



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 Program Application – FY 2025

Application Date

Project 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 funding help your organization/agency achieve its goal(s)/mission?

Event Details

Please provide information about your event to assist with funding 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

☐

Regional Offering

☐

2-5 Departments

☐

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 5, 2024.**

This funding is restricted to ONE allowance 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 funding request.
- Recipient shall notify the MBFTE of the date, time, and location at least 30 days prior to the event.
- Submit your reimbursement form and copies of related invoices in order to receive reimbursement funds.

Applicant Signature

Printed Name

Date

MBFTE Administration

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