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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Proposal # **(Internal Use Only)** |  | | Project Title | Regional Community FireSmart  Co-ordinator | | Project Type | Public Education |     **Forest Resource Improvement  Association of Alberta**  P.O. Box 11094, Main Post Office,  Edmonton, Alberta T5J 3K4 | | | | | | | | | | | |
| **FRIAA FIRESMART 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 Summary - Application Form & Template**  **FRIAA-FFP FIRESMART COORDINATOR APRIL 2025**  **Submission Deadline****:** **May 20, 2025 4pm MST** | | | | | | | | | | | |
| **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: |  | | |
| **FireSmart Discipline** - **Project Information** | | | | | | | | | | | |
| **Primary Eligible Activity** | | | | | **Term of Project** | | | | **Amount of Funding Applied for** | | |
| Regional FireSmart Co-ordinator | | | | | (month/year to month/year) | | | | $ | | |
| If requesting additional funding support to for a **third party** to assist in the completion of a full proposal, indicate the amount: $\_\_\_\_\_\_\_\_ | | | | | | | | | | |  |
| |  | | --- | | Applicant has been in contact with a FRIAA Field Liaison to discuss the specified application activity. (**REQUIRED**)  🞏 Applicant called in to an “Information call-in Session” and was recorded as attending by FRIAA (highly encouraged) | | | | | | | | | | | |  |
| **Agency Support Attachment:** | |  |  | Project Support Letter from Fire Department / Fire Emergency Service Providers, **OR** the Fire Department/Fire Emergency Service Provider is the applicant of this project (include letters from regional collaborators) – **REQUIRED.** | | | | | | |  |
| **Acknowledged by Applicant** | | | | | | | | | | | |
| |  | | --- | | Band Council Resolution (attached for applications from Alberta First Nations)   Settlement Council Resolution (attached for applications from Métis Settlements) or President of Métis Co-operative/Enterprise/Local  Municipality Council Resolution (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 Proposal (the “**RFP**”) and Program Outline, and the FRIAA FireSmart 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** | | |  | |

**Application Template**

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

# Project Overview

* 1. **Description of Eligible Activities and Outcomes**

Indicate what type of deliverables will be developed by the FireSmart Coordinator. An Excel template for budgeting / progress reporting is available as “Application Addendum A”. Add rows as needed to provide the appropriate level of specific detail to demonstrate the activities and expected outcomes of your project. THIS IS A BRIEF OVERVIEW, PROVIDE MORE DETAILS IN 4.1 AND 4.2 BELOW.

# Project Location

Describe the region and the communities included in the proposed project. Append a map to help describe your project location with key reference points and jurisdictions.

# Emergency Services Engagement

* 1. **Indication of engagement and support of Fire Emergency Services Provider(s)**

Briefly describe engagement with the Fire Emergency Service Providers in the region. Include considerations made for the specific activities proposed for this project.

Who was involved in the discussions and what feedback did you receive regarding the project?

Project-specific letters of support are required with the Proposal, for the various communities / jurisdictions included in your “region”. A letter is not required from the applicant, IF the applicant is the provider of fire emergency services for one or more of the communities. (This section is looking for collaboration and who will be the project lead, responsible for the outcome delivery and reporting.)

# Project Scope and Priority

* 1. **Describe The Project Scope**
     + - 1. Describe in detail the scope and work plan approach of the proposed activities that relate to the purpose of the FRIAA FireSmart Program. Describe the sub-tasks that will be completed during the project term.

* + - * 1. Work schedule / milestones

Include a work schedule of measurable milestones in table or list format with enough detail that the Review Committee can understand the proposed sequence, timing and duration of events. **Link progress to your deliverables.**

* 1. **describe anticipated project outcomes**

Describe how the anticipated outcomes and deliverables of the project are relevant to the FireSmart objectives of your community in terms of deliverables and measurable results.

# Community Engagement

* 1. **describe The Applicant and Project Partners**

Describe the relevant background information about the applicant, and any Project Partners (including consultants) involved with the project (see 5.1 of RFP for description of “Project Partners”.)

* 1. **describe The Stakeholders**

Describe the community(ies) and stakeholders involved. Indicate how the communities will be engaged about the upcoming work and its importance to community resiliency.

# Funding Requested (Budget), Reporting and Payment Schedules

* 1. **describe project budget and funding request**

Describe the detailed project budget and the funding requested from FRIAA. Proposed costs for activities must contain sufficient detail (e.g. unit costs and estimated number of units) to allow for assessment of transparency, competitiveness and consistency with fair-market value. Wages are not covered, submit your budget in terms of deliverables. Details to be provided in Section 6.3.

Describe process to ensure that budget estimates / pricing of deliverables are fair-market value and the cost controls that will prevent budget overruns.

Generalized administration fees, contingency fees and “percentage markup” will not be accepted.

* 1. **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**.** Quantify an estimate of in-kind services and resources that apply directly to the activities proposed. “**In-kind**” can include admin, supervisory, project management and quality control time, equipment such as trucks, tools, fuel, uniforms, Personal Protective Equipment (PPE), training materials, resources and staff time, advertising costs and materials, financial contributions etc.

Details to be provided in Section 6.3.

Funds or resources for related projects or previous projects or plans do not qualify as other sources of funding for this project.

* 1. **Detailed project budget**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity / Deliverable** | **Description** | **Unit Quantity** | **Unit Type** | **Unit Price** | **Total** |
| Community events - distribute information | i.e. emergency preparedness fair, farmer’s market, sporting event, school/classroom presentation, trade show | x.x | Event | $ x.x | $ x.x |
| Neighbourhood clean-up events | i.e. Wildfire Community Preparedness Day, work bee, chipping party | x.x | Event | $ x.x | $ x.x |
| FireSmart program information presentations | i.e. Neighbourhood Champion workshop | x.x | Workshop | $ x.x | $ x.x |
| i.e. Neighbourhood Recognition Program info session | x.x | Workshop | $ x.x | $ x.x |
| i.e. FireSmart Advanced Home Assessment training workshop | x.x | Workshop | $ x.x | $ x.x |
| Advanced Home Assessments |  | x.x | per Home | $ x.x | $ x.x |
| Wildfire Mitigation Strategy (or Wildfire Hazard & Risk Assessment) implementation plan |  | x.x | Plan | $ x.x | $ x.x |
| Annual reporting on WMS implementation progress |  | x.x | Report | $ x.x | $ x.x |
| Wildfire Preparedness Guides | i.e. creation or annual updates | x.x | Plan | $ x.x | $ x.x |
| Neighbourhood Wildfire Hazard Assessments |  | x.x | Assessment | $ x.x | $ x.x |
| Wildfire Hazard & Risk Assessment | (including recommendations) | x.x | Plan | $ x.x | $ x.x |
| Wildfire-focused exercises with mutual aid partners | i.e. tabletop or live | x.x | Event | $ x.x | $ x.x |
| Mutual aid agreement reviews |  | x.x | Review | $ x.x | $ x.x |
| Community FireSmart Committee meetings |  | x.x | Meeting | $ x.x | $ x.x |
| Legislation, bylaws, plans, policies, development standards review |  | x.x | Review | $ x.x | $ x.x |
| Design, construction and renovation standards review |  | x.x | Review | $ x.x | $ x.x |
| Vegetation management maintenance schedule |  | x.x | Plan | $ x.x | $ x.x |
| Vegetation management projects oversight | i.e. community event or external contractor | x.x | Event or hectare | $ x.x | $ x.x |
| Seek new FireSmart grant opportunities |  | x.x | Application | $ x.x | $ x.x |
| Website / social media posts |  | x.x | Each quarter | $ x.x | $ x.x |
| Newspaper / newsletter advertising |  | x.x | Each quarter | $ x.x | $ x.x |
| Radio advertising |  | x.x | Each quarter | $ x.x | $ x.x |
|  |  |  |  |  |  |
| **Total Project Budget** |  |  |  |  | $ x.x |

\*\*The above table must be completed using the information provided in Sections 6.1, and 6.2. Adjust activities and description of tasks to your specific project.\*\*

* 1. **Progress reporting schedule**

Link your proposed progress reporting schedule to the work schedule timing, as per Section 4.2 b), and completion of project milestones, as per Section 4.3.

Progress Reports should be structured at a minimum of six-month intervals, with the final reporting at the project completion (Final Outcomes Report).

* FireSmart branded material developed will require pre-approval by FireSmart Alberta and a copy of the final product (photos are fine) must be included with deliverables.
* Final deliverables will include a copy of any final documents or reports produced.
  1. **payment schedule**

Financial reporting should be linked n conjunction with the progress reporting schedule. The submission of a financial report and supporting documentation (such as subcontractor invoices, timecards, etc.) is required to receive a grant payment, (with the exception of the first payment that may be made as an advance). Demonstration of the deliverables completed in each reporting interval will support the expense claim.

A minimum of 20% of the approved funding shall be released upon the submission of a Final Outcomes Report.

# Additional Information

* 1. **Additional Information**

Provide additional information if applicable.

\*Note: Target length for a Proposal is up to 10 pages (excluding attachments).