

Project Title:	SFN Emergency Management Manual		
Project Lead:	Saulteau First Nations – Jaci Gilbert	Project Sponsor:	Wawanesa Insurance
Project Start Date:	March 2024	Project End Date:	July 2024

Project Purpose or Justification:

Saulteau First Nations (SFN) is applying for the Wawanesa Community Wildfire Prevention Grant through Wawanesa Insurance to create culturally informed and culturally safe documents that are specific to SFN. The objective of this project is to help educate the SFN community about relative emergency threats and steps to prepare for, mitigate, and as necessary respond to those events. This project will focus on the FireSmart principle of Education, as deemed necessary by the funding provider, but will also highlight the Sendai Framework principle that aims for an ‘all-of society’ approach in emergency management. SFN believes that to cultivate enhanced engagement within our Nation, which is surrounded by the Peace River Regional District, that we must facilitate an engagement and education process that is specific to our landscapes, culture, and community to achieve the desired outcome of ‘all-of society’ emergency management.

Having community-specific materials would benefit community members by ensuring that materials are translated into accessible language and utilize culturally relevant examples, imaging, and phrasing. Further, creating community-specific materials can aid individuals understanding of their place within contemporary emergency management while acknowledging the harmful and layered history that has often existing between Indigenous communities and provincial emergency response agencies.

To measure the outcome of this project, SFN has set out deliverables which include the creation of an emergency management manual and supporting educational materials that includes art from a local First Nations artist and is translated into two of SFN’s traditional languages, delivery of these materials to 80% of on-reserve homes, and making such materials available to off-reserve members (having them available at our youth center, pdf version shared to our website, app, and social media, etc.). SFN defines success as having readily available materials that are culturally safe and culturally informed so that our members have the best tools available to them to assist in cultivating contemporary emergency management education, community capacity, and an ‘all-of society’ approach.

This project will also coincide with SFN’s cultural burning project which aims to revitalize our community’s knowledge around wildfire management and disperse this knowledge through creation of similar materials.

Solution Description:

Saulteau First Nations proposes to generate a community-based approach to emergency management through increasing our collective understanding of contemporary emergency management in alignment with our existing Indigenous emergency management knowledge. Further, we believe that this project of creating an emergency management manual and education materials will build our community's capacity to partake in emergency planning. To complete this project, Saulteau First Nations requests a letter of support from the Peace River Regional District on behalf of the Moberly Lake Fire Department in the absence of a current fire chief. SFN anticipates that this project will improve the quality and quantity of engagement on emergency management topics and will demonstrate movement towards our goal of a community-based approach to preparing for, mitigating, responding to, and recovering from emergencies.

High-Level Scope Deliverables:

The scope of this project is specific to Saulteau First Nations' members but as our members live throughout the PRRD and other Nations within the PRRD we believe that this project will have a co-benefit of supporting other jurisdictions' emergency management engagement. Wawanesa, as the funding provider, has also provided a list of eligible/ineligible activities which are included in the budget template and requires that each project falls under one of the seven FireSmart Principles, this project falls under 'Education'.

Schedule Summary Milestones:	Date 1	Date 2	Date 3	Date 4
Project Initiation	March 2024			
Milestone 1 – Completion of Translation and Art		April 2024		
Milestone 2 – Reviewed by LFR			May 2024	
Project closure – Delivered to Community Members				July/August 2024

Estimated Budget and Resources:

Prepare a high-level budget and indicate funding source(s). What people and asset resources are required?
 Budget is attached.
 Only SFN staff and hired consultants are required; Saulteau First Nations is only requesting the letter of support for this project, no staffing or funding is being requested from the PRRD.

High-Level Risks, Assumptions and Constraints:

No high-level risks involved.

Wawanesa's Community Wildfire Prevention Grant Budget Template

Instructions

Please review the Eligible & Ineligible Costs section to ensure your proposed project aligns to Wawanesa's Community Wildfire Prevention Grant funding objectives. Please complete the Funding Sources section if your group/organization received funding from any other sources towards this project. All applicants must complete the Budget Template and attach this completed template to their application form submission.

Eligible and ineligible costs

This table outlines what costs can be partially reimbursed by Wawanesa. **Please pay particular attention to any costs that may be ineligible.**

SPEND CATEGORY	ELIGIBLE COSTS	INELIGIBLE COSTS
Category 1: Consulting or professional services	<ul style="list-style-type: none"> Consulting costs (for example to write a Community Wildfire Resiliency/Protection Plan) incurred up to 90 days prior to project implementation date can be expensed in part or in whole up to the application funding maximum provided they meet the criteria defined in the Selection Criteria to reduce or prevent impacts from wildfires. Please include a detailed breakdown of the Consulting fee spend. Fees for professional or technical consultants and contractors 	<ul style="list-style-type: none"> Previously conducted consulting services prior to application selection Costs associated with person(s) enrolled on your organization's payroll
Category 2: Administrative costs	<p>Administrative costs that are directly linked to and have been incurred for wildfire prevention activities as part of this project, such as:</p> <ul style="list-style-type: none"> communication costs (e.g. long-distance calls or faxes) permits or certifications required for the plan printing or photocopying by outside suppliers acquisition of documents used exclusively for the plan document translation 	<ul style="list-style-type: none"> Office space, supplies and expenses incurred in the ordinary course of business Transportation costs (e.g. mileage, flights, etc.) Travel, accommodations or meals Associated expenses and fees to attend conferences, missions, trade shows, etc. Taxes
Category 3: Marketing and education	<p>Costs from marketing, advertising or education to the public for wildfire prevention activities, which could include:</p> <ul style="list-style-type: none"> fees for advertising development fees for media distribution educational materials graphic design public surveys 	<p>Marketing costs for ongoing business activity or unrelated to wildfire prevention or:</p> <ul style="list-style-type: none"> promotional items events related costs
Category 4: Supplies and materials	<p>Supplies and materials that are specifically needed to undertake the project. This could include:</p> <ul style="list-style-type: none"> equipment or tool rental or purchases 	<p>Costs related to ongoing or other business activities and not a specific requirement of wildfire prevention activities</p>

Please note: Project activities must begin in 2024 but not prior to March 1st, 2024. Work on the project cannot extend beyond a 12 month period. Projects extending beyond 12 months in duration will not be considered.

Wawanesa's Community Wildfire Prevention Grant Budget Template (cont'd)

Budget details

Organization name: Saulteau First Nations
 Project name: SFN Emergency Management Manual
 Project contact: Jaci Gilbert

CATEGORY 1: CONSULTING OR PROFESSIONAL SERVICES	START DATE (MM/YYYY)	END DATE (MM/YYYY)	ELIGIBLE COSTS (\$)	INELIGIBLE COSTS (\$)	TOTAL COSTS (\$)
Local First Nations Artist	03/2024	04/2024	1000		1000
Local FireSmart Representative Consultation	04/2024	05/2024	500		500
Emergency Management Coordinator	03/2024	06/2024	0	Salary	Salary
Emergency Management Assistant	03/2024	05/2024	0	Salary	Salary
CATEGORY 1 TOTAL			\$ 1500	\$ 0	\$ 1500
CATEGORY 2: ADMINISTRATIVE COSTS	START DATE (MM/YYYY)	END DATE (MM/YYYY)	ELIGIBLE COSTS (\$)	INELIGIBLE COSTS (\$)	TOTAL COSTS (\$)
Translation	03/2024	04/2024	1000		1000
Printing	05/2024	06/2024	2500		2500
CATEGORY 2 TOTAL			\$ 3500	\$ 0	\$ 3500
CATEGORY 3: MARKETING AND EDUCATION	START DATE (MM/YYYY)	END DATE (MM/YYYY)	ELIGIBLE COSTS (\$)	INELIGIBLE COSTS (\$)	TOTAL COSTS (\$)
Culturally Informed Education Materials	05/2024	06/2024	1500		1500
Media Distribution/Delivery	06/2024	07/2024	500		500
Graphic Design	03/2024	05/2024	2500		2500
CATEGORY 3 TOTAL			\$ 4500	\$ 0	\$ 4500
CATEGORY 4: SUPPLIES AND MATERIALS	START DATE (MM/YYYY)	END DATE (MM/YYYY)	ELIGIBLE COSTS (\$)	INELIGIBLE COSTS (\$)	TOTAL COSTS (\$)
CATEGORY 4 TOTAL			\$ 0	\$ 0	\$ 0
TOTAL COSTS			\$ 9500	\$ 0	\$ 9500

Notes:
 Local First Nations Artist to create art for cover and throughout document to represent the cultural and tradition of Saulteau First Nations.
 LFR Consult to assist in aligning the document with FireSmart principles.
 Translation to Cree and other Saulteau First Nations' traditional languages.
 Culturally informed education materials to be distributed at community events - some catered to children and some to adults.

TOTAL ELIGIBLE COSTS ASK \$ 9500

Clear



Wawanesa's Community Wildfire Prevention Grant Budget Template (cont'd)

Funding sources

If applicable, please indicate any other project funding sources, along with the percentage they represent of the total project budget.

Organization name: Saulteau First Nations

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FUNDING SOURCE	DESCRIPTION	CONFIRMED (YES/NO)	DATE COMMITTED (DD/MM/YYYY)	AMOUNT (\$)	PERCENTAGE OF TOTAL BUDGET
				\$	
				\$	
				\$	
				\$	
				\$	

Total project budget: \$9,500 and Salary

Total eligible costs: \$9,500

Clear

Wawanesa's Community Wildfire Prevention Grant Letter of Support Template

Date: _____

Fire department name: Moberly Lake Fire Department

Fire department address: _____

Re: SFN Emergency Management Manual

Community Wildfire Prevention Grant Application

Dear Sir/Madam,

Saulteau First Nations is submitting an application for the Community Wildfire Prevention Grant for the above-mentioned project.

As a representative of the Moberly Lake Fire Department, we endorse the proposed activities outlined in the project proposal. These activities are expected to play a preventative or mitigation role in addressing the impacts of wildfires within our jurisdiction in the Moberly Lake Area.

Additionally, the activities presented in this application align with our community's current wildfire prevention/mitigation tactics and strategy. We confirm that they do not pose a direct conflict with the ongoing activities of our department.

After reviewing their application, we support SFN Emergency Management Manual and the benefits it will bring to the community.

Sincerely,

Signature: _____

Name: _____

Date: _____

Title: _____