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**From:** Fire Comm <firecomm@gov.ab.ca>  
**Sent:** April 23, 2025 9:20 AM  
**To:** Donald Kroetch  
**Cc:** Derek Homme; Derek Homme; Shelly Armstrong; Camrose@assembly.ab.ca  
**Subject:** 2025 Fire Service Training Program Grant CGA  
**Attachments:** CGA-Flagstaff Regional Emergency Services Society.pdf; 2025\_2026\_Schedule B\_Grant Reporting Document.pdf; Flagstaff Regional AFS\_Schedule A Appendix 2.pdf; 2025 Schedule A appendix 1.pdf

**Importance:** High

Hello,

Congratulations on your approval for the 2025 Fire Services Training Program Grant!

Please review the attached conditional grant agreement, confirm your organization's name and address, sign the document, and return it to [firecomm@gov.ab.ca](mailto:firecomm@gov.ab.ca) by May 5, 2025.

Once finalized by Municipal Affairs, the grant funds will be issued, and a signed copy returned to you.  
For any questions, feel free to contact [firecomm@gov.ab.ca](mailto:firecomm@gov.ab.ca)

Sincerely,

**Community & Technical Support**  
**Technical and Corporate Services**  
**Municipal Affairs**  
[firecomm@gov.ab.ca](mailto:firecomm@gov.ab.ca)



Classification: Protected A

## **CONDITIONAL GRANT AGREEMENT**

### **ALBERTA MUNICIPAL AFFAIRS 2025 FIRE SERVICES TRAINING PROGRAM**

BETWEEN:

HIS MAJESTY THE KING IN RIGHT OF ALBERTA  
as represented by the Minister of Municipal Affairs  
("the Minister")

-and-

**Flagstaff Regional Emergency Services Society**

whose address is

Box 92

Sedgewick, T0B 4C0

(the "Grant Recipient")

**WHEREAS** the Municipality plans to participate in or undertake a project to enhance the delivery of fire services training throughout the province and has applied to the Minister for a Conditional Grant in order to obtain financial assistance to carry out the project.

**AND WHEREAS** subject to clause 1a) of this Agreement, the Minister has approved the Municipality's application and has agreed to make a conditional grant to the Municipality pursuant to the Ministerial Grants Regulation.

The parties agree as follows:

1. The Minister shall:

- a) subject to the provisions of this Agreement, pay the Grant Recipient a one-time conditional grant of Twenty thousand nine hundred and forty Dollars (\$20940.00) (the "Grant") in order to carry out a project under the 2025 Fire Services Training Program.

The following course(s) were approved for funding, and constitute the Project for the purposes of this Agreement ("the Project");

- QTEC 210 Vehicle Extrication
- QTEC 102 Introduction to Firefighting
- QTEC 103 Water Supply

- b) provide the Grant by lump sum payment to the Grant Recipient after receipt of the signed Agreement;
- c) have the right to conduct an evaluation or audit of the Project at any time; and
- d) have the right to publish and distribute any report submitted by the Grant Recipient to the Minister on the Project.

2. The Grant Recipient shall:

- a) carry out the Project without material alteration, as set out in the grant application, attached as Schedule "A" and forming part of this Agreement;
- b) complete the Project and use the Grant by May 31, 2026;
- c) use the entire amount of the Grant for the purpose of carrying out the Project;
- d) pay any additional costs required to complete the Project if the total costs exceed the Grant;
- e) not use any part of the Grant to pay for training carried out or materials obtained before this Agreement came into effect;
- f) only use the allocated amounts for the purpose of carrying out the specific components identified in 1a) above;
- g) submit the Reporting Document, attached as Schedule "B", by July 31, 2026 to certify that the funds were used for the Project and within the time limit specified in 2b);
- h) conduct the Project in accordance with all applicable laws and regulations, and where applicable, the training standards of the National Fire Protection Association;
- i) ensure that all personnel involved with the Project are suitably qualified; and
- j) repay the Government of Alberta all or any portions of the Grant demanded by the Minister in the event of any noncompliance with this Agreement by the Grant Recipient, or if the eligible costs of the Project are less than the amount of the Grant.

3. The Grant Recipient represents and warrants to the Minister that the execution of this Agreement has been duly and validly authorized by the Grant Recipient in accordance with all applicable laws.
4. If the Grant Recipient does not meet all of its obligations under this Agreement or uses the Grant or any portion of it for any unauthorized purpose, the Minister will notify the Grant Recipient of such breach in writing and the Grant Recipient will have twenty (20) days to remedy such breach. If, in the opinion of the Minister, the Grant Recipient does not remedy the breach, the Minister may terminate the Agreement without further notice to the Grant Recipient and demand the immediate return of the Grant, or such lesser amount as the Minister may determine, to the Government of Alberta.
5. The Minister may terminate this Agreement for any reason by notifying the Grant Recipient in writing upon sixty (60) days' notice. Upon receipt of the notice of termination, the Grant Recipient shall only use the Grant to pay reasonable wind-down costs and committed expenses related to the Project. Immediately upon termination of this Agreement, the Grant Recipient shall refund to the Government of Alberta any unexpended portion of the Grant and any amounts expended for purposes other than those specified in this Agreement.
6.
  - a) This Agreement shall come into effect on the date that the Minister or his representative signs this Agreement.
  - b) This Agreement shall cease to be in effect on the date that all provisions of this Agreement have been met by the Grant Recipient, unless terminated earlier by the Minister in accordance with this Agreement.
7. Amendments to this Agreement, including changes to Schedule "A", may be necessary from time to time and may be initiated by either the Minister or the Grant Recipient in writing and shall be agreed upon by both parties.
8. The Grant Recipient acknowledges that the *Freedom of Information and Protection of Privacy Act* (FOIP), as amended or replaced from time to time applies to data, information and reports submitted to the Minister. This Act allows any person a right of access to records in the custody or under the control of a public body, subject to limited and specific exceptions.
9. The Grant Recipient will indemnify and hold harmless the Minister, his employees, servants and agents against any claim, demand, action, suit or proceeding that may at any time be brought against the Minister, his employees, servants, or agents arising out of the use of the Grant or the performance or non-performance of this Agreement.
10. This Agreement, including Schedule "A" and Schedule "B" is the entire agreement between the Minister and the Grant Recipient with respect to the Grant from the Minister for this

Project. There are no other agreements, representations, warranties, terms, conditions, or commitments except as expressed in this Agreement.

11. The following clauses shall survive conclusion or termination of this Agreement:
  - a) FOIP – Clause 8
  - b) Indemnity – Clause 9
  - c) Entire Agreement – Clause 10
12. This Agreement shall not be assigned without the express written consent of the Minister.
13. The rights, remedies and privileges of the Minister under this Agreement are cumulative and any one or more may be exercised.
14. Any notice under this Agreement shall be deemed to be given to the other party if in writing and personally delivered, sent by prepaid registered mail, sent by facsimile transmission, or emailed to the addresses as follows:

The Minister

c/o Contract & Grant Administrator  
Technical and Corporate Services Division  
Alberta Municipal Affairs  
16<sup>th</sup> Floor Commerce Place  
10155 – 102 Street  
Edmonton, Alberta T5J 4L4

Email: [firecomm@gov.ab.ca](mailto:firecomm@gov.ab.ca)

The Grant Recipient

Flagstaff Regional Emergency Services Society  
Box 92  
Sedgewick, T0B 4C0  
[dhomme@flagstaff-ress.org](mailto:dhomme@flagstaff-ress.org)

15. This Agreement is binding upon the parties and their successors.
16. The parties agree that this Agreement will be governed by the laws of the Province of Alberta.
17. If any portion of this Agreement is deemed to be illegal or invalid, then that portion shall be deemed to have been severed from the remainder of this Agreement and the remainder of this Agreement shall be enforceable.

18. In the event of any conflict between the terms of this Agreement, the conflict shall be resolved according to the following order of priority: the Clauses of this Agreement and Schedule "A".

The parties have therefore executed this Agreement, each by its duly authorized representative(s), on the respective dates shown below.

His Majesty the King in Right of Alberta  
as represented by the Minister of  
Municipal Affairs  
Per:

Flagstaff Regional Emergency Services  
Society  
Per:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

### **Schedule A**

#### Performance of the Project

The Grant Recipient shall perform the training courses as described in the Grant Guidelines which is attached as Appendix 1 to this Schedule "A", and as described in the Grant Application which is attached as Appendix 2. Appendices 1 and 2 form part of this Schedule "A".

### **Schedule "B"**

#### Reporting

The Grant Recipient shall complete the Reporting Document which is attached as Schedule "B" within one month of the Project Completion Date.



# Fire Services Training Program

2025 Grant Application Guidelines



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## Submission deadline

**September 30, 2024**

## Goal

Alberta's community fire services are aligned with community needs.

## Objective

Funding is available to assist Alberta communities in ensuring their local fire services can access training to respond safely and effectively to identified community risks.

## Key outcomes

- Public safety is preserved in Alberta.
- Community risks are being effectively managed by local authorities.
- Firefighters can receive training aligned with best practices.

## Eligibility

**Applicants MUST represent one of the following:**

- Alberta municipalities, including municipal corporations and regional services commissions;
- Metis Settlements in Alberta;
- First Nations communities in Alberta; or
- partnerships of the above or partnership with a municipality as the primary applicant.

**Ineligible entities include:**

- individuals;
- for-profit businesses/corporations; and
- entities with overdue Fire Services Training Program grant requirements from a previous year.

## Program outcomes and criteria

Applications will be **evaluated** and **prioritized** using the following criteria:

	Outcome	Criteria
<b>Strategic Focus of Training</b> Application Section 2.0	Community risks are being effectively managed by local authorities.	Training aligns with the specific needs of the community and its identified fire risks or alignment to the community risk assessment.
<b>Quality of Training</b> Application Section 3.0	Firefighters can receive training aligned with best practices.	Training is based on industry best practices and/or curriculum. Instructors and evaluators are qualified and experienced.
<b>Completeness of Application</b> All Application Sections	Training request is clear and complete.	Training application information is legible and provides information necessary to fully assess eligibility.

## Eligible budget requirements

Detailed course and budget information must be included with your application.

See Appendix A: Course Details and Estimated Cost of Training template in the application form for more information.

The following costs are **ineligible and should not be included** in your budget:

- Capital or equipment purchases, repairs, upgrading, or maintenance.
- Wages, stipends, or honoraria for students
  - \* *Reasonable costs for student meals are eligible for grant funding. Please contact the Grant and Contract Administrator if you have any questions.*
- Training delivered outside of Alberta.
- Training completed prior to receiving approval from the Minister of Municipal Affairs.
- Incident Command System training.
- Rental of classrooms and equipment already owned by the applicant.

# Funding

The grant is meant to supplement training costs. Organizations may only receive a portion of the requested grant amount and are expected to make up the difference in the training costs.

- In 2025, the Fire Services Training Program has \$500,000 in total grant funding to distribute to successful applicant organizations.
- Distribution of funds is dependent on the relative scoring of approved applications and the total number of applications received. Successful applicants will receive a lump-sum payment as part of a Conditional Grant Agreement (CGA) signed between the Minister of Municipal Affairs and the organization.
- Total grant amounts will depend on the applications received and the evaluation scores of each application. In previous years, the maximum grant awarded to any one application was approximately \$10,000. Note that essential training will be given priority in the evaluation process.
- Unused grant funds must be returned to Municipal Affairs.

## **What is the purpose of the funding?**

- The funding is intended to supplement training costs, not necessarily cover the full cost of training. The organization applying for funds is responsible for covering any additional training costs.
- Applicants can request funding for multiple courses on a single application.

## **What does the CGA involve?**

- The CGA is a formal agreement between the Minister of Municipal Affairs and the organization receiving funds. The terms of the CGA agreement ensure that the grant is used for approved purposes only, that the organization is eligible for the grant, and that all reporting and accountability requirements are clearly understood.
- The CGA allows the Minister to audit any grant.

## **What requirements must I comply with to receive funds?**

- Applicants must complete and submit an application form by September 30, 2024. Successful applicants will sign a conditional grant agreement (CGA).
- When a First Nation is the successful applicant, they must submit a Band Council Resolution along with the signed CGA prior to receipt of funding.
- Training can only start after the Minister (or delegated representative) signs the CGA.

## **What does “entities with overdue Fire Services Training Program grant requirements from a previous year” mean?**

- An entity received funds in a previous year but has not completed and submitted the required reporting documents; or
- An entity has not returned unused funds.

## **What if I am collaborating with another organization?**

- If organizations choose to collaborate, the organizations must designate one organization to apply for the grant and function as the project manager/grant administrator.
- The project manager/grant administrator is responsible for all administrative requirements of the program, such as submitting the grant application, gathering signatures from the applying organization for a CGA with the Government of Alberta to manage grant funds, and completing the required reporting documents at

the end of the grant period.

## Evaluation process

### How will my application be evaluated?

- Applications will be evaluated and prioritized for funding based on the following program outcomes and criteria:
- alignment with strategic focus of training;
- quality of training; and
- overall completeness of application.

### How will I know if my application is successful?

- Applicants will be notified before March 31, 2025, whether their application was successful or unsuccessful, and the total amount of funding to be provided.
- Decisions are communicated to organizations by the Minister and posted to the Government of Alberta website.

### What if I disagree with the decision on my application?

- The Minister's decisions regarding grant funding are final.

## Reporting requirements

### What happens if the scope of the training changes or I need to change the approved course(s)?

- Email [firecomm@gov.ab.ca](mailto:firecomm@gov.ab.ca) and request an extension/ course change form.
- All amendment requests must be submitted by April 1, 2026, to provide time for review and processing before the grant expiry date.

### What information do I need to provide to report on the usage of the grant funds?

As part of the reporting requirements, you need to submit:

- evidence that the total grant received was used in accordance with the CGA;
- a description of the training undertaken, including a list of all students who received training.
- receipts and invoices for all costs paid for by the grant funds.
- certification that the organization did not use any portion of the grant to conduct training before the original CGA was signed by the Minister of Municipal Affairs; and
- confirmation that training is completed by May 31, 2026, or by the completion date as stated in an amended CGA.

## Important dates

Application due date	September 30, 2024
Last date to request course changes/date extensions	April 1, 2026
Last date for course completion	May 31, 2026
Reporting documents due	July 31, 2026

**Course dates must be between the date of Minister of Municipal Affairs' approval of the Conditional Grant Agreement (target April 1, 2025, to May 31, 2026)**

## Contact

For more information or inquiries about the grant application, please contact:

Grant and Contract Administrator  
Technical and Corporate Services Division  
Municipal Affairs

Email: [firecomm@gov.ab.ca](mailto:firecomm@gov.ab.ca)  
Phone (toll-free): 1-866-421-6929



# Fire Services Training Program

2025 Grant Application

Submission Deadline: September 30, 2024



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## Application checklist

Please use the following checklists to ensure your application is complete when you submit it.  
***Incomplete applications will not be considered.***

### Mandatory Requirements:

- All relevant sections are complete and legible.
- Identified alignment with strategic focus of training initiative.
- Proposed training occurs after the date that the Minister of Municipal Affairs signs the Conditional Grant Agreement (i.e., training should occur between April 1, 2025, and May 31, 2026).
- “APPENDIX A: Estimated Cost of Training” is completed for each course.
- The application is signed by the Duly Authorized Signing Officer or Band Manager.

Each training course must meet expectations or standards in the following areas which may be verified by a post-grant audit as outlined in the Conditional Grant Agreement.

- Adherence to current industry standard curriculum.
- Student prerequisites completed prior to start of course.
- Student/instructor ratio.
- Qualification and experience of instructors and evaluators.
- Establishment of a safety plan completed by the lead instructor prior to the course start based on Alberta’s *Occupational Health and Safety Act*.

## Contact

Email or mail the completed and signed application, along with your budget and supporting documents, by September 30, 2024.

Grant & Contract Administrator  
Technical and Corporate Services Division  
Alberta Municipal Affairs  
16th floor, Commerce Place  
10155 - 102 Street NW  
Edmonton AB T5J 4L4  
Email: [firecomm@gov.ab.ca](mailto:firecomm@gov.ab.ca)  
Phone: 1-866-421-6929

## Goal

Alberta's community fire services are aligned with community needs.

## Objective

Funding is available to assist Alberta communities in ensuring their local fire services can access training to respond safely and effectively to identified community risks.

## Key outcomes

- Public safety is preserved in Alberta.
- Community risks are being effectively managed by local authorities.
- Firefighters can receive training aligned with best practices.

## Eligibility

Applicants **MUST** represent one of the following:

- Alberta municipalities, including municipal corporations and regional services commissions;
- Metis Settlements in Alberta;
- First Nations communities in Alberta; or
- partnerships of the above or partnership with a municipality as the primary applicant.



# 1. Applicant Information

Any change in contact information during the application process must be reported to our office.

<b>1.1</b>	<b>Name of fire service</b>	Flagstaff Regional Emergency Services
<b>1.2</b>	<b>Staffing structure of your fire service</b> (Check which best applies)	<input type="checkbox"/> Volunteer (i.e., no remuneration during fire service response) <input checked="" type="checkbox"/> Paid On-call (i.e., paid only during fire service response) <input type="checkbox"/> Composite (i.e., mix of volunteer, paid on-call, or salaried) <input type="checkbox"/> Career (i.e., salaried employee)
<b>1.3</b>	<b>Legal name of entity</b> (Legal name of Municipality, Regional Organization, Metis Settlement or First Nation)	Flagstaff Regional Emergency Services Society  (All within Flagstaff County)
<b>1.4</b>	<b>Mailing address of entity</b> (Municipality, Regional Organization, Metis Settlement or First Nation)	Box 92 Sedgewick, AB T0B 4C0
<b>1.5</b>	<b>Contact name and title</b> (Contact information will be used for administrative purposes)	Derek Homme-Regional Fire Chief
<b>1.6</b>	<b>Contact phone number</b>	587-218-9111
<b>1.7</b>	<b>Contact email address</b>	dhomme@flagstaff-ress.org

## 2. Strategic Focus of Training

**Please describe the strategic focus of the training.**

- Explain how training aligns with the specific needs of the community and its identified fire risk or alignment to the community risk assessment.
- You may also include additional supporting documentation from the community (e.g., relevant excerpts from broader community initiatives, letters of collaboration).

Our Regional Society is a partnership between Flagstaff County and the Towns/Villages within. We are operating 8 Fire Stations with the goal of collaboration of resources, leadership, and training to be able to grow and provide exceptional emergency services to all residents of Flagstaff.

Our Firefighters are all volunteer's, and the success of the organization is measured in part by the region's ability to train the departments to the standards of the fire service industry.

Attached master agreement outlines the commitment of the municipalities to ensuring the sustainability of the fire services in the region.

The region has experienced a downturn in overall population, and a number of the experienced firefighters have now retired. Recruitment of new members will be a focus for 2024 and beyond, and they will all need training. Introductory fire courses will set the framework for them to be able to respond safely while they gain experience with the department.

The other need in the region is for a greater number of members being trained for MVC response. There are 3 stations that have extrication equipment and are called on for response throughout the region. The nearest halls will respond with their crew, however the emphasis for them may not have been with the Q210 (S1100) training in the past. Having this knowledge will allow them to prepare for the rescue truck arrival/staging as well as to respond professionally.

### 3. Quality of Training (course details and budget)

**3.1 Total amount of grant funding requested for all courses:** \$20,940

Provide necessary program budget details by completing Appendix A: Course Details and Estimated Cost of Training template for each course requested.

#### 3.2 Course Priorities

If you are requesting funding for more than one training course, please identify your top three course priorities.

1. Vehicle Extrication
2. Introduction to Firefighting
3. Water Supply

#### 3.3 Ineligible costs

The following costs are ineligible and should not be included in your budget:

- Capital or equipment purchases, repairs, upgrading, or maintenance.
- Wages, stipends, or honoraria for students.\*

*\* Reasonable costs for student meals and transportation can be claimed. Please contact the Grant & Contract Administrator if you have questions.*

- Training delivered outside of Alberta.
- Training completed prior to receiving the approval of the Minister of Municipal Affairs.
- Incident Command System training.
- Rental of classrooms and equipment already owned by the applicant.

## 4. Certification of Application

**Derek Homme**

I, \_\_\_\_\_ (applicant name), certify that the information contained in this application form is correct, that all Fire Services Training Program (FSTP) funds will be used in accordance with the FSTP Guidelines, and that the allocated grant amount will be applied in the year(s) and manner described in this application once approved by the Minister of Municipal Affairs.

Duly Appointed Signing Officer or Band Manager

*Derek Homme*

Signature

**Derek Homme**

Print Name

**Regional Fire Chief**

Title

**Spet 24, 2024**

Date


*The personal information in this form is being collected under section 33(c) of the Freedom of Information and Protection of Privacy Act to administer the Fire Services Training Program. If you have any questions regarding the collection of this information, please contact the Grant & Contract Administrator, Technical and Corporate Services, 16<sup>th</sup> floor, 10155 – 102 Street NW, Edmonton, AB T5J 4L4, Email: [firecomm@gov.ab.ca](mailto:firecomm@gov.ab.ca).*

## Appendix A

### Course Details and Estimated Cost of Training

Course Name	Name of Instructor or Business to be contracted	Estimated Start Date	Estimated Completion Date	Other Fire Services Involved (Yes/No)	# of Students	Costs						
						Facility Rental	Certification	Training Materials	Instructor/ Evaluator	Student	Other	Total Course Cost
<i>Example: NFPA 1001 Level 1</i>	<i>Joe Smith</i>	<i>5/13/2025</i>	<i>7/15/2026</i>	<i>Yes</i>	<i>20</i>	<i>\$3,000</i>	<i>\$500</i>	<i>\$1,500</i>	<i>\$5,000</i>	<i>\$500</i>	<i>\$1,000</i>	<i>\$11,500</i>
QTEC 210	Joe Knievel	4/15/2025	5/15/2025	no	12		\$1680		\$4800	\$500		\$6980
QTEC 102	Cory Spenser	11/01/2025	11/30/2025	no	12		\$1680		\$4800	\$500		\$6980
QTEC 103	Joe Knievel	01/04/2026	30/04/2026	no	12		\$1680		\$4800	\$500		\$6980
Total Amount Requested for All Courses												\$20,940

- Courses must be between the date of Minister's approval of the Conditional Grant Agreement (target April 1, 2025, to May 31, 2026).
- Grant money can be used to pay for costs associated with instructor travel, accommodation, and meals.
- Grant money can be used to cover reasonable costs for student transportation to and from training, and for light refreshments during training activities. For more information, please contact the Grant & Contract Administrator.
- Maintain a cost breakdown by expense type for reporting purposes such as wages/honoraria, accommodations, mileage, and meals.



# Fire Services Training Program

## Grant Reporting Document

2025/2026



## Submission

Deadline to submit reporting documents is **July 31, 2026**.

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

Contract & Grant Administrator  
Technical and Corporate Services  
Alberta Municipal Affairs  
16<sup>th</sup> Floor, Commerce Place  
10155 – 102 Street  
Edmonton, AB T5J 4L4  
[firecomm@gov.ab.ca](mailto:firecomm@gov.ab.ca)

## Questions

Please contact the Grant Administrator with any questions you may have when completing the reporting document.

1-866-421-6929 or [firecomm@gov.ab.ca](mailto: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 Grant Administrator.

## Information

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

## Statement of Funding and Expenditures

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

Name of Training Course	Course Expense
<b>Sum of all course expenses</b>	
<b>Total grant amount received</b>	
<b>Unused portion of grant (if any)</b>	

Please return any unused portion of the 2025/2026 grant to the address below. Cheques are to be issued to "Government of Alberta" and mailed to:

Contract & Grant Administrator  
 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



## Reporting on Results

**If there were variances from the expected results to the actual results achieved, please explain.**

## Program Evaluation (optional)

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

## 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 applicable) 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