**Community Emergency Preparedness Fund**

**Public Notification & Evacuation Route Planning**

**2023 Application Form**

Please complete and return the application form by **April 28, 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)* |
| 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 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:** 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. |

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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 evidence of local hazards (e.g., as identified in the local Emergency Plan); threat levels (e.g., as identified in Hazard Risk and Vulnerability Analysis, Community Wildfire Resiliency Plan and/or flood risk assessments) and previous emergencies (e.g., evacuations that were ordered, notifications were issued) |
| 1. **Alignment with Recommended Content.** Refer to Table 1 in the *Program & Application Guide* and describe the extent to which the content identified in the guide will be included in the proposed project. |
| 1. **Engagement & Collaboration.**     * + - 1. In addition to Section 2 (if applicable), describe how the proposed project will include engagement with First Nations and provide evidence of engagement that has taken place in advance of the application being submitted (e.g., collaborative planning tables; incorporating First Nation values and perspectives in proposed activities; existing outreach, plans, engagement reports, or processes; including First Nation engagement costs in the budget).      * + - * 1. Describe how the proposed project will include engagement with neighbouring jurisdictions, and other impacted or affected parties as appropriate to the project. |
| 1. **Climate Change.** Describe how the proposed project will consider climate change in the project methodology and include the impacts of climate change in the Evacuation Route and/or Public Notification plan. |
| 1. **Large Scale ESS Planning.** Describe the extent to which the proposed project will consider large scale Emergency Support Services scenarios. |
| 1. **Emergency Plan.** Describe the extent to which the proposed project will specifically support recommendations or requirements identified in the local Emergency Plan. |
| 1. **Transferability**. Describe the extent to which the proposed project may be transferable to other local governments and/or First Nations. |
| 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 Treaty 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 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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| **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 and First Nations’ Emergency Services Society. | |
| 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)