



**Georgia Emergency Communications Authority
911 Training Grant
2021-2022**

How to Apply

****This grant applies to Primary PSAPs only***

1. Visit <https://gema.georgia.gov/what-we-do/emergency-communications>
2. Scroll down to “911 Training Grant.”
3. From there, you will find several links that direct you to necessary resources.
 - How to Apply
 - Pre-Approved Courses
 - Reimbursement Application
 - Non Pre-Approved Courses Application
 - Frequently Asked Questions
4. To find and select a course, click the “Pre-Approved Courses” link. From there, you will be directed to a list of available courses.
5. Once you find a class that you are interested in taking, simply click on the course name and you will be directed to a new webpage that will include all pertinent information on the class – date(s), time, cost, etc.
6. Next, you will follow the instructions provided to you on their page. Please make sure to keep a proof of confirmation once you have entirely signed up.
7. Once you have entirely completed the course, you will be ready to fill out GECA’s 911 Block Grant Reimbursement Application.
* REMEMBER * This grant is on a reimbursement system only. PSAPs are required to pay for pre-approved courses in full *before* applying for reimbursement.
8. Submit your fully executed application, along with other required documents to 911grants@gema.ga.gov.

The following is required when submitting documentation for payment reimbursement:

- Certificate of Completion of the course enrolled in
- Invoices/Receipts (whichever is applicable)
- One of the following:
 - Cancelled Check Copies
 - Debit Card Transaction, ACH or EFT Proofs (bank statement)
 - Credit Card Transactions *All credit card statements require proof of debt settlement (e.g., cancelled check copy, ACH or EFT transactions reflected on bank statement, or subsequent month’s statement that shows that the debt was paid/settled)