

**STANDARD AND TRAINING COMMISSION
LAW ENFORCEMENT TRAINING
GRANT APPLICATION**

State Fiscal Year _____
Date Submitted _____

Section I General Information

A) Training Class Title _____ Proposed Training Date _____

B) Host Agency

Department _____

Address _____
Address City State Zip

C) Liaison Officer (Person responsible for implementing grant)

Name _____

Telephone (W) _____ (C) _____

Signature _____

D) Authorizing Official (Person having budget approval authority)

Name _____

Address _____

Telephone (W) _____ (C) _____

Signature _____

This application is submitted with the understanding that any funding provided as a result is subject to applicable State Laws, Rules, and Regulations which are available upon request.

Section II Task Information

Summary -- Clearly summarizes the request:

- A) **Problem Statement or Needs Assessment:** Documents the needs to be met or problems addressed by the proposed task. Includes survey of departments showing interest in attending the proposed course, lists the minimum and maximum number of participants who may attend the course, and gives an overview of the company/vendor for the proposed training.
- B) **Training Objectives:** Establishes the benefits of the training in measurable terms;
- C) **Methods:** Describes the activities to be utilized to achieve the desired results;
- D) **Evaluation:** Presents a plan for determining the degree to which the training objectives are met and methods are followed;
- E) **Budget Detail:** Clearly outlines costs to be incurred by the source of funding.

Section III Budget Summary

Amount Proposed

| Object of Expense | Total | State | Local | Description |
|----------------------|-------|-------|-------|-------------|
| Personal Services | | | | |
| Contractual Services | | | | |
| Equipment | | | | |
| Other Cost | | | | |
| Other Direct Cost | | | | |
| Other Indirect Cost | | | | |
| Total | | | | |