**Community Emergency Preparedness Fund**

**Volunteer & Composite Fire Departments**

**Equipment & Training**

**2022 Application Form**

Please complete and return the application form by **October 21, 2022**. All questions are required to be answered by typing directly in this form. If you have any questions, contact cepf@ubcm.ca or (250) 387-4470.

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

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

|  |
| --- |
| **SECTION 2: For Regional Projects Only** |
| 1. **Identification of Partnering Applicants.** For all regional projects, please list all of the partnering applicants included in this application. Refer to Sections 2 and 3 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. |

|  |
| --- |
| **SECTION 3: Project Summary** |
| 1. **Project Information**    1. Project Title:    2. Proposed start and end dates. Start:       End: |
| 1. **Project Cost & Grant Request:** 2. Total proposed project budget: 3. Total proposed grant request: 4. Have you applied for, or received funding for, this project from other sources? If yes, please indicate the source and the amount of funding received or applied for. |
| 1. **Project Summary**. Provide a summary of your project in 150 words or less. |

|  |
| --- |
| **SECTION 4: Detailed Project Information** |
| 1. **Requirement to be Volunteer or Composite Fire Department**. Please list the name and location of each eligible fire department that is included in this application, describe the composition (volunteer or composite) of each department, and state the declared level of service of each department.     *Copies or extracts of the available evidence of declared level of service is required to be submitted with the application.* |
| 1. **Operating Budget(s).**     1. Please indicate the annual operating budgets of each fire department included in this application.      * 1. Describe the extent to which that budget enables each fire department to purchase essential equipment and/or obtain training. |
| 1. **Proposed Activities.** What specific activities will be undertaken as part of the proposed project? Refer to Sections 4 and 6 of the *Program & Application Guide* for eligibility.    1. Purchase of equipment.      * 1. Training. *Note: training is for fire department members only and not community members. All proposed training activities must include the name of course and the instructor and/or agency who will provide the training.* |
| 1. **Resiliency.** Describe how the proposed project will build the resiliency of volunteer and composite fire departments in preparing for and responding to emergencies. |
| 1. **Mental Well-Being.** Describe the extent to which proposed training will specifically address the mental wellbeing of eligible fire department staff and volunteers. |
| 1. **Transferability**. Describe the extent to which the proposed project may offer transferable resources and supplies to other communities (e.g. trained staff and/or equipment that will be made available to other communities, training resources other communities will be invited to utilize, etc.). |
| 1. **Partnerships.** Identify any other organizations or stakeholders you will collaborate with on the proposed project and specifically outline how you intend to work together. |
| 1. **Additional Information.** Please share any other information you think may help support your submission**.** |

|  |
| --- |
| **SECTION 5: Required Application Materials** |
| Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application. |
| All applicants are required to submit:  Completed application form;  Evidence of declared service level (e.g. bylaw, resolution); and  Detailed project budget |
| Local government, First Nation, or improvement district applicants must submit:  Council or Board resolution, Band Council Resolution or Treaty First Nation resolution, or improvement district Trustee resolution indicating support for the current proposed activities and willingness to provide overall grant management. |
| Legally incorporated society-run fire department applicants must submit:  Board of Directors motion indicating support for the current proposed activities and willingness to provide overall grant management.  Current Certificate of Good Standing. |
| Regional project applicants are required to submit:  Resolution or motion from each partnering applicant clearly stating their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf. |

|  |  |
| --- | --- |
| **SECTION 6: Signature** | |
| I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the proposed project is within our jurisdiction (or appropriate approvals are in place). | |
| Name: | Title: |
| Signature:  *An electronic or original signature is required.* | Date: |

*\* Signatory must be an authorized representative of the applicant (i.e. an employee or elected official)*

Submit applications to:

Local Government Program Services, Union of BC Municipalities

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