|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Project\_ID **(Internal Use Only)** |  | | Project Title | As named by the Applicant | | Application Date: | DD/MM/2024 |     **Forest Resource Improvement  Association of Alberta**  P.O. Box 11094, Main Post Office,  Edmonton, Alberta T5J 3K4 | | | | | | | | | |
| **FRIAA COMMUNITY FIREGUARD PROGRAM**  **Attn: FRIAA Administrator**  **Telephone: 780-429-5873**  **Submission Portal:**  [**https://friaa.ab.ca/program-submissions/**](https://friaa.ab.ca/program-submissions/)  **Request for Proposal - Application Form & Template**  **FRIAA-CFP AUGUST 2024 PHASE 1: PLANNING** | | | | | | | | | |
| **Applicant Information** | | | | | | | | | |
| Applicant Organization (Legal name): | |  | | | | Phone: |  | | |
| Mailing Address: | |  | | | | Fax: |  | | |
| Authorized Representative (name and title of signing authority) | |  | | | | Email: |  | | |
| Project Manager (name and organization / company) | |  | | | | Phone: |  | | |
| Email: |  | | |
| **COMMUNITY FIREGUARD PROGRAM** - **Project Information** | | | | | | | | | |
| **Description of Eligible Activity** | | | | | **Term of Project** | | | **Amount of Funding Applied for** | |
| **Phase 1**: Planning | | | | | (month/year to month/year) | | | $ | |
| **Phase 2**: Clearing (cost estimate, funding is not available at this time) | | | | | (month/year to month/year) | | | $ | |
| **Phase 3**: Grazing Site Preparation (cost estimate, funding is not available at this time) | | | | | (month/year to month/year) | | | $ | |
| Total Project Cost Estimate (preliminary): | | | | |  | | | $ | |
| **Acknowledged by Applicant** | | | | | | | | | |
| 🞏 Band Council Resolution (attached for applications from Alberta First Nations)  🞏 Settlement Council Resolution (attached for applications from Métis Settlements) or President Letter for Métis Co-operative/Enterprise/Local  🞏 Municipality Council Resolution (attached for applications from Municipalities) | | | | | | | | | |
| The Applicant acknowledges that it has read, understands and agrees with the requirements, terms and conditions of the FRIAA FireSmart Program (the “**Program**”), the Request for Proposals (the “**RFP**”) and Program Outline, and the FRIAA Community Fireguard Project Grant Agreement (the “**PGA**”) and by its submission of this Application and its Proposal acknowledges and agrees that the Applicant shall be bound by the requirements, terms and conditions of the Program, the RFP and Program Outline, the PGA and FRIAA’s policies, procedures protocols and guidelines as well as any and all requirements and directions as may be determined by FRIAA’s Board of Director at its sole discretion. The Applicant also acknowledges and agrees that this Application and Proposal may be accepted by FRIAA on further terms and conditions which shall be binding on the Applicant and that the acceptance of this Application and Proposal does not represent a commitment by FRIAA to fund all or any of the activities proposed therein. | | | | | | | | | |
|  | **Authorized Representative (as named above)** | |  | **Date** | | | | |  |

**\*Please replace all red text with information relevant to your application\***

# Project Overview

Briefly describe the Phase 1: Planning (e.g. planning, mapping, ground truthing, permitting, consultation), Phase 2: land clearing and Phase 3 grazing site preparation activities that are proposed, and any other eligible activities that will be included.

# Project Area

Describe the adjacent community(ies) and geographic area covered by the project, and identify the proposed fireguard boundaries.

Insert or append a map(s) of the proposed project area(s) with sufficient detail to clearly delineate the specific project boundaries and any impacted lands

(approximately 1:5,000 map scale.)

Aerial imagery may enhance your mapping.

# Project Description

## Describe your approach and project work plan

* + - * 1. Project approach

Briefly describe the scope of the project by Phase 1, 2 and 3 activities.

* + - * 1. Chronological work plan and timeline

Provide a chronological work plan and timeline for each Phase, with additional detail provided for Phase 1, including: major tasks, milestones, dependencies, start and end dates, and deliverables.

* + - * 1. Describe authorizations to conduct the proposed work

Include or describe permits, licences or authorizations that are required to undertake the proposed work. (Provincial Crown land may require a *Temporary Field Authorization* and *Aboriginal Consultation Office* approval, disposition application for a *Vegetation Control Easement*, the payment of *Timber Damage Assessment* and acquisition of a grazing lease, license or permit).

## describe stakeholder involvement

Describe how the community and stakeholders will be involved, and be advised of or engaged in the project development. Describe the anticipated impacts on other resources or land users.

Describe the communication milestones planned for the proposed project, detailing the sequence, timing and duration of related activities.

## describe the involvement of the Wildfire Management Branch

Describe the involvement of the regional Wildfire Management Branch in Phase 1 of the proposed project, regarding the technical design of the fireguard.

## describe the involvement of the public lands Branch

Describe the involvement of the regional Public Lands Branch in Phase 1 of the proposed project, regarding the feasibility of grazing livestock on the fireguard.

## description of project management

Describe the project management processes in place to timeliness, quality control, cost control, safety and adequate reporting to FRIAA.

Identify who is responsible to oversee the daily work and provide a brief description of their qualifications and experience.

## description of anticipated project outcomes.

Describe the expected outcomes and deliverables of the project.

# Budget, Reporting and Payment Schedules

## describe project budget and funding request

Describe the project budget and the funding requested from FRIAA for each Phase. Provide sufficient detail (e.g. unit costs and estimated number of units).

Indicate if a dedicated project manager will be contracted (recommended) or if internal resources will be utilized.

## Detailed project budget

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity Type** | **Description** | **Unit Quantity** | **Unit Type** | **Unit Price** | **Total** |
| **Project Expenses** |  |  |  |  |  |
| **Phase 1** | **Project Planning** |  |  |  |  |
|  | Project management (contract) | x.x | hour | $ x.x | $ x.x |
|  | planning/mapping | x.x | hour | $ x.x | $ x.x |
|  | permitting/regulatory | x.x | hour | $ x.x | $ x.x |
|  | Ground truthing | x.x | hour | $ x.x | $ x.x |
|  | land survey | x.x | contract | $ x.x | $ x.x |
|  | directed stakeholder communication/consultation | x.x | hour | $ x.x | $ x.x |
|  | general public/community communication | x.x | hour | $ x.x | $ x.x |
|  | Open house / advertising | x.x | event | $ x.x | $ x.x |
|  | quality control | x.x | hour | $ x.x | $ x.x |
|  | FRIAA reporting & deliverables | x.x | hour | $ x.x | $ x.x |
| Sub-total |  |  |  |  | $ x.x |
|  |  |  |  |  |  |
| **Phase 2** | **Land Clearing** |  |  |  |  |
| (Funding for Phase 2 is not available with initial application. Cost estimate only. Full cost details are not required but have been included to assist with budget estimation.) | Project management (Contract) | x.x | hour | $ x.x | $ x.x |
| Boundary layout | x.x | contract | $ x.x | $ x.x |
| vegetation removal (harvesting) | x.x | hectare | $ x.x | $ x.x |
| vegetation removal (mulching) | x.x | hectare | $ x.x | $ x.x |
| debris disposal | x.x | pile | $ x.x | $ x.x |
| safety | x.x | hour | $ x.x | $ x.x |
| FRIAA reporting & deliverables | x.x | hour | $ x.x | $ x.x |
|  |  |  |  |  |
| Sub-total |  |  |  |  | $ x.x |
|  |  |  |  |  |  |
| **Phase 3** | **Grazing Site Preparation** |  |  |  |  |
| (Funding for Phase 3 is not available with initial application. Cost estimate only. Full cost details are not required but have been included to assist with budget estimation.) | Project management (contract) | x.x | hour | $ x.x | $ x.x |
| seeding | x.x | hectare | $ x.x | $ x.x |
| stumping/grubbing | x.x | hectare | $ x.x | $ x.x |
| Debris disposal | x.x | pile | $ x.x | $ x.x |
| water dugout | x.x | each/hr | $ x.x | $ x.x |
| livestock staging area | x.x | each/hr | $ x.x | $ x.x |
| access / approaches | x.x | each/hr | $ x.x | $ x.x |
| fencing materials | x.x | each | $ x.x | $ x.x |
| fencing installation | x.x | each/hr | $ x.x | $ x.x |
| gate / cattle guard materials | x.x | each | $ x.x | $ x.x |
| gate/cattle guard installation | x.x | each/hr | $ x.x | $ x.x |
| approved seed mix | x.x | each/kg | $ x.x | $ x.x |
| safety | x.x | hour | $ x.x | $ x.x |
| FRIAA reporting & deliverables | x.x | hour | $ x.x | $ x.x |
| Sub-total |  |  |  |  | $ x.x |
| FRIAA Requested funding Sub-total |  |  |  |  | $ x.x |
| **Merchantable Timber** | Expected revenue from sale of timber or biomass (revenue returned to project budget) |  |  |  | $ x.x |
|  |  |  |  |  |  |
| **In-kind Services** |  |  |  |  |  |
|  | Project Manager – in-house (Name) | x.x | hour | $ x.x | $ x.x |
|  | Project Personnel #1 (Name) | x.x | hour | $ x.x | $ x.x |
|  | Project Personnel #2 (Name) | x.x | hour | $ x.x | $ x.x |
|  | Supplies, tools | x.x | each | $ x.x | $ x.x |
|  | Vehicle | x.x | km | $ x.x | $ x.x |
| Sub-total |  |  |  |  | $ x.x |
|  |  |  |  |  |  |
| **Non-FRIAA Funding** | Applicant contribution |  |  |  | $ x.x |
|  |  |  |  |  |  |
| **Total Project Budget** |  |  |  |  | **$ x.x** |

## Describe other (non-friaa or in-kind) sources of funding

Describe and estimate the value of any non-FRIAA funding or in-kind resources that apply directly to the proposed activities. FRIAA funds must not be used for existing staff or resources of the applicant. In-kind contributions will be highly regarded.

**“In-kind”** examples include administration, supervisory, project management, quality control, task or safety training, financial reporting time, and equipment such as trucks, tools, fuel, uniforms, Personal Protective Equipment (PPE), training materials, advertising and tendering costs and materials, equipment and hall rentals and any other project support that is offered by the applicant to subsidize the cost of the project.

## describe the local employment created by the proposed project

Describe the local employment created in terms of financial impact to local citizens or businesses, including the expected number of jobs and proximity (Km range) of “local” dollars spent.

## Progress reporting schedule

Link your proposed progress reporting schedule to the work schedule timing.

At a minimum, Progress Reporting will be submitted to FRIAA 1) after project kick-off 2) at the mid-way milestone or time interval and 3) at the completion of the planning phase (Final Outcomes Report).

## payment schedule

Often financial reporting is timed in conjunction with the progress reporting schedule (Section 4.5). The submission of a financial report and supporting documentation is required to receive a grant payment, (with the exception of the first payment that may be made as an advance).

A minimum of 20% of the approved funding will be reserved until the submission of a Final Outcomes Report, with all supporting documentation and required deliverables.

# Additional Information

## Additional Information.

Include additional information that you believe is relevant and helpful in assessing this application for funding.