



Alberta Wildfires 2016: Community Organization Partnership Program – Guidelines

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Welcome

The Community Organization Partnership Program supports community-led initiatives that contribute to the ongoing recovery of those affected by the 2016 Wildfires in the Regional Municipality of Wood Buffalo.

Since June 2016 the Canadian Red Cross has funded a broad range of projects that supported the emergency relief, re-entry, and recovery needs of those affected. [Click here](#) to learn more about the community partnerships funded in the first year, or see the [full list of projects funded to date](#).

As recovery continues, the Canadian Red Cross is focusing support towards community-led projects that make strategic and sustainable contributions to longer-term recovery and resiliency in the Regional Municipality of Wood Buffalo.

Available funding

The Canadian Red Cross has committed a total of \$50M to the Community Organization Partnership Program in response to the 2016 Alberta Wildfires, with matching funds from the Government of Alberta.

Applications can be made for any amount of funding. Applications for funding of \$100,000.00 or more, or applications with broad impact across the community will also be evaluated by the [Community Partnerships Table](#).

Who can apply?

- Registered charities, not-for-profit organizations, non-profit organizations, municipalities, non-governmental organizations, schools, school boards, Indigenous Peoples organizations, faith-based organizations
- Preference will be given to organizations located in communities affected by the 2016 Alberta Wildfires
- Organizations must be located, headquartered and/or incorporated in Canada
- Under special 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. The applicant organization can contact abcommunitypartners@redcross.ca for more information

The following organizations are generally ineligible:

- For-profit businesses
- Programs within legislated mandates of government or city departments
- Political organizations

What kinds of projects will be funded?

The Community Organization Partnership Program provides an opportunity for community organizations to contribute towards recovery efforts in their community by undertaking projects that directly support those impacted by the 2016 Alberta Wildfires.

Eligible organizations can apply for a wide range of projects that contribute to the recovery of impacted communities and individuals which are linked to the Recovery Outcomes, however the Canadian Red Cross is not able to fund projects that include any of the ineligible activities listed below.

The following activities are generally ineligible for funding:

- Ongoing or core operational costs of an organization
- 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 our charitable objects or 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
- 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
- Construction of housing or shelter structures
- Activities to address economic recovery
- Research projects

Recovery Outcomes

The Canadian Red Cross places the most vulnerable people and communities at the centre of our support in recovering from disasters. Throughout the longer-term recovery process, we work towards sustainable change and resilience building, focusing on four major Recovery Outcomes.

Projects can address a wide range of community recovery priorities and must contribute to one of the strategic Recovery Outcomes 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 proposed projects may fit with these recovery outcomes. We encourage applicants to [contact us](#) to discuss project ideas.

Review process

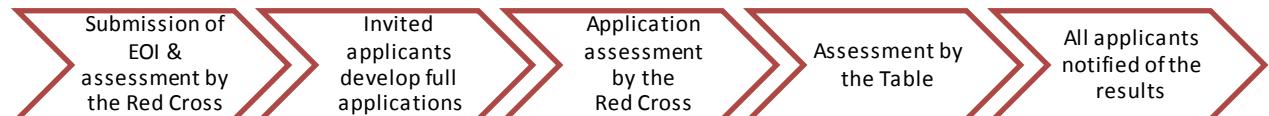
Applications will be reviewed in a staged process, designed to provide opportunities for support and strategic guidance for community organizations throughout. This will allow for collaboration, building on opportunities for greater community impact in wildfire recovery.

All Expressions of Interest (EOI) and full applications will be evaluated by an internal Canadian Red Cross Review Committee using the Assessment Criteria below. Applications for funding of \$100,000 or more, or with wider community impact will also be evaluated by the Community Partnerships Table (the Table).

For projects under \$100,000



For projects over \$100,000 or with wider community impact



Important things to note:

- At any time during the review process, the Canadian Red Cross reserves the right to reject or remove from further consideration any EOI or application for any reason that it deems appropriate.
- Expressions of Interest and applications are considered confidential; however, they will be reviewed internally by the Canadian Red Cross, as well as by members of the Community Partnerships Table, as part of the review process.

Assessment Criteria

The following criteria are used to guide the assessment of Expressions of Interest and full applications. Expression of Interest and applications must score a minimum of 50 to proceed to the next step of the review process. The Canadian Red Cross will consider the community context, timeliness, and the relative merits of each Expression of Interest or application.

All applicants, successful or unsuccessful, will be notified of the results of their EOI or application and will have the opportunity to request general feedback.

Scale:

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

Criteria	Description	POSSIBLE POINTS
1. Strength of link to recovery from the 2016 Alberta Wildfires	Project or initiative is directly related to the recovery of the community from the wildfires including building resilience for future disasters.	15
2. Contribution to Recovery Outcomes	The project has significant potential to contribute to one or more the Canadian Red Cross Recovery Outcomes and demonstrates appropriate coordination and support of key community stakeholders	20
3. Strength of planning & quality of project	The project and implementation are well thought out, including <u>for example</u> : <ul style="list-style-type: none"> • Outcome and output statements are SMART (<i>*Specific, Measurable, Attainable, Relevant and Timely</i>) • The applicant has appropriately considered and planned for strong monitoring and evaluation • The applicant has considered sustainability of the project, and/or of the project outcomes, as relevant • The applicant will have appropriate planning and monitoring tools in place for the project. 	20
4. Budget	The budget is realistic and in accordance with the Eligible Costing Rules and Financial Management Guidelines.	15
5. Assistance to vulnerable groups and/or responses to gaps in services	The project will provide direct assistance to vulnerable groups as well as vulnerable individuals whose needs are not being adequately met	15
6. Organizational Capacity	The organization demonstrates the capacity, experience, and resources to deliver and manage the project as described.	15
TOTAL OF WEIGHTED SCORES:		/100

How to apply

Please review these guidelines in full. Expressions of Interest and full applications must be made online through the portal at <https://redcross.fluidreview.com>. Once registered, you will be required to answer some questions regarding the eligibility of your organization and project. If you meet both sets of eligibility criteria, you will proceed to the Expression of Interest form.

For technical support please contact us: abcommunitypartners@redcross.ca.

Important things to note:

- When you complete your EOI or application, please ensure you click Submit. You should then receive a confirmation email.
- If you are submitting an application as a joint venture, please ensure this is clear in your application and identify both party names.
- 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 and the applicant organization may wish to contact abcommunitypartners@redcross.ca for more information.

What can I expect after I apply?

Step 1: Expression of Interest

All applicants will be notified by email of the result of their Expression of Interest (EOI).

If your EOI is successful, you will receive an invitation to submit a full application, which will include details on what you will need to submit.

If your EOI is unsuccessful, you are welcome to request general feedback from the Canadian Red Cross.

Step 2: Full Application

If you are invited to submit a full application, the Community Partnership Team will contact you to discuss the project and provide feedback, and will be available to support you as you develop the application. You will need to complete the full application form online, and may be required to provide further supporting documents.

The full application will then be assessed following the process described above. Keep in mind that not all full applications will be funded. All applicants will be notified of the result of their applications.

If your application is approved

If the full application is successful, your point of contact will continue to support you throughout the implementation of the project. Some key expectations for active community partnerships include:

- **Working in partnership:** The Canadian Red Cross Community Partnership team will continue to stay in contact throughout the implementation of the project, providing support, monitoring progress and facilitating connections in the community.
- **Agreement:** Once an application has been approved in principle, your point of contact will discuss the details with you and a legal agreement will be drafted for your review and signature. Your organization can continue planning in the meantime.
- **Policies & Insurance:** It will be the partner’s responsibility to ensure appropriate insurance is in place for the project. In addition, based on the nature of the project, there may be a requirement to sign against relevant CRC policy including the Child Protection Policy and accompanying annexes.
- **Reporting:** All partners will be required to submit a final report (narrative and financial) to document the project. You may also be required to submit interim reports, depending on the project. The Canadian Red Cross will provide templates for financial and narrative reporting to ensure compliance with the partnership agreement.
- **Project recognition:** Through the agreement, we ask that partners recognize the Canadian Red Cross’s financial support. This recognition is important as it will identify the contributions of the Canadian public and government to those impacted by the wildfires. We will also post basic information regarding approved partnerships on our website [here](#).

Key dates

Carefully consider these timelines when preparing to submit an Expression of Interest. The Canadian Red Cross may advise applicants to resubmit Expression of Interests at a later date.

There are four assessment rounds per year and dates for each round will be published in advance. Expressions of Interest are accepted on a rolling basis, but will be assessed within these four rounds. Key dates for the upcoming assessment round are listed below.

If you have questions about when to apply, please contact us: abcommunitypartners@redcross.ca

<i>For projects starting in Spring 2018</i> (starting between February 1 – April 31, 2018)	
<i>Cut-off date to submit EOI</i>	October 15, 2017
<i>EOI Assessment by Canadian Red Cross</i>	October 16 – early November, 2017
<i>All applicants notified of EOI results</i>	Early November, 2017
<i>Timeframe for developing full applications, if invited to apply</i>	November, 2017
<i>Deadline to submit full application, if invited to apply</i>	November 24, 2017

<i>Application Assessment by Canadian Red Cross and the Community Partnerships Table as required (for applications for funding over \$100,000 or wider impact across the community)</i>	November, 2017 – January, 2018
<i>All applicants notified of application results</i>	Mid-January, 2018