

# Schedule "A" to Conditional Grant Agreement

2005/2006



## Emergency Management Training Special Initiative Guidelines

Municipal Sponsorship Program

Alberta Municipal Affairs introduced the Municipal Sponsorship Program to promote innovation, cooperation, and excellence in local government. Municipal Affairs is again making additional funding available to provide approved emergency management training to elected municipal officials, municipal employees, members of the municipal disaster services agency and volunteers. Eligible municipalities can apply for funding under this initiative as long as the applicable program conditions are met.

These Guidelines apply only to the **2005/2006 Emergency Management Training Applications, which must be submitted by March 17, 2006.**

### **PART 1 - General Requirements**

(see Part 1 of the Grant Application form)

#### ***Is Your Municipality Eligible?***

Any city, town, village, specialized municipality, municipal district, improvement district, special area, or Metis settlement with a population of 20,000 or less may apply for a grant. The program **excludes** summer villages and municipalities with populations of over 20,000.

### **PART 2 - Emergency Management Training Special Initiative Details**

(see Part 2 of the Grant Application form)

#### ***a) Emergency Management Training***

Only the municipality **hosting the training** should apply for funding for Emergency Management Training. This application should cover **all attendees**, including those from other municipalities. A proposed training plan (see Schedule B) **MUST** be enclosed with the application and include:

- the training requested,
- the number of proposed attendees (by municipality represented),
- the cost of the training,
- the benefits of training to your municipality, and,
- the signature of your Director of Disaster Services and your Emergency Management Alberta District Officer

#### ***b) Eligible Emergency Management Training***

Please contact the EMA District Officer serving your area if you are planning to apply for funding for any of the training listed on Page 2. All applications will be reviewed and must be approved by the Executive Director of Emergency Management Alberta, Alberta Municipal Affairs, in addition to the usual approval process. Subject to the approval of EMA, grant assistance is available for the following:

Course Name	Course Description	Minimum Number of Attendees	Maximum Allowable Cost per Course
Emergency Management Workshop	A forum for municipal directors of disaster services to evaluate and validate emergency management plans and programs.	25	\$5,000
Municipal Disaster Exercise	The exercise involves the response of a municipality and its mutual aid partners to a simulated major emergency or disaster.	25	\$5,000

More details can be found in the **Emergency Management Exercise & Training Standards** available at [http://www.municipalaffairs.gov.ab.ca/ema\\_community.htm](http://www.municipalaffairs.gov.ab.ca/ema_community.htm)

These are maximum costs, and municipalities that expect lower costs can apply for a **smaller** grant amount. The 'maximum allowable' amount can include assistance for travel costs (mileage, hotels, etc.) as well as direct training delivery costs. **The training must be conducted in compliance with the 2006 Emergency Management Exercise and Training Standards.**

### **Emergency Management Training Special Initiative Funding Available**

Each eligible municipality can apply for funding for any combination of Emergency Management Training offered under this initiative.

If the number of attendees, at one or more of the specified courses, is significantly less than that shown on the proposed training plan, the municipality will be required to repay Alberta Municipal Affairs the portion of the grant that this shortfall represents. If unexpected circumstances lead to a significant shortfall in course attendance, please advise your Emergency Management Alberta District Officer.

## **PART 3 - Processing Requirements**

### **Conditional Grant Agreement**

In applying, the municipality is entering into a **Conditional Grant Agreement** with the Province if the application is approved. (The agreement is part of the application form.)

The terms of the agreement include the use of the grant for approved purposes only, the eligibility, reporting and accountability requirements, the Minister's right to audit any project, and the Minister's right to require a refund of any grant funds not used in accordance with the agreement.

The funds **cannot** be used to pay for training carried out **before** the conditional grant agreement is signed by the Minister. The municipality must cover any additional costs if the project costs exceed the grant amount.

Where a Conditional Grant Agreement is completed incorrectly, a new agreement will be produced with the approved grant amounts entered, and sent out to the municipality for signing.

Full compliance with the Conditional Grant Agreement, including meeting the conditions that apply after completion of the training, will be required. Failure to comply with the agreement may result in the municipality having to repay the grant.

The training must be **completed by May 31, 2007**. Multi-year funding commitments will **not** be made.

### **Application Deadline**

The grant application deadline is **March 17, 2006**. Late applications will **not** be considered. Applications will be reviewed to ensure all grant requirements are met, including not exceeding your grant eligibility and having all the required approvals submitted with your application.

**Further Documentation Required**

The Chief Administrative Officer of the municipality receiving the grant must sign and file an **Acknowledgment of Compliance** form by August 1, 2007, certifying that the grant funding was used in accordance with the terms of the Conditional Grant Agreement.

A blank Acknowledgment of Compliance form will be provided when the grant is approved. The form will be available on the EMA website at [http://www.municipalaffairs.gov.ab.ca/ema\\_community.htm](http://www.municipalaffairs.gov.ab.ca/ema_community.htm) or can be requested from EMA, 14515 – 122 Avenue, Edmonton, Alberta T5L 2W4.

**PART 4 – Inquiries**

If you have any questions, or require further information, please contact the **Emergency Management Alberta District Officer** serving your area:

North Western Alberta	Brice Daly	Telephone: (780) 538 5295
North Eastern Alberta	Bill Boskwick	Telephone: (780) 645 6213
North Central Alberta	Len Hancock	Telephone: (780) 644 4407
East Central Alberta	Dieter Langer	Telephone: (780) 679-1271
Central Alberta	Don Huestis	Telephone: (403) 340 5102
South Central Alberta	Randy Tiller	Telephone: (403) 297 6470
Southern Alberta	Elbert Manderville	Telephone: (403) 381 5222

Further contact information available at  
[http://www.municipalaffairs.gov.ab.ca/ema\\_community.htm](http://www.municipalaffairs.gov.ab.ca/ema_community.htm)

**OR** Sharon Robins  
Community Programs  
Emergency Management Alberta  
Alberta Municipal Affairs  
14515 – 122 Avenue, Edmonton, Alberta T5L 2W  
Phone (780) 422 9000 Fax (780) 422 1549

# Schedule "B" to Conditional Grant Agreement

## Proposed Training Plan 2005/2006 Emergency Management Training Grant for Training in 2006/2007

Host Municipality			
Address	<i>Street</i>	<i>City/Town</i>	<i>Province &amp; Postal Code</i>

<input type="checkbox"/> <b>Emergency Management Workshop</b>	<b>Cost: \$</b>																								
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Explain briefly how the above training will benefit your municipality:

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**Recommended by:**

Signature of Director of Disaster Services	Print Name	Date
Signature of EMA District Officer	Print Name	Date