



STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

RICK SNYDER  
GOVERNOR

SHELLY EDGERTON  
DIRECTOR

# Memorandum

**DATE:** April 25, 2018

**TO:** Michigan Fire Service

**CC:** Michigan Fire Fighters Training Council

**FROM:** Kevin J. Sehlmeier, State Fire Marshal/Director

**SUBJECT:** 2018 Michigan Fire Fighters Training Council Training Grant Program

The Michigan Fire Fighters Training Council (MTFFC) is implementing a grant program for individual fire departments and encourages fire departments to work together in a collaborative effort to secure funding for training. The money dispersed as part of the grant program is from funds that were returned to the Bureau of Fire Services (BFS) (either unencumbered training funds and/or funds that were returned to the Fireworks Safety Fee account) since December 31, 2017, from counties across Michigan.

Each fire department may submit up to one (1) training grant application for consideration to receive a 2018 MFFTC Training Grant for unencumbered or returned FY 2018 county training allocation funds. Five (5) or more fire departments may also submit one (1) regional collaboration training grant application for consideration however, each fire department can only participate in one (1) regional grant. The 2018 MFFTC Training Grants awarded can be used to fund any curriculum or Q course approved or adopted by the MFFTC prior to April 11, 2018.

The MFFTC will deliberate on each 2018 MFFTC Training Grant request during a morning work session on June 12, 2018. All applications submitted must meet the following requirements to be considered for funding. Applications to fund courses retroactively will not be considered.

1. Each applicant fire department must have submitted their monthly National Fire Incident Reporting System (NFIRS) reports to the BFS for the 2017 calendar year (January 1, 2017 through December 31, 2017). Each applicant fire department on a regional application must also meet the NFIRS reporting requirement.

2. Individual fire department applications may be submitted for an amount up to \$5,000.00. Regional grants with five (5) or more fire departments may be submitted for an amount up to \$12,500.00.
3. Regional grant applications will be given first priority, followed by individual fire department grant applications.
4. Curriculum/Q course requests will receive preference over requests for training equipment.

All 2018 MFFTC training grant applications must also answer the following questions:

1. Please share in detail (using 100 words or less) what you intend to do with your 2018 MFFTC Training Grant?
2. How much money are you requesting for your 2018 MFFTC Training Grant?
3. Please share in detail how many firefighters your 2018 MFFTC Training Grant request will train, if awarded?
4. Please share in detail (using 500 words or less) how your 2018 MFFTC Training Grant request will enhance or improve the skills, knowledge, health or safety of firefighters statewide.

Failure to adhere to these guidelines could result in the forfeiture for funding.

***2018 MFFTC Training Grant Deadlines, Review and Award Process:***

All 2018 MFFTC Training Grant applications must be submitted to the [LARA-BFS-SMOKE@michigan.gov](mailto:LARA-BFS-SMOKE@michigan.gov) email address by 5:00 pm on May 25, 2018. Any training grant application received after the deadline will not be considered for funding at the work session on June 12, 2018.

All complete 2018 MFFTC Training Grant applications received by the May 25, 2018 deadline will be reviewed by the BFS staff for completeness meeting all requirements outlined in this memo (including NOT exceeding the word count) prior to the MFFTC work session on June 12, 2018. All complete grant requests that meet the above requirements will be forwarded to the MFFTC for grant funding consideration. The successfully approved grant applications will be approved for funding during the regularly scheduled MFFTC meeting on June 12, 2018, at 1:30 pm.

All courses funded using 2018 MFFTC Training Grant funds must be completed by September 30, 2018. The BFS-250 and all training rosters must also be completed by this date. All training rosters must be returned to the BFS by October 5, 2018.

**2018 MFFTC TRAINING GRANT APPLICATION**  
 Michigan Department of Licensing & Regulatory Affairs  
 Bureau of Fire Services, PO Box 30700, Lansing, MI 48909  
 Email: [LARA-BFS-SMOKE@MICHIGAN.GOV](mailto:LARA-BFS-SMOKE@MICHIGAN.GOV)  
 Phone: 517-241-8847

See 2018 Michigan Fire Fighters Training Council (MFFTC) Training Grant Application memo for details. All 2018 MFFTC Training Grant applications must be submitted to the [LARA-BFS-SMOKE@michigan.gov](mailto:LARA-BFS-SMOKE@michigan.gov) email address by 5:00 pm on May 25, 2018. Each request will be reviewed and forwarded to the MFFTC for funding consideration if the application meets all requirements outlined in the 2018 MFFTC Training Grant Application memo.

SECTION I				
Name of Contact Person:		Pin Number:		Date:
Name of Fire Department / Lead Organization for Regional Grant:			County:	
Fire Department / Lead Organization for Regional Grant Street Address:				
City:	State:	Zip Code:	Email:	
Applicant Phone Number:		Alternate Number:		
SECTION II				
Course / Project Name:		Amount Requested:		
<b>Course / Project Questions:</b> (Include course syllabus and detailed course and/or project expenses-you may attach additional pages if needed) <ol style="list-style-type: none"> <li>1. Please detail (100 words or less) what you intend to do with your 2018 MFFTC Training Grant?  </li> <li>2. How much money are you requesting for your 2018 MFFTC Training Grant?  </li> <li>3. How many firefighters will your 2018 MFFTC Training Grant train?  </li> <li>4. Please detail (using 500 words or less) how your grant request will enhance or improve the skills, knowledge, health or safety of firefighters statewide.  </li> </ol>				
Applicable NFPA Standard(s):		Curriculum / Q-Course Number:		
Total Capacity per Class:		Total Hours per Class:		
Instructor Name(s):				
SECTION III				
Applicant Signature:		Date:		
Name of Applicant:		Email:		
Fire Chief Signature:		Date:		
Name of Fire Chief:		Email:		
BFS USE ONLY				
State Fire Marshal Signature		<input type="checkbox"/> Funded	<input type="checkbox"/> Unfunded	Date
Course ID	Tracking Number	Course Entered		MM/DD/YYYY