**Community Emergency Preparedness Fund**

**Volunteer and Composite Fire Departments   
Equipment and Training**

**2024 Final Report Form**

Please complete and return the final report form and all required attachments **within 30 days of project completion**. All questions are required to be answered by typing directly in this form.

For detailed instructions regarding application requirements, please refer to the *2024 Volunteer and Composite Fire Departments Equipment and Training Program and Application Guide.*

If you have any questions, contact [cepf@ubcm.ca](mailto:mailto:%20cepf@ubcm.ca) or 604-270-8226 extension 220.

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| **SECTION 1: Applicant Information** | **LGPS** *(for administrative use only)* | |
| First Nation, Local Government, Improvement District, or Society Applicant: | | Final Report Submission Date: |
| Contact Person\*: | | Position: |
| Phone: | | Email: |

*\*Contact person must be an authorized representative of the applicant (i.e. staff member or   
elected official).*

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| **SECTION 2: For Regional Projects Only** |
| 1. **Identification of Partnering Applicants.** For regional projects, please list all of the partnering applicants that were included in this project. |

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| **SECTION 3: Project Summary** |
| 1. **Project Title:** |
| 1. **Project Information.**    1. Project start and end dates: Start:       End:    2. Total final project expenditure:       \*    3. Total CEPF grant expenditure:       \*    4. Did you receive other funding for this project from other source? If yes, please indicate the source and the amount of funding received from other sources.     *\* The total final project expenditure and total CEPF grant expenditure must match the actual costs in your financial summary (not the original budget).* |

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| **SECTION 4: Detailed Project Information** |
| 1. **Volunteer or Composite Fire Department**. Please list the name(s) and location(s) of each fire department that was included in this project. |
| 1. **Project Activities.** 2. As applicable, list the equipment that was purchased, and any equipment installation that took place.      1. As applicable, identify what courses were completed and how many firefighters attended each training session.      1. How did the completed activities assist your fire department(s) in meeting the needs of the community and the BC Structure Firefighter Minimum Training Standards? |
| 1. **Resiliency.** Describe how the project helped build the resiliency of the fire department(s) in preparing for and responding to emergencies in your community. |
| 1. **Physical and Mental Wellbeing.** Describe the extent to which the completed training specifically addressed the physical and mental wellbeing of fire department staff and volunteers. |
| 1. **Partnerships and Transferability**. Describe the extent to which the project provided or supported partnerships, transferability, or mutual aid to neighbouring jurisdictions. |
| 1. **Additional Information.** Please share any other information you would like to provide**.** |

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| **SECTION 5: Required Final Report Materials** |
| Only complete Final Reports will be reviewed and outstanding final reporting may impact ability to apply for future UBCM grants.  The following separate attachments are required to be submitted as part of the Final Report:  Detailed financial summary that indicates the actual expenditures from CEPF and other sources (if applicable) and that aligns with the actual activities outlined in the Final Report Form. *GL reports and vendor receipts may be included, but will not be accepted as financial summaries.* Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](https://www.ubcm.ca/sites/default/files/2023-09/LGPS-2023-Budget-Financial%20Summary%20Form-%202023.09.xlsx).  Examples of any materials that were produced with grant funding;  Photos of funded activities and/or completed projects;  Links to media directly related to the funded project. |

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| **SECTION 6: Certification of Costs** (to be signed by Chief Financial Officer or Designate) | |
| I certify that the costs identified in the attached financial summary: (1) have been incurred and paid; (2) are attributable to the project; (3) are eligible; and (4) are net of refundable tax and any other rebates.  In addition, for final claims, I certify that: (1) the project is complete; (2) all revenues generated from the project have been declared; and (3) all eligible portions of all other grant contributions for the projects have been declared. | |
| Name: | Title:  *(CFO or designate)* |
| Signature:  *A certified digital or original signature is required.* | Date: |

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

Email: cepf@ubcm.ca