

**Community Emergency Preparedness Fund**  
**Emergency Operations Centres & Training**  
**2020 Application Form**

Please complete and return the application form by March 13, 2020. 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.

<b>SECTION 1: Applicant Information</b>	<b>AP</b> <span style="float: right;"><i>(for administrative use only)</i></span>
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.*

<b>SECTION 2: For <u>Regional Projects Only</u></b>
<p><b>1. Identification of Partnering Applicants.</b> For all regional projects, please list all of the partnering eligible applicants included in this application. Refer to Section 2 in the Program &amp; Application Guide for eligibility.</p>
<p><b>2. Rationale for Regional Projects.</b> Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request.</p>

<b>SECTION 3: Project Summary</b>
<p><b>3. Name of the Project:</b></p>
<p><b>4. Project Cost &amp; Grant Request:</b></p> <p style="margin-left: 40px;">Total Project Cost:                      Total Grant Request:</p> <p style="margin-left: 40px;">Have you applied for, or received funding for, this project from other sources?</p>

<b>5. Project Summary.</b> Provide a summary of your project in 150 words or less.
<b>6. Emergency Plan.</b> Describe the extent to which the proposed project will <u>specifically</u> support recommendations or requirements identified in the local Emergency Plan.

<b>SECTION 4: Detailed Project Information</b>
<b>7. Proposed Activities.</b> What <u>specific</u> activities will be undertaken as part of the proposed project? Refer to Section 4 of the Program & Application Guide for eligibility.
<b>8. Capacity Building.</b> Describe how the proposed project will increase emergency response capacity (i.e. having the physical resources and the skills to respond to emergencies) in your community.
<b>9. Emergency Support Services.</b> Describe the extent to which the proposed project will consider large scale emergency support services scenarios.
<b>10. Transferability.</b> Describe the extent to which the proposed project may offer transferable resources and supplies to other local governments and/or First Nations (i.e. trained staff and/or equipment that will be made available to other communities, training resources and exercise plans other communities will be invited to utilize, etc.).
<b>11. Partnerships.</b> In addition to Question 1, if applicable, identify any partners you will collaborate with on the proposed project and specifically outline how you intend to work together.
<b>12. Evaluation.</b> How will the project be evaluated? How will performance measures and/or benchmarks be used to measure outcomes (i.e. tracking number of training events and exercises, external evaluators, etc.)?

**13. Progress to Date.** If you received funding under the 2018 or 2019 Emergency Operations Centres & Training funding stream, please describe the progress you have made in increasing EOC capacity.

**14. Additional Information.** Please share any other information you think may help support your submission.

### SECTION 5: Required Application Materials

Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application:

- Local government 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: local government 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.

### SECTION 6: Signature

I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the proposed project is within our local authority's jurisdiction (or appropriate approvals are in place).

Name:

Title:

Signature:

Date:

*An electronic or original signature is required.*

Submit applications 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