British Columbia Fires 2017

Community Partnerships Program

Guidelines

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

Welcome

Each community will follow its own path in recovery after a disaster and the recovery process takes time. Community organizations play a critical role by providing services for the most vulnerable, helping to identify needs and gaps in services, leading coordination of recovery initiatives, and building community resilience to future emergencies.

Throughout the recovery process, the Canadian Red Cross works in partnership with community organizations towards the relief, recovery and resilience-building of communities affected by disasters.

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

All applications to the Community Partnerships Program go through a formal assessment process. Assessment Criteria are used to guide assessment of applications to ensure that Community Partnerships projects are well-planned and that they respond to community recovery priorities in an appropriate way.

The assessment process takes approximately 3 months, so it is important to plan well in advance and consider whether the Community Partnerships program is right for your initiative. Please keep in mind that not all projects can be funded.

We understand that applying for grants can be challenging, especially during the critical recovery phase after a disaster. The Community Partnerships team can guide you through the process and we welcome you to contact us at BCCommunityPartners@redcross.ca.

The Community Partnerships Program is one of a range of ways that the Canadian Red Cross supports the recovery of communities impacted by the 2017 British Columbia Fires. For more information about Canadian Red Cross recovery programming in response to the 2017 British Columbia Fires, please visit: http://www.redcross.ca/how-we-help/current-emergency-responses/past-emergency-responses/british-columbia-fires.

Available funding

The Canadian Red Cross will use $29.1 million dollars to support projects to help communities recover from the 2017 British Columbia Fires through the Community Partnerships Program, thanks to funding from the Government of British Columbia, the Government of Canada and generous Canadians.

Applications can be made for any amount of funding. The funding amount requested should reflect what is needed for the proposed project. Please see further details in the Assessment Criteria later in these Guidelines, as well as the Eligible Costing Rules and Financial Management Guidelines for more information on preparing your project budget.

Who can apply?

- Registered charities, not-for-profit organizations, municipalities, non-governmental organizations, schools, school boards, Indigenous Peoples organizations, faith-based organizations, etc.
- Preference will be given to organizations located in communities affected by the 2017 BC Fires.
- Under some circumstances, more than one application from an organization can be considered at a time. Such requests will be considered on a case-by-case basis.
- If you are submitting an application as a joint initiative between two organizations, please ensure this is clear in your application and identify both party names.

Ineligible Organizations

The following organizations are generally ineligible to be considered for funding:

- For-profit businesses
- Political organizations
- Organizations that are not headquartered or incorporated in Canada

What kinds of projects may be funded?

Eligible organizations can apply for a wide range of projects that directly contribute to the recovery of impacted communities and individuals from the 2017 British Columbia fires. However, the Canadian Red Cross is not able to consider projects that include any of the ineligible activities listed below.

Ineligible Activities

The following projects are generally ineligible to be considered for funding:

- Ongoing or core operational costs of an organization, not related to fire recovery
- Projects that have already occurred at the time of application
- Initiatives within legislated mandates of government or city departments, except for in exceptional circumstances where further financial supports are needed to carry out these initiatives
- Initiatives where a profit is being made by the organization
- Fundraising events (including, but not limited to golf tournaments and galas)
- Projects that do not fall within Canadian Red Cross charitable objects
- Projects that do not adhere to the Fundamental Principles and humanitarian values of the Canadian Red Cross
- Projects that require adherence to a specific faith (the Red Cross is committed to the Fundamental Principle of neutrality and impartiality)

- Projects with political activities
- Projects that would duplicate existing services or initiatives
- Projects that would result in double recuperation of funds, for example for items or services covered by insurance
- Costs for major capital equipment/renovations and minor renovations and financing of deficits
- Construction of housing or shelter structures
- Projects focused on addressing economic recovery
- Research projects

Important: Determining organization and project eligibility is the first step. If an organization and project activities are considered eligible the application can then be considered for funding and will be assessed using the Assessment Criteria listed later in the Guidelines.

If you are unsure whether your organization or project could be considered eligible to apply please contact the Community Partnerships team: BCCommunityPartners@redcross.ca.

Recovery Areas

Recovery is a long process that happens differently in every community. The Community Partnerships Program can fund projects that contribute to **recovery** from a disaster as well as projects that respond to lessons learned from a disaster and the recovery process to **build resilience** in the community in case of future emergency events. Projects can address a wide range of community recovery needs and resilience building priorities but must contribute to one of the Recovery Areas listed below:

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

2. **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.

3. **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.

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

The Community Partnerships team is available to discuss how project ideas may fit with these recovery areas. To see the full list of Community Partnership Program projects funded to date visit www.redcross.ca/communitypartnerships/BCFires2017.

Before you apply

Please review these guidelines in full, review the timelines and assessment process, and consider whether the program is a good fit for your project. We encourage applicants to get in touch with the Community Partnerships team prior to submitting an application, by emailing BCCommunityPartners@redcross.ca. The Community Partnerships team is available to:

- Discuss your project idea and help you consider whether it would could be in scope for the program;
- Explain the Assessment Criteria, questions on the Application Form and Eligible Costing Rules; or
- Share information about other recovery initiatives that might be relevant to the project.

How to apply

In order to be considered for funding, all applications must include the following completed forms and templates available at www.redcross.ca/communitypartnerships/BCFires2017:

- ✓ An Application Form
- ✓ A project Budget
- ✓ A project Work Plan

Apply Online

Applications can be submitted online via the application portal at https://redcross.fluidreview.com.

- After registering your email address on the portal, the first step will be to answer some questions regarding eligibility for funding and which program you wish to apply for. You will then be directed to the appropriate application form.
- Be sure to save often.
- Be sure to attach your Work Plan and Budget. The templates are available for download at www.redcross.ca/communitypartnerships/BCFires2017.
- When your application is complete, with all attachments uploaded, be sure to click **Submit**.
- You should receive a confirmation email once your application is submitted.
- For technical support, contact BCCommunityPartners@redcross.ca.

Apply by email or on paper

If you prefer to apply using an offline form or a written application form, use the links above to download the application materials or contact us. Once completed, send your Application Form, Budget and Work Plan by email to BCCommunityPartners@redcross.ca with the subject line: Application Submission.

Assessment Process & Timeframes

Applications for funding will be assessed in monthly rounds closing on the last day of each month. You may submit your application at any time however applications will be assessed in batches depending on the month they were submitted. **The assessment process generally takes approximately 3 months to complete.**

For example, an application submitted on or before January 31 can expect to hear an outcome before April 30.

All applications will be screened for completeness and eligibility. If eligible, applications will move to the Assessment stage. During the assessment process you may be contacted several times by a member of the Community Partnerships team for clarifications or further information. Please note that this does not indicate either a successful or unsuccessful outcome, but rather that the project is still under consideration and requires further information for a full assessment.

Successful Applications

Successful applications are those that describe well-planned projects responding to validated community recovery needs or resilience building priorities in an appropriate and sustainable way. The Assessment Criteria below detail what the Canadian Red Cross considers when assessing the relative strengths of an application for funding.

Unsuccessful Applications

Applications that score less than 65 points against the Assessment Criteria will be declined.

Applications are sometimes declined because the project planning is not yet well developed or because further consultation or engagement with other community stakeholders is considered essential to project success. If you would like to rework and resubmit an application, we encourage you to connect with the Community Partnerships team for feedback.

Important things to note:

- Keep in mind that it takes **approximately 3 months** from the end of the month in which you submit the application to the time when the organization will receive funding, if approved. Please plan carefully.
- Complex, high value or high risk applications may take longer to assess and may require further development or clarifications from applicants. If this is the case, the Community Partnerships Program team will keep you informed along the way.
- Submitted applications will be considered confidential, however they will be reviewed internally by the Canadian Red Cross, and may be shared with trusted partner organizations to provide additional context to Canadian Red Cross decision making.
- A Community Partnerships Project Officer may be in touch several times during the assessment process if further information or clarifications are required.

- At any time during the review process, the Canadian Red Cross reserves the right to reject or remove from further consideration any application, for any reason that it deems appropriate.
- All applicants will be notified of the outcome of their application, whether approved or declined.

Assessment Criteria

Assessment Criteria are used to ensure that Community Partnerships projects are well-planned and that they respond to verified community recovery priorities in an appropriate way. This helps the program stay accountable to the community as well as to those who donated to Canadian Red Cross disaster appeal funds. The Assessment Criteria also reflect the approach of the Canadian Red Cross to disaster recovery and resilience building and our experience supporting other communities in recovery.

The Canadian Red Cross will use the Assessment Criteria to consider the community context, timeliness, and the relative merits of each application. Not all applications will be funded.

TIP: Use the Assessment criteria below as a guide when writing the application and again to review your application before submitting. Contact us with any questions about the Assessment Criteria or Application Form: BCCommunityPartners@redcross.ca.

Applications must score a minimum of 65 points to be considered for funding. Applications that do not score the minimum will be declined. Applicants are welcome to request feedback from the Community Partnerships team.

Scale

0:	Not demonstrated	3:	Fair
1:	Very poor / very weak	4:	Good / strong
2:	Poor / weak	5:	Very good / very strong

Assessment Criteria

Criterion	Description	Weight
1. Link to recovery from the 2017 British Columbia Fires	*To what extent is the project directly linked to recovery needs and resilience priorities as a result of the 2017 British Columbia fires?*	X 3
2. Working in Partnership with the Canadian Red Cross	*How well does the project align with Red Cross humanitarian values, Fundamental Principles, scope of funding and one of the Recovery Areas?*	X 3
3. Community Needs	*To what extent does the application demonstrate valid community needs related to recovery from the 2017 fires or resilience building priorities of the community, with evidence where appropriate?*	X 4
4. Relevance and appropriateness of the response to community needs	*To what extent does the application demonstrate why the proposed project is an appropriate response to the community need?* *For example, the application demonstrates:* - *That the project is led by or at the direct request of community leadership, if the project is seeking to benefit Indigenous communities.* - *That the project demonstrates good practice programming, for example when delivering mental health interventions, working with children, etc.* - *That the project is engaged with relevant stakeholders and community structures to ensure success.*	X 4
5. Quality of the Application & Planning	*How strong, clear and reasonable is the project planning in terms of the expected results, budget, timelines, and other aspect of the application?*	X 3
6. Organizational Capacity	*Is the project within the application organization's mandate and does the organization have the appropriate capacity to manage the activities, finances and other aspects of the project?*	X 3
	TOTAL:	/100

What can I expect from a Community Partnership with the Canadian Red Cross?

- **Working in partnership:** If your project is approved, the Canadian Red Cross Community Partnership team will continue to stay in touch throughout the implementation of the project, to provide support if needed, monitor progress, and answer any questions about the management of the grant.

- **Legal Agreement:** All approved grantee organizations will be asked to sign a Legal Agreement that stipulates the purpose of the funding and requirements of the partnership.

- **Insurance and professional qualifications:** It is the grantee organization's responsibility to have in place appropriate insurance for the project. It is also the grantee organization's responsibility to ensure that professionals delivering specialized services as part of the project have the relevant certifications (for example when delivering clinical interventions) or checks (for example a working with vulnerable sectors check for those working with children). Based on the nature of the project, there may be a requirement to sign against relevant CRC policies including the Child Protection Policy and accompanying annexes.

- **Compliance with regulations:** It is the responsibility of all grantees to comply with all applicable legislation, regulations, Canada Revenue Agency rules and guidelines, health and safety standards, and privacy legislation relevant to the organization and project.

- **Project recognition:** We ask that grantee organizations recognize the financial assistance from the Canadian Red Cross. This recognition is important as it will identify the contributions of the Canadian public and government to those impacted. For approval of communications and media materials please contact BCCommunityPartners@redcross.ca. The Canadian Red Cross will post basic information regarding approved partnerships on our website.

- **Reporting:** All partners will be required to submit narrative and financial reports for the project. The Canadian Red Cross will provide templates for reporting to ensure compliance with the partnership agreement. Depending on the specifics of your Legal Agreement, you may also be required to submit documentation supporting your financial report such as timesheets for personnel, procurement documentation, or invoices and receipts for purchases.

- **Financial management:** Grantee organizations are expected to demonstrate strong financial management practices, including appropriate procurement processes and documentation to support this. Grantees must maintain the project funds as separate to other organizational funding so that the charitable activity of the project is clearly identifiable. A separate bank account is not required, however the funds must be separately identifiable within the organization's accounting system and most grantees will be required to submit a General Ledger demonstrating expenditure of segregated project funds as part of financial reports.