**Community Emergency Preparedness Fund**

**Indigenous Cultural Safety & Cultural Humility Training**

**2019 Final Report Form**

Please type directly in this form or print and complete. Additional space or pages may be used as required. For detailed instructions regarding final report requirements, please refer to the 2019 *Indigenous Cultural Safety and Cultural Humility Training Program and Application Guide*.

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| **SECTION 1: Applicant Information** | **AP** *( for administrative use only)* |
| Name of Primary Applicant: | Final Report Submission Date: |
| Contact Person\*: | Position: |
| Phone: | E-mail: |

*\* Contact person must be an authorized representative of the applicant.*

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| **SECTION 2: For Regional Projects Only** |
| 1. Identification of Partnering Applicants. For regional projects, please list all of the partnering applicants included in this project: |

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| **SECTION 3: Project Information** |
| 1. **Project Name.** |
| 1. **Project Information.**    1. Project start and end dates: Start:       End:    2. Total final project expenditure:       \* Total CEPF grant expenditure:      \*    3. Did you receive other funding for this project from other source? If yes, please indicate the source and the amount of funding received from other sources:     *\*Please ensure the total project cost and total grant request match the information provided in the required financial summary.* |
| 1. **Summary of Activities.** 2. Please list all training that was offered/attended, and the number of participants who completed the training, their role in emergency management, and the communities they represented.      1. Was the training developed and delivered by an Indigenous organization? If yes, please describe:      1. How did the training provide in-person, supportive of social-emotional experiential learning?      1. Did the training include relationship building with local Indigenous Peoples, nation(s) and/or Indigenous organizations? If yes, please describe: |
| 1. **Learning Outcomes:** How did activities meet the intended learning outcomes of the funding stream? How did the activities increase partnerships and build capacity to provide assistance to Indigenous communities during times of emergency? *(Please refer to page 2 of the Program and Application Guide)* |
| 1. **Transferability**: Describe the extent to which the project produced transferable resources and learning outcomes that may support other local governments and First Nations in BC (e.g. training materials). |
| 1. **Evaluation**: 2. How were relationships with Indigenous communities strengthened through the project design and delivery?      1. How were learnings tracked and recorded in terms of how they will inform practice, operations, policy development, legislative changes, and/or inform practice during activation?      1. Were benchmarks used to measure outcomes (i.e. pre and post reflective surveys, number of people trained)? |
| 1. **Additional Comments**: Please provide any additional comments you would like to share. |

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| **SECTION 4: Required Final Report Materials** |
| Only complete final reports will be reviewed and outstanding final reporting may impact ability to apply for future UBCM grants.  The following separate attachments are required to be submitted as part of the final report:  Financial summary  Copies of any training or capacity building materials that were produced with grant funding  Optional: photos and media directly related to this project |

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| **SECTION 5: Certification of Costs** (to be signed by Chief Financial Officer or Designate) | |
| I certify that the costs identified in the attached financial summary: (1) have been incurred and paid; (2) are attributable to the project; (3) are eligible; and (4) are net of tax and any other rebates.  In addition, for final claims, I certify that: (1) the project is complete; (2) all revenues generated from the project have been declared; and (3) all eligible portions of all other grant contributions for the projects have been declared. | |
| Name: | Title: |
| Signature:  *An electronic or original signature is required.* | Date: |

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8