crc-roundel-cmyk

British Columbia Fires 2017

Community Partnerships Program

Application Form

Grants for community organizations contributing to recovery and resilience-building in impacted communities

# Welcome

The Community Partnerships Program is a project-based grants program that funds community organizations to respond to community recovery needs and resilience-building priorities.

Throughout the application, please ensure that it is clear how the scope of your work is related to recovery and resilience-building in communities impacted by the **British Columbia Fires 2017**.

You are welcome to contact us before you start your application or at any time throughout the process: [BCCommunityPartners@redcross.ca](mailto:BCCommunityPartners@redcross.ca).

**Important:**

* **Please download all materials from:** [**www.redcross.ca/communitypartnerships/BCFires2017**](http://www.redcross.ca/communitypartnerships/BCFires2017)
* Refer to the **Program Guidelines** for organization and project eligibility criteria as well as the Assessment Criteria that will be used to assess all applications. Keep these criteria in mind while developing your application.
* Refer to the **Eligible Costing Rules & Financial Management Guidelines** when developing the budget.
* All applications must include a **Project Budget** and **Project Work Plan** attached with this form.
* To submit, email complete applications to [BCCommunityPartners@redcross.ca](mailto:BCCommunityPartners@redcross.ca) with the subject line: Application Submission.

# Organization Details

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| --- | --- |
| Full legal name of organization: |  |
| Common name of organization: |  |
| Organization type:  ***Please note*** *that the following organizations are generally ineligible to apply:*   * *For-profit businesses* * *Political organizations* * *Organizations that are not headquartered or incorporated in Canada* | Registered Charity  Foundation  Non-Profit  Municipality/Regional District  First Nations Administration  Qualified Donee  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Registration number (if applicable): |  |
| Address: |  |
| Suite/Floor: |  |
| Municipality/City: |  |
| Province: |  |
| Postal Code: |  |
| Website: |  |
| Organization’s Mission and Mandate: |  |
| Total annual operating budget: |  |
| For how many years does the organization retain its books and records? |  |
| Does the Organization have a policy for protecting personal information of beneficiaries? | Yes  No |

# Project Details

**Contact Information**

This should be the primary contact within your organization if we have questions about the application.

|  |  |
| --- | --- |
| Name |  |
| Position/Title |  |
| Email |  |
| Phone Number |  |

**Proposed Timeline**

Start Date (DD/MM/YY)

End Date (DD/MM/YY)

**Project Title**

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| --- | --- |
| Project Title |  |

**Location**

Where will the project take place?

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| --- | --- |
| Municipality/City/  First Nation |  |
| Region (optional) |  |
| Province |  |

## Recovery Area

Please select the option most relevant to the proposed project:

**Community Strengthening:** Enhance community networks of support that promote recovery and resilience building.

**Safety & Wellbeing:** Increase the delivery of services that address individual wellbeing and protection, as well as strengthen formal and informal psychosocial support structures and networks.

**Indigenous Programming:** Enhance culturally-appropriate support structures, programs and activities that build from community assets to address and meet emerging recovery needs and priorities of impacted Indigenous communities.

**Disaster Risk Reduction:**  Increase community capacity to mitigate, prevent, prepare for and recover from future disasters at both the personal and community levels.

## Project Purpose

Briefly state the overall project purpose. This statement concisely describes what you hope to achieve by providing the support outlined in the project description (below). The project purpose statement should be clear and directly linked to recovery needs and resilience building priorities of those impacted by the 2017 British Columbia Fires. (Maximum 100 words)

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## Project Description

Describe the key activities that will be undertaken to achieve the project purpose. If there are several components of the project, please explain each. This section should clearly relate to both the Work Plan and Budget attached.

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## Rationale

Describe the need for the project by explaining the recovery needs and resilience building priorities of the community impacted by the 2017 British Columbia Fires. Below are some examples of information that should be included in a strong rationale:

* What are the community needs that the project will address and what evidence is there to support this? In your discussions with the community, your clients, or other relevant organizations, what have you learned about their current recovery needs?
* Why is this project a priority? How does it fill a gap in the current response or recovery initiatives being implemented?
* How has the project been designed and what makes this project an appropriate response to the community needs you have identified? Why are the proposed activities the most appropriate and effective in this context?
* Have you considered the different needs of those that the project is aiming to reach (e.g. men, women, boys and girls, persons with disabilities, the elderly or Indigenous Peoples)?

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# Organizational Capacity

## Organization's capacity in relation to the proposed project

Discuss the organization's expertise relevant to the proposed project. Describe the relevant experience as an organization in implementing projects similar to this and in engaging with the particular group of people that the project aims to reach.

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## Organization's structure in relation to the proposed project

List the people who will be involved in making this project a success. Please list the roles/ titles, location and responsibilities pertaining to the project. Please include names if possible or note if new human resources would need to be engaged for the project.

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## Community Coordination

Describe how the organization is participating in community recovery and resilience building as well as how your organization collaborates or coordinates with other actors in the community. Provide an overview of who your organization has consulted in the design of the project. If other organizations are participating directly, list and explain how. You may attach any relevant documents in direct support of this project (such as letters of support, etc.).

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## Select the statement below that is the most true of your proposed project.

This is for Canadian Red Cross information purposes only, in order to understand if the proposed project would be meeting a need exacerbated by the fires or meeting a new or emerging need resulting from the 2017 British Columbia Fires.

The proposed project has been planned as a result of the 2017 British Columbia Fires

The proposed project was planned prior to the occurrence of the 2017 British Columbia Fires

## Sustainability

Please describe how sustainability considerations have been incorporated into the planning for this project. Are there appropriate plans in place for the organization and/or initiative beyond the project end date? **If applicable**, briefly explain the organization's funding situation, if it has been impacted by the fires, and your expectations for the future.

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# Beneficiaries

Indicate the potential numbers of people that that will directly or indirectly benefit from this project. For example, in a project involving children's programming, children are direct beneficiaries and parents are indirect beneficiaries. You may also select organizations as a beneficiary. If you are able to provide a breakdown of female and male beneficiaries, please complete the appropriate box in the table below.

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| --- | --- | --- | --- | --- |
| **Beneficiary Group** | **Type**  Direct/Indirect | **Total** | **# of male**  if known | **# of female**  if known |
| Individuals |  |  |  |  |
| Adults |  |  |  |  |
| Children |  |  |  |  |
| Organizations |  |  |  |  |

## Are there specific groups that the project will reach as direct beneficiaries?

If the project directly focuses on a group of people, please select up to 3 choices from the list below. Otherwise, please tick 'General population needing additional support". Specific beneficiary groups should also be clearly defined in the project rationale.

General population needing additional support

Persons with disabilities

Persons with health, mental health or addictions issues

Homeless people or people previously at risk of homelessness

People affected by family or domestic violence

Indigenous peoples, including Métis, living off-reserve (in cities, towns and rural communities)

Remote Indigenous Communities (including First Nations)

Elderly populations

Newcomers to Canada, including refugees/immigrants

Migrant workers, including temporary foreign workers

Children and youth

## Are there specific geographical areas that the project will focus on?

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# Results

Building on the needs identified and the description of the project in the previous section, please list up to 4 expected outcomes that together describe the changes that will be seen in the community because of the project. For each outcome list the major outputs that will be produced.

* **Outcomes:** The primary result(s) that a project seeks to achieve, most commonly in terms of improved access to services or support. For longer term projects, these could include changes in the knowledge, attitudes or practices of the people the project aims to benefit.
* **Outputs:** The products or services that will be produced by the project, which contribute directly to achieving each outcome. There may be several outputs for each outcome.
* **Tip:** Smart outcomes and outputs are Specific, Measurable, Attainable, Relevant and Timely.
* **Indicators:** What will be monitored or measured to show that the project has been a success in terms of the expected outcomes and outputs? Include at least one indicator for each outcome. Means of Verification: For each indicator, also include a means of verification to show how you plan to measure the indicator. For example, if an indicator of success is that at least 25 people attend a workshop, the means of verification might be the workshop registration sheet.

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| **Outcome** | **Outputs** | **Indicators** | **Means of Verification** |
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# Project Work Plan

**Please complete and attach the Work Plan**. Remember to include set up/planning activities, monitoring activities and closeout activities, as well as the activities related to outcomes and outputs listed above. The Work Plan should clearly show what activities will take place, how often, and when. The budget should clearly support costs associated with the implementation of these activities. If you have any additional comments on the Work Plan, add them here.

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# Monitoring

Describe your approach to monitoring the project. Monitoring involves observing project activities to ensure implementation occurs as planned and to identify where adjustments need to be made. Monitoring for success also involves understanding whether the project has met its targets against the expected outcomes and indicators set. The Canadian Red Cross will provide templates and time frames for reporting.

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# Risk

## Risk Assessment

List the risks associated with this project as well as the likelihood of the risks occurring and the impact on the project if they were to occur. Briefly describe how the organization will manage these risks and what strategies are in place to do so. Add rows as necessary.

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| --- | --- | --- | --- | --- |
| **There is a risk that...** | **Risk Category** (Reputational, Strategic, Financial, Operational, External, Legal) | **Likelihood of risk occurring** (Very high, high, medium, low, very low) | **Impact on the project if the risk did occur** (Very high, high, medium, low, very low) | **How the risk will be managed** |
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## Volunteer management

If applicable, please describe how the organization will manage volunteers utilized for the successful implementation of the project. Reference should be made to how the organization ensures volunteers adhere to organizational Codes of Conduct, safety standards, and policy on completing applicable criminal record checks or vulnerable sector checks. If not applicable, please leave blank.

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## Insurance coverage applicable to the project

Please provide an overview of the insurance the organization has in place that is applicable to the project.

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# Budget

## Total Project Budget Total Funds Requested from the Canadian Red Cross

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# Budget

**Please complete and attach the Budget Template.** Remember to refer to the **Eligible Costing Rules and Financial Management Guidelines** while developing your budget. If you have any additional comments or explanations on the Budget, please provide them here.

## Other Contributions

If you have submitted a proposal for this project to another agency OR are receiving funds from another agency for this project, please provide details.

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## Financial Management

Please describe the organization's financial management systems and oversight, detailing how these will support the project. Describe the policies and processes the organization will use to ensure accountability and transparency in the administration of funds.

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# **Has the organization previously worked with or received funding from the Canadian Red Cross?** If yes, please provide details below.

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# Conditions of Partnership

I/We acknowledge and agree that expenses incurred in the preparation of this application are my/ our sole responsibility and may not be charged to Red Cross or claimed by me/us in any way.  The Red Cross has no liability whatsoever for any costs of any kind incurred by any applicant or any other damages or losses in any way related to an applicant’s participation in this application process, including without limitation considering and choosing among the applications, nor shall Red Cross accept any liability or responsibility for the applicants’ actions vis-à-vis Red Cross or any third party in receiving and responding to this call for applications. Commitments made by the applicant prior to, or in anticipation of official written notification that a grant has been approved are done at the applicant’s sole risk. If an application is rejected, the Red Cross will not be responsible for expenditures already incurred.

I/We understand that all information provided in this Application will be reviewed by the Canadian Red Cross and other relevant stakeholders as required.

I/We authorize the Canadian Red Cross Society to request and obtain information from relevant sources to confirm the accuracy of the information contained in this application.

I/We certify that the information in this application is true and correct, including the figures submitted with regard to financial information.

# Authorized Signature(s)

1st Signature

Name:

Position:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

2nd Signature (if required by applicant organization)

Name:

Position:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: