

Community Resiliency Investment Program

2025 FireSmart™ Pilot Program for Regional District Cooperative Community Wildfire Response Organizations

Program and Application Guide

1. Introduction

The 2025 FireSmart Pilot Program for Regional District Community Wildfire Response Organizations will have an open intake. Funding permitting, eligible applicants can submit applications between October 1, 2024 and May 30, 2025 using the [LGPS Online Application Tool](#).

The [Community Resiliency Investment](#) (CRI) program was announced by the provincial government in 2018 and is intended to reduce the risk of wildfires and mitigate their impacts on BC communities.

As of October 2024, CRI includes three streams:

- Stream 1: FireSmart Community Funding and Supports, administered by the Union of BC Municipalities (UBCM).
- Stream 2: Crown Land Wildfire Risk Reduction, administered by the Ministry of Forests.
- Stream 3: FireSmart Pilot Program for Regional District Cooperative Community Wildfire Response Organizations, administered by UBCM.

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

Cooperative Community Wildfire Response Organizations

For the purpose of funding, a Cooperative Community Wildfire Response (CCWR) organization is an incorporated business entity, such as a non-profit society or fire brigade, that is able to receive funding, has an accountable leadership structure, and that operates outside of structural fire protection jurisdiction.

After a CCWR organization is established, trained, and equipped:

- The regional district will notify the Fire Centre prior to the first day of July
- If relevant work (e.g., mop up, patrol, gear demobilization) is available for the CCWR organization to safely assist, the Fire Centre will activate the CCWR organization.
- CCWR organizations are not guaranteed to be activated

For more information on how BC Wildfire Service works with CCWR organizations during response, refer to the [Collaborative Partnership Guide](#).

FireSmart Pilot Program for Regional District Cooperative Community Wildfire Response Organizations

The FireSmart Pilot Program for Regional District Cooperative Community Wildfire Response Organizations provides funding to regional districts in BC to increase community resiliency and to help build a cooperative pathway for wildfire response by undertaking training and purchasing Personal Protective Equipment for local community members in areas that do not fall within a structural fire protection jurisdiction area.

FireSmart in BC

[FireSmart BC](#) provides the tools and education necessary to enable citizens, communities, First Nations and local governments to increase their wildfire resiliency. FireSmart BC and the Community Resiliency Investment program both follow the seven disciplines of FireSmart as a holistic approach to reducing wildfire risk to communities. The [FireSmart BC Information Sheet](#) has been developed to provide applicants with an overview of available resources, training and materials that are eligible for funding.

2. Eligible Applicants

All regional districts in BC are eligible to apply. There is no limit to the number of applications that a regional district can submit, but each CCWR organization can only be funded once per intake.

3. Grant Maximum

The FireSmart Pilot Program for Regional District Cooperative Community Wildfire Response Organizations can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$10,000.00 per CCWR organization and no more than the regional district funding maximums identified in [Appendix 2](#).

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 program.

4. Eligible Projects

To qualify for funding, proposed activities must be used to increase community resiliency by undertaking required training and purchasing Personal Protective Equipment for local CCWR organizations.

In addition, to qualify for funding, projects must be:

- Located in electoral areas that have identified rural and remote CCWR organizations. CCWR organizations must:
 - Be an incorporated business entity, such as a non-profit society or fire brigade, that is able to receive funding and has an accountable leadership structure.
 - Be outside of structural fire protection jurisdiction, meaning their community or area is not covered by the services of a municipal or established fire department.
 - Demonstrate a genuine desire to participate.
 - Be willing to follow the command and direction of BC Wildfire Service.
- 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.

At this time, the FireSmart Pilot Program for Regional District Cooperative Community Wildfire Response organizations is not using risk class to determine the eligibility of projects. However, if the program continues beyond the pilot stage, risk class may become an eligibility criteria.

5. Requirements for Funding

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, such as Friendship Centres and Métis Chartered Communities. 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](#).

Required FireSmart Foundation

To qualify for funding, all regional district applicants are required to have a FireSmart Position, participate in a [Community FireSmart and Resiliency Committee](#) and have an acceptable CWRP/CWPP.

Note: CWRPs and CWPPs must be complete and acceptable to the BC Wildfire Service (BCWS), FNESS and/or, where applicable, BC Parks. To be considered acceptable, CWRPs must be developed in accordance with the template and guidance document and must include assessment and identification of FireSmart and fuel management priorities.

6. Eligible and Ineligible Costs and Activities

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. Other activities that support the intent of the program may be considered for funding. Eligible activities must be cost-effective.

Table 1: Activities Eligible for Funding
1. Minimum training requirements for Emergency Fire Fighters to participate in response activities with BCWS. This is limited to:
<ul style="list-style-type: none">• S-100 Basic fire suppression and safety (basic fire suppression training) and S-100A (annual refresher)• S-185 Fire entrapment avoidance and safety (general knowledge course on wildfire safety and entrapment avoidance for local governments, contract crews, and First Nations)• ICS-100 (Incident Command System - introduction to an effective system for command, control, and coordination of response at an emergency site; available online)• <i>Optional:</i> Wildfire Risk Reduction Basics Course (free, online course for non-forest professionals that provides an introduction to the key concepts to minimize the negative impacts of wildfires in BC.)• <i>Optional:</i> FireSmart 101 (free, online course from FireSmart Canada that provides an introduction FireSmart principles.)
2. Personal Protective Equipment
<ul style="list-style-type: none">• Wildland firefighting personal protective equipment for each emergency fire fighter in the CCWR organization:<ul style="list-style-type: none">○ One WorkSafe BC approved hard hat complete with chinstrap and attached earmuffs or other approved hearing protection○ One high visibility vest for working around heavy equipment

- One pair of work gloves as described in Section 8.19 of the BC Occupational Health and Safety Regulation
- One pair of CSA certified safety eyewear for working around helicopters, foam, or hose nozzle
- One pair of footwear appropriate for the work conditions, with coverage above the ankle and no nylon or running shoes
- Flame resistant clothing that meets CAN/CGSB 155.22-2014 (or 97) or NFPA 1977 standards. Flame resistant clothing must be in any colour other than red
- One 4 (four) inch compress dressing

Additional Eligible Costs and Activities

In order to support eligible activities identified in [Table 1](#), the following expenditures are also eligible provided they relate directly to eligible activities:

- Incremental applicant staff and administration costs (e.g., creating a new position or adding new responsibilities to an existing position). Eligible expenses include wages/salary, mandatory employment related costs as required by federal or provincial law, and other employment related costs as required by the approved applicant.
- 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.
- Presentation to Board, community organizations, etc.
- Public information costs (e.g., workshops, printed materials) that 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 **primary applicant** or **sub-applicant(s)** staff or partners.
- Purchase, construction, siting or maintenance of Fire Danger rating signs.
- Purchase of emergency supplies (e.g., first aid kits, evacuation supplies) for community members or households.
- Major capital improvements or major renovations to existing facilities, and/or construction of new, permanent facilities.
- Purchase of promotional items, door/raffle prizes, give-away items, and/or gifts for community members.
- Legal, audit, or interest fees or fees to incorporate a society.
- Purchase of defibrillators and/or training on their use.
- Purchase of first aid kits and/or training related to all levels of first aid, occupational first aid, disaster first aid, and wilderness first aid.
- Purchase of tools (e.g., Pulaskis, shovels), power tools (e.g., chainsaws, brush saws) or fire line equipment (e.g., pumps, hoses, sprinklers, etc.)
- Purchase of IT equipment
- Lease of equipment and/or vehicles

7. Application Requirements and Process

The [LGPS Online Application Tool](#) is required to be used. Refer to [Appendix 3](#) for full information.

Application Deadline

The 2025 FireSmart Pilot Program for Regional District Community Wildfire Response Organizations program will have an open intake. Funding permitting, eligible applicants can submit applications between October 1, 2024 and May 30, 2025 using the [LGPS Online Application Tool](#).

Applicants will be advised of the status of their application within 60 days of submitting a complete, eligible application.

Required Application Contents

As of July 1, 2024 applicants will have the option to submit a local government resolution OR a letter of support from the CAO or CFO for applications that are from a single applicant and request less than \$50,000 in funding.

All applications requesting more than \$50,000 in funding will require resolution(s) to be submitted.

All applicants are required to complete the Online Application Form and submit an electronic copy of the following:

- Completed Application Worksheet with all required attachments.
- Local government resolution OR a letter of support from the CAO or CFO for applications that are from a single applicant and request less than \$50,000 in funding. Resolutions and letters need to indicate support for the current proposed activities and willingness to provide overall grant management. All applications requesting more than \$50,000 in funding, will require resolutions to be submitted.
- Detailed budget that indicates the proposed expenditures and aligns with the proposed activities outlined in the Application Worksheet. Although additional funding or support is not required, any other grant funding or **in-kind contributions** must be identified. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#).

Submission of Applications

Applications are required to be submitted in two steps prior to the application deadline:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.
2. Application Worksheet: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

Refer to [Appendix 3](#) for more information on this process and the information that will be required to be submitted during each step, including all application questions.

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.

All application materials may be shared with the Province of BC and the BC FireSmart Committee.

8. Grant Management and Applicant Responsibilities

Grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements. Applicants are also 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, and that is required to be signed and returned to UBCM.

Grants are awarded in two payments: 50% at the approval of the project and when the signed Approval Agreement has been returned to UBCM, and the eligible remainder when the project is complete and UBCM has received and approved the required final reporting.

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.
- 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, 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 or, for the purpose of fuel management, to a new or 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 60 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:

- Amended application package, including updated, application worksheet(s), and an updated resolution/letter of support.
- Written rationale for proposed changes to activities and/or expenditures.

Applicants are responsible for any costs above the approved grant unless a revised application 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 letter 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.

Recognition of Funding and Funders

Approved applicants should contact UBCM for more information on recognizing funding and for information on the appropriate use of logos. Please contact lgps@ubcm.ca or (604) 270-8226 ext. 220. Guidelines on using the BC logo, including downloadable files, are available [here](#).

9. Final Report Requirements and Process

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.

Final Reports

Applicants are required to submit an electronic copy of the completed Final Report, including the following:

- Completed Final Report form with all required attachments.
- Detailed financial summary that indicates the actual expenditures from the program and other sources (if applicable) and that aligns with the actual activities outlined in the Final Report Form. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#).
- Examples of any materials that were produced with grant funding.
- Photos of funded activities and/or completed projects.
- Links to media related to the funded project.

Submission of 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 email: cepf@ubcm.ca.

Review of Final Reports

UBCM will review Final Reports to ensure the required report contents have been submitted.

All final report materials may be shared with the Province of BC and the BC FireSmart Committee.
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10. Additional Information

Union of BC Municipalities

E-mail: cri@ubcm.ca

Phone: 604-270-8226 ext. 220

Appendix 1: Definitions

Approved project: Activities included in the approved application and costs included in the approved budget.

In-Kind expenditures: The use of resources of the approved **primary applicant** or **sub-applicant(s)** for the development or implementation of the **approved project**. For example, the use of meeting rooms owned by the approved **primary applicant** or **sub-applicant(s)** can be an in-kind expenditure.

Primary applicant: Eligible applicant that is the primary contact for the application and that is responsible for project oversight, grant management and all reporting requirements.

Appendix 2: Funding Maximums Per Regional District

Regional District	No. of Electoral Areas	Maximum Funding
Alberni-Clayoquot	6	\$60,000.00
Bulkley-Nechako	7	\$70,000.00
Capital	3	\$30,000.00
Cariboo	12	\$120,000.00
Central Coast	5	\$50,000.00
Central Kootenay	11	\$110,000.00
Central Okanagan	2	\$20,000.00
Columbia Shuswap	7	\$70,000.00
Comox Valley	3	\$30,000.00
Cowichan Valley	9	\$90,000.00
East Kootenay	6	\$60,000.00
Fraser Valley	8	\$80,000.00
Fraser-Fort George	7	\$70,000.00
Kitimat-Stikine	6	\$60,000.00
Kootenay-Boundary	5	\$50,000.00
Metro Vancouver	1	\$10,000.00
Mount Waddington	4	\$40,000.00
Nanaimo	7	\$70,000.00
North Coast	4	\$40,000.00
North Okanagan	5	\$50,000.00
Okanagan-Similkameen	9	\$90,000.00
Peace River	4	\$40,000.00
qathet	5	\$50,000.00
Squamish-Lillooet	4	\$40,000.00
Strathcona	4	\$40,000.00
Sunshine Coast	5	\$50,000.00
Thompson-Nicola	10	\$100,000.00

Appendix 3: LGPS Online Application Tool

As outlined in [Section 7](#), applications are required to be submitted in two steps **prior to the application deadline**:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.
2. Application Worksheet: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

STEP ONE: LGPS Online Application Form

The following questions are required to be answered on the LGPS Online Application Form:

1. Name of the intake of the funding program that you want to apply for (select from menu).
2. Name of the **Primary Applicant** (select from menu). Please note: if the name of your organization is not included in the menu, contact UBCM in order to determine eligibility and next steps.
3. Primary and secondary contact information: name, position, email, phone.
4. **Primary Applicant** mailing address.
5. For regional projects only: name of sub-applicant(s) and rationale for regional project.
6. Project title.
7. Proposed start and end date.
8. Estimated total project budget.
9. Estimated total grant request.
10. Other funding amount and source.
11. Project summary (provide a brief summary, no more than 500 characters).
12. Progress to date. Provide an update on the status of previously **approved projects** if previously funded under same funding program/funding stream.
13. Certification that the information is complete and accurate.
14. Name and email of person submitting application.

When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.

STEP TWO: Application Worksheet and Required Attachments

Available shortly