organizations, regional associations, county fire chiefs associations and individual fire departments to provide quality training opportunities to the firefighters of Minnesota.

The intent of this unique reimbursement grant is to bring local, state and nationally recognized speakers/trainers to provide unique fire service training at the statewide, regional and local level. The MBFTE will provide reimbursement funding for your organization to plan, schedule and provide effective training during your planned event. The MBFTE has developed a reimbursement grant application that must be completed and submitted to the MBFTE for review and approval.

The grant application is simple and available on the MBFTE website at [www.mbfte.org](http://www.mbfte.org). There is a **\$5,000** maximum grant award per organization/regional association/fire department training event. MBFTE encourages all fire service organizations, regional associations and fire departments to collaborate and plan a unique training event in your area.

This grant is a reimbursement grant, as are all the MBFTE grant opportunities. Your statewide organization, regional association or grant host fire department will pay for the expenses first and then submit your documentation to our office. The MBFTE will reimburse your organization up to the grant amount you were awarded. The grantee will have **45 days** after the completion of the seminar, conference, workshop or symposium to turn in the documentation (instructor costs, auditorium rental, training related expenses, etc.) for grant reimbursement to the MBFTE office.

The maximum grant award per application is **\$5,000** and any fire service applicant organization, regional association or host fire department will be granted only one conference/seminar/symposium grant award per state of Minnesota fiscal year.

This is a separate reimbursement grant award program and an individual fire department acting as a grant host department will not have their training reimbursement grant award affected.

**Grant Application Period: Friday June 1, 2018 – Friday July 6, 2018**

Application Process: The Minnesota Board of Firefighter Training and Education will be accepting applications via email, fax or general mail delivery from Friday, June 1, 2018 until 4:00 pm, Friday, July 6, 2018.

- Email: [steve.flaherty@state.mn.us](mailto:steve.flaherty@state.mn.us)
- Fax: 651-215-0525
- Mail to: MBFTE, 445 Minnesota Street, Suite 146, St Paul, MN 55101

After receipt of the applications, the MBFTE will review, evaluate and score the submitted applications for potential awards. The criteria for application review are based on the scope of the requested grant in the followings areas:

- Mission or goal of the organization in relation to the requested grant.
- How will the grant fulfill the goal or mission of the organization/agency?
- Specificity of the grant application (detailed plans, goals, and objectives)
- Who is the intended audience for the grant?
  - Local, regional or statewide
- Who is the target audience for the grant? (fire, EMS, emergency management)
- How will the grantee measure the effectiveness of the awarded training?
- How many individuals or agencies does the grantee organization serve?

**Applications Received: Friday June 1, 2018 – Friday July 6, 2018**

Applications will be reviewed and recommendations for funding will be submitted to the MBFTE board members at their regularly scheduled meeting on Tuesday August 14, 2018. Following this meeting, award letters will be mailed to successful grant applicants no later than Tuesday, August 31, 2018. If you have any questions on the Fiscal Year 2019 Conferences, Seminars, Symposiums Grant Program, please call me at 651-201-7258.

Steve Flaherty



Executive Director,  
Minnesota Board of Firefighter Training and Education