



# Fighting and Managing Wildfires in a Changing Climate Program 2023

## Wildfire Training Fund Call for Applications

Application Guide

## Table Of Content

2023 Wildfire Training Fund Call for Applications .....	3
1. Program Overview .....	3
2. Funding Streams and Projects Duration .....	3
3. Eligible Recipients and Stacking Limit .....	5
4. Eligible Activities .....	5
5. Eligible Expenditures.....	6
6. Ineligible Expenditures.....	6
7. Application Process and Deadline.....	7
8. Assessment Criteria .....	7
9. Assessment Process .....	8
10. Communication of Results .....	8
11. Contact Information.....	8

# 2023 Wildfire Training Fund Call for Applications

This application guide will help you complete your application for funding under the 2023 Wildfire Training Fund Call for Applications. We recommend that you refer to the application guide while completing the application form.

## 1. Program Overview

The Training Fund under the Fighting and Managing Wildfires in a Changing Climate (FMWCC) program provides time-limited contribution funding, ending in 2026-2027, to support the implementation of wildfire training projects that increase firefighting capacity and build community capacity to mitigate, prepare for, and respond to wildfires.

In 2022–2023, Natural Resources Canada (NRCan) launched a two-year pilot phase under the Training Fund to inform the full launch of a responsive, inclusive and comprehensive Wildfire Training Fund. Recognizing that Indigenous communities are disproportionately threatened by wildfires, the pilot focused on providing support to organizations to train firefighters in at-risk Indigenous communities, while also trying to better understand the needs of the communities, build relationships, and identify the barriers to participation within these communities.

Building on lessons learned from the pilot phase, NRCan is now launching the 2023 Wildfire Training Fund Call for Applications for projects to begin in the 2024–2025 fiscal year. It is anticipated that the results of this call will maximize the funding of the Training Fund until the end of the program on March 31, 2027.

## 2. Funding Streams and Projects Duration

Three streams have been identified for the 2023 Wildfire Training Fund Call for Applications to support the wildfire training needs and gaps. Each project must target one of the streams. Applicants may submit more than one application to this call and are requested to submit a separate application for each proposed project.

<b>Stream 1. Wildland Firefighters Training</b>	
Objective	To increase the number of certified Type I, Type II and Type III wildland firefighters to manage and respond to wildfire.
Project duration	Up to 36 months
<b>Stream 2. Community Wildfire Protection Training</b>	
Objective	<p>To develop and implement community-based wildfire prevention and fire management activities. Projects may include:</p> <ul style="list-style-type: none"> <li>• needs assessments to identify wildfire training needs within the community</li> <li>• Indigenous Knowledge training</li> <li>• prescribed burning</li> <li>• Indigenous cultural burning</li> <li>• fire camps</li> <li>• forest ranger and fire guardian training</li> </ul>
Project duration	Up to 18 months
<b>Stream 3. Youth<sup>1</sup> Wildfire Training</b>	
Objective	<p>To build the future cohort of wildland firefighters and professionals through providing training and learning opportunities for youth. Projects may include:</p> <ul style="list-style-type: none"> <li>• career information sessions</li> <li>• school education seminars</li> <li>• career development opportunities</li> <li>• youth-led initiatives within the community</li> </ul>
Project duration	Up to 18 months

<sup>1</sup> Youth is defined as people age 15 to 30.

### 3. Eligible Recipients and Stacking Limit

Eligible Recipient	Stacking Limit
Not-for-profit organizations	Up to 100%
For-profit organizations	Up to 75%
Indigenous organizations, groups and communities	Up to 100%
Canadian academic institutions	Up to 100%
Provincial, territorial, regional, and municipal governments and their departments and agencies	Up to 100%

A stacking limit is the maximum level of total Canadian government funding authorized by the terms and conditions for a transfer payment program for any one activity, initiative or project of a recipient.

Before signing a contribution agreement, recipients must disclose all expected sources of funding for the project, including contributions from other federal, provincial, territorial, and municipal governments and from private-sector sources.

These stacking limits must be respected. If the total government assistance to a recipient exceeds the eligible expenditures, NRCan will adjust its level of contribution and seek reimbursement, if necessary, so that the stacking limit is not exceeded.

### 4. Eligible Activities

Funds may be used for expenses that are related to achieving the FMWCC's objective and are necessary for implementing and conducting the project, including:

- Outreach and training activities or services that enhance capacity, education, and outreach materials for stakeholders, networks, and communities.
- Planning and implementation of wildfire risk assessment and reduction activities in communities, including hazard reduction and cultural burning.
- Events and activities that promote natural hazard and climate change emergency management objectives.
- Activities that support wildfire planning, preparedness, mitigation and response.
- Community engagement, awareness and capacity-building activities, including internships and mentoring.

## 5. Eligible Expenditures

Expenditures for a project must be directly related to, and necessary for implementing and conducting the project, including:

- Salaries, benefits and stipends
- Professional, scientific, technical and contracting services
- Training, working groups and professional development costs, including facility rental and costs to develop training<sup>2</sup>
- Conference fees
- Materials, supplies and equipment such as laboratory and field supplies and smaller equipment for managing wildfire risk (communications equipment, personal protective equipment, and other non-capital equipment)
- Honoraria and ceremonial costs, where Indigenous recipients or Indigenous Peoples are involved
- Overhead expenditures related to the conduct of the project, to a maximum of 15% of NRCan's contribution, such as:
  - ◊ Heat, electricity, and office operating costs (e.g. faxes, telephones)
  - ◊ Financial and accounting services

## 6. Ineligible Expenditures

The following expenditures for a project are ineligible:

- Capital costs for the construction of buildings, the purchase of specialized large firefighting equipment (e.g. fire trucks, aircraft, water bombers) or the purchase of land or buildings
- Core or ongoing expenses

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2 Travel fees can be included in training costs if they are directly linked to the delivery of the training project.

## 7. Application Process and Deadline

You must use this [Application Form \(fillable PDF\)](#) and complete all the required fields. Within the form, you should clearly identify which stream the project relates to, based on the options described in Section 2 of this guide.

To be successful, you should consider the word limits when preparing your responses to the questions. You must also complete and save an electronic version of the Application Form. Printed and scanned versions will not be accepted. Please save this form with the name **“2023 Training Stream [Number] – [lead organization name]”**. You must digitally sign the application form using a digital certificate to authenticate your identification. **If you are experiencing any issues with the digital signature, please contact us at [wildfireprograms-programmesdefeuxdeforet@nrcan-rncan.gc.ca](mailto:wildfireprograms-programmesdefeuxdeforet@nrcan-rncan.gc.ca).**

In addition to the Application Form, you will need to submit in the same e-mail this completed [Budget and Workplan template](#). Please save your Budget and Workplan with the name **“2023 Training Budget and Workplan – [lead organization name]”**.

Submit your completed application package (application form, budget and workplan **using the template provided by NRCan**) by email to [wildfireprograms-programmesdefeuxdeforet@nrcan-rncan.gc.ca](mailto:wildfireprograms-programmesdefeuxdeforet@nrcan-rncan.gc.ca). **Please add “2023 Training Stream [Number] – [lead organization name]”** in the subject line of your email when submitting your application.

The deadline to submit your application is on February 1, 2024, at 11:59PM Pacific Standard Time. Applications submitted after the deadline of February 1, 2024, cannot be accepted.

Submitting an application does not guarantee an applicant will receive funding. Until a contribution agreement is signed by both parties, no commitment or obligation exists on the part of NRCan to make a financial contribution.

## 8. Assessment Criteria

NRCan will use a merit-based assessment process to evaluate and select projects. Applications for funding will be assessed rigorously, and will include the following criteria:

- How well the project aligns with the program objectives.
- The ability and capacity of the recipient to deliver and manage the project based on the project team and the team members’ individual and collective experience and expertise.
- Achievable results, timelines and milestones (as listed in the workplan)
- The amount of funding and/or in-kind contributions from other public and private sources.
- A budget with reasonable cost estimates to achieve the project objectives and deliverables.

The assessment process will prioritize Indigenous applicants, and projects that strongly demonstrate the benefit to Indigenous communities. It also will take into consideration the three streams, apply a distinction-based approach, ensure national distribution, and support diversity and the inclusion of underrepresented groups (e.g. women, racialized groups, Indigenous groups).

## 9. Assessment Process

The application assessment process will consist of:

1. Initial review by Program Advisors to verify that mandatory information has been provided, and basic eligibility criteria are met.
2. Detailed review of the application by the Project Review Committee to assess the nature and scope of the application, the expected results and the applicant's readiness to implement the project.
3. When appropriate, NRCan may consult with National Indigenous Organizations, provincial/territorial government partners and/or other federal government departments.
4. Review of eligible applications by the senior departmental committee and final funding recommendations.

NRCan aims to select a range of projects that address current needs and gaps in the wildfire space across Canada. **Therefore, the basic score of each application will not be the only factor considered for the final selection.**

## 10. Communication of Results

All applicants will be informed of the results of their application assessment by NRCan in writing.

Applications that have been selected for further development will be invited to work with NRCan Program Advisors to develop their project into funding agreements.

## 11. Contact Information

Questions should be directed to the Wildfire Programs team at:

[wildfireprograms-programmesdefeuxdeforet@nrcan-rncan.gc.ca](mailto:wildfireprograms-programmesdefeuxdeforet@nrcan-rncan.gc.ca)