**Community Emergency Preparedness Fund**

**Emergency Support Services**

**2023 Application Form**

Please complete and return the application form by **January 27, 2023**. 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)* |
| Local Government or First Nation Applicant: | Date of Application: |
| Contact Person\*: | Position: |
| Phone: | E-mail: |

*\* Contact person must be an authorized representative of the applicant (i.e. staff member 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 4 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** 2. Project Title: 3. Proposed start and end dates. Start:       End: |
| 1. **Project Cost & Grant Request:** 2. Total proposed project cost: 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 brief 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? Refer to Section 6 of the Program & Application Guide for eligibility. |
| 1. **Modernization of local ESS programs.** How will the proposed activities support the modernization of the local ESS program? Will the Evacuee Registration & Assistance (ERA) Tool be implemented? |
| 1. **Capacity Building.** Describe how the proposed project will increase emergency response capacity (i.e. having the physical resources and the skills to respond to emergencies) in your community. |
| 1. **Host Community Capacity.** Describe how the proposed project will increase emergency response capacity as a host community? |
| 1. **Transferability**. Describe the extent to which the proposed project may offer transferable resources and supplies and knowledge sharing with other local governments and/or First Nations (e.g. ESS volunteers/responders, training resources, cots, blankets, etc.). |
| 1. **Partnerships.** In addition to Question 1, if applicable, identify any partners you will collaborate with on the proposed project and specifically outline how you intend to work together and enhance mutual aid. |
| 1. **Evaluation.** How will the project be evaluated? How will performance measures and/or benchmarks be used to measure outcomes? (e.g. tracking the number of training events and recruitments, external evaluators, etc.) |
| 1. **Progress to Date.** If you received funding under prior CEPF intakes for the Emergency Support Services funding stream, please describe the progress you have made in increasing ESS capacity through prior projects. |
| 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: |

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

Submit applications to:

Local Government Program Services, Union of BC Municipalities

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