

# Community Emergency Preparedness Fund

## Indigenous Cultural Safety and Cultural Humility Training

### 2023 Program and Application Guide

Application Deadline: November 3, 2023
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#### 1. Introduction

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The [Community Emergency Preparedness Fund](#) (CEPF) is a suite of funding programs intended to support First Nations and local governments to better prepare for disasters and reduce risks from natural hazards in a changing climate. Funding is provided by the Province of BC and is administered by the Union of BC Municipalities (UBCM).

As of April 2023, the funding streams include:

- Disaster risk reduction-climate adaptation
- Emergency operations centres equipment and training
- Emergency support services equipment and training
- Extreme temperature 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

Please refer to [Appendix 1](#) for definitions of terms used in this guide. All defined terms are in **bold** in the program guide.

#### 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) identifies 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 of Canada: Calls 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 cultural humility in the delivery of local emergency management programs and services.

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 historic events marking the history of Crown-Indigenous relations in Canada;
- Recognizing the concept of intergenerational trauma and resiliency and how it affects contemporary Indigenous Peoples;
- Improved individual and collective abilities to work effectively with Indigenous Peoples; and,
- Identifying, discussing, and addressing individual and structural barriers to reconciliation.

### 2. Eligible Applicants

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All First Nations (bands and Treaty First Nations) and local governments (municipalities and regional districts) in BC are eligible to apply.

Eligible applicants can submit one application per funding stream intake. This includes applying as a partnering applicant in a regional application.

### 3. Grant Maximum

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The Indigenous Cultural Safety and Cultural Humility Training funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$30,000.00.

The Evaluation Committee may recommend that an application be approved in part, based on available funding and the merit of the proposed project.

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 CEPF.

### 4. Eligible Projects

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To qualify for funding, proposed activities 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 or a subsequent phase of a project (retroactive funding is not available);
- Capable of completion by the applicant within one year from the date of grant approval;
- Where applicable, eligible for required approvals, authorizations and permits; and,
- 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 eligible 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 both the development of the application package and the delivery of the approved project, local governments are encouraged to proactively engage with local First Nations and Indigenous organizations. Engagement by local governments both locally and regionally can help build relationships with First Nations, benefit both communities, and enhance reconciliation. More information on engagement best practices is available [here](#).

As part of the Approval Agreement, approved projects must agree to the following requirements for funding:

- Any in-person activities, meetings, or events must meet public health orders and/or guidance;
- 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; and,
- Where applicable, the Qualified Professionals that manage the proposed project must be subject matter experts and any professional activities must be developed and signed by a qualified professional as per the *Professional Governance Act*.

## 6. Eligible and Ineligible Costs and Activities

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### Eligible Costs and 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.

Table 1 identifies activities that are eligible for funding. 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 their relevance to Indigenous Peoples. Other activities that support the intent of the program may be considered for funding. Eligible activities must be cost-effective.

<b>Table 1: Activities Eligible for Funding</b>
<p><b>1. Relationship Building</b></p> <p><i>Relationship building between local governments and Indigenous Peoples in advance of training, such as meetings and dialogue required to identify training needs.</i></p>
<p><b>2. Training</b></p> <p><i>Development of training materials required to support local <b>cultural safety</b> and cultural humility training;</i></p> <p>Training could include:</p> <ul style="list-style-type: none"> <li>○ The history and legacy of residential schools;</li> <li>○ The <i>United Nations Declaration on the Rights of Indigenous Peoples</i>, Treaties and Aboriginal rights, Indigenous law, and Crown-Indigenous relations; and,</li> <li>○ Skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.</li> </ul> <p><i>For all virtual courses, 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, eligible costs include: course fee, required course materials, and travel (including accommodations and per diems).</i></p>
<p><b>3. Meeting Expenses</b></p> <p>If the applicant hosts their own training:</p> <ul style="list-style-type: none"> <li>○ Meals, snacks, and non-alcoholic beverages;</li> <li>○ Venue rentals, including any required audio-visual equipment rentals;</li> <li>○ Facilitation services and/or guest speakers; and,</li> <li>○ Preparation of materials required for the training, including printing costs.</li> </ul>

### **Additional Eligible Costs and Activities**

The following expenditures are also eligible provided they relate directly to the eligible activities identified in Table 1:

- Incremental applicant staff and administration costs (e.g., creating a new position or adding new responsibilities to an existing position);
- Consultant/contractor costs. Please note: if you intend to hire a qualified professional to support proposed activities, professional consultant rates will only be considered for activities that represent respective professions. For other activities (e.g., planning events) consultant rates are expected to be commensurate with the type of activity being undertaken;
- Identification/incorporation of community and cultural values. This includes seeking advice from Knowledge Holders, other experts (e.g., health authorities, First Nations Health Authority) and the community (e.g., equity-denied populations, Indigenous organizations), Indigenous Nations and local governments, etc.;
- Honoraria for cultural leaders, Elders, Indigenous knowledge keepers, and/or cultural keepers. Note: these honoraria should reflect the role of Indigenous Peoples as subject matter experts and be equitable to consultant rates;
- Costs related to local cultural protocols (e.g., gifts, cultural ceremonies);

- Honoraria for equity-denied populations or service organizations that support equity-denied populations;
- Translation costs and the development of culturally appropriate education, awareness, or engagement materials;
- Presentation to Band Council, Treaty First Nation government, local government Council or Board, or community organizations, etc.;
- Where applicable, costs related to required approvals, authorizations, and permits; and,
- Public information costs. Please note: public information costs (e.g., workshops, printed materials) need to align with the intent of the funding stream and provide benefit to the community at large.

### **Ineligible Costs and Activities**

Any activity that is not outlined in Table 1, or is not directly connected to activities approved in the application 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;
- Regular salaries and/or benefits of applicant staff or partners;
- Duplication of recently developed information, maps, or imagery (e.g., LIDAR) provided the information remains accurate;
- Project-related fees payable to the eligible applicant(s) (e.g., permit fees);
- Costs related to individual or household preparedness or **mitigation** work, including workshops and purchase of emergency supplies (e.g., first aid kits, evacuation supplies) for community members or households;
- Development of curriculum for Kindergarten to Grade 12 education; and,
- Purchase of promotional items, door/raffle prizes, give-away items, and/or gifts for community members (except costs related to local cultural protocols).

## **7. Application Requirements and Process**

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UBCM is in the process of implementing an online application tool.  
Information on this tool will be available later in 2023.

### **Application Deadline**

The application deadline is **November 3, 2023**. Applicants will be advised of the status of their application within 90 days of the application deadline.

### **Required Application Contents**

EMCR and GeoBC respect the First Nations principles of OCAP®. Any product, data, or information which may include Indigenous knowledge may be submitted at the discretion of the applicant.

All applicants are required to submit an electronic copy of the complete application, including:

- Completed Application Form with all required attachments;
- A Band Council resolution, Treaty First Nation resolution, or local government Council or Board resolution indicating support for the current proposed activities and willingness to provide overall grant management;
- A detailed budget that indicates the proposed expenditures from the CEPF 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; and,

- For regional projects only: A Band Council resolution, Treaty First Nation resolution, or local government Council or Board 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. Resolutions from partnering applicants must include this language.

## 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 contents have been submitted and to ensure that basic eligibility criteria have been met. Only complete application packages will be reviewed.

As required, the Evaluation Committee will assess and score all eligible applications. 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.

Higher application review scores will be given to projects that:

- Align with the intent and identified learning outcomes of the Indigenous Cultural Safety and Cultural Humility Training funding stream;
- Demonstrate evidence of engagement with First Nations and/or Indigenous organizations in advance of submitting the application and as part of the proposed project (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, completion of Indigenous Cultural Safety and Cultural Humility Training);
- Effectively engage with neighbouring jurisdictions, and other impacted or affected parties (e.g., equity-denied populations, organizations that participate in **cultural safety** and cultural humility training) as appropriate to the project. Rural and remote communities may want to consider engaging with regional districts and/or emergency management organizations, and First Nation applicants may want to consider engaging with the First Nations' Emergency Services Society or the First Nations Health Authority;
- Contribute to a comprehensive, cooperative, and regional approach;
- Are cost-effective;
- Align with the [United Nations Declaration on the Rights of Indigenous Peoples](#), the [Truth and Reconciliation Commission of Canada: Calls to Action](#), the [First Nations Health Authority](#), and the [Sendai Framework for Disaster Risk Reduction](#);
- 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; and,
  - Where possible, delivered via Indigenous owned and run facilities, catering, etc.

As required, the Evaluation Committee may consider the provincial, regional, and urban/rural distribution of proposed projects and previous CEPF funding. Recommendations will be made on a priority basis. All funding decisions will be made by UBCM.

<p>UBCM may share all applications with the Province of BC and the First Nations' Emergency Services Society</p>
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## **8. Grant Management and Applicant Responsibilities**

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Grants are awarded to approved applicants only. The approved applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Approved applicants are 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 and 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. The Approval Agreement 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 the [Interim Report Form](#). The form will require the following information:

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

### **Changes to Approved Projects (Amendment Requests)**

Approved grants are specific to the project as identified in the approved Application Form, 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 Application Form or to a new expanded location.

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 the [Interim Report Form](#). If UBCM determines the amendment is eligible for consideration, applicants will be required to submit:

- An amended application package, including an updated, signed Application Form, required attachments, and an updated Band Council resolution, Treaty First Nation resolution, or local government Council or Board 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 Form 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.

The [Interim Report Form](#) will be required to be submitted for all extension requests over six months. Extensions will not exceed one year from the date of the original final report deadline.

## 9. Final Report Requirements and 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.

EMCR and GeoBC respect the First Nations principles of OCAP®. Any product, data, or information which may include Indigenous knowledge may be submitted at the discretion of the applicant.

### Final Reports

Applicants are required to submit an electronic copy of the complete final report, including the following:

- A completed Final Report Form with all required attachments;
- A detailed financial summary that indicates the actual expenditures from the CEPF 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;
- Photos of funded activities and/or completed projects; and,
- Links to media directly related to the funded project.

### Submission of Final Reports

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

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

### Review of Final Reports

UBCM will review final reports to ensure the required contents have been submitted.

UBCM may share all report materials with the Province of BC and the First Nations' Emergency Services Society
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## 10. Additional Information

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For enquiries about the application process or general enquiries about the program, please contact:

Union of BC Municipalities

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

Phone: 604 270 8226 ext. 220



## Appendix 1: Definitions

Please refer to [CEPF Definitions](#) for defined terms used throughout the Community Emergency Preparedness Fund program and application materials.

The following definitions apply to the Indigenous Cultural Safety and Cultural Humility funding stream.

**Cultural Safety:** Indigenous cultural safety is the process of making spaces, services, and organizations safer and more equitable for Indigenous people by considering current and historical colonial impact and seeking to eliminate structural racism and discrimination. ([BC Centre for Disease Control](#))

**Hazard:** A process, phenomenon or human activity that may cause loss of life, injury or other health impacts, property damage, social and economic disruption or environmental degradation ([Sendai Framework for Disaster Risk Reduction](#)).

**Mitigation:** the lessening or minimizing of the adverse impacts of a **hazard** (modified from [Sendai Framework for Disaster Risk Reduction](#)).