**Community Emergency Preparedness Fund**

**Evacuation Route Planning**

**2021 Application Form**

Please complete and return the application form by **November 19, 2021**.

All questions are required to be answered by typing directly in this form. If you have any questions, contact [cepf@ubcm.ca](mailto:cepf@ubcm.ca) or (250) 387-4470.

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| **SECTION 1: Applicant Information** | **AP**  *(for administrative use only)* |
| Name of Local Government or First Nation: | Date of Application: |
| Contact Person\*: | Position: |
| Phone: | E-mail: |

*\* Contact person must be an authorized representative of the applicant (i.e. staff person or elected official).*

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| **SECTION 2: For Regional Projects Only** |
| 1. **Identification of Partnering Applicants.** For all regional projects, please list all of the partnering eligible applicants included in this application. Refer to Section 2 in the Program & Application Guide for eligibility. |
| 1. **Rationale for Regional Projects.** Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request. |

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| **SECTION 3: Project Information** |
| 1. **Project Information**    1. Project Title:    2. Proposed start and end dates. Start:       End: |
| 1. **Project Cost & Grant Request:**   a. Total proposed project budget:       Total proposed grant request:  b. Have you applied for or received funding for this project from other sources (e.g. EMBC, National Disaster Mitigation Program, Canada Community-Building Fund or other)? If yes, please indicate the source and the amount of funding received or applied for.    c. Does this proposal build on other recent projects in your region? If yes, please describe.    d. Does this proposal relate to other current proposals in your region? If yes, please describe. |
| 1. **Project Summary**. Provide a summary of your project in 150 words or less. |
| 1. **Emergency Plan.** Describe the extent to which the proposed project will specifically support recommendations or requirements identified in the local Emergency Plan. |

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| **SECTION 4: Detailed Project Information** |
| 1. **Proposed Activities.** What specific activities will be undertaken as part of the proposed project? Please refer to Sections 4 and 6 of the Program & Application Guide for eligibility. |
| 1. **Evidence & Rationale.** What is the rationale and evidence for undertaking this project? This may include local hazards identified in the Emergency Plan; threat levels identified in Hazard Risk and Vulnerability Analysis, Community Wildfire Protection/Resiliency Plans, and/or Flood Risk Assessments; and previous emergencies where evacuations were ordered. |
| 1. **Existing Challenges.** How will the proposed project identify and address existing challenges to successful evacuations in the event of emergencies. Refer to Section 6 of the Program and Application Guide. |
| 1. **Large Scale ESS Planning.** Describe the extent to which the proposed project will consider large scale Emergency Support Services scenarios. |
| 1. **Transferability**. Describe the extent to which the proposed project may be transferable to other local governments and/or First Nations. |
| 1. **Monitoring & Performance Measures.** Describe how the project will be monitored and what performance measurements will be used (e.g. work progress reports, timeline review, resource planning, procurement plan and roll out, etc.). |
| 1. **Additional Information.** Please share any other information you think may help support your submission**.** |

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| **SECTION 5: Required Attachments** |
| Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application:  Council or Board resolution, Band Council resolution or 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: Council or Board resolution, Band Council resolution or 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. |

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| **SECTION 6: Signature** Applications are required to be signed by an authorized representative of the applicant. Please note all application materials will be shared with the Province of BC. | |
| I certify that: (1) to the best of my knowledge, all information is accurate, (2) the area covered by the proposed project is within the applicant’s jurisdiction (or appropriate approvals are in place) and (3) we understand that this project may be subject to a compliance audit under the program. | |
| Name: | Title: |
| Signature\*:  *\*A certified electronic or original signature is required* | Date: |

Submit applications to:

Local Government Program Services, Union of BC Municipalities

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