|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Project\_ID **(Internal Use Only)** |  | | Project Title | Reference the planning discipline, yourself as the Applicant community and the project location | | Application Date: | DD/MM/2025 |     **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 2025 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 (ONLY PHASE 1 funding is being considered for approval under this application.) | | | | | (month/year to month/year) | | | $ | |
| **Phase 2**: Construction (cost estimate) | | | | | (month/year to month/year) | | | $ | |
| Total Project Cost Estimate: | | | | |  | | | $ | |
| **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\**

# Planning Project Overview

Describe the **planning** **project overview**.

Include a brief description what other wildfire mitigation measures the community has undertaken (particularly for higher level planning, public education and fuel modification). The purpose is to establish the need for a fireguard, community acceptance of the project and how the fireguard effectiveness will be reinforced by other FireSmart activities.

Expand the description to cover a **construction project overview**, which is expected to be significant (large) enough to produce economies of scale, resulting in cost savings or cost reduction efficiencies.

# Project Area

Describe the adjacent community(ies) and geographic area covered by the project, and identify the proposed fireguard boundary, size (length and width in metres), total hectares, and values-at-risk. If you include aerial imagery, ensuring shading does not obscure the imagery

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.

If available, show completed and planned FireSmart treatments, and proximity and type of values-at-risk.

Aerial imagery may enhance your mapping, ensure that shading does not obscure the imagery.

(approximately 1:10,000 map scale)

# Project Approach

## Describe your approach and project work plan

* + - * 1. Project approach

Describe the detailed approach for Phase 1 of the proposed project, with a high-level overview for Phase 2.

Identify your proposed wildfire planning consultant if known.

* + - * 1. Chronological work plan and timeline

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

While not an exhaustive list or necessarily chronological, this could a review of past FireSmart planning documents and activities, a conversation with the local Wildfire Prevention officer, a desktop and field verification of fuel types and values-at-risk, a conversation with the local timber mill on salvage volumes, rates and timing, regulatory review for required permitting and land authority, community engagement, operational plan development with mapping, logistics and operational considerations including debris disposal and vegetation maintenance, construction budgeting, draft operational plan submission to FRIAA, incorporation of feedback from various stakeholders, final operational plan submission to FRIAA for approval.

## Describe authorizations to conduct the proposed work

Describe the permits, licences and authorizations expected to be required to undertake the Phase 2: Construction project and the process that the Applicant will undertake to obtain approvals. The objective is to expedite Phase 2 and initiate/acquire these approvals during Phase 1.

Note: development on provincial Crown land will likely require the acquisition of a Vegetation Control Easement (“VCE”), which will require Indigenous consultation as directed by the Aboriginal Consultation Office (“ACO”), payment of Timber Damage Assessment(s) (“TDA”) to the Forest Management Agreement (“FMA”) holder, and/or a Temporary Field Authorization (“TFA”), etc.

Water Act approvals, third-party road use and crossing agreements, and wildlife sweeps prior to construction should also be considered.

## describe community and stakeholder involvement

Describe how the community and stakeholders (including government entities in the community) will be involved in the development of the planning project.

Indicate how community members will be advised of and/or engaged in the planning and construction phases of the project (describe your communications plan).

Describe the impacts of construction on other resources or land users.

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

During the planning phase, you will develop a long-term vegetation management plan, which may include the incorporation of community values.

## describe the involvement of Alberta Wildfire

Describe the preliminary discussions and involvement of the regional Alberta Wildfire office in development of the planning project, regarding the technical design of the fireguard.

At the completion of Phase 1, you will be expected to be able to demonstrate the approval of an effective design, strategic location, and tactical size for use in operations by describing the discussion, engagement and approval from your local Wildfire Prevention Officer.

## describe the involvement of the public lands Office

Describe the preliminary discussions and the involvement of the regional Public Lands office in Phase 1 of the proposed project regarding the feasibility of grazing livestock on the fireguard (if grazing is being proposed in your vegetation management plan).

## describe the involvement of Local Timber Mills and Biomass Facilities

Describe the preliminary discussions and involvement with **timber mills and biomass facilities** regarding fibre and debris disposal options.

Successful applicants will be required to engage with local timber mills and biomass processing facilities to determine cost-effective or cost-reduction alternatives for debris disposal, in consideration of options such as timber salvage, pile and debris burning, mulching or chip and haul.

You are encouraged to initiate these conversations as soon as possible.

## description of project management

Describe the project management and processes in place to ensure that the planning project is completed thoroughly (by an experienced land management and wildfire consultant), expediently and within budget, including the measures in place for quality control (e.g., a technical review, regulatory approvals for Crown Land and grazing, communications, data), cost control/tracking, and adequate reporting to FRIAA.

Identify the person(s) responsible by name or role.

Identify supporting project management consultant if known.

## description of anticipated project outcomes.

Describe the anticipated project outcomes in terms of measurable results. Quantify specific outcomes that you expect to achieve in developing a community fireguard.

The immediate goal of Phase 1: Planning is to prepare a comprehensive operational plan so that you can apply for Phase 2: Construction funding.

The broader goal is to implement the Phase 2: Construction plan to increase your community’s resilience to the risk of wildfire.

Required deliverable for Phase 1: Planning includes the development of an Operational Plan in the FRIAA provided format and as per the RFP Section 2.4 (j) (i).

# Budget, Reporting and Payment Schedules

## describe project budget and funding request

Describe the itemized planning project budget and the funding requested from FRIAA for Phase 1 activities. (Complete the budget template below, add or remove rows to cover your project specifics.)

Proposed costs for activities must contain sufficient detail (e.g., unit costs and estimated number of units) to allow for assessment that they are transparent, competitive, and consistent with fair-market value principles. Flat rate or lump sum values will not be accepted.

Demonstrate your understanding of the scope of work and the steps required to complete the project.

## Detailed project budget

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity Type** | **Description** | **Unit Quantity** | **Unit Type** | **Unit Price** | **Total** |
| **Project Expenses** |  |  |  |  |  |
| **Phase 1: Operational Planning** | Review past FireSmart planning documents and vegetation management | x.x | hour | $ x.x | $ x.x |
| Engage with Wildfire Prevention officer | x.x | hour | $ x.x | $ x.x |
| Desktop and field review of fuel types (assessment of timber volumes), values at risk, terrain | x.x | hour | $ x.x | $ x.x |
| Engage with local timber mills and biomass facilities (salvage volumes, rates, timing) | x.x | hour | $ x.x | $ x.x |
| Regulatory permitting / land authority verification | x.x | hour | $ x.x | $ x.x |
| Indigenous consultation as per ACO | x.x | hour | $ x.x | $ x.x |
| Public / community engagement and communication | x.x | hour | $ x.x | $ x.x |
| Operational plan development (logistics, debris disposal, project timing, budget) | x.x | hour | $ x.x | $ x.x |
| Vegetation management plan development | x.x | hour | $ x.x | $ x.x |
| Operational plan mapping | x.x | hour | $ x.x | $ x.x |
| Land survey (if required) | x.x | contract | $ x.x | $ x.x |
| Timber Damage Assessment | x.x | each | $ x.x | $ x.x |
| FRIAA reporting & deliverables | x.x | hour | $ x.x | $ x.x |
| **Phase 1: Total cost to FRIAA** |  |  |  |  | **$ x.x** |
|  |  |  |  |  |  |
| **Activity Type** | **Description** | **Unit Quantity** | **Unit Type** | **Unit Price** | **Total** |
| **Phase 2: Construction** | boundary layout | x.x | hour | $ x.x | $ x.x |
| (Funding for Phase 2 is not available with the Phase 1 application. Cost estimate only.) | vegetation removal (harvesting) | x.x | hectare | $ x.x | $ x.x |
| vegetation removal (mulching) | x.x | hectare | $ x.x | $ x.x |
| vegetation removal (thinning, i.e. riparian area) | x.x | hectare | $ x.x | $ x.x |
| debris disposal (pile and burn) | x.x | contract | $ x.x | $ x.x |
| debris disposal (mulch piles) | x.x | contract | $ x.x | $ x.x |
| debris disposal (chip and haul) | x.x | contract | $ x.x | $ x.x |
| site preparation - stumping/grubbing | x.x | hectare | $ x.x | $ x.x |
| water dugouts | x.x | each | $ x.x | $ x.x |
| livestock staging area development | x.x | each | $ x.x | $ x.x |
| fencing installation | x.x | Each or hour | $ x.x | $ x.x |
| gate/cattle guard installation | x.x | each | $ x.x | $ x.x |
| range seed spreading | x.x | hectare | $ x.x | $ x.x |
| access / approach development | x.x | each | $ x.x | $ x.x |
| gate / cattle guard materials | x.x | each | $ x.x | $ x.x |
| fencing materials | x.x | each | $ x.x | $ x.x |
| Forestry approved, range suitable, fire-resistant seed mix | x.x | kg | $ x.x | $ x.x |
| project management (if contracted) | x.x | hour | $ x.x | $ x.x |
| FRIAA reporting & deliverable preparation | x.x | hour | $ x.x | $ x.x |
| **Sub-total** |  |  |  |  | **$ x.x** |
|  |  |  |  |  |  |
| **Phase 2: Merchantable timber or biomass revenue** (or cost reduction) | Expected revenue from sale of merchantable timber (revenue returned to project budget) | x.x | M3 | $ x.x | $ x.x |
|  | Expected revenue from sale of biomass (revenue returned to project budget) | x.x | ton | $ x.x | $ x.x |
| **Sub-total** |  |  |  |  | **$ x.x** |
|  |  |  |  |  |  |
| **Phase 2: Non-FRIAA Funding** (project cost reduction) | Applicant contribution |  | each |  | $ x.x |
|  | Industry contribution |  | each |  | $ x.x |
|  | Insurance contribution |  | each |  | $ x.x |
|  | Other grant funding |  | each |  | $ x.x |
| **Sub-total** |  |  |  |  | **$ x.x** |
| **Phase 2: Total cost to FRIAA** |  |  |  |  | **$ 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 |
|  | Advertising | x.x | each | $ x.x | $ x.x |
|  | Vehicle | x.x | km | $ x.x | $ x.x |
| **Sub-total** |  |  |  |  | **$ x.x** |
|  |  |  |  |  |  |
| **Total Project Budget** |  |  |  |  | **$ x.x** |

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

Describe and quantify in dollars the value of in-kind resources that will directly contribute to the activities proposed. FRIAA funds must not be used for existing staff or resources of the applicant.

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

In-kind contributions are highly regarded.

Describe other funding sources that will contribute to the overall Project budget and the amount of those funds. Sources may include financial contribution by the Applicant or other stakeholders.

## describe the local employment created by the proposed project

Describe the local employment expected to be created over Phases 1 and 2 in terms of financial impact to local citizens or businesses.

Include the expected number of jobs (“FTE” full-time equivalent) and proximity (km range) of “local” dollars spent.

## Progress reporting schedule

Propose a Progress Reporting schedule related to the work schedule and completion of project milestones for Phase 1.

Consider major work milestones and seasonality, to balance reporting with key project stages. At a minimum, Progress Reporting will be submitted to FRIAA 1) after project kick-off 2) at the completion of the draft operational plan (for FRIAA feedback) and 3) at the submission / completion / FRIAA approval of the final Operational Plan deliverable.

At the last reporting interval, a Final Outcomes Report will also be submitted. The Final Outcomes Report will describe the Phase 1 project summary including activities completed and costs (to the maximum of the approved grant amount) with supporting contractor invoices.

FRIAA provides a progress reporting and expense claim template.

## payment schedule

Propose a **Payment Schedule** for making grant payment claims, in conjunction with the proposed progress reporting schedule.

At least 20% of the total project cost will be designated for the final payment, with the submission and acceptance of final reporting, expense claim and supporting documentation, and FRIAA approved deliverables (the Operational Plan).

# Additional Information

## Additional Information.

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