**Community Emergency Preparedness Fund**

**Indigenous Cultural Safety & Cultural Humility Training**

**2022 Final Report Form**

Please type directly in this form or print and complete. Additional space or pages may be used as required. For detailed instructions regarding final report requirements, please refer to the 2022 *Indigenous Cultural Safety and Cultural Humility Training Program and Application Guide*.

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| **SECTION 1: Applicant Information** | **AP** *(for administrative use only)* |
| Local Government or First Nation Applicant: | Final Report Submission Date: |
| Contact Person\*: | Position: |
| Phone: | Email: |

*\* 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 regional projects, please list all of the partnering applicants that were included in this project: |

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| **SECTION 3: Project Information** |
| 1. **Project Name:** |
| 1. **Project Information.**    1. Project start and end dates: Start:       End:    2. Total final project expenditure:       \* Total CEPF grant expenditure:       \*    3. Did you receive other funding for this project from other source? If yes, please indicate the source and the amount of funding received from other sources:     *\* The Total final project expenditure and Total CEPF grant expenditure must match the actual costs in your financial summary (not the original budget).* |
| 1. **Summary of Activities.** 2. Please describe the training that was developed (if the project included training development) and the training that was delivered.      1. How many participants completed the training, what is their role in emergency management, and what communities do they represent? An attendance list may be provided.      1. Was the training developed and delivered by an Indigenous organization?  If yes, please describe:      1. Was the training in-person, and supportive of social-emotional experiential learning? If yes, please describe:      1. Did the training include relationship building between organizations and personnel who deliver local emergency management programs and services, and local Indigenous Peoples, Nation(s), and/or Indigenous organizations? If yes, please describe:      1. Please describe any changes that occurred because of the training, and how relationships and/or processes have improved as a result. |
| 1. **Learning Outcomes.** How did activities meet the intended learning outcomes of the funding stream? How did the activities increase partnerships and build capacity to provide assistance to Indigenous communities during times of emergency? *(Please refer to page 2 of the Program and Application Guide)* |
| 1. **Transferability.** Describe the extent to which the project produced transferable resources and learning outcomes that may support other local governments and First Nations in BC (i.e., training materials). |
| 1. **Evaluation.** 2. How were relationships between Indigenous communities and organizations and personnel who deliver local emergency management programs and services strengthened through the project design and delivery?      1. How were learnings tracked and recorded in terms of how they will inform practice, operations, policy development, legislative changes, and/or inform practice during activations?      1. Were benchmarks used to measure outcomes (i.e., pre and post reflective surveys, number of people trained)? |
| 1. **Additional Comments**: Please provide any additional comments you would like to share about the project. |

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| **SECTION 4: Required Final Report Materials** |
| Only complete final reports will be reviewed, and outstanding final reporting may impact ability to apply for future UBCM grants.  The following separate attachments are required to be submitted as part of the final report:  Financial summary detailing all expenditures. *General Ledger (GL) reports and vendor receipts may be included, but will not be accepted as financial summaries.*  Copies of any training or capacity building materials that were produced with grant funding  Optional: photos and media directly related to this project |

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| **SECTION 5: Certification of Costs** (to be signed by Chief Financial Officer or Designate) | |
| I certify that the costs identified in the attached financial summary: (1) have been incurred and paid; (2) are attributable to the project; (3) are eligible; and (4) are net of tax and any other rebates.  In addition, for final claims, I certify that: (1) the project is complete; (2) all revenues generated from the project have been declared; and (3) all eligible portions of all other grant contributions for the projects have been declared. | |
| Name: | Title:  *(CFO or designate)* |
| Signature:  *Please sign and scan this document or provide a certified digital signature.* | Date: |

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca) Mail: 525 Government Street, Victoria, BC, V8V 0A8