

A GUIDE TO COMPLETING THE RESILIENCE FUND PROJECT REPORT



This learning guide is designed to help you think through some of the more specific details of your project and its results, and to help you answer the questions in the project report form on SMAApply. This guide is for your use only and is intended to support with completing the final report.

IMPORTANT!



This learning guide is NOT the project report form. You can use answers from this worksheet to complete your report. Your project report will be completed through the SMAApply portal.



There is a word limit for some questions on the project report form in SMAApply. You can use this document to write as much as you want under each question, but be sure to go back and shorten your answers to fit the word limit.



While this document is structured in the order that the questions appear on the project report form, feel free to move through the document in the order that is easiest for you.

Congratulations on reaching this stage of the project!

Email us if you have any questions or need help: resiliencefund@redcross.ca.

Your Project - Resilience is....

(100-word limit) *Required*

To the Canadian Red Cross, resilience means being able to adapt and recover after hard times. A resilient community can face challenges and still support one another. Now that you have finished your community project, what does 'resilience' mean to you and your community?

Take some time to reflect on what resilience looks like to you. Has your understanding stayed the same, or did it change as you worked on your project?

There's no right or wrong answer. This is simply a chance to reflect and share your thoughts.

Which two themes did you explore with your project (Select up to two) *Required*

- Wellness & Safety
- Reconciliation
- Caring for the environment, including using Indigenous Knowledge
- Climate Change
- Reducing risks from disasters
- Building Resilience
- Other topics that matter to you and your community

Project Details

Hours spent on your project

How many hours did you spend on your project? (Number only)

It's okay if this is an estimate or a guess. This includes any time you may have spent planning your project or meeting with Canadian Red Cross staff throughout the project.

○

Hours spent learning

How many hours did you spend using the tools and resources provided by the Canadian Red Cross? (Number only)

It's okay if this is an estimate or a guess. You could count the hours you spent in the info session, the number of hours you spent reading guides and resources, the number of hours you spent meeting with your mentor, etc.

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Was your project online or in person?

- Online only
- In-person only
- A mix of online and in-person

Do you have more to write or share? (500-word limit)

Use the space below if you have more to share or if you ran out of space in any of the questions above.

We'd love to see what you created!

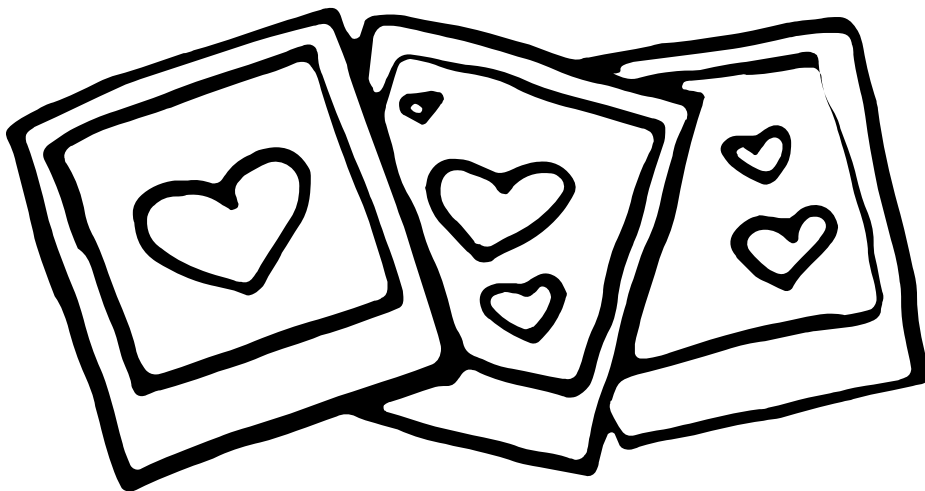
If you would like to share photos, materials you created, or links to online posts about your project, you can upload or share them.

Remember: if you are sharing or posting photos of other people, make sure you have their consent and permission.

We will not share any of these materials outside of the Canadian Red Cross unless we discuss it with you and get your permission first. When we meet for your wrap-up meeting, we will talk about other opportunities to share your story!

If you want to upload photos, please note that we can't view HEIC files. If your photos are in HEIC format, please convert them to JPEG first.

You can also share links to show more about your project—like a social media page, an online article, or a Google Drive folder with your photos.



Accountability

Required

Take some time to prepare for your wrap-up meeting and think about how you managed your project funds in a responsible and accountable way.

Remember that your responsibilities included:

- To spend your project funds on your project and on things that support and strengthen your community.
- To keep track of what you spent your project funds on and keep your receipts and documents for 7 years in case anyone needs to see them.
- To follow the Project Criteria (including the ineligible activities list), the Rules for Project Costs, and the Responsibilities Checklist from the Funding Guide.

Don't worry if you aren't 100% sure! We will go through this together in your wrap-up meeting.

- I understand my responsibilities and accountabilities and am ready to discuss this with the Canadian Red Cross at my project meeting.

Do you have any project funds remaining that you have not spent?

- Yes
 No

***Required* If yes, do you have any ideas for how you could use these funds?**

Is there anyone who supported your project by sharing special knowledge or skills who could receive an honorarium?

You might also consider purchasing small items to thank your volunteers for their support. If nothing comes to mind right now, that's okay. This is something we can explore together and talk more about during your wrap-up meeting.

You're Almost Done!

That's it for the written portion! For the final section on SM Apply there will be questions asking a little bit more about you. Knowing these things helps us make our program better and more relevant. It also helps us know who else to reach out to and support, so that more youth across Canada can access the opportunity, no matter where they come from or how they identify.

You will also be asked for your interest in connecting with the Government of Canada and the Canada Service Corps. The Resilience Fund is partly funded by the Government of Canada, as part of the Canada Service Corps, a national movement that empowers youth to gain experience and build important skills while giving back to their community.

You are welcome to share as much information as you feel comfortable with. Any details you provide will not affect the success of your project wrap-up.

Following your project report submission, our team will review your project reports and reach out to schedule the final wrap-up meeting with you and your team.



**Congratulations again on
reaching this stage!**

**We look forward to connecting with you and hearing more about how
your project went.**