



Minnesota Board of Firefighter Training and Education
 445 Minnesota Street, Suite 146
 St. Paul, MN 55101
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 Email: fire-training.board@state.mn.us
 Website: www.mbfte.org

Conference, Seminar, Training, Symposium, Special Event Reimbursement Grant Application – FY 2024

Application Date

Grant Request Amount

\$5000 maximum

Requesting Agency/Organization Information

Agency/Organization Number of Personnel in Organization

Address

Contact Name Title

Phone Email

How will this reimbursement grant help your organization/agency achieve its goal(s)/mission?

Event Details

Please provide information about your event to assist with grant determination.

Speaker Name(s)

Topic(s)

Target Audience Firefighters Line Officers Chief Officers Other

Training Duration Location

Training Type Lecture Hands On Other

- Single Department
- 2-5 Departments
- Regional Offering 6+ Departments
- Open for any participants statewide
- Statewide Conference Association members only
- Open attendance

Anticipated # of Attendees Anticipated # of Attendees from Your Organization

Please add any additional description/details about this offering

Budget Details

Is the amount requested the total amount needed to fund the event? Yes No

If no, what is the amount needed for the entire program/project?

If this request can only be partially funded, will you still be able to conduct the training? Yes No

If no, please provide an explanation:

Please provide a budget breakdown, including all anticipated actual (or estimated) costs

	Amount	Details / Explanation
<u>Consider:</u>	\$	
Speaker(s) Fees	\$	
Travel / Hotel	\$	
Location Rental	\$	
Marketing / Admin	\$	
Food / Drinks	\$	
Other Related Expenses	\$	
* Food and administration costs are not covered	\$	
TOTAL	\$	

Additional Comments

Completed applications, along with any associated paperwork, must be submitted by email to MBFTE Director Steve Flaherty (steve.flaherty@state.mn.us) by 4:30 pm (CST) on **Friday, July 7, 2023.**

This grant is restricted to ONE grant per organization/project, per State fiscal year, with a maximum award of \$5000.00.

NOTE - If awarded any amount:

- MBFTE logo shall be present on all promotional materials, so attendees are informed that part of the costs were covered by this grant request.
- Recipient shall notify the MBFTE of the date, time, and location at least 30 days prior to the event.
- A signed roster and evaluation forms shall be provided along with your reimbursement forms and copies of related invoices in order to receive reimbursement funds.

Applicant Signature Printed Name Date

<u>MBFTE Administration</u>			
Date received		Received by	
Application approved	<input type="checkbox"/> Yes <input type="checkbox"/> No	Approved amount	
Additional Comments			