|  |
| --- |
| **SWPI -** |
| For administrative use only |

**Strategic Wildfire Prevention Initiative**

**FireSmart Planning & Activities Grant Program**

**2018 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 *2018 SWPI FireSmart Planning & Activities Grant Program & Application Guide*.

|  |  |
| --- | --- |
| **SECTION 1: APPLICANT INFORMATION** |  |
| **Local Government or First Nation**: | **Date of Final Report Submission**: |
| **Contact Person**: | **Title**: |
| **Phone**: | **E-mail**: |

|  |
| --- |
| **SECTION 2: PROJECT INFORMATION** |
| 1. **PROJECT INFORMATION.**   Project title:  Project scope: Describe the neighbourhood, community or area where the project took place.    Start and end dates: Start:       End:  Total project expenditure: |
| 1. **SUMMARY OF ACTIVITIES.** Please provide a summary of the activities that were undertaken as part of your project. Refer to Table 1 in the Program & Application Guide for the FireSmart disciplines and eligible activities. |
| 1. **outcomes & Deliverables.** Please provide a summary of the project outcomes and deliverables, including a description of how the project supported residents to undertake and/or advance FireSmart and wildfire mitigation planning and activities on community and/or private lands. |
| 1. **Impact on local government/FIRST NATION.** Please list any policies, practices, plans or local government/First Nation documents that were developed or amended as a result of the project. |
| 1. **COMMUNITY PARTNERS.** Please list all partners (e.g. community or resident organization, First Nation or indigenous organization or other local government) that participated in the project, including the specific role each played. |
| 1. **FIRESMART COMMUNITY RECOGNITION.** Did your community apply for FireSmart Community Recognition status from Partners in Protection as part of the project?   If yes, please provide more information. If no, please indicate if you plan to pursue recognition. |
| 1. **LOCAL FIRESMART REPRESENTATIVE TRAINING.** Did a staff person, elected official or community member in your local government or First Nation complete a Local FireSmart Representative workshop as part of the project?   If yes, please provide more information. If no, please indicate if you would be interested in pursuing training. |

|  |
| --- |
| **SECTION 3: REQUIRED FINAL REPORT MATERIALS** |
| Only complete final reports will be reviewed and outstanding final reporting may impact ability to apply for future SWPI grants.  The following separate attachments are required to be submitted as part of the final report:  Completed Final Report Form  Financial summary  Copies of any community assessments, FireSmart Community Plans or any other plan that was developed or updated as part of the 2018 SWPI FireSmart Planning & Activities grant. |

|  |  |
| --- | --- |
| **SECTION 4: CERTIFICATION OF COSTS** (to be signed by Chief Financial Officer) | |
| 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 project have been declared. | |
| Name: | Title: |
| Signature: | Date: |

All final reports (from local governments and First Nations) should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: [swpi@ubcm.ca](mailto:swpi@ubcm.ca) Mail: 525 Government Street, Victoria, BC, V8V 0A8