



Hazardous Materials Training Grant



Illinois Law Enforcement Training and Standards Board
as provided through a grant from the Illinois Emergency Management Agency

Request For Grant Section

MTU: _____ Person completing form: _____

Class Date: _____ Telephone: _____

Revised Date: _____ Location: _____

Class (please check appropriate one): _____ Full Course _____ Refresher Course

Instructor Name: _____ # _____

Proposed Budget:	Instructor Fee (\$25.00 x 3.5 or 8 hours)	=	_____
	Travel (if POV)	=	_____
	Printing (prior approval required)	=	_____
	Postage	=	_____
	Room Rental	=	_____
	Equipment	=	_____
	Other: _____	=	_____
		Total: \$	_____

Completed By: _____ Signature: _____ Date: _____

**Law Enforcement
Training & Standards
Board Use Only**

Recommendation: *Approved, Disapproved, Adjusted to: \$* _____
Reviewing Staff Member: _____ Date: _____

Final Claim

Final Claim: _____ Check if cost is same as above, include receipts and sign below.

Instructor Fee (\$25.00 x 3.5 or 8 hours)	=	_____
Travel (if POV)	=	_____
Printing (prior approval required)	=	_____
Postage	=	_____
Room Rental	=	_____
Equipment	=	_____
Other: _____	=	_____
	Total: \$	_____

Completed By: _____ Signature: _____ Date: _____

**Law Enforcement
Training & Standards
Board and IEMA
Use Only**

Grant Number: _____
Recommendation: *Approved, Disapproved, Adjusted to: \$* _____
Approved Claim Total Cost: _____
ILETSB Signature: _____ Date: _____
IEMA Signature: _____ Date: _____

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Claim Instructions



This form has been separated into two sections. When submitting your initial request, answer on the “Request for Grant” section. Board staff will provide a recommendation and authorization in the ILETSB section. A copy of the document will be returned to you to inform you of the result of your grant request and to be used when you submit your claim.

Submission of your claim with all documentation is required within 30 days after the last session of the class. After the course is completed, fill in the “Final Claim” section. Please remember to include the required copies of receipts to document expenses. We cannot process your claim without the following:

- Claim for Reimbursement Form
- Receipts
- Class Roster with Grades
- List Instructor and Instructor ID#

Student and MTU evaluations are not required unless requested in advance by program staff. Original exams and related documents shall be kept stored for a minimum of five years per federal requirements.

Upon receipt of your documentation, we will process the claim. If you have any questions, please do not hesitate to contact program staff.

*A grant from the
Illinois Law Enforcement Training and Standards Board
as provided from the Illinois Emergency Management Agency*
