



MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION

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Conferences, Seminars, Workshops, Symposiums, Special Event Reimbursement Program

FISCAL YEAR 2025 PROGRAM INFORMATION (JULY 1, 2024 - JUNE 30, 2025)

The Minnesota Board of Firefighter Training and Education (MBFTE) is pleased to announce another reimbursement opportunity for the fire service of Minnesota. This reimbursement program 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 program is to bring local, state and nationally recognized speakers/trainers to provide unique fire service training at the statewide, regional, and local level. If awarded, 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 program application that must be completed and submitted to the MBFTE for review and approval.

The program application is simple and available on the MBFTE website at www.mbfte.org. There is a **\$5,000** maximum reimbursement 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 program is a reimbursement opportunity, as are all the other MBFTE programs. Your statewide organization, regional association or approved host fire department will pay for the expenses and then submit your documentation to our office. The MBFTE will reimburse your organization up to the program amount that you were approved. The host recipient, after the completion of the seminar, conference, workshop, or symposium, submit the documentation (instructor costs, auditorium rental, training related expenses, etc.) for reimbursement to the MBFTE office by July 8, 2025.

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

This is a separate reimbursement program, therefore an individual fire department acting as the host department will not have their per firefighter training reimbursement award affected.

Program Application Period: Monday June 3, 2024 – Friday July 5, 2024

Application Process: The Minnesota Board of Firefighter Training and Education will be accepting applications via email, fax or general mail delivery from Monday, June 3, 2024, until 4:30 pm, Friday, July 5, 2024.

- Email: 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 funding in the following areas:

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

Applications Received: Tuesday June 3, 2024 – Friday July 5, 2024

Applications will be reviewed and recommendations for funding will be submitted to the MBFTE board members at their regularly scheduled meeting on Wednesday, August 14, 2024. Following this meeting, award letters will be mailed to successful applicants no later than Friday, September 6, 2024. If you have any questions on the Fiscal Year 2025 Conferences, Seminars, Workshops, Symposiums, Special Event Reimbursement Program, please call me at 651-201-7258.

Steve Flaherty



Executive Director,
Minnesota Board of Firefighter Training and Education