

Alberta

Emergency Management Preparedness Program (EMPP)

2016/17

Program Guidelines

www.aema.alberta.ca/grants

This program supports expanding and enhancing
emergency management preparedness.

Government of Alberta ■
Municipal Affairs

Program Objective

The objective of the Emergency Management Preparedness Program is to provide an effective and cost-efficient grant program for increased emergency management capacity that results in an increased number of trained emergency management practitioners.

Key Outcomes of the program include:

- Local authorities and volunteers have the required competencies and skills for emergency response.
- Create a greater capacity for Alberta communities to mitigate, prepare for, respond to, and recover from disaster emergencies.

Program Highlights

When are the applications due?	September 30, 2016
Who do I contact for assistance?	Grant Advisor Email: aema.empp@gov.ab.ca Phone: 780-422-9000

Organization Eligibility

Applications that benefit several stakeholders and that provide maximum benefit to provincial emergency management systems take priority.

Category	Example
Eligible Organizations	<ul style="list-style-type: none">• Municipalities (e.g., cities, counties, towns, villages, municipal districts, specialized municipalities, etc.)• Métis settlements• Inter-municipal partnerships
Ineligible Organizations	<ul style="list-style-type: none">• First Nations• For-profit corporations

The organization applying for the grant is responsible for administering the grant.

Collaboration

Collaborating communities must decide which community will be the project manager for the project.* The project manager is responsible for all administrative requirements of the program such as submitting the grant application on behalf of the collaborating communities, entering into a Conditional Grant Agreement with the Government of Alberta and managing grant funds and compliance.

* A letter of support is also required from each partner.

Eligible Projects/Courses

Alberta has adopted the Incident Command System (ICS) as the command and control organization model for incident management.

- Emergency response at the Incident Command Post
- Emergency Operations Centres and Emergency Coordination Centres
- Provincial Operations Centres

First responders, local authorities, including municipalities, and Metis settlements are encouraged to utilize ICS.

Category	Information
What projects/courses are eligible for funding?	<ul style="list-style-type: none">• Emergency management workshops• Regional municipal disaster exercises• Innovative programs that increase emergency management capabilities
What courses are ineligible?	<ul style="list-style-type: none">• Courses offered through AEMA either on-line or by Field/Training officers
What is the completion date for which eligible expenses can be incurred?	<ul style="list-style-type: none">• May 31, 2018

Funding Conditions

Condition	Description
How are funds allocated?	<ul style="list-style-type: none"> • The allocated funding supplements approved training • The organization must agree to contribute any outstanding funds for the training • Emergency Management training courses have a maximum of \$5,000 per course
How are funds distributed?	<ul style="list-style-type: none"> • Funding is made as a lump-sum payment to the hosting organization
What requirements must I comply with in order to receive funding?	<ul style="list-style-type: none"> • Applicants must complete and submit a compliant application form • Successful applicants will sign a conditional grant agreement (CGA) • Only after, the Minister of Municipal Affairs (or his delegated representative) signs this agreement, can training start
What are the terms of the CGA?	<ul style="list-style-type: none"> • The use of the grant for approved purposes only • Eligibility • Reporting and accountability requirements • The Minister's right to audit any project • The Minister's right to obtain a refund of any grant funds not used in accordance with the agreement

Application Process

The application is available at www.aema.alberta.ca/grants. Mail or email your application to:

Alberta Emergency Management Agency
Attention: Grant Advisor
200 Park Plaza
10611 - 98 Avenue
Edmonton, Alberta T5K 2P7
Email: aema.empp@gov.ab.ca

Step	Description
How are applications evaluated?	<ul style="list-style-type: none">• Applications will be evaluated based on meeting compliance in previous years, the history of training received, and recommendations made by field officers regarding provincial priorities of the communities in their respective regions• All courses or requested amounts may not be awarded
How will I know if my application is successful?	<ul style="list-style-type: none">• Applications will be evaluated and applicants notified within six months of the application deadline
What if I disagree with the Government of Alberta's decision on my application?	<ul style="list-style-type: none">• The Minister of Municipal Affairs decisions regarding grant funding are final

Reporting Requirements

Each grant recipient will need to submit information that demonstrates the total grant received was used in accordance with the Conditional Grant Agreement by:

- Listing the project(s) and total expenditure(s).
- Completing the certification.
- Supplying the supporting documentation
- Evaluating the program by providing any comments.

Note: If the scope of the project changes, please contact the Grant Advisor to request an amendment to the grant.

