

Community Emergency Preparedness Fund

Indigenous Cultural Safety & Cultural Humility Training

2019 Program & Application Guide

1. Introduction

The [Community Emergency Preparedness Fund](#) (CEPF) is a suite of funding programs intended to enhance the resiliency of local governments, First Nations and communities in responding to emergencies. Funding is provided by the Province of BC and is administered by Union of BC Municipalities (UBCM).

Starting in May 2019, the funding streams include:

- Indigenous cultural safety and cultural humility training
- Emergency operations centres and training
- Emergency support services
- Evacuation route planning
- Flood risk assessment, flood mapping and flood mitigation planning
- Structural flood mitigation
- Volunteer and composite fire departments equipment and training

Background

Offering emergency management in a way that respects Indigenous Peoples as the decision-makers in their own care requires cultural safety and humility. The [First Nations Health Authority Policy Statement on Cultural Safety and Humility](#) advises that:

“Cultural humility is a process of self-reflection to understand personal and systemic conditioned biases, and to develop and maintain respectful processes and relationships based on mutual trust. Cultural humility involves humbly acknowledging oneself as a life-long learner when it comes to understanding another’s experience. Cultural humility enables cultural safety.”

“Cultural safety includes and goes beyond cultural awareness, which refers to awareness of differences between cultures. It also goes beyond cultural sensitivity, which is about realizing the legitimacy of difference and the power one’s own life experience can have on others.”

[Addressing the New Normal: 21st Century Disaster Management in British Columbia](#) (2018) identified in both the summary of consultations and in numerous recommendations the need for cultural awareness and sensitivity training for volunteers, responders and government representatives. This need is also identified in the [Truth and Reconciliation Commission](#) Call to Action #57¹.

¹ “We call upon federal, provincial, territorial and municipal governments to provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law and Aboriginal-Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.”

Indigenous Cultural Safety and Cultural Humility Training Funding Stream

The intent of this funding stream is to support eligible applicants to provide emergency management personnel with cultural safety and humility training in order to more effectively partner with and provide assistance to Indigenous communities during times of emergency.

This includes increasing opportunities to educate emergency management personnel, those training to become emergency management professionals, and others working in the emergency management system on the history of Indigenous Peoples, as well as the concepts of cultural safety, cultural humility and the relevance to Indigenous Peoples.

Training could include:

- The history and legacy of residential schools
- The *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Aboriginal rights, Indigenous law and Crown-Indigenous relations
- Skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism

Intended learning outcomes must be in the context of emergency management and could include:

- Recognition of Indigenous Peoples' unique connection to the land and the concept of Indigenous worldviews and knowledge
- Identifying key historical events marking the history of Crown-Indigenous relations in Canada.
- Recognizing the concept of inter-generational trauma and resiliency and how it affects contemporary Indigenous Peoples
- Improved individual and collective abilities to work effectively with Indigenous Peoples
- Identifying, discussing and addressing individual and structural barriers to reconciliation

2. Eligible Applicants

All local governments (municipalities or regional districts) and all First Nations (bands and Treaty First Nations) in BC are eligible to apply.

Eligible applicants can submit one application per intake, including regional applications or participation as a partnering applicant in a regional application.

3. Eligible Projects

In order to qualify for funding, applications must demonstrate the extent to which proposed project(s) will provide emergency management personnel with Indigenous cultural safety and cultural humility training.

In addition, to qualify for funding, projects must be:

- A new project (retroactive funding is not available)
- Capable of completion by the applicant within one year from the date of grant approval
- In alignment with the [First Nations Health Authority Policy Statement on Cultural Safety and Cultural Humility](#).

Regional Projects

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. In this case, the maximum funding available would be based on the number of partnering applicants included in the application. It is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

The primary applicant submitting the application for a regional project is required to submit a resolution as outlined in Section 6 of this guide. Each partnering applicant is required to submit a resolution that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf.

4. Eligible & Ineligible Costs & Activities

Eligible Costs & Activities

Eligible costs are direct costs that are approved by the CEPF Evaluation Committee, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Eligible activities must be cost-effective and may include:

- Relationship building between local governments and Indigenous Peoples in advance of training, such as meetings and dialogue required to identify training needs
- Tuition, training course fees, materials, etc. for eligible training
- Travels costs and per diems
- Development of training materials required to support local cultural safety and humility training
- If the applicant hosts their own training:
 - Meals, snacks and non-alcoholic beverages
 - Venue rentals, including any required audio-visual equipment rentals
 - Facilitation services and/or guest speakers
 - Preparation of materials required for the training, including printing costs

The following expenditures are also eligible provided they relate directly to the eligible activities identified above:

- Honoraria for cultural leaders, elders, youth, Indigenous knowledge keepers, and/or cultural keepers when they are scheduled to speak, present or teach. Note: this honoraria should reflect the role of Indigenous Peoples as subject matter experts and be equitable to consultant rates²
- Consultant costs
- Incremental applicant staff and administration costs
- Public information costs

Ineligible Costs & Activities

Any activity that is not outlined above or is not directly connected to activities approved in the application by the CEPF Evaluation Committee is not eligible for grant funding. This includes:

- Capital expenditures
- Costs related to developing or submitting the application package

² United Nations, *United Nations Declaration on the Rights of Indigenous Peoples*. 2007. Article 21

1. Indigenous peoples have the right, without discrimination, to the improvement of their economic and social conditions, including, inter alia, in the areas of education, employment, vocational training and retraining, housing, sanitation, health and social security.

2. States shall take effective measures and, where appropriate, special measures to ensure continuing improvement of their economic and social conditions. Particular attention shall be paid to the rights and special needs of indigenous elders, women, youth, children and persons with disabilities.

5. Grant Maximum

The Indigenous Cultural Safety & Cultural Humility Training funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$25,000.00.

In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant.

6. Application Requirements & Process

Application Deadline

The application deadline is **December 13, 2019**. Applicants will be advised of the status of their application within 90 days of the application deadline.

Required Application Contents

- Completed Application Form
- Local government Council or Board resolution, Band Council resolution or Treaty First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.
- For regional projects only: local government Council or Board resolution, Band Council resolution or Treaty First Nation resolution from each partnering applicant that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf.

<p>Resolutions from partnering applicants must include the language above</p>
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Submission of Applications

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

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

Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application elements (identified above) have been submitted and to ensure that basic eligibility criteria have been met. Only complete application packages will be reviewed.

Following this, the CEPF Evaluation Committee will assess and score all eligible applications. Higher application review scores will be given to projects that:

- Meet the intent of the funding program and identified learning outcomes
- Demonstrate that the applicant is working with local Indigenous Peoples or an Indigenous consultant in the development and proposed delivery of training
- Include Indigenous cultural safety and cultural humility training for emergency management personnel that is:
 - Developed and delivered by Indigenous organizations in BC
 - In person and supports social-emotional experiential learning

- Inclusive of relationship building with the local Indigenous Peoples, nation(s) and /or indigenous organizations
- Where possible, are delivered via Indigenous owned and run facilities, catering, etc.
- Align with the [United Nations Declaration on the Rights of Indigenous Peoples](#), the [Truth and Reconciliation Commission Calls to Action](#) and the [Sendai Framework of Disaster Risk Reduction](#)
- Demonstrate transferability to other local governments and Indigenous Nations in BC
- Include in-kind or cash contributions to the project from the eligible applicant, partnering applicant(s), community partners or other grant funding
- Are cost-effective

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding. The Evaluation Committee will consider the provincial and regional distribution of proposed projects. Funding decisions will be made on a provincial priority basis.

All application materials will be shared with the Province of BC

7. Grant Management & Applicant Responsibilities

Grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM. Grants are paid at the completion of the project and only when the final report requirements have been met.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Changes to Approved Projects

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from the CEPF Evaluation Committee will be required for any significant variation from the approved project.

To propose changes to an approved project, approved applicants are required to submit:

- Revised application package, including updated, signed application form, updated budget and an updated resolution
- Written rationale for proposed changes to activities and/or expenditures

The revised application package will then be reviewed by the CEPF Evaluation Committee at the next scheduled meeting.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

Extensions to Project End Date

All approved activities are required to be completed within one year of approval. Under exceptional circumstances, an extension beyond this date may be requested in writing and is subject to approval by the CEPF Evaluation Committee.

8. Final Report Requirements & Process

All funded activities must be completed within one year of notification of funding approval and the final report is due within 30 days of project completion.

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form
- Financial summary
- Copies of any training or capacity building materials that were produced with grant funding and able to be shared
- Optional: photos and/or media directly related to the funded project

Submission of Final Reports

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

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

All final report materials will be shared with the Province of BC.
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9. Additional Information

For enquiries about the application process or general enquiries about the program, please contact:

Union of BC Municipalities

525 Government Street

Victoria, BC, V8V 0A8

E-mail: cepf@ubcm.ca

Phone: (250) 387-4470