

# Community Emergency Preparedness Fund

## Indigenous Cultural Safety & Cultural Humility Training

### 2022 Program & Application Guide

#### 1. Introduction

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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).

As of May 2022, the funding streams include:

- Disaster risk reduction-climate adaptation
- Emergency operations centres and training
- Emergency support services
- Extreme heat risk mapping, assessment, and planning
- Indigenous cultural safety and cultural humility training
- Public notification and evacuation route planning
- 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 #57<sup>1</sup>.

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<sup>1</sup> “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 enhance cultural safety and humility in the delivery of local emergency management programs and services. Activities include cultural safety and humility training, adapting emergency management tools to be inclusive of Indigenous peoples, and activities related to partnering with, or providing assistance to, Indigenous communities during emergency mitigation, preparedness, response, and recovery.

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**

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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. Grant Maximum**

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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 \$30,000.00.

In order to ensure transparency and accountability in the expenditure of public funds, all other contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the funding. This includes any other grant funding and any revenue that is generated from activities that are funded by the Community Emergency Preparedness Fund.

## **4. Eligible Projects**

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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 7 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.

## **5. Requirements for Funding**

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As part of the approval agreement, approved projects must meet the following requirements for funding:

- Any in-person activities, meetings, or events must meet public health orders and/or guidance in relation to COVID-19
- Activities must comply with all applicable privacy legislation under the *Freedom of Information and Protection of Privacy Act* in relation to the collection, use, or disclosure of personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference

## **6. Eligible & Ineligible Costs & Activities**

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### **Eligible Costs & Activities**

Eligible costs are direct costs that are approved for funding, 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
- Eligible courses/training. For all virtual courses/training, eligible costs include: course fee (if any), required course materials, and travel (including accommodations and per diems) only if required for internet connection or access to necessary technology. For all in-person courses/training, eligible costs include: course fee, required course materials, and travel (including accommodations 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:

- Incremental applicant staff and administration costs
- Consultant costs
- Public information costs
- 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 rates<sup>2</sup>
- Expenses related to local cultural protocols (e.g. gifts, cultural ceremonies). Please note: expenditure related to local cultural protocols are limited to no more than 10% of the total grant request.
- Translation costs and the development of culturally appropriate materials

### **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:

- Routine or ongoing operating costs or activities (e.g. heating, cooling and lighting; security; software or service subscriptions or membership fees)
- Routine or ongoing planning costs or planning activities that are not incremental to the project
- Capital expenditures
- Regular salaries and/or benefits of applicant staff or partners
- Costs related to developing or submitting the application package

## **7. Application Requirements & Process**

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### **Application Deadline**

The application deadline is **November 25, 2022**. Applicants will be advised of the status of their application within 90 days of the application deadline.

### **Required Application Contents**

- Completed Application Form with all required attachments
- 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 that indicates the proposed expenditures from the Community Emergency Preparedness Fund and aligns with the proposed activities outlined in the application form. Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified
- 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

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<sup>2</sup> 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.

**Resolutions from partnering applicants must include the language above**

## **Submission of Applications**

Applications should be submitted as Word, Excel or PDF files. Total file size for email attachments cannot exceed 20 MB.

All applications should be submitted to Local Government Program Services, Union of BC Municipalities by e-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca).

## **Review of Applications**

UBCM will perform a preliminary review of applications to ensure the required application elements 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, regional, and urban/rural distribution of proposed projects. Recommendations will be made on a priority basis. All funding decisions will be made by UBCM.

All application materials will be shared with the Province of BC and  
First Nations' Emergency Services Society

## **8. Grant Management & Applicant Responsibilities**

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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 & Payments**

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 within 30 days.

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.

### **Progress Payments**

To request a progress payment, approved applicants are required to submit:

- Description of activities completed to date
- Description of funds expended to date
- Written rationale for receiving a progress payment

### **Changes to Approved Projects**

Approved grants are specific to the project as identified in the approved application, and grant funds are not transferable to other projects. Generally speaking, this means funds cannot be transferred to an activity that was not included in the approved.

Approval from UBCM and/or the Evaluation Committee will be required for any variation from the approved project. Depending on the complexity of the proposed amendment, requests may take up to 90 days to review.

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

- Amended application package, including updated, signed application form, required attachments, and an updated Council, Board, Band Council, or Treaty First Nation resolution;
- For regional projects only, evidence of support from partnering applicants for proposed amendments will be required; and
- Written rationale for proposed changes to activities and/or expenditures.

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 the time frame identified in the approval agreement and all extensions beyond this date must be requested in writing and be approved by UBCM. Extensions will not exceed one year from the date of the original final report deadline.

## **9. Final Report Requirements & Process**

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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 with all required attachments;
- Detailed financial summary that indicates the actual expenditures from the Community Emergency Preparedness Fund and other sources (if applicable) and that aligns with the actual activities outlined in the final report form

- Copies of any training or capacity building materials that were produced with grant funding and are able to be shared
- Detailed Cultural Safety and Cultural Humility training summary that includes what training took place, any changes that occurred because of the training, and how relationships/processes have improved as a result
- Optional: photos and/or media directly related to the funded project

### **Submission of Final Reports**

Final reports should be submitted as Word, Excel or PDF files. Total file size for email attachments cannot exceed 20 MB.

All applications should be submitted to Local Government Program Services, Union of BC Municipalities by e-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca).

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| All final report materials will be shared with the Province of BC and<br>First Nations' Emergency Services Society |
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### **10. Additional Information**

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