



Alberta Wildfires 2016: Community Organization Partnerships Program Application Form Preview

Before you start: Project Eligibility Criteria

Before you access the application form, we need to ensure that your proposed project is eligible under the Community Partnerships Program.

Does the project you want to submit an application for include any of these activities?

Community events where a profit is being made by the organization
Fundraising events (including, but not limited to golf tournaments and galas)
Projects that require adherence to a specific faith (the Red Cross is committed to the Fundamental Principle of neutrality and impartiality)
Initiatives 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
Projects with political activities
Projects that do not fall within our charitable objects
Research projects

- Yes
- No

Does your proposed project fall into any of the following categories?

Involves clean-up activities resulting from the wildfire
Includes construction of housing or shelter structures
Addresses economic recovery

- Yes

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- No

Welcome to the Canadian Red Cross Community Organization Partnerships Program

The Canadian Red Cross is here to help! We have a few ways to help you and your organization understand the Community Organization Partnerships Program, including how to apply and the overall application review process. Find out more about the application support available here. For more information, please visit our website for more information on the program and for FAQs. You can contact us before you start or any time throughout the application process: ABCCommunityPartners@redcross.ca .

Important tips on how to use this form

You will need to complete each section before you can move on to the next, however you can save and return to edit as many times as you wish before you submit your application. You may wish to print this page for quick reference while you fill out the form, or download a printable Application Form Preview.

Keep in mind that all applications must be submitted online via this form. Make sure to save often.

Section I: Project Information

This section is for key information about your organization and the project, including: Project contact information Project title Project start and end dates Project location (s) Applicable Canadian Red Cross funding stream

Section II: Organizational Capacity & Rationale

In this section, you will be asked to provide more detail on the organization and the rationale for the project, and to clearly explain how the project relates to recovery from the 2016 wildfires.

- Organization capacity in relation to the proposed project - previous experience and expertise of the organization
- Organization structure in relation to the proposed project - the roles and responsibilities that will help make the project a success
- Community coordination - how the organization engages and collaborates in the community, and any letters of support or other documentation you wish to provide relating to partnerships and collaboration.
- Description

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- Rationale for the project

Section III: Beneficiaries

In this section you will be asked to describe who the project will aim to reach, including numbers of beneficiaries.

Section IV: Project Details & Work Plan

In this section, you will be asked to describe the expected results of the project, to outline a plan for how you will measure success, and to demonstrate strong planning. You will be asked to complete several questions in the form, and to complete and upload the Work Plan template, which can also be found as a link in the application form.

Section V: Financial Management Plan & Budget

In this section, you will be asked to describe your organization's financial management plan and to upload a budget using the Budget template. The template can also be found as a link in the application form. Please ensure that you consult the Eligible Costing Rules & Financial Management Guidelines document for information on what costs are permissible.

Section VI: Budget

In this section you will be asked to download and complete the Budget Template and to provide an overview of the organization's financial management.

Section VII: Supporting Documents, Terms, Conditions & Signature

This section is for any additional supporting documents you think may be helpful for the Canadian Red Cross during its review of the application (for example: detailed project plans, letters of support, additional quotes that support your budget, etc.). This is also where you'll need to ensure that the appropriate person from your organization can sign off on the application form before submitting it.

To get started on your application...Click the "Next" button below.

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Section I: Project Information

Project Contact Information

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

Name

Position/Title

Email

Phone Number

Project Title

Proposed Timeline

Start Date

___/___/___ (YYYY/MM/DD)

End Date

___/___/___ (YYYY/MM/DD)

Location

Where will the project take place?

Municipality/City

Region (optional)

Province

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Description of Funding Streams

A. Emergency Relief: To support immediate relief and early recovery efforts including re-entry.

B. Community Strengthening Projects: Aim to strengthen a sense of community, reduce social isolation and create ties between fire-affected communities.

C. Building Back Better: Contribute to the restoring of facilities and infrastructure in ways that 'build back better'. (This does not include shelter or clean-up projects.)

D. Building Community Capacity for Future Disasters: To enable communities to feel prepared for future fires and other potential emergencies: raising awareness about potential household and community risks; ensuring that communities are better prepared for emergencies.

E. Restoration, Conservation and Non-Structural Mitigation Measures: Supporting preservation, conservation, restoration and non-structural mitigation measures through environmental work. Activities could encourage local communities to reconnect with, and gain a better understanding of, their local natural environment.

Project Focus & Applicable Funding Stream

Select one of the available funding streams that is most applicable to your project.

- Emergency relief/retroactive costing
- Strengthening Community Projects
- Building Back Better
- Building Community Capacity for Future Disasters
- Restoration, Conservation and Non-Structural Mitigation Measures

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Section II: Organizational Capacity & Rationale

Please note that all Community Partnership grants are limited to projects that support response activities to provide relief, recovery, and long term assistance to those affected by the wildfires in Fort McMurray, Alberta and surrounding areas including those currently displaced elsewhere in Canada. Please ensure that it is clear throughout the application how the scope of your work is related to the 2016 wildfires in Fort McMurray.

Organization's Capacity in relation to 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 supporting the particular group of people that the project aims to reach.

Organization's Structure in relation to 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.

Community Coordination

Describe how your organization collaborates or coordinates with other actors in the community and how your organization is participating in wildfire recovery initiatives. Provide an overview of who your organization has consulted with in the design of this project. If other organizations are participating directly in this project, explain how.

Upload documents in direct support of the coordination particular to this project (such as Letters of Support) in the Supporting Documents section at the end of the form.

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Overall Project Objective

In one or two sentences, state the overall project objective: aim of project, fire-affected beneficiaries to be reached, location of project activities, and timeframe. The objective should be a clear and direct statement.

Project Description

Describe how the project will reach the objective. What will the project do and what are the components of the project?

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 fire.

- A. The proposed project has been planned as a result of the wildfire.
- B. The proposed project was planned prior to the occurrence of the wildfire.

If you have selected Option B, in the project rationale section below, please identify why funding is required for the project this year and what your funding sources have been in previous years.

Rationale

Explain how the Project Objective is connected to the Alberta Wildfire Response, as well as the previously selected Funding Stream. This section should provide details of the organization's proposed response to the current situation post-fire. It should also directly link the proposed project to the priority needs in the community.

Below are some examples of information that might be included in a strong rationale:

- Why is this project a priority? How does it fill a gap in the current wildfire recovery initiatives being implemented? In your discussions with the community, your clients, or other relevant organizations, what have you learned about the current needs?

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- How has the project been designed and what makes this project an appropriate response to community need? 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)?

Section III: Beneficiaries

Beneficiaries

Please indicate the 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. If you do not know the breakdown of adults or children, you may select individuals. 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. If you aren't sure, or for the Organizations category, please enter the total, and enter "0" in the Male and Female columns.

	Category	Type	Total #	# of Male	# of Female
1	<input type="radio"/> Direct	<input type="radio"/> Adults			
	<input type="radio"/> Indirect	<input type="radio"/> Children			
		<input type="radio"/> Organizations			
2	<input type="radio"/> Direct	<input type="radio"/> Adults			
	<input type="radio"/> Indirect	<input type="radio"/> Children			
		<input type="radio"/> Organizations			
3	<input type="radio"/> Direct	<input type="radio"/> Adults			
	<input type="radio"/> Indirect	<input type="radio"/> Children			
		<input type="radio"/> Organizations			
4	<input type="radio"/> Direct	<input type="radio"/> Adults			
	<input type="radio"/> Indirect	<input type="radio"/> Children			

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- Organizations

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

Select from the list of direct beneficiary groups below. Please tick at least one box, to show specific groups that the project will directly benefit:

- Residents of Fort McMurray (General population)
- Evacuees 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

If applicable, note specific geographical areas in the RMWB that the project will focus on.

Section VI: Project Details & Work Plan

Building on the needs identified and the rationale for the project explained in the previous section, this section goes into further detail on how the project will work, what success is expected to look like, and how success will be measured. Please be as specific as possible. If your project is approved, this information will form an important part of the partnership Agreement with the Canadian Red Cross.

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Outcomes, Activities & Indicators of Success

Please list up to four outcomes that together clearly describe the impact and changes that will be seen in the community as a result of the project. These should clearly relate to the needs described in previous sections. For each outcome list the major activities that will be undertaken, the indicators, and the means of verification.

Definitions

Outcomes: The primary result(s) a project seeks to achieve, most commonly in terms of improved access to services or support. For longer term programs these could include changes in the knowledge, attitudes or practices of the people the project aims to benefit.

Activities: The necessary activities that will contribute directly to achieving each Outcome. Please be detailed. For example, if conducting workshops, what type of workshop, how many and for how many participants? There may be several activities for each outcome. These activities should also be reflected in the work plan that you upload below.

Indicators (and means of verification): What will be monitored or measured that can show that the project has been a success? For each indicator also include a means of verification (in parentheses), to show how you plan to measure the indicator. There may be several indicators for each outcome. For example, if an indicator of success is that at least 22 people attended a workshop, the means of verification might be the workshop registration sheet.

	Outcome	Activities	Indicators of outcomes (and means of verification)
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>

Project Work Plan

The project work plan is a list of all activities required to achieve each of the project outcomes listed above and the time frames for each.

Download the work plan template, complete, and upload below. Remember to include set up/planning activities, monitoring activities, and closeout activities as well as the activities related to each outcome, summarized above.

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Canadian Red Cross may work with your organization to develop this in further detail, depending on the size and complexity of your project. The budget (in a later section) should also support costs associated with the implementation of these activities.

Monitoring

Describe your overall approach to monitoring the project. You may wish to explain:

- How the organization will make sure that the project adheres to the work plan, and how any delays will be addressed.
- How the organization will monitor the success of the project against the indicators identified above.

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 indicators set.

The Canadian Red Cross will provide templates for reporting.

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.

Section V: Risk Assessment

List the risks associated with this project as well as the likelihood and effect of these risks on the project. Briefly describe how the organization will manage these risks and what strategies are in place to do so. The form requires you to consider and input at least two risks.

Some examples of risks to consider are listed below:

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- Reputational: Actions by staff, individuals/outside entities associated with the organization, third parties or by the organization itself that could result in loss of confidence and support from the public and/or donors, or beneficiaries;
- Strategic: Failure to meet expectations/requirements of beneficiaries;
- Financial: Fraud, theft, damage, illegal access, waste of resources;
- Operational: Errors, omissions, delays, operational failure, poor service delivery, mismanagement, third-party risk, staff at risk (health and safety), loss of key staff, abuse of authority;
- External: Physical disaster (flooding, fire, etc.), sabotage;
- Legal: compliance, litigation risk, criminal prosecution.

There is a risk that...	Risk Category	Likelihood of the risk occurring:	Impact on the project if the risk did occur:	How the risk will be managed:	
1	<input type="text"/>	<input type="radio"/> Reputation <input type="radio"/> Strategic <input type="radio"/> Financial <input type="radio"/> Operational <input type="radio"/> External <input type="radio"/> Legal	<input type="radio"/> Very low <input type="radio"/> Low <input type="radio"/> High <input type="radio"/> Very high	<input type="radio"/> Very low <input type="radio"/> Low <input type="radio"/> High <input type="radio"/> Very High	<input type="text"/>
2	<input type="text"/>	<input type="radio"/> Reputation <input type="radio"/> Strategic <input type="radio"/> Financial <input type="radio"/> Operational <input type="radio"/> External <input type="radio"/> Legal	<input type="radio"/> Very low <input type="radio"/> Low <input type="radio"/> High <input type="radio"/> Very high	<input type="radio"/> Very low <input type="radio"/> Low <input type="radio"/> High <input type="radio"/> Very High	<input type="text"/>

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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.

Section VI: Financial Management & Budget

Total Project Budget

This includes all contributions to the project, including contributions made by the organization, funds requested from the Red Cross, and other funders.

Total Funds Requested from the Canadian Red Cross

Other Funding Contributions

If you have submitted a proposal for this project to another agency OR are receiving funds from another agency for this project, select all the appropriate boxes below and provide details.

- Other funding agencies _____
- Private donation _____
- Government funding _____
- Other _____
- Applicant's contribution _____
- My organization is not requesting or receiving funds from another agency for this project.

Budget

Please download the Budget Template and upload a completed version.

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Financial Management

Provide details on the organization's financial management systems and oversight, detailing how they will support this project. Describe the policies and processes the organization will use to ensure accountability and transparency in the administration of funds. If materials are to be purchased, reference to your organization's procurement policy and standards should be included. The total project budget, including the requested funds from the CRC and other funding sources, must be annexed in order for this proposal application to be considered.

As stated earlier, the proposed budget must be linked to activities. Please consult the Eligible Costing Rules & Financial Management Guidelines document to verify what expenses are permissible.

Has the organization previously worked with or received funding from the Canadian Red Cross?

- No
- Yes

If you have selected Yes:

Please provide details as to how the organization has previously worked with or received funding from the Canadian Red Cross.

Section VII: Supporting Documents, Terms, Conditions & Signature

Supporting Documents

If you have any supporting documentation related to the project proposal, please upload them here.

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Permission to share application with other funders, if applicable/appropriate:

Should the Red Cross determine that the application is not eligible to receive funding under this program, may we have permission to send this application to other funders such as United Way, the RMWB, Government of Alberta or industry? Please be advised that the Red Cross is unable to advocate on behalf of an applicant and will provide the application information to other funders as a courtesy.

- Yes
- No

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. 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 Red Cross as well as members on the Community Partnerships Table and others 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.

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

Name of person submitting application:

Authorized Signatory

Using your mouse or trackpad, please sign on the line below.

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