



Search and Rescue New Initiatives Fund (SAR NIF)



Applicant's Guide – 2011 / 2012



**The deadline for submitting an application to
the NSS is Friday, September 24, 2010**

Applicant's Guide - 2011 / 2012

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INTRODUCTION

SEARCH AND RESCUE NEW INITIATIVES FUND (SAR NIF)

Through the management and administration of SAR NIF, the National Search and Rescue Secretariat (NSS) contributes financially towards projects that improve and enhance the objectives of the National Search and Rescue Program (NSP).

To achieve this, SAR NIF funding is provided for projects that:

- enhance the effectiveness of SAR response in federal, provincial and territorial jurisdictions;
- promote the sharing of response and prevention best practices throughout the SAR community; and,
- promote and improve SAR prevention.

The SAR NIF has an annual allotment of \$8.1 million available to federal, provincial and territorial governments, profit and not-for-profit Canadian organizations and associations from volunteer, academic or private sectors and individuals with responsibilities in the National SAR Program.

NOTE: *The SAR NIF is a multi-year funding program. Funds for new projects approved by the LMSAR are allocated after the NSS has fulfilled its funding commitments for ongoing multi-year SAR NIF projects.*

The SAR NIF is administered by the NSS in partnership with federal and provincial/territorial government departments/agencies with SAR responsibilities in Canada.

For brevity, Federal Managing Departments/Agencies will be referred to as MDA and provincial/territorial governments referred to as P/T throughout this document.

NATIONAL SEARCH AND RESCUE PROGRAM VISION AND OBJECTIVES

The vision of the NSP is:

A Canada where the critical importance of Search and Rescue is reflected in a multi-jurisdictional approach to promoting individual, collective and organizational behaviours that minimize the risk of injury or loss of life while maintaining timely and effective response services.

To accomplish this, the NSP has two primary objectives:

Prevention	To educate individuals and organizations on the assessment of risks and the importance of acquiring and using the knowledge, skills and equipment needed to minimize injury and/or loss of life.
Response	To ensure an effective and capable SAR response in all areas of Canada.

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ANNUAL PROGRAM PRIORITIES

The SAR NIF priorities reflect the annual priorities of the NSP which are determined by the Interdepartmental Committee on Search and Rescue (ICSAR). The annual priorities are:

PRIORITY	DESCRIPTION
Support the Organization and Sustainability of GSAR	Leveraging best practices and sharing information on the delivery of GSAR services across Canada.
Protect and Support Volunteers	Improving the capability, assuring the sustainability and reducing the risk for SAR volunteers.
Deliver Public Education	Utilizing broad public awareness and targeted outreach to reduce the frequency and severity of SAR incidents.
Promote Interoperability through Common Platforms and Protocols	Promoting standardization and compatibility of systems, equipment and personnel to achieve greater integration and program effectiveness.
Build Local SAR Capacity in the North and Remote Areas	Evaluating trends and being proactive in augmenting local capacity, currently and in the future, to prevent and respond to SAR incidents in the North and remote areas.

SAR NIF APPLICANT'S GUIDE AND FORMS

This guide provides general eligibility criteria and information to be used by the applicant in order to submit a SAR NIF application package for funding consideration. Applications are reviewed and assessed by the SAR NIF Merit Board. The proposals that are recommended for funding by the SAR NIF Merit Board form the SAR NIF Merit List.

The SAR NIF Application Package consists of the following:

- the SAR NIF Application Form (Annex C);
- the SAR NIF Budget Form (Annex D);
- the SAR NIF Project Plan Detail Form (Annex E);

Important: Applicants submitting a proposal for research and development (R&D) must also submit a separate, detailed research and development proposal as part of the SAR NIF Application Package.

DEFINITIONS

For the purpose of the SAR NIF, the following definitions apply. The NSS reserves the right to interpret these definitions:

Activities: Tasks performed within the framework of a project to accomplish the stated objective.

Applicant: A person, organization or association that submits a proposal for funding consideration.

Cash Contribution: A monetary donation towards the project and obtained from sources other than the SAR NIF.

Contribution Agreement: An agreement signed between the NSS and a SAR NIF contribution recipient that allows for the funding of an approved SAR NIF project. This is a legal document and contains all of the terms and conditions for funding.

In-kind Contribution: A non-cash donation of labour, facilities, or equipment towards the project that can be given a cash value and that is obtained from sources other than the SAR NIF.

Interdepartmental Committee on Search and Rescue (ICSAR): A committee providing advice on SAR matters to the Lead Minister for Search and Rescue (LMSAR), chaired by the NSS, Executive Director and composed of representatives from federal SAR delivery departments and agencies: Department of Fisheries and Oceans (Canadian Coast Guard); Department of National Defence (Canadian Forces); Environment Canada (Meteorological Service of Canada); Parks Canada; the Royal Canadian Mounted Police; and Transport Canada.

Lead Minister for Search and Rescue (LMSAR): Minister delegated with the overall policy responsibility for SAR and has the authority, responsibility and accountability for the coordination of the National SAR Program.

Letter of Agreement (LOA): An agreement signed between the NSS and a MDA that permits the transfer of SAR NIF funds through the Parliamentary Estimates Process (Annual Reference Level Update and Supplemental Estimates) to the MDA.

Managing department/agency (MDA): A federal SAR program delivery department or agency that is represented on the ICSAR and has agreed to manage SAR NIF Projects through a Memorandum of Understanding with the NSS.

Milestone: A significant event or stage within the proposed project plan that signifies the completion of a major deliverable or a set of related deliverables.

National Search and Rescue Program (NSP): The National SAR Program refers to the collective activities of government and non-governmental organizations in Canada having a primary or supporting role in the delivery of search and rescue response or prevention.

Performance Measure: The exact criteria that will be taken as evidence that the intent of the activity has been achieved.

Project: A set of activities presented in a proposal for which funding from the SAR NIF has been identified and is approved by the LMSAR on the advice of ICSAR.

Proposal: A written document developed by an applicant, describing a new SAR NIF initiative to be considered for funding from the SAR NIF.

Recipient: A Federal, Provincial or Territorial government, profit or not-for-profit Canadian organization or association from the volunteer, academic or private sector or individuals, whose proposal has been approved for funding and with whom an agreement has been established and signed.

Recognized SAR Volunteer Association: A SAR volunteer association that is either incorporated or registered nationally, provincially or territorially. Associations are required to provide a letter of support from the SAR NIF partner of the jurisdiction that is impacted by the proposed initiative.

Research and Development (R&D): Body of work undertaken on a systematic basis in order to increase the stock of knowledge and the use of this knowledge to devise new applications or equipment that will benefit the Canadian SAR community.

SAR NIF Merit Board (MB): Chaired by the Director of Policy and Programs, NSS, and composed of representatives, or delegates, of ICSAR and a representative for the provinces and territories. The Board evaluates and recommends to ICSAR for LMSAR approval a list of proposals, ranked in order of merit, that qualify for SAR NIF funding.

SAR NIF Merit List (ML): A list of SAR NIF projects, ranked in order of merit by the SAR NIF Merit Board. The Merit List is used in determining the allocation of SAR NIF funds and is considered by ICSAR and recommended to the LMSAR for approval.

SAR NIF Merit Process: Refers to the process of review and assessment which is undertaken by the SAR NIF Merit Board when considering a SAR NIF application for funding.

SAR NIF Omnibus Proposal: A strategic proposal submitted to the NSS from provincial or territorial governments that may contain one or more project activities that address the provincial/territorial SAR priorities.

SAR NIF Partner: Refers to a Federal Department or Agency with Federal SAR responsibilities, or a Provincial/Territorial government organization.

SAR NIF Technical Review Panel (TRP): A panel of industry experts, academics and researchers who provide the NSS with a technical review of SAR NIF applications that are undertaking a research and development project. The TRP provides recommendations that are considered during the SAR NIF Merit Process.

GENERAL APPLICATION INFORMATION

SAR NIF MERIT PROCESS

The SAR NIF Merit Process is an annual activity undertaken by the NSS to review and evaluate applications for funding under the SAR NIF. The process is initiated by the NSS through the Annual Call for Proposals and culminates to its conclusion with the approval of the SAR NIF Merit List by the LMSAR.

The following represents the cycle of the SAR NIF Merit Process.

Period	Activity
April	NSS issues the annual Call for Proposals
August/September	Deadline for submitting applications to the NSS.
September/October	SAR NIF Technical Review Panel meeting.
November	SAR NIF Merit Board meeting.
February/March	LMSAR approval of the Merit List.
March	Announcement of the approved SAR NIF Merit List and projects that will receive funding under the SAR NIF.

Once the SAR NIF Merit Process has ended and the Merit List has been approved by the LMSAR, the NSS advises its SAR NIF Partners of the results. The NSS then determines how much funding is available for new projects and begins the negotiation of financial agreements with the applicants that will be receiving funding from the SAR NIF.

ANNUAL SAR NIF CALL FOR PROPOSALS

The SAR NIF funding cycle begins with the release of the annual SAR NIF Call for Proposals by the NSS to its SAR NIF MDA and P/T partners. SAR NIF partners are to further disseminate the call letter to stakeholders within and outside their organization.

All SAR NIF applications received under the 2011-2012 Call for Proposals must be for projects that will commence no earlier than April 1st, 2011.

GENERAL ELIGIBILITY REQUIREMENTS

Those applying for SAR NIF funding must meet the following requirements:

- Be an eligible SAR NIF applicant;

- Receive Support of a SAR NIF partner;
- Have a minimum of 5% of in-kind or cash contributions to overall project cost from a source other than the NSS;
- Complete SAR NIF Application Form, SAR NIF Budget Form and SAR NIF Project Plan Detail Form;
- Submit their SAR NIF application to the NSS by the deadline specified in the SAR NIF annual Call for Proposals.

APPLYING FOR FUNDING

ELIGIBLE APPLICANTS

For the purpose of the SAR NIF, the type of eligible applicants will vary depending on the jurisdiction that is impacted by the proposed initiative. Please consult the following table to determine whether you are eligible to apply for SAR NIF funding:

FEDERAL SAR JURISDICTION	PROVINCIAL /TERRITORIAL SAR JURISDICTION
<p>Not-for-profit Canadian Organizations: SAR organizations that are registered as either a charitable and/or a not-for-profit organization.</p>	<p>Provincial/Territorial Governments: Departments/agencies delegated with the responsibility of managing activities related to SAR by the provincial or territorial government.</p>
<p>Canadian Universities and Colleges: Recognized Canadian post-secondary institutions.</p>	
<p>Canadian citizens and Permanent Residents: Permanent residents as defined by the <i>Immigration and Refugee Protection Act</i>.</p>	
<p>Private, for-profit Canadian organizations: Canadian owned and controlled enterprises.</p>	
<p>Federal Departments/Agencies: Government of Canada departments or agencies with SAR responsibilities.</p>	
<p>Recognized National, Provincial or Territorial SAR Volunteer Associations: Must provide a written and signed letter of support from the federal, provincial or territorial SAR NIF partner responsible for SAR activities in the jurisdiction impacted by the proposal.</p>	
<p><u>Note:</u> It is the responsibility of the SAR NIF partner to ensure that the association they are supporting is registered or incorporated.</p>	

SELECTING A SAR NIF PARTNER

Determining the appropriate SAR NIF partner is a crucial step in the SAR NIF application process. Applicants should review the mandate and jurisdictional responsibilities of all SAR NIF partners to ensure that they have selected the appropriate partner.

National SAR Program delivery:

- **Canadian Forces (DND)** - Federal air SAR resources: overall coordination of air and marine SAR response; ground searches for air and marine incidents
- **Canadian Coast Guard (DFO)** - Primary marine SAR resources; coordinated response with Canadian Forces; marine communications
- **Transport Canada** - Air and marine safety regulation and prevention (commercial and recreational)
- **Royal Canadian Mounted Police** - Ground and inland marine SAR under provincial/territorial policing contracts
- **Meteorological Service of Canada- Environment Canada (EC)** - Weather warnings, forecasts and data, education and research
- **Parks Canada** – Inland SAR response and prevention in National Parks
- **Provinces/territories** – Ground and inland marine SAR; coordinated by EMOs and police forces of jurisdiction

Potential SAR NIF applicants are encouraged to contact and discuss their proposed initiative with a SAR NIF partner prior to beginning the application writing process.

NOTE: Whether choosing a federal, provincial or territorial SAR NIF partner, applicants must ensure that their proposal addresses the SAR priorities of the SAR NIF partner, as well as the annual priorities of the National SAR program.

SUBMISSION THROUGH A FEDERAL SAR NIF PARTNER

The NSS recognizes six MDA's as partners in the NSP. These MDA's have a prominent role in the effective and efficient delivery of the NSP. They are:

- Department of National Defence/Canadian Forces (DND/CF);
- Department of Fisheries and Oceans/Canadian Coast Guard (DFO/CCG);
- Environment Canada (EC);
- Parks Canada Agency (PCA);
- Royal Canadian Mounted Police (RCMP); and,
- Transport Canada (TC).

SUBMISSION THROUGH A PROVINCIAL/TERRITORIAL SAR NIF PARTNER

SAR NIF applications for jurisdictions under P/T government responsibility must be submitted by the designated P/T department or agency. As such, the P/T government is the applicant and recipient of SAR NIF funding. P/T SAR NIF partners are permitted to submit a single SAR NIF application to the NSS for consideration.

P/T governments have been granted the flexibility in the manner in which they determine the initiatives that are included in the strategic plan or the single initiative that they wish to support. In the case of the strategic plan (omnibus), P/T partners must ensure that the application is written to encompass and link the sub-components into a concise and distinct project.

Should you wish to have your proposal be included as part of a P/T SAR NIF application, please contact the identified provincial/territorial contact to discuss your project.

SUBMISSION FROM A RECOGNIZED NATIONAL, PROVINCIAL OR TERRITORIAL SAR VOLUNTEER ASSOCIATION

Recognized national, provincial or territorial SAR volunteer association may apply directly to the NSS. However, associations must provide along with their application a signed letter of support for their project from the SAR NIF partner responsible for SAR activities in the jurisdiction impacted by the proposal.

JOINT PROPOSAL

SAR NIF partners may collectively submit a proposal that is of mutual benefit to two or more partners. The proposal must address a SAR priority that has been identified in the participating jurisdictions, address an identified collective need and the benefits must be as equitable as possible to all partners. Examples of joint proposals may include, but are not limited to, the following types of activities:

- Multi-jurisdictional Exercises;
- Research and Development;
- Information sharing; and,
- Collective Data Management.

In submitting a joint proposal, partners must designate a lead partner, who will act as the applicant, and if successful, the recipient of SAR NIF funding. The SAR NIF Application Form must be signed by a representative from each of the participating partners.

Contact information for federal, provincial and territorial SAR NIF partners can be found in Annex A of this Guide.

COST-SHARING

Prior to applying for SAR NIF funds, applicants must secure funding from sources other than the NSS to contribute to the total cost of the project. The in-kind and/or cash contribution from other sources must represent at least 5% of the total project cost.

Applicants must provide the NSS with letters of support confirming the other sources of funding (in-kind and/or cash). Each letter of support must contain the following:

- Name of individual/group/organization;
- Clear articulation of support;
- The type and amount of contribution being made (in-kind and/or cash contribution); and,
- Signature and date.

An **in-kind contribution** is a non-cash donation of labour, facilities, or equipment towards the project which can be given a cash value.

NOTE: Rebates, vouchers, and discounts are **NOT** considered to be in-kind contributions.

For the purposes of provincial/territorial and association projects, in-kind contributions such as salaries, benefits, travel, and secretarial, supervisory and administrative support are eligible for cost-sharing.

A **cash contribution** is any monetary donation from sources other than the NSS.

When receiving a cash contribution, the maximum total government assistance (i.e. total federal, provincial, territorial and municipal assistance) is one hundred (100) percent of eligible expenditures. The total SAR NIF assistance will not exceed ninety-five (95) percent of the project cost.

COMPLETED SAR NIF APPLICATION FORM

All sections of the SAR NIF Application package (Sections 1 to 19) must be completed and submitted by the applicant. Applications that are not complete will not be considered for SAR NIF funding.

In addition to the SAR NIF Application package, applicants must submit to the NSS, supporting documents that substantiate the application, such as letters of support for in-kind and/or cash contributions.

SUBMISSION BY THE DEADLINE

The NSS must receive the entire application package, submitted by the federal and provincial/territorial partners and associations no later than 11:59 pm (ET), of the deadline established by the NSS. Failure to submit a complete SAR NIF application package by the deadline will result in the disqualification of the application from the SAR NIF Merit Process.

Detailed instructions in completing the SAR NIF Application Form, Budget Form and Project Plan Detail Form can be found in Annex B of this guide.

RESEARCH AND DEVELOPMENT PROPOSALS

The NSS encourages the continued research and development (R&D) into issues related to the search and rescue community. Applicants who are submitting a SAR NIF application which contains a significant requirement for R&D must prepare and provide a separate detailed R&D proposal. This must be submitted with the SAR NIF Application Form (further details can be found in Annex B of this guide).

All SAR NIF applications for R&D are reviewed by the SAR NIF Technical Review Panel (TRP). The role of the TRP is to evaluate the technical aspects of the proposal and then, based on their evaluation, make recommendations to the SAR NIF Merit Board.

IMPORTANT INFORMATION

SAR NIF MERIT BOARD

SAR NIF applications for funding received by the NSS under the SAR NIF are reviewed and assessed by the SAR NIF Merit Board.

SAR NIF applications are assessed on the general eligibility requirements, as well as the merit of their proposal to:

- Address the objectives and priorities of the National SAR Program;
- Address the priorities of Federal and/or Provincial/Territorial partner;
- Address the identified need through the project activities.

The Merit Board will also evaluate the budget and project planning as outlined in the SAR NIF Budget Form and SAR NIF Project Plan Detail Form.

Furthermore, the SAR NIF Merit Board will assess all aspects of the proposed project including its potential to improve SAR, the management capacity of the applicant and the financial risks.

After the SAR NIF Merit Process is complete, the list of recommended projects is submitted to ICSAR for review and endorsement and then to the LMSAR for approval. The funds are then allocated to the approved projects based on available funding levels.

NOTE: The SAR NIF is a multi-year funding program. Funds for new projects approved by the LMSAR are allocated after the NSS has fulfilled its funding commitments for ongoing multi-year SAR NIF projects.

TYPES OF FINANCIAL ARRANGEMENTS

The SAR NIF provides financial support to eligible SAR NIF recipients using two distinct funding mechanisms.

SAR NIF projects initiated by a MDA will receive funds via the Parliamentary Estimates Process (Annual Reference Level Update and Supplemental Estimates). This represents a direct transfer of funds from the NSS to the MDA.

The NSS signs a Letter of Agreement on an annual basis with MDA's who will be managing Operational and Capital Expenditure projects approved for SAR NIF funding.

SAR NIF projects initiated by an applicant outside of the MDA or from a P/T will receive financial support through the signing of a contribution agreement (CA) between the NSS and the recipient. The CA dictates the responsibilities of both the NSS and the recipient.

RESPONSIBILITY OF THE RECIPIENT

Should a SAR NIF application be successful in the SAR NIF Merit Process, the responsibilities of the recipient will be clearly detailed in the SAR NIF Contribution Agreement, or another form of financial arrangement with the federal government.

Recipients must ensure that they understand and meet the terms and conditions of the SAR NIF Contribution Agreement or other financial arrangement throughout the entire funding period.

Reporting arrangements will be negotiated between the NSS and the recipient, upon approval of the SAR NIF Merit List by the LMSAR and confirmation of available funds by the NSS. The reporting schedule will be detailed in the SAR NIF Contribution Agreement or other financial arrangements with the federal government.

For reporting purposes, SAR NIF recipients must use the SAR NIF Budget Form and Project Report Form provided in Annexes H and I of this guide. Instructions for completing these forms are provided in Annex G.

All recipients of SAR NIF funding must acknowledge the Government of Canada's support for their project. Reports and other communication documents regarding the project should contain the following tag line:

"We would like to acknowledge the financial support of the Government of Canada for this project through the SAR NIF".

The National SAR Program logo and Canada Wordmark must be placed in a prominent location, and used in its entirety



The logos can be found on the Secretariat's website at: www.nss.gc.ca or you may request a copy from the NSS.

VOLUNTARY TERMINATION

The recipient may withdraw from the signed agreement upon providing written notice of intent to the NSS, delivered no less than ninety (90) working days prior to termination. Upon termination the recipient will return to the NSS any contributions, made by the NSS, which are in excess of the eligible expenditures incurred by the recipient up to the notice date.

NSS TERMINATION

Recipients of SAR NIF funding must adhere to the policies and guidelines as outlined in this guide. Failure to do so may result in the early termination of the project by the NSS. In addition, the NSS may seek reimbursement for the funds provided to date if the project is terminated. Circumstances that warrant an early termination by the NSS include, but are not limited to:

- Failure to meet reporting requirements;
- Failure to meet projected milestones stated in the proposal; and,
- Non-progress of project, leading to unjustified delays.

Further, the NSS may terminate the commitment of funding should there be an unreasonable delay in the signing of the SAR NIF Contribution Agreement. SAR NIF Contribution Agreements must be signed by the recipient within the first six months of the fiscal year in which the project is scheduled to begin.

AUDITING

The NSS has the right to audit any SAR NIF contribution project.

The NSS is responsible for auditing projects during implementation or following completion to ensure they are using funds for the outlined purpose, and are compliant with the Terms and Conditions of the Contribution Agreement.

The audits will also determine whether an appropriate level of due diligence was applied in the management of public funds, based on compliance with program guidelines.

PRIVACY

All information provided to the NSS is subject to the *Access to Information Act* and the *Privacy Act*. The purpose of the Privacy Act is to protect the privacy of individuals with respect to personal information about themselves held by a federal government institution and to provide individuals with a right of access to such information. The Act also stipulates that personal information obtained shall not be used without the consent of the individual to whom it relates, except for the purpose for which it was collected or for a use consistent with that purpose.

Personal information collected by the NSS is used for:

- Reviewing applications;
- Administering awards; and,
- Establishing databases for program planning and evaluation.

MINISTER'S DISCRETION AND DECISION

The information in the Applicant's Guide does not replace nor restrict the discretionary power of the LMSAR to introduce changes to the SAR NIF. Further, the decision of the LMSAR is final and may not be appealed.

CONTACT THE NATIONAL SEARCH AND RESCUE SECRETARIAT

For questions regarding the SAR NIF Application process, please contact the NSS. SAR NIF program officers can be reached by:

Telephone at 1-800-727-9414

E-Mail at inquiry@nss.gc.ca