

Ground Search and Rescue Training Program

Reporting Documents

<https://www.alberta.ca/ground-search-and-rescue-training-grant.aspx>

Training Deadline

May 31, 2023

Reporting Deadline

Reporting document is due on or before June 30, 2023

Reporting Requirements

Refer to the Ground Search and Rescue Program Guidelines at <https://www.alberta.ca/ground-search-and-rescue-training-grant.aspx> for information on reporting requirements.

Grant Recipient Information

Name of group/organization

Legal status of applicant (i.e. incorporated, society, etc.)

Contact name and title

Organization phone number

Contact email address

Contact mailing address

Legal Statements

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 Ground Search and Rescue Training Program. If you have any questions regarding the collection of this information, please contact Grant Administrator, Technical and Corporate Services Division, 16th floor Commerce Place, Edmonton, AB T5J 4L4, Email: firecomm@gov.ab.ca.

Program Assistance

If you need any assistance completing this reporting form, please contact:

Grants Administrator 1-866-421-6929
firecomm@gov.ab.ca

Statement of Funding and Expenditures

In the Project Expenditure List, enter the delivery date and the name of each course your group/organization hosted, using one row per course. In the Total Amount per course column, enter the sum of all expenses for the course. All courses listed must have been identified in the Project Plan section of your original grant application. Calculate your Surplus/Overrun in the Use of Funds table.

Project Expenditure List

Course Delivery Date	Course Name	Total Amount Per Course
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	Total Expenses	\$

Use of Funds	
Total Grant Amount	\$
Total Expenses (from table above)	\$
Surplus/Overrun (Total Grant Amount – Total Expenses)	\$

Certification of Statement of Funding and Expenditures

I certify that the following information is true and correct.

All information contained in this Statement of Funding and Expenditures is a true and correct representation of actual funding and expenditures, and this information complies with the Guidelines, Administrative Procedures, and other relevant documentation for this grant program.

All ineligible 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 his 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.

The group/organization did not use any portion of the grant to pay for work done or materials obtained prior to the signing date of the Conditional Grant Agreement.

Signature Date

Printed Name
Search and Rescue Group President

Signature Date

Printed Name
Search and Rescue Group Treasurer

Results Reporting

In the Total Actual Number of Attendees column of the table below, enter the total number of individuals who attended all of the courses your group/organization hosted. Report the actual attendance, not the estimated attendance provided in your Project Plan.

Output	Total Actual Number of Attendees
Trained Ground Search and Rescue Personnel	
<p>If the actual project results differ from the expectations provided in your Project Plan, please provide comments / explanations below.</p>	

Supporting Documentation and Reporting Documents Checklist

Check “Yes” or “No” for each supporting document required, as applicable.

Required Documentation (for each course)	Submitted (Yes/No)	
	Yes	No
Course Expense Sheet	<input type="checkbox"/>	<input type="checkbox"/>
Class List	<input type="checkbox"/>	<input type="checkbox"/>
Receipts	<input type="checkbox"/>	<input type="checkbox"/>

Method of Submission	Submit the Reporting Form and supporting documents via mail/email.
Submission address	Grants Administrator Technical and Corporate Services Division Alberta Municipal Affairs 16 th floor, Commerce Place 10155 – 102 Street Edmonton, Alberta T5J 4L4 Email: firecomm@gov.ab.ca

Program Evaluation (Optional)

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