



## **Re: Mutual Aid District Building Manitoba Incentive Fund Terms of Use**

The seventeen Mutual Aid Districts and the three Training Districts in the Province of Manitoba are allocated funding administered by the Office of the Fire Commissioner in order to support their Districts local training capacity. Each Mutual Aid or Training District is eligible for these funds, in the form of a Grant, for "Initiatives or projects that will enhance the training capacity of the District."

This Grant is funded through the Provincial Department of Local Government and the fund is administered by the Office of the Fire Commissioner.

Districts are able to apply for funding of various projects supported by the District. This fund provides for more flexibility for the Districts to embark on projects not previously available.

Projects include necessary expenses directly related to supporting the delivery of Mutual Aid District training programs and public education initiatives.

### **ONLY projects that meet these criteria will be considered.**

This includes specifically identified items, equipment, materials, or training events;

- Development of regional training sites and associated training props
- Purchase of text books or other training materials
- Purchase of training mannequins and other props
- Purchase of audio visual equipment
- Purchase of computers or laptops
- Purchase of consumable items utilized for a specific purpose
- Design, development and execution of staged training exercises
- Training resources, courses or other activities aimed at specifically identified hazards
- Travel costs directly associated with enhancing mutual aid training\*
- Expenses related to supporting public education trailers or initiatives
  - Inflatable House
  - Sparky Mascot Suit
- Selection of pre-approved items identified by OFC

Grant application paperwork from Districts must include the following:

- Mutual Aid or Training District Resolution (Appendix A)
- Manitoba Building Fund Invoice outlining the following criteria:
  1. Description of item(s)
  2. Function and purpose
  3. Storage, maintenance and repair plans, and service life
  4. Timelines for completion
  5. Cost(s) for purchase
- Receipt/bank statement showing amount paid

Above paperwork must be submitted no later than **December 31** for each fiscal year.

Submissions after this date may not be accepted. Invoices must continue to be submitted to the Brandon Office of the Office of the Fire Commissioner.

The Office of the Fire Commissioner will review applications and allocate funds.

Project costs must be within the annual financial allocation as there is no guarantee of continued funding support from year to year.

Items may be inspected for safety, functionality and acquisition by the Office of the Fire Commissioner.

The Office of the Fire Commissioner may require conditions in place prior to approval, acquisition or usage.

The Office of the Fire Commissioner may allocate remaining funds to projects supported under this initiative.

\*A maximum of \$3000.00 per district is available to subsidize travel costs. The primary focus of subsidizing travel costs should be to access specialized program areas and to subsidize travel costs for students participating in Mutual Aid District training programs to travel to evaluation sites if necessary for the program they are participating in.