



2023-2024

On-Reserve FireSmart **Program and Application Guide**

Provided by:



**First Nations'
Emergency Services Society**
O F B R I T I S H C O L U M B I A



BRITISH COLUMBIA
FireSmart[™]



Indigenous Services
Canada

Services aux
Autochtones Canada

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INTRODUCTION

Who is FNESS?

The First Nations' Emergency Services Society (FNESS) is a charitable non-profit organization incorporated under the Society Act of British Columbia. FNESS aims to create safer First Nations communities using the four pillars of emergency management: mitigation, preparedness, response, and recovery.

Who is ISC?

Indigenous Services Canada (ISC) works collaboratively with partners to improve access to high-quality services for First Nations, Inuit, and Métis. Their vision is to support and empower Indigenous peoples to independently deliver services and address the socio-economic conditions in their communities.

What is FireSmart BC?

The FireSmart program in BC is directed by the BC FireSmart Committee (BCFSC), a group of partners and government agencies [listed here](#). The BCFSC's goal is to collaboratively maintain and improve the delivery of the FireSmart BC program to better support wildfire preparedness, prevention, and mitigation in BC.

What is the On-reserve FireSmart Program?

The FNESS-ISC On-reserve FireSmart Program is designed to support Indigenous communities in building wildfire resiliency through implementing various FireSmart activities, including residential and community assessments, vegetation management, education and training, and community events. The program provides funding up to a maximum of \$150,000 for eligible FireSmart activities as outlined in appendix A.

Who is Eligible to Apply?

All Bands and Treaty First Nations in BC are eligible to apply. All reserve lands are eligible for funding.

Maximum Grant Amount: \$150,000

Recommended FireSmart Activities

Activities must first [be assessed](#) at the residential/community scale. From there, FireSmart activities can move further out from the home or community over time. This is referred to as the 'closest-first' principle, which prioritizes the treatment of hazards that are closest to reserve structures and expands outwards over time. Note: Applicants may want to consider reserving some of their funding for education and outreach (ex. hosting a community event, open house, or purchasing books from the [FireSmart BC library program](#)).

APPLICATION REQUIREMENTS AND PROCESS

Requirements

- Applicants must be in good standing with all FNESS-ISC programs, meaning that all prior approved applications/projects must be completed, otherwise they will not be considered.
- Applications must clearly outline the estimated costs for the proposed project/activities using the [fillable application form](#).
- Before submitting your FNESS-ISC On-reserve FireSmart application, activities must first be assessed at the residential/community scale. Use [this flowchart](#) to help you navigate which FireSmart Assessment form will suit the needs of your community. Note: These assessments are fundable under this program. If your community does not have capacity to complete the assessment, discuss options with your FNESS Mitigation Specialist/Liaison.
- Applications must clearly demonstrate how the proposed activities will address the recommendations from the residential and community scale assessments.
- A high-level plan for all activities must be included in question six of the application, as well as a map showing the number of structures/size of the area to be mitigated. If needed, your FNESS Mitigation Specialist/Liaison can help you create this map or support you in outlining your plan.

Process

STEP 1: Contact FNESS at firesmart@fness.bc.ca to let them know you are interested in applying for FNESS-ISC funding. You will then be assigned a Mitigation Specialist/Liaison to help answer any questions and support you in preparing your application.

STEP 2: Complete [the application](#) and have it signed by an authorized Band signatory as per the Band Council Resolution.

STEP 3: Complete the supporting documentation:

1. [Map of the project area](#) showing the number of structures/size of area to be mitigated (your FNESS Mitigation Specialist/Liaison can help you create this map if needed).
2. [First Nation Band Council Resolution \(BCR\)](#), indicating: a) support for the application b) a willingness to provide overall grant management c) identifying a designated Band representative with signing authority for the project if awarded.
3. [FireSmart residential or community assessment](#). Note: These assessments are fundable under this program. If your community does not have the capacity to complete the assessment, discuss alternative options with your FNESS Mitigation Specialist/Liaison.

STEP 4: Once all of the above steps have been completed, applications must be saved as either a PDF or Microsoft Word document and submitted electronically to firesmart@fness.bc.ca

REVIEW OF APPLICATIONS

Applications may be submitted at any time throughout the program year. Applications that meet the requirements listed on page four will be reviewed on a first-come, first-serve basis by a FNESS Mitigation Specialist/Liaison and a FNESS-FireSmart BC team member.

Notice of Funding Decision

Generally, it takes approximately 30 days from the application submission date to receive a notice of decision. This will vary depending on the volume of applications. All applicants will receive written notice of funding decisions via email, which will include the terms and conditions of the grant.

Notice of Revisions

In some cases, application revisions may be required, or an application may be approved in principle only. This would require the applicant to complete the requested revisions within 30 days from the date of written notice. Revisions that are not completed within 30 days may be declined. Note: Significant changes to either the scope or intent of an approved project may require a new submission.

Post-Grant Approval Meeting

Once the application is approved, all applicants must attend a post-grant approval meeting with a FNESS Mitigation Specialist/Liaison and a FNESS-FireSmart BC team member to map out the next steps.

Eligible Costs and Activities

Eligible costs are direct costs that are identified in the approved application and paid by the applicant to carry out the eligible activities. Eligible costs can only be incurred from the date of the application approval until the date that the final report is submitted. A list of eligible and non-eligible FireSmart activities can be found at the end of this guide in appendix A and B.

Grant Term

Applicants have two years from the date of approval to complete their FireSmart activities/project and submit a final report. If projects are completed in less than two years, applicants may submit an additional application in the same grant year. For example if your project is completed in six months, you can apply for funding again.

APPLICANT RESPONSIBILITIES

Bi-annual Project Check Ins

Applicants are responsible for providing a status report on their project/activities twice per year. This can be done through a written report or simply a verbal update over the phone. Note: any changes to the project scope should first be discussed with the FNESS Mitigation Specialist/Liaison. Depending on the specific scope changes, the applicant may be required to submit an amended application for approval.

Financial Management

Applicants are responsible for proper fiscal management, including maintaining accounting records for the project (invoices, receipts, timesheets, etc.). FNESS and/or ISC (Canada) reserve the right to audit these records.

Transparency

To ensure transparency and accountability in the expenditure of public funds, applicants are responsible for declaring all other financial contributions which cover 'eligible costs' of a project. Clients who are in receipt of CRI funding for similar activities must disclose the nature and geographic focus of their CRI project(s) to note any synergies.

Changes to Approved Projects

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Any significant variations from the approved project will require approval from FNESS. To propose changes to an approved project, approved applicants are required to submit:

- A description of the new or revised activities and area (if applicable).
- A description of new or revised expenditures.
- Written rationale for changes to activities and/or expenditures.
- Please note that the applicant may be required to submit an updated, signed application form.

PAYMENTS

Advance Payments

If your community requires funding upfront to start the project, contact your FNESS Mitigation Specialist/Liaison. An advance payment of 25% of the project total will be considered and discussed at the time of the post-grant approval meeting.

Progress Payments

If your community desires progress payments rather than payment at the end of the project, contact your FNESS Mitigation Specialist/Liaison. Progress payments will be considered if rationale is provided and expenditures-to-date are confirmed. Progress payments will be capped at 75% of the total approved grant amount which includes any previously approved advance payments.

Other Grant Contributions

If your community has received other financial contributions which cover 'eligible costs' of a project, you must advise your FNESS Mitigation Specialist/Liaison.

Final report/payment process

Upon completion of the project, applicants must submit a final report to firesmart@fness.bc.ca using the final report template, including the required supporting documentation. Final payment will be provided once the report has been reviewed to verify that all the requirements have been met. Note: Payment requests must come from the Band. Consultants/contractors cannot submit requests on behalf of the Band.

Final Report Checklist:

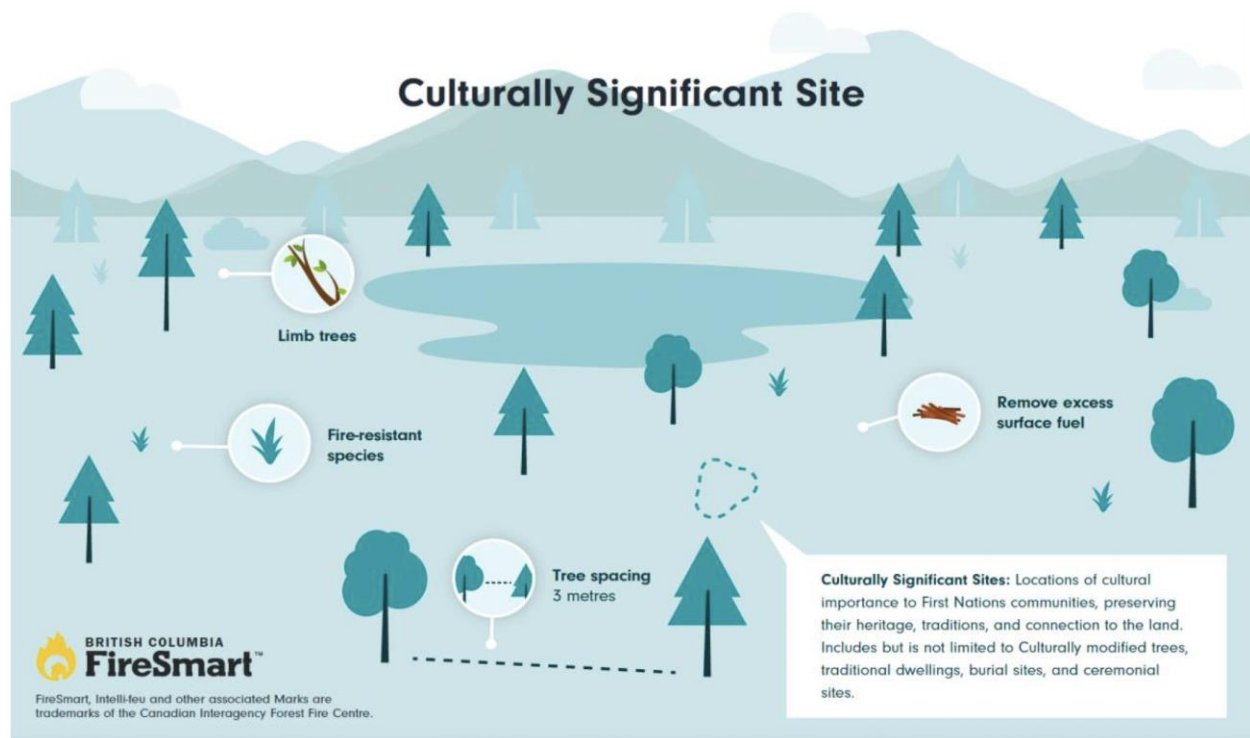
- A completed final report form, including the signature of the authorized Band signatory.
- Financial expenditure reports. Note: FNESS-ISC reserves the right to request an audit on financial reports.
- A map of the project area showing the number of structures/size of the area that was mitigated (your FNESS Mitigation Specialist/Liaison can help you create this map).
- A summary of the completed work/activities, including whether or not the project objectives were met, and lessons learned.
- A minimum of four pre- and post-treatment photographs for FireSmart activities on structures or vegetation modification activities. Note: Photos are not required for work undertaken on culturally significant sites.

FIRESMART RESOURCES

[Click here](#) to access the FireSmart Begins at Home Guide



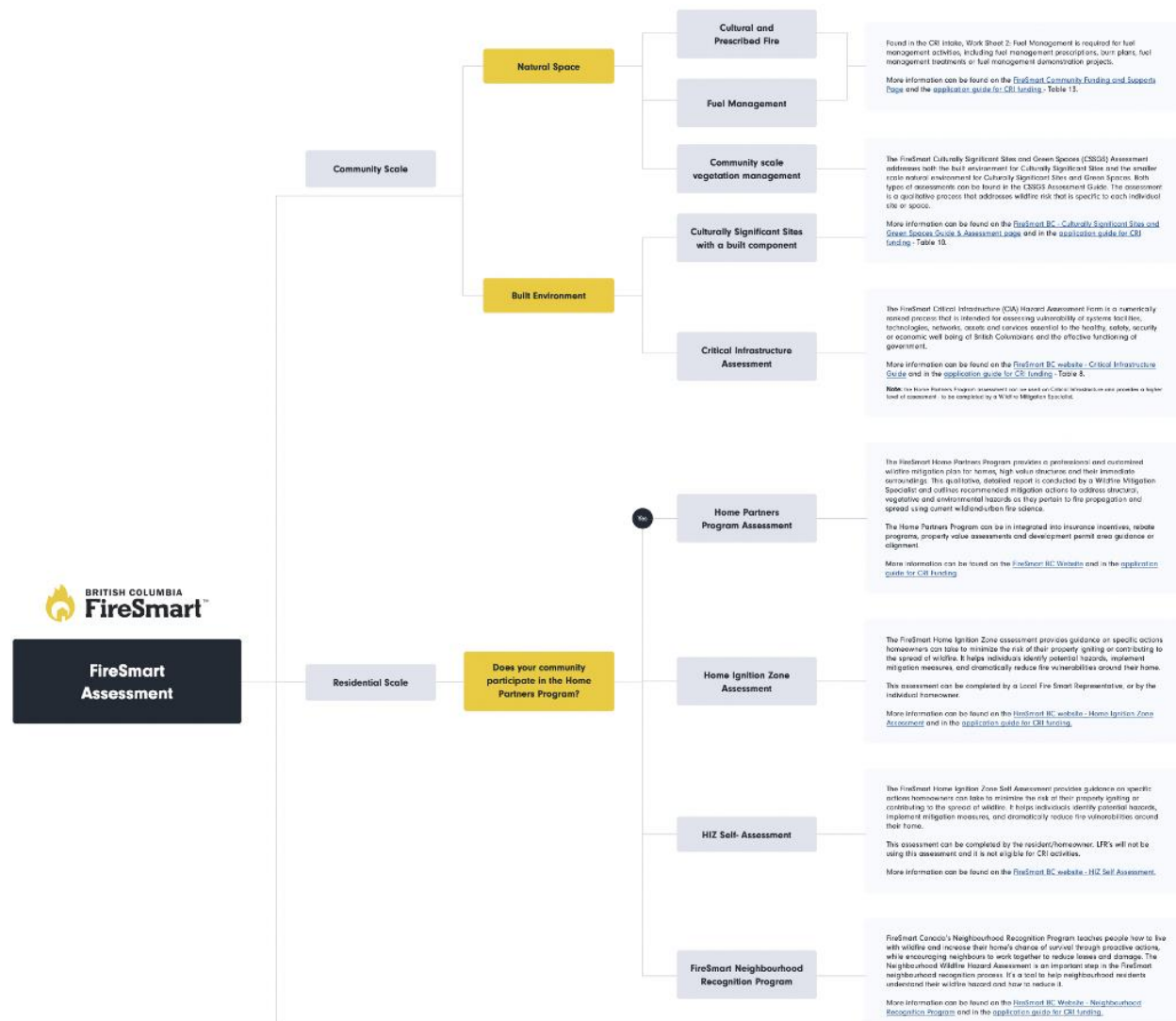
[Click here](#) to access the Culturally Significant Site and Green Spaces guide



[Click here](#) to access the FireSmart Coordinator job description.

[Click here](#) to access the community funding resources.

[Click here](#) to access the FireSmart assessment flowchart to help you navigate which assessment form is the best fit.



ADDITIONAL FIRESMART RESOURCES



Who is FireSmart BC
<https://firesmartbc.ca/who-we-are/>



Home Partners Program
<https://firesmartbc.ca/homepartners/>



Top Tips
<https://firesmartbc.ca/resource/tips-to-firesmart-your-home/>



Find Your Local FireSmart Representative
<https://firesmartbc.ca/local-firesmart-representatives/>



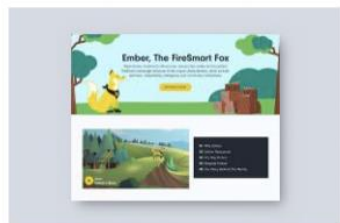
Landscaping Hub
<https://firesmartbc.ca/landscaping-hub/>



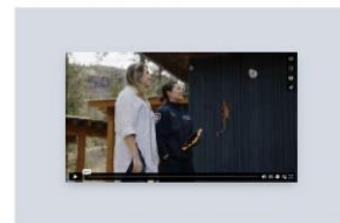
Home Ignition Zone Resources
<https://firesmartbc.ca/resource/firesmart-home-ignition-zone/>



PreparedBC: Get prepared for a wildfire
<http://preparedbc.ca/wildfires>



Embers Den
<https://firesmartbc.ca/ember/>



Video Resources
<https://vimeo.com/firesmartbc>

For even more great resources visit www.firesmartbc.ca

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APPENDIX A: LIST OF ELIGIBLE FIRESMART ACTIVITIES

All FireSmart activities must contribute to reducing your community's wildfire risk. If there is something not listed that would benefit your community, please discuss it with your FNESS Mitigation Specialist/Liaison or FireSmart BC staff member.

Eligible FireSmart Activities

There are five categories of eligible FireSmart activities:

- 1) Education and Outreach
- 2) Assessments and Programs
- 3) Training
- 4) Positions
- 5) Other

ELIGIBLE ACTIVITIES: EDUCATION & OUTREACH
Promote/Distribute FireSmart educational resources: FireSmart 101, Wildfire Risk Reduction Basics, FireSmart BC Education Program, FireSmart BC Materials, and social media.
Organize, host, or support a FireSmart event (ex. Wildfire Community Preparedness Day, Community FireSmart Event) to raise awareness and understanding of the FireSmart Program.
Purchase FireSmart Promotional Items that support FireSmart community events and programs (Max \$5,000) per application.
Participate in the FireSmart BC Library Program .
Educate the community through social media channels, applicant websites, and/or newsletters.

Attend the Wildfire Resiliency and Training Summit (Eligible costs include conference fee and travel, including accommodations and per diems). Maximum of 4 people.

ELIGIBLE ACTIVITIES: ASSESSMENTS & PROGRAMS

Complete any of the following Home Ignition Zone (HIZ) assessments:

1. [Home Ignition Zone Self-Assessment](#)

*This can be completed by any community member. It does not require a Local FireSmart Representative (LFR).

2. [FireSmart Home Ignition Zone Assessment](#)

*This assessment must be performed by a Local FireSmart Representative (LFR).

Complete a [Critical Infrastructure Assessment](#) - This assessment must be completed by a Local FireSmart Representative (LFR).

*See the [Critical Infrastructure Assessment Guide here](#).

Complete the new [Cultural Significant Sites and Green Spaces Assessment](#).

Apply for the [FireSmart Canada Neighborhood Recognition Program](#) (FCNRP), which includes:

1. [FireSmart Neighbourhood Hazard Assessment](#)

2. [FireSmart Neighbourhood Plan](#)

*FireSmart Neighbourhood Assessment and Plan must be completed by a Local FireSmart Representative (LFR).

ELIGIBLE ACTIVITIES: TRAINING COURSES

Complete the free, online [FireSmart 101 course](#)

Complete the free, online [Local Firesmart Representative Workshop](#)

Complete the free, online, self-paced [Wildfire Risk Reduction Course](#)

For reference, below are the FireSmart BC positions with links to the job descriptions.

FIRESMART JOB POSITIONS	
FireSmart Coordinator	Job description saved here
Local FireSmart Representative	Job description saved here
FireSmart Crew Member	Job description saved here

ELIGIBLE ACTIVITIES: OTHER
Purchase of tools (e.g. hand saws, loppers), power tools (e.g. chainsaws, brush saws, walk-behind lawn mowers, string trimmers) and IT Equipment (limited to tablet computers) that support required eligible activities. (max \$5,000)
Firewood Structure – must be addressed in a FireSmart assessment and be built to align with FireSmart principles. (\$1,000 per home)
Removal of flammable trash and non-vegetative debris from FireSmart Zones.
Hiring community members to perform work needed from FireSmart Assessments (incremental applicant staff to work with FNESS MS/ML to come up with parameters).
Completion of recommended mitigation activities identified in a completed FireSmart Assessment, limited to labour costs.

Provide off-site vegetative debris disposal for mitigation activities identified in a completed FireSmart Assessment (provide a dumpster, chipper, or other collection method). Waive tipping fees and/or provide curbside debris pick-up.
Pile burning.
Purchase of FireSmart trees and plants – must be from the FireSmart Landscaping Guide .
Animal Grazing to reduce fuel load.
Costs – associated with maintenance of previous FireSmart projects.
Lease of equipment (must be related to the FireSmart project).
Build a non-combustible burn area.
Administrative cost related to the community FireSmart activities.
Adding a 1.5 m non-combustible area (immediate zone) around the structure using landscaping fabric and rocks.

APPENDIX B: NON-ELIGIBLE FIRESMART ACTIVITIES

Any activity that is not outlined above or is not directly connected to activities approved in the application by FNESS is not eligible for grant funding. This includes:

NON-ELIGIBLE ACTIVITIES: OTHER
Emergency plans or related activities.
Community Wildfire Protection Plan or Community Wildfire Resiliency Plan preparation.
Local fire department training. Note: Wildland Fire training is available through the FNESSWildfire Division . Contact wildfire@fness.bc.ca for more information.
Purchase of heavy equipment and machinery.
The purchase of animals and/or fencing for grazing.
Removal of non-flammable trash or debris.
Activities for purposes other than fuel treatment (e.g., building of recreational trails without fuel management objectives).
Staff training costs including safety and first-aid training.
Work undertaken by the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (including BCWS).
Structural protection equipment (e.g., hoses, sprinklers).
Work undertaken to fulfill the Ministry of Forests, Land, Natural Resource Operations and Rural Development (FLNRORD) hazard abatement obligations under the Wildfire Act .

Note: If the funding you are looking for is not eligible through the On-Reserve FireSmart program, please contact FNESS Mitigation at mitigation@fness.bc.ca

APPENDIX C: ELIGIBLE COSTS REFERENCE GUIDE

Appendix C functions as a reference guide for estimating activity costs, with consideration for location and scale variations. This appendix provides estimated costs and activity details for Table 1.

Table 1: Worksheet for Applicants

FireSmart Activities		
<i>FireSmart Education and Outreach</i>		
Activity	Estimated Cost	Details
Promote/Distribute FireSmart Educational Resources	\$0	Can be achieved at the LFR or community volunteer level.
FireSmart Event (Up to \$5,500 per event).	\$500 - \$5,500	Events will vary by scale. Consider the following: <ul style="list-style-type: none"> • Staff hours • Equipment rental (chipper, bin, BBQ, hand tools) • Fuel • Landfill tipping fees • Prizes/giveaways • Personal protective equipment (Safety glasses, gloves) • Vendor fees • Facility rental
<u>FireSmart Promotional Items</u> (Up to \$5,000).	\$1,000 - \$5,000	The size of your community will determine estimated costs of promotional items.
FireSmart BC Literacy Program (Up to \$550 per branch or \$1,800 per independent library).	\$1,000	<ul style="list-style-type: none"> • Purchase of Ember activity kits and stuffed animals for prizes. • Compliment of recommended books.

Education through community social media channels, applicant websites, or newsletters.	\$19,000	<ul style="list-style-type: none"> • Banners: up to \$1,600 • Posters: \$250 • Videos specific to community wildfire resiliency: up to \$10,700 each per year • Tents, including walls: up to \$2,200 each • Vehicle decals: up to \$750 • T-shirts: up to \$1,100 • Ember mascot: up to \$9,000
Attend the Wildfire Resiliency and Training Summit Up to \$2,000/person. Up to 4 people.	\$4,000	<ul style="list-style-type: none"> • Conference fee • Travel • Wages and per diems

FireSmart Assessments and Programs

Activity	Estimated Cost	Details
FireSmart Self - Assessment	\$0	Completed by a community member.
Home Ignition Zone Assessments (Up to \$250/ structure)	\$0	This assessment must be completed by a Local FireSmart Representative. Staff wages may be covered by these costs.
FireSmart Critical Infrastructure Assessments (Up to \$850 per structure).	\$300 - \$500	<ul style="list-style-type: none"> • Wages • Mileage This assessment must be completed by a Local FireSmart Representative. Staff wages may be covered by these costs.

<p><u>Cultural and Significant Sites and Green Spaces:</u></p> <ul style="list-style-type: none"> · Assessment: Up to \$850 · Completion of Mitigation Activities: Up to \$25,000 per location. · Final Assessment: Up to \$850 per structure. 	<p>\$850 - \$26,500</p>	<p>Projects will vary by community scale.</p> <p>Cost considerations:</p> <ul style="list-style-type: none"> • Wages • Mileage • Thinning/pruning • Equipment rental • Landfill tipping fees • Promotion of FireSmart trees • Hiring crew/labour
<p><u>FireSmart Neighborhood Recognition Program</u></p>	<p>\$1,700</p>	<ul style="list-style-type: none"> · Neighbourhood Wildfire Hazard Assessments. · FireSmart Neighbourhood Plans.
<p><i>FireSmart Training</i></p>		
<p>Activity</p>	<p>Estimated Cost</p>	<p>Details</p>
<p><u>FireSmart 101</u></p>	<p>\$0</p>	<p>Free, online. Consider staff wages to complete the course.</p>
<p>Local FireSmart Representative Training</p>	<p>\$0</p>	<p>Free, online. Consider staff wages to complete the course.</p>
<p><u>Wildfire Risk Reduction Training</u></p>	<p>\$0</p>	<p>Free, online. Consider staff wages to complete the course.</p>

Indigenous Cultural Safety and Humility Training to staff	\$2,500	<ul style="list-style-type: none"> · Training space/venue. · Education materials/instructor. · Optional: Lunches/snacks for students.
<i>FireSmart Positions</i>		
Activity	Estimated Cost	Details

<p><u>FireSmart Coordinator</u></p>		<p>**Can be incorporated into an existing position within your community administration. Can be part- time or full- time.</p> <p>Funding may cover, but is not limited to, salary and benefits, payroll taxes, onboarding costs, training, and equipment.</p> <p>Position Details:</p> <ul style="list-style-type: none"> · Coordinate public education. · Main point of contact for FireSmart within your community. · Recruit, supervise, coordinate, and provide training for FireSmart personnel. · Coordinate FireSmart Home Ignition Assessments. · Collaborate and coordinate with other BC FireSmart Committee member agencies (First Nations, BC Wildfire Service, fire departments, BC Parks, etc.) in the area. · Coordinate and deliver FireSmart programs in your community. · Some knowledge of Microsoft 365 programs or willing to learn.
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<p><u>Local FireSmart Representative</u></p>		<p>** Can be done at a volunteer level or be a part- time or full-time position. LFR duties can also be added to an existing position within the community.</p> <p>Funding may cover, but is not limited to, salary and benefits, payroll taxes, onboarding costs, training, and equipment.</p> <p>Position Details:</p> <ul style="list-style-type: none"> · Deliver public education. · Attend community events. · Deliver FireSmart Home Ignition Zone, Critical Infrastructure and Culturally Significant Sites and Green Spaces Assessments. · Collaborate with other BC FireSmart professionals in your area. · Promote FireSmart programs in your community.
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<p>FireSmart Crew Member</p>		<p>Often a seasonal position.</p> <p>Funding may cover, but is not limited to, salary and benefits, payroll taxes, onboarding costs, training, and equipment.</p> <p>Position Details:</p> <ul style="list-style-type: none"> • Maintain gear: inspect, clean, upkeep. • Yard work: move wood, clean gutters. • Manage vegetation: prune, brush, chip. • Attend events, engage, share FireSmart information. • Work in all weather, terrains. • Aid in local wildfire emergencies.
<p>Additional Eligible Activities</p>		
Activity	Estimated Cost	Details
<p>Purchase of tools, power tools, and IT Equipment. Up to \$5,000.</p>	<p>\$3000 - \$5,000</p>	<p>Power saws, weed wackers, pruning shears, personal protective equipment, iPads, laptops, cellphones, and software programs.</p>
<p>Firewood Structure. Up to \$1,000 per home.</p>	<p>\$500 - \$1,000</p>	<p>Building materials and labour.</p>
<p>Labour costs for mitigation activities identified in a completed FireSmart assessment.</p>	<p>\$7,500 - \$15,000</p>	<p>Limited to labour and material costs. For a detailed list of eligible activities, visit the FireSmart Begins at Home Guide.</p>

Removal of non-vegetative debris from FireSmart zones.	\$750 - \$1,200	Needs to be identified in an assessment.
Off-Site vegetative debris from FireSmart Zones.	\$500 – 1,200	Offer off-site vegetative debris disposal services to communities that have independently implemented FireSmart vegetation management on a home-based scale, including: <ul style="list-style-type: none"> • Sharpening services for gardening hand tools. • Provide a dumpster, chipper, or other collection methods. • Waive tipping fees. • Provide curbside debris pick-up.
Purchase of FireSmart trees and plants.	\$500 - \$1,200	These trees and plants must align with the FireSmart recommendations found in the Landscaping Hub .
Animal Grazing (including temporary fencing rentals).	\$3,000 - \$12,000	Contact FNESS regarding: <ul style="list-style-type: none"> • Fencing rental • Animal rental • Animal transportation
Maintenance costs of previous FireSmart Projects Up to \$3,750/ hectare.	\$1,100 – \$2,200/ ha	Labour and debris removal.
Equipment Leasing Up to \$5,000.	\$400 - \$4,000	Costs will vary depending on the scope of the project. Equipment may include: <ul style="list-style-type: none"> • Stump grinder • Bobcat • Backhoe