

# ANNEX B

## SAR NIF Application Form Instructions

This document should be referenced by the applicant when completing the SAR NIF application form. The first 17 sections of the SAR NIF Application Form (Annex C) capture the following:

- General tombstone information;
- Summary of the proposed project;
- Links to the National SAR Program Priorities; and,
- Details of the proposed project.

Section 18 - Budget (Annex D) provides details on the financial requirements of the proposed project. Section 19 - Project Plan Detail (Annex E) consolidates the project activity plan with the budget to provide information necessary to develop the reporting and payment schedule for an eligible recipient.

It is important that all applicants complete each section adequately. This information will be used by the SAR NIF Merit Board to review, assess and recommend applications to the ICSAR for endorsement and to the LMSAR for approval.

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### **Section 1 - Project Title**

Provide a name that reflects the objective(s) of the proposed project.

### **Section 2 - SAR Project Jurisdiction**

(a) Indicate whether the proposal supports SAR responsibilities under:

- Federal jurisdiction (Applicant must complete Section 3)
- Provincial/Territorial jurisdiction (Applicant must complete Section 4)

(b) Indicate if the applicant is a recognized SAR volunteer association (applicant must complete section 3 or 4 to indicate whether the proposal will be supported by a Federal Department/Agency or a Provincial/Territorial Government).

### **Section 3 - Supporting Federal Department/Agency**

Indicate the principal Managing Department/Agency (MDA) that is supporting the proposed project. Select only one option.

### **Section 4 - Provincial/Territorial Government (P/T)**

Indicate the P/T that is either applying for SAR NIF funding or supporting the proposed project from an association. Select only one option.

### **Section 5 - Contact Information**

Provide the contact information of the individual who will act as the project manager.

## **Section 6 - GST/HST Status**

Indicate the GST/HST Status of the organization or association that is applying for funding. To assist in determining the status, you may consult the following table.

<b>Category</b>	<b>Synopsis of Status</b>
GST/HST exempt	<ul style="list-style-type: none"><li>You are not eligible to be reimbursed for any GST/HST incurred related to the approved SAR NIF project.</li></ul>
GST/HST registrant	<ul style="list-style-type: none"><li>As a GST/HST registrant, you are eligible for an input tax credit from Canada Revenue Agency (CRA). You are, therefore, not eligible to seek reimbursement for GST/HST through SAR NIF funds.</li></ul>
Partially rebated	<ul style="list-style-type: none"><li>Rebates may be claimed by the following public bodies at the following percentages: Hospitals-83%; Schools-68%; Universities or public colleges-67%; Municipalities-57.14%; Charities or Qualifying Non-profit Organizations-50%.</li><li>The non-rebated portion of the GST/HST is eligible for reimbursement through SAR NIF funds.</li><li>Note that your GST/HST must be calculated separately when submitting progress reports.</li></ul>
Non Exempt	<ul style="list-style-type: none"><li>GST/HST is eligible for reimbursement through SAR NIF funds.</li><li>Note that your GST/HST must be calculated separately when submitting progress reports.</li></ul>

## **Section 7 - Summary of the Project**

Provide a brief description of the proposal and its intended outcome(s).

## **Section 8 - Length of the Project**

The SAR NIF can provide funding for a period of up to 3 years. Select one of the three options.

## **Section 9 - National SAR Program Annual Priorities**

- Identify which annual priorities of the National SAR Program are being addressed in the proposal and explain how.
- Demonstrate the link between the proposal and the priorities of the supporting P/T or MDA.

The National SAR Program 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.

### **Section 10 - National SAR Program Objective**

Identify which of the National SAR Program objectives the proposal will address. While your initiative may address both objectives, please select the primary one.

<b>Prevention</b>	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.
<b>Response</b>	To ensure an effective and capable SAR response in all areas of Canada.

### **Section 11 - Research and Development**

Applicants submitting a research and development (R&D) application must provide a complete R&D proposal as a separate document. This proposal must contain the following elements:

- Abstract or Project Summary (Statement of Work);
- Table of Contents;

- Literature Review;
- Methodology, expected outcomes/results;
- Biographical Sketch (for key personnel); and
- Resources (Equipment and Facilities).

## **Section 12 - Identification of Need**

Identify and demonstrate the need for the proposal. The need can be demonstrated by the use of statistics, empirical data, needs assessment studies/surveys, etc.

## **Section 13 – Details of the project**

Provide details of the project. They must contain the following elements:

- **Objectives of the project:** Identify the objectives and how they will address the need that has been identified.
- **Activities involved:** Identify the activities that must be undertaken to achieve the stated objectives. Provide details.
- **Purchases:** Identify the key items that are required and provide justification.
- **Involvement:** Identify the groups/organizations that will be participating in the project and what their roles and level of involvement is.
- **Deliverables:** Identify the anticipated deliverables of the project (reports, publications prototypes, products, etc.).

## **Section 14 – Communications Plan**

Demonstrate how the project progress and results will be communicated to the SAR community and identify the mechanisms that will be used to accomplish this. Ensure that these costs are factored into the total project budget.

## **Section 15 – Sustainability**

Demonstrate how you will maintain the results of the project once NIF funding has ended (i.e. store and maintain equipment, continue to provide training or services, Web site, etc.).

## **Section 16 – Performance Measurement**

Demonstrate how you will assess the success of your project and at which intervals.

## **Section 17 - Declaration**

The signatory of the SAR NIF application form must be the project manager of the proposed project.

## **Section 18 - SAR NIF Budget Form (Annex D)**

The SAR NIF Budget Form provides the NSS with the financial information regarding the proposal.

Both sections of the form must be completed:

1. Estimated Cost reflects the total anticipated costs of the proposal.
2. Cost Sharing reflects other sources of assistance (cash or in-kind) needed to complete the project.

Applicants are required to identify the budget line item, estimated cost and the details of whether the funds will come from the NSS or other sources. Costs should include applicable taxes; unless the applicant is GST/HST exempt or a GST/HST registrant (refer to table under Section 6).

### **Section A - Goods**

This section refers to the materials, supplies, rentals, utilities and communication products that are required for the proposed project.

<b>SUB-CATEGORY</b>	<b>ELIGIBLE EXPENDITURES (Only costs associated with the project are eligible)</b>	<b>INELIGIBLE EXPENDITURES (All costs that are not associated with the project are ineligible)</b>
Materials/Supplies	Costs associated with the procurement of materials and supplies. <ul style="list-style-type: none"> <li>• Office supplies</li> <li>• Machinery</li> <li>• SAR equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Urban Search and Rescue activities and equipment (1)</li> <li>• Standard equipment for police, firefighters and other professional agencies</li> <li>• Capital Expenditures</li> <li>• Replacement of existing equipment</li> <li>• Materials/supplies used for day to day operations of the organization</li> <li>• SAR Equipment that does not meet the minimum industry standards</li> <li>• Major SAR vehicles (ATV, boat, other motorized vehicles etc.)</li> </ul>
Rental	Costs associated with rental of: <ul style="list-style-type: none"> <li>• Land</li> <li>• Buildings</li> <li>• Office equipment and furniture</li> <li>• Computer equipment and software</li> <li>• Vehicles</li> </ul>	<ul style="list-style-type: none"> <li>• Rental of office space customarily available to the organization</li> <li>• Rental of equipment already owned by the organization</li> </ul>
Utility	Costs associated with the purchase of:	<ul style="list-style-type: none"> <li>• Claiming of utility costs related to the day to day operation of an</li> </ul>

	<ul style="list-style-type: none"> <li>• Electricity</li> <li>• Natural gas</li> <li>• Sewer and water</li> <li>• Waste disposal</li> </ul>	organization/company applying for SAR NIF funding. Utilities include: hydro, natural gas, sanitation and water.
Communication	<p>Costs associated with the communication requirements of the proposed project.</p> <p>Costs may include:</p> <ul style="list-style-type: none"> <li>• Printing</li> <li>• Telephone</li> <li>• Internet</li> <li>• Publishing</li> <li>• Exhibit of the implementation and/or results of the project.</li> </ul>	<ul style="list-style-type: none"> <li>• Telephone, internet, facsimile and other communication costs associated with the day to day operations of an organization.</li> </ul>

For example:

ESTIMATED COST			COST SHARING			
Section A: Goods			Section A: Goods			
BUDGET ITEM	QUANTITY	TOTAL	SAR NIF CONTRIBUTION	OTHER SOURCES		TOTAL
				Cash	In-kind	
<b>Material and Supplies</b>						
Projector	12	\$1,200.00	\$800.00	\$400.00		\$1,200.00
						\$0.00
<b>Rental</b>						
Office Space	200 x 36 months	\$7,200.00	\$3,600.00		\$3,600.00	\$7,200.00
Computer and printer	50 x 36 months	\$1,800.00	\$900.00		\$900.00	\$1,800.00
<b>Services publics</b>						
Electricity	50 x 36 months	\$1,800.00	\$1,800.00			\$1,800.00
						\$0.00
<b>Communications</b>						
Telephone	30 x 36 months	\$1,080.00	\$1,080.00			\$1,080.00
Internet	25 x 36 months	\$900.00	\$900.00			\$900.00
<b>Sub total Section A: Goods</b>		<b>\$13,980.00</b>	<b>\$9,080.00</b>	<b>\$400.00</b>	<b>\$4,500.00</b>	<b>\$13,980.00</b>

### (1) Urban SAR and SAR NIF

This section refers to the location, extrication and initial medical stabilization of victims trapped in collapsed structures and other entrapments (transportation accidents, mines, collapsed trenches, floods, etc.)

The NSS will not provide SAR NIF funding for activities related to Urban SAR.

Urban SAR non-eligible expenditures include, but are not limited to:

- Self-contained breathing apparatus (SCBA) and replacement cylinder;
- cold and wet weather gear, hazmat and CBRN equipment;
- confined space rescue equipment;
- breaching, breaking, coring and cutting equipment; hydraulic concrete cutting chain saws and pumps;
- lightweight rapid heavy shoring component systems;
- welding and cutting tools;
- power generators;
- chainsaws, cut off saws, pneumatic nailers and wood construction tools;
- optical, acoustic, seismic search equipment including associated canine care equipment;
- hydraulic, pneumatic, and mechanical equipment for lifting loads; and,
- air monitoring / gas detection equipment; thermal imaging cameras, etc.

*Also ineligible under the SAR NIF are functions and equipment which are considered to be the routine responsibility of first responder agencies (police, fire, and ambulance) such as uniforms, protective gear, flashlights, boots, self-rescue bags, tactical wear, etc.*

### Section B - Personnel

This section refers to the costs associated with wages and salaries to be paid or accrued by full-time, part-time and professional (contractual) employees for their work related to the project.

SUB-CATEGORY	ELIGIBLE EXPENDITURES	INELIGIBLE EXPENDITURES
Full-Time / Part-Time	The NSS will only provide funds to offset the personnel fees for time related to the proposed project.	<ul style="list-style-type: none"> <li>• Funding for the costs associated with creation of permanent positions within an organization;</li> <li>• All benefits (1);</li> <li>• Insurance.</li> </ul>
Professional Services	<p>Costs associated with the hiring of professionals to assist in the proposed project.</p> <p>Professional services may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• legal services;</li> <li>• engineering services;</li> <li>• research services;</li> <li>• communication services;</li> <li>• consultants (all types).</li> </ul>	<ul style="list-style-type: none"> <li>• Professional service fees that are provided by the recipient;</li> <li>• Interest on loans;</li> <li>• Insurance costs (any type).</li> </ul>

For example:

ESTIMATED COST			COST SHARING			
Section B: Personnel			Section B: Personnel			
BUDGET ITEM	QUANTITY	TOTAL	SAR NIF CONTRIBUTION	OTHER SOURCES		TOTAL
Full-time / Part-time				Cash	In-kind	
Project Manager	(40 hrs x 100) x 36 months	\$144,000.00	\$144,000.00			\$144,000.00
Administrative Officer	(30 hrs x 25) x 36 months	\$27,000.00			\$27,000.00	\$27,000.00
<b>Professional Services</b>						\$0.00
Engineer	(15 hrs x 120) x 36 months	\$64,800.00	\$64,800.00			\$64,800.00
						\$0.00
Sub total Section B: Personnel		\$235,800.00	\$208,800.00	\$0.00	\$27,000.00	\$235,800.00

## (1) Benefits

Benefits include, but are not limited to: fringe benefits, dental, medical, CPP, EI, etc.

### Section C - Travel

This section refers to the costs associated with travel. To be eligible, all travel must be clearly linked to the objectives and activities of the initiative and take place within Canada.

To determine rates for travel please consult the Government of Canada Travel Directive available on the Treasury Board of Canada Secretariat Web site at [http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/tbm\\_113/menu-travel-voyage-eng.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/menu-travel-voyage-eng.asp). The following definitions apply to each of the sub-categories for personnel:

SUB-CATEGORY	ELIGIBLE EXPENDITURES	INELIGIBLE EXPENDITURES
Transportation	The method and cost associated with reaching a specific destination to undertake an activity related to the proposed project.	<ul style="list-style-type: none"> <li>Any costs that are not reflective of the Government of Canada Travel Directive;</li> <li>International Travel (any travel outside of Canada).</li> </ul>
Accommodations	The cost for accommodation related to travelling to a specific destination to undertake an activity related to the proposed project.	<ul style="list-style-type: none"> <li>Any costs that are not reflective of the Government of Canada Travel Directive;</li> <li>Hospitality for time period unrelated to the proposed project.</li> </ul>
Meals/Incidentals	The cost for meals/incidentals related to travelling to a specific destination to undertake an activity related to the proposed project.	<ul style="list-style-type: none"> <li>Any costs that are not reflective of the Government of Canada Travel Directive;</li> <li>Meals/Incidentals for time period unrelated to the proposed project.</li> </ul>

For example:

ESTIMATED COST			COST SHARING			
Section C: Travel			Section C: Travel			
BUDGET ITEM	QUANTITY	TOTAL	SAR NIF CONTRIBUTION	OTHER SOURCES		TOTAL
				Cash	In-kind	
<b>Transportation</b>						
Meetings in Ottawa (6)	6 x (500 x 2 people)	\$6,000.00	\$5,000.00	\$1,000.00		\$6,000.00
Annual Conference (3)	3 x (500 x 8 people)	\$12,000.00	\$10,000.00	\$2,000.00		\$12,000.00
<b>Accommodations</b>						\$0.00
Meetings in Ottawa (6)	6 x (100 x 2 people)	\$1,200.00	\$700.00	\$500.00		\$1,200.00
Annual Conference (3)	3 x (100 x 8 people)	\$2,400.00	\$1,900.00	\$500.00		\$2,400.00
<b>Meals and Incidentals</b>						\$0.00
Meetings in Ottawa (6)	6 x (85 x 2 people x 2 days)	\$2,040.00	\$2,040.00			\$2,040.00
Annual Conference (3)	3 x (85 x 2 people x 3 days)	\$1,530.00	\$1,530.00			\$1,530.00
<b>Sub total Section C: Travel</b>		<b>\$25,170.00</b>	<b>\$21,170.00</b>	<b>\$4,000.00</b>	<b>\$0.00</b>	<b>\$25,170.00</b>

### **Section 19 - SAR NIF Project Plan Detail (Annex E)**

This section provides the NSS with the information necessary to determine the reporting and payment schedule for SAR NIF recipients. It should be noted that transfer payments will be made on a quarterly basis.

For example:

Year One	Project Activities	Total Estimated Cost	SAR NIF Contribution
April / May / June	<ul style="list-style-type: none"> <li>• Compile information</li> <li>• Inform other partners</li> <li>• Start hiring process</li> </ul>	\$15,000	\$10,000
July / August / September	<ul style="list-style-type: none"> <li>• Assess information collected;</li> <li>• Hire facilitator</li> </ul>	\$44,000	\$44,000
October / November / December	<ul style="list-style-type: none"> <li>• Conduct 2 workshops</li> </ul>	\$30,000	\$30,000
January / February / March	<ul style="list-style-type: none"> <li>• Regional Exercises</li> </ul>	\$50,000	\$25,000

SAR NIF Applicants are required to complete a table for each year for which they are seeking funding from the NSS.

*SAR NIF projects must not begin before April 1<sup>st</sup> of the coming Government of Canada fiscal year (April 1 to March 31) or until a Contribution Agreement has been signed by all parties.*

### **SAR NIF Applicant's Checklist (Annex F)**

To ensure that your application is complete, we encourage you to use the "SAR NIF Applicant's Checklist (Annex F)" available in the [Applicant's Guide](#). This checklist provides details concerning the documents that must be submitted with your application in order to be considered for SAR NIF funding.