**Community Emergency Preparedness Fund**

**Indigenous Cultural Safety and Cultural Humility Training**

**2024 Final Report Form**

Please complete and return the final report form and all required attachments **within 30 days of project completion**. All questions are required to be answered by typing directly in this form.

For detailed instructions regarding application requirements, please refer to the *2024* *Indigenous Cultural Safety and Cultural Humility Training Program and Application Guide.*

If you have any questions, contact [cepf@ubcm.ca](mailto:mailto:%20cepf@ubcm.ca) or 604-270-8226 extension 220.

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| **SECTION 1: Applicant Information** | **LGPS-** (*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 included in this project: |

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| **SECTION 3: Project Summary** |
| 1. **Project Title:** |
| 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 sources? 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 relationship building that took place between organizations and personnel who deliver local emergency management programs and services, and local Indigenous Peoples, Nation(s), and/or Indigenous organizations.      1. Please describe the training that was developed (if the project included training development), and/or the training that was delivered.      1. Please indicate how many participants completed the training, what their role is in emergency management, and what communities they represent.      1. If you hosted your own training, please describe what was involved in the organization of this meeting. |
| 1. **Alignment with funding stream.**     1. Please describe how the completed activities enhanced cultural safety and cultural humility in the delivery of local emergency management programs and services.      * 1. Please describe to what extent the completed activities were developed and delivered by an Indigenous organization.      * 1. Was the training in-person? How was it supportive of social-emotional experiential learning?      * 1. Please describe to what extent the completed activities were delivered by Indigenous owned and run facilities, catering, etc. |
| 1. **Engagement with First Nations and/or Indigenous Organizations.** Which specific bands, Treaty First Nations, and/or Indigenous organizations (please include the specific traditional territory, reserve, or other First Nation’s land) participated in the project activities, and what specific roles did they play? |
| 1. **Engagement with neighbouring jurisdictions and affected parties.** Identify any 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, and the specific role they played. |
| 1. **Comprehensive, cooperative, regional approach and benefits.** Describe how the project contributed to a comprehensive, cooperative, and regional approach to Indigenous cultural safety and cultural humility training. What regional benefits resulted from this project? |
| 1. **Alignment with the United Nations Declaration on the Rights of Indigenous Peoples, the Truth and Reconciliation Commission of Canada: Calls to Action, the First Nation Health Authority, and the Sendai Framework for Disaster Risk Reduction.** Describe how your project aligned with the above. |
| 1. **Additional Comments.** Please share any additional comments you would like to provide. |

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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:  Detailed financial summary that indicates the actual expenditures from CEPF and other sources (if applicable) and that aligns with the actual activities outlined in the Final Report Form. *GL reports and vendor receipts may be included but will not be accepted as financial summaries.* Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](https://www.ubcm.ca/sites/default/files/2023-09/LGPS-2023-Budget-Financial%20Summary%20Form-%202023.09.xlsx).  Examples of any training or capacity building materials that were produced with grant funding.  Photos of funded activities and/or completed projects.  Links to media directly related to the funded 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 project have been declared. | |
| Name: | Title:  *(CFO or designate)* |
| Signature:  *A certified digital or original signature is required.* | Date: |

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

Email: [cepf@ubcm.ca](mailto:swpi@ubcm.ca)