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# **New Search and Rescue Initiatives Fund Program Guide**

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## Table of Contents

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<b>1.0</b>	<b>Introduction</b>	<b>1</b>
<b>2.0</b>	<b>Program Overview</b>	<b>1</b>
2.1	National Search and Rescue Program (NSP)	1
2.2	NSP Vision and Objectives	2
2.3	National Search and Rescue Secretariat (NSS)	2
2.4	New SAR Initiatives Fund (NIF)	2
<b>3.0</b>	<b>NIF is not a Grant!</b>	<b>3</b>
<b>4.0</b>	<b>NIF Program Management</b>	<b>3</b>
<b>5.0</b>	<b>Principles and Guidelines</b>	<b>4</b>
5.1	NIF Sponsors	5
5.2	NIF Categories	5
5.3	Sponsor Priorities	5
5.4	Cost Sharing and Partnerships	6
5.4.1	Cost Sharing	6
5.4.2	Partnerships	6
5.5	Third Party Agreements	7
5.6	Eligible Travel Costs	7
<b>6.0</b>	<b>General Policies and Conditions</b>	<b>7</b>
6.1	Federal/Provincial Taxes	7
6.2	Bilingualism Policy	7
6.3	Intellectual Property	8
6.4	Ownership of Project Assets	4
6.5	Royalties	8
6.6	Credit and Visibility	8
6.7	Project Cancellation	9
6.7.1	Voluntary withdrawal by Sponsor/Project Manager	9
6.7.2	NSS early termination	9
6.8	Environmental Assessment	9
6.9	Contracting	9
6.10	Access to Information	9
<b>7.0</b>	<b>NIF Proposal Application Process</b>	<b>10</b>
7.1	NIF Pre-application Process	10
7.2	Preparation of Proposals	10
7.3	Review of Proposals	11
7.4	Proposal Assessment and Scoring	11
7.5	Proposal Approval	11
7.6	Implementation	11
<b>8.0</b>	<b>Proposal Form – Annex to the Memorandum of Understanding</b>	<b>11</b>
8.1	Part 1 – Proposal Summary	11
8.2	Part 2 – Detailed Proposal	11
8.3	Part 3 – Communications Proposals	11
8.4	Part 4 – Prevention Proposals	12
8.5	Part 5 – Additional Information	12
<b>9.0</b>	<b>Project Management</b>	<b>24</b>

## Table of Contents

---

9.1	Reporting Requirements	24
9.1.1	Quarterly Status Reports	24
9.1.2	Amendments	24
9.1.3	Final Summary Report	25
9.1.4	Deliverables	25
9.2	NIF Invoices	26
9.2.1	Advance Payments	26
9.2.2	Surplus Funds	26
<b>10.0</b>	<b>Audit and Review</b>	<b>30</b>
10.1	Program Objectives and Guidelines	30
10.2	Funding Categories	30
10.3	Program Memorandum of Understanding	30
10.4	Proposal Application	30
10.5	Project Approvals and Funding	31
10.6	Project Management	31
10.7	Project Reporting	31
10.8	Project Monitoring	31
10.9	Project Claims and Payments	32
10.10	Communication of Project Results	32
10.11	NIF Program Evaluation	32
10.12	NIF Project Audits	33
10.13	“Third-Party” Audits	33
<b>Glossary</b>		<b>34</b>
<b>Feedback Form</b>		<b>36</b>
<b><u>Appendices</u></b>		
Appendix A – Federal and Provincial/Territorial Sponsor Contacts		
Appendix B – ICSAR-approved Federal Prevention Activities		
Appendix C – New SAR Initiatives Fund Proposal Checklist		
Appendix D – NIF Proposal Scoring Information and Score Sheet		
Appendix E – Sample Invoice		
Appendix F – News Release Template for NIF Projects		
<b><u>Figures</u></b>		
Figure 1	Program Overview	1
Figure 2	NIF Application Process	11
<b><u>Forms</u></b>		
<b><i>Proposal Form</i></b>		
Part 1	– Proposal Summary	14
Part 2	– Detailed Proposal	15
Part 3	– Communications Proposals	19
Part 4	– Prevention Proposals	20
Part 5	– Additional Information	21
<b><i>Reporting Requirements</i></b>		
Quarterly Status Report		26
Amendment Request		27
Final Summary Report		28

## 1.0 INTRODUCTION

The *New Search and Rescue (SAR) Initiatives Fund (NIF) Program Guide* describes all aspects of the program. The guide will help you decide if your proposals' objectives and plans support those of the National Search and Rescue Program (NSP). The guide outlines program management, general policies and conditions and provides instructions to help you prepare your applications. Please ensure that you fully understand all of the implications of applying for, managing and evaluating a NIF project before proceeding with an application.

## 2.0 PROGRAM OVERVIEW

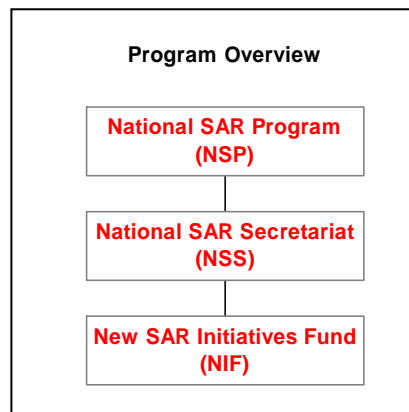


Figure 1: Program Overview

### **2.1 National Search and Rescue Program (NSP)**

In 1986, the Federal Cabinet, acting on one of the recommendations of the Ocean Ranger Commission Report, directed that a National Search and Rescue Program (NSP) be established and managed as a distinct program of government. The overall policy responsibility for Search and Rescue (SAR) would rest with a Lead Minister for Search and Rescue (LMSAR), who would formulate national policy in consultation with involved Ministers. The authority, responsibility and accountability for the coordination of the NSP rests with the Minister of Defence, who is also the Lead Minister. The Federal Cabinet also directed that a National Search and Rescue Secretariat (NSS) be established to provide direct, independent support to the LMSAR and be responsible and accountable for the conduct of the Program, of which the New SAR Initiatives Fund forms one element<sup>1</sup>.

The NSP encompasses the efforts and activities of all levels of government, corporate and volunteer sectors, and a vast array of organizations and programs related to providing information, applying technology, conducting research, preventing SAR incidents from occurring or saving lives of people at risk. Within the federal government, five departments (Environment Canada - Meteorological Service of Canada; Parks Canada), Department of Fisheries and Oceans (Canadian Coast Guard), Department of National Defence (Canadian Forces), Public Safety and Emergency Preparedness (Royal Canadian

<sup>1</sup> Cabinet direction 1986.



Mounted Police), and Transport Canada are directly involved in the coordination of programs related to SAR. While federal SAR operations are coordinated by the Joint Rescue Coordination Centres (JRCCs), non-federal SAR activities are the responsibility of individual provinces and territories (operations are coordinated by the police force of jurisdiction, e.g., the RCMP, the Ontario Provincial Police (O.P.P.), the Sûreté du Québec (SQ) and the Royal Newfoundland Constabulary (RNC)).

## **2.2 NSP Vision and Objectives**

In June 2002, the Interdepartmental Committee for Search and Rescue approved the following vision and objectives for the NSP.

### **SAR Vision Statement**

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 minimizes the risk of injury or loss of life while maintaining timely and effective response services.

#### **SAR Response Objective**

To ensure an effective SAR response (capability) in all areas of Canada.

#### **SAR Prevention Objective**

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.

The strategies have been incorporated into the NIF program and have been merged with the former NIF categories. The revised category list is contained in Section 5.2.

## **2.3 National Search and Rescue Secretariat**

The National Search and Rescue Secretariat (NSS) was established to coordinate the development of search and rescue activities throughout Canada. The Secretariat is responsible for the co-ordination of SAR nationally; the Secretariat reports directly to the Lead Minister for Search and Rescue (LMSAR), the Minister of National Defence, who is responsible for SAR as a distinct program of the federal government and is the spokesperson for SAR nationally.

The Secretariat provides central coordination and leadership for the NSP through the Interdepartmental Committee on Search and Rescue (ICSAR), a committee comprised of federal departments/agencies with SAR responsibilities, and through provincial and territorial, police, industry and volunteer organizations. The Secretariat manages the NIF on behalf of the Lead Minister in partnership with federal SAR departments/agencies and provincial/territorial SAR authorities.

## **2.4 New SAR Initiatives Fund (NIF)**

The New SAR Initiatives Fund (NIF) was established by the Federal Government in 1988 to provide funding for new search and rescue initiatives that will improve the National Search and Rescue Program (NSP) in Canada.

- The fund has an annual budget allocation of \$8.1 M.
- To date (2004) the NIF has invested over \$130 million in over 700 projects.



The NIF has become a cornerstone of the National SAR Program (NSP) and has contributed significantly to advancing technology and improving Canada's ability to provide economical and effective SAR response in all areas and jurisdictions.

#### NIF OBJECTIVES

1. The enhancement of SAR activities by federal and provincial/territorial organizations with specific jurisdictional responsibilities.
2. The promotion and support of other projects designed to further the objectives of the NSP.
3. The communication of SAR "best practices" to all parties involved in search and rescue in Canada.

### 3.0 NIF IS NOT A GRANT!

The NIF is a **contribution program**, which means that there are certain strings attached to the funds (e.g. reporting requirements, guidelines, policies) that must be met in order to receive approval.

### 4.0 NIF PROGRAM MANAGEMENT

The management of the NIF is based on a Memorandum of Understanding (MOU) between the Secretariat and each sponsoring department/agency/organization. A list of NIF Sponsors is presented in Appendix A. The MOU is a written agreement that outlines the roles and responsibilities of the Secretariat, the Sponsor and the participants in the program.

In signing the MOU, the Sponsor agrees to accept the responsibility for:

- Proposal management;
- Delivery of reports and project deliverables;
- Attainment of project objectives; and,
- Results and evaluation/review or audit.

When a proposal is approved for funding, the proposal "Annex" (Proposal Form) is signed. Once approved, each proposal becomes a project and an **Annex to the MOU**. The signed Annex is a binding agreement signifying that the Secretariat will provide NIF funds approved for the fiscal year via the Sponsor to the Project Manager to conduct the proposed project. Funds will be provided to Sponsors and Project Managers on the submission of quarterly reports, final reports and invoices. For continuing projects, future year funding will depend on satisfactory past performance.



**RESPONSIBILITIES OF THE NIF PROJECT MANAGER:**

- Respect the terms and conditions of the funding;
- Conduct the project as planned and approved;
- Notify, as early as possible, the Sponsor and the Secretariat of any variances from the project plan;
- Provide quarterly status reports on the project plan, results to date and project finances;
- Produce a final summary report once the project is complete; and,
- Provide the Secretariat an electronic (where available) sample copy (English and French) of communications products/deliverables (e.g. audio, print, and /or video) produced with NIF funds.

**5.0 PRINCIPLES AND GUIDELINES**

Applications to the Fund must demonstrate that they have addressed the following principles and guidelines, which will be used by the Secretariat and NIF Sponsors in screening and scoring proposals.

A NIF proposal **must**:

1. Use the NIF Proposal Form (Annex to the MOU, Parts I-V) template provided in this guide and be complete;
2. Have the potential to prevent or reduce the severity of injury, save lives, increase victim survival time or reduce risks to SAR personnel;
3. Demonstrate that it contributes to one the NSP objectives;
4. Address the categories of the NIF (see page 6);
5. Have a recognized federal, provincial or territorial Secretariat-approved Sponsor (see page 6);
6. Have as broad a reach as possible, such as national, provincial/territorial, county, regional, municipal or joint community organizational basis;
7. Be scheduled to start April 1 and be complete by March 15 of the project's final year (three year maximum); and
8. Be cost-shared (monetary and/or in-kind) and be developed using partnerships (see page 6).

A NIF proposal **will not** be considered if it:

1. Involves the purchase of a primary SAR vessel, aircraft and/or vehicle, the construction of buildings, or seeks funding for the operations and/or maintenance of such equipment;
2. Recapitalizes or replaces assets (including equipment) or continues/renews services that organizations are providing or have previously provided;
3. Creates an ongoing funding requirement from the NIF. There should be a commitment for on-going funding in place from another source if this is necessary for the accomplishment of the proposal objectives;
4. Includes costs incurred for previously purchased equipment or services;
5. Repeats previously approved NIF proposals; and
6. Requires the payment of salaries, unless the organization requires cost-recovery (e.g. special



operating agencies) or it is clearly demonstrated in the proposal that this is a cost-effective solution (e.g. justify how using NIF funds for salaries will be less expensive, more effective or more efficient).

Note: The NIF will not fund major programs of SAR resource replacement, pay salaries of permanent employees or support ongoing Operating and Maintenance (O&M) costs.

### **5.1 NIF Sponsors**

To submit a proposal, potential applicants must go through one of several Secretariat-approved Sponsors. These Sponsors are either a federal government department/agency with search and rescue responsibilities or a provincial/territorial authority with SAR responsibilities (see Appendix A for a complete list of Secretariat-approved Sponsors).

The sponsoring organization receiving the NIF funding is responsible for the project plans, finances, results, outcomes and evaluations. Reports are an essential requirement of the Secretariat and Sponsors and must be completed as requested and submitted on time. Projects must be managed following good business practices and follow the approved financial and purchasing requirements of the Sponsor. All NIF projects are subject to project site visits, review of financial records or audit by the Secretariat, NIF Sponsors or auditors at any time.

**NOTE: THE SPONSOR IS THE LINK BETWEEN THE SECRETARIAT AND THE PROJECT.**

### **5.2 NIF Categories**

Applications to the NIF must demonstrate that they address at least one of the following seven categories (proposals are sorted by the first category listed). The categories have been revised to incorporate the approved SAR Program Strategies:

- **Integration of the NSP:** Facilitate coordination, communications and co-operation of the planning and delivery of SAR services, including forging better links with the provinces and territories, and program development activities;
- **Collection of SAR data:** Promote the collection and free exchange of information and data applicable to SAR prevention and response;
- **Research and Development (R&D):** Provide timely SAR products that apply emerging technology to dramatically improve the effectiveness of the Canadian SAR system, particularly in the area of communications, technology for better searching, search theory and practice, and resource management;
- **Multi-Jurisdictional Exercises :** Participate in a program of multi-jurisdictional exercises with focus on areas of historical problems or future concern, and/or to confirm plans and procedures for SAR response activities;
- **Partnerships:** Develop and strengthen partnerships to facilitate and enhance SAR prevention and response activities;
- **Interoperability:** Identify types and characteristics of SAR equipment/procedures that should be compatible and/or interoperable; and,
- **Volunteers:** Involve and maximize as appropriate the use of volunteers.

### **5.3 Sponsor Priorities**

NIF applicants should address the priorities of their NIF Sponsor. NIF Sponsor priorities are identified to the Secretariat and are provided with the NIF call letter (inviting participation in the NIF program) that is distributed at the beginning of each fiscal year.



## **5.4 Cost Sharing and Partnerships**

In the past, projects sponsored by the provinces and territories required that at least 25 per cent of the funding be provided by the Sponsor. This has been replaced with a **mandatory** requirement for cost sharing and partnering for **all** projects. The project scoring system was changed (2003-04) to award additional points based on the degree of cost sharing and partnership.

All NIF proposals must now conform to the changes in policy.

### **5.4.1 Cost Sharing**

Cost sharing represents the portion of costs not borne by the Secretariat (NIF), and includes both monetary contributions as well as “In-kind” contributions. All contributions must be valued, documented in the NIF proposal and capable of being monitored and audited (see budget table in Part 2 of the Proposal Form). Points are awarded based on the degree to which proposals are cost shared.

NIF proposals that have a non-SAR component will be considered for investment on a ratio basis, e.g., if 50 per cent of the proposal has a SAR usage and 50 per cent of the proposal has a fire-fighting component, then the proposal should only receive 50 per cent of the total proposal cost from the NIF. *Cost sharing ratios must be based on only the SAR related costs.*

**In-kind contributions** involve non-cash asset (a future benefit that can contribute directly to the proposal) transactions that are provided by interested parties in support of a NIF proposal. Eligible in-kind expenses, as defined by the Treasury Board Secretariat (TBS), include “assets that are essential to a project’s success, eligible under the Principles and Guidelines (page 5), and that otherwise would be purchased and paid for by the recipient” (TBS 2001).

In-kind expenses must be:

- Confirmed by a letter of support from the contributing source(s). Letters of support must identify and recognize the nature and monetary value of the contribution. Letters must be included in the project proposal; and,
- Have a monetary cost that is based on an estimated fair market value. This cost must be included in the project proposal budget.

Fair market value can be determined by using current market or assessment standards. For resources and labour that are supplied or donated instead of purchased, fair market value is established by reviewing the purchase costs of similar resources and labour in the current open market.

For more information on determining fair market value, please refer to section 4410 of the *Canadian Institute of Chartered Accountants Handbook* ([www.cica.ca](http://www.cica.ca)).

### **5.4.2 Partnerships**

Partnerships can be with another federal government department, provincial/territorial, private sector, or Non-Governmental Organization (NGO). Partners must be identified in the “Details on other Funding Sources and Partners” table in Part 2 of the proposal form and letters of support from partners must be included with the proposal. Points are awarded based on the degree of partner involvement.

The following elements make a partnership under the NIF:



- Arrangement between two or more parties;
- Shared/compatible objectives;
- Shared risk; and,
- Mutual benefit.

### **5.5 Third-Party Agreements**

NIF Sponsors must put in place an agreement (e.g. contract, Memorandum of Understanding) between themselves and the NIF Project Manager to mirror the Secretariat-NIF Sponsor MOU. A Third Party MOU template is available on-line in the NIF Toolkit at [http://www.nss.gc.ca/site/newSARInitiatives/NIFtoolkit\\_e.asp](http://www.nss.gc.ca/site/newSARInitiatives/NIFtoolkit_e.asp)

### **5.6 Eligible Travel Costs**

Travel costs may be included in the project proposal but must be directly linked to the project objectives. Travel will be reimbursed based on the Treasury Board Secretariat approved rates.

For further information, visit the Treasury Board Secretariat website ([www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/TBM\\_113/td-dv\\_e.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp)).

## **6.0 GENERAL POLICY and CONDITIONS**

### **6.1 Federal/Provincial Taxes**

*(Note: The following guidelines apply to the organization doing the actual purchasing for a NIF project's materials/services. This organization does not have to be the NIF Sponsor.)*

When a recipient of NIF funds pays a non-refundable tax in the process of acquiring an eligible asset, the tax may be included as part of the eligible project costs.

Recipients who are only entitled to a Canada Customs and Revenue Agency (CCRA) refund credit on a portion of taxes paid on goods and services that are eligible will be allowed to claim only the portion of tax not refunded by the CCRA.

For further information on the eligibility for input tax credits or rebates contact the CCRA Tax Service Office ([www.ccra-adrc.gc.ca/taxcredit/menu-e.html](http://www.ccra-adrc.gc.ca/taxcredit/menu-e.html)).

### **6.2 Bilingualism Policy**

Applicants to the NIF must recognize that organizations receiving funds from a federal program such as the NIF must respect the guidelines of the Official Languages Act. Bilingual requirements may depend on the proposal's scope (national vs. local), purpose, target audience, and on the type of organization receiving the funding.

If a proposal is **national** in scope it must:

- Issue documentation (e.g., audio, print, video) of equal quality simultaneously in both official languages;
- Promote members of both official language communities as equal and active members in



- operations and programs; and,
- Conduct activities to meet the needs of the participants in both language groups.

If a proposal is **regional/local** in scope it must:

- Be determined with the NIF Sponsor and the Secretariat (at the proposal application stage) whether the demand justifies the use of both official languages.

Sufficient funds should be included in the NIF project budget to meet the bilingual requirements of a proposal.

All translation activities paid for by the NIF must be done by an accredited translator who is recognized by a professional association of translators/interpreters.

For further details concerning bilingual requirements contact the NIF Sponsor, the Secretariat or the Treasury Board Secretariat ([www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/OffLang/chap1\\_4-1\\_e.asp#statement](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/OffLang/chap1_4-1_e.asp#statement)).

### **6.3 Intellectual Property**

Intellectual property acquired with NIF funding generally rests with the proponent. In some cases, joint ownership of intellectual property may be sought by the Secretariat to ensure the proper dissemination of information to the SAR community.

For further details concerning intellectual property contact the NIF Sponsor, the Secretariat or the Treasury Board Secretariat ([www.tbs-sct.gc.ca/tbsimScripts/topic-sujet-list\\_e.asp?ID=62&view=expand](http://www.tbs-sct.gc.ca/tbsimScripts/topic-sujet-list_e.asp?ID=62&view=expand)).

### **6.4 Ownership of Project Assets**

Federal/provincial/territorial sponsors of NIF projects are responsible for the physical assets acquired through the NIF, including ongoing operating costs, safekeeping, maintenance, repair and replacement of assets. Project Managers may dispose of assets acquired with NIF funds as they see fit, after discussion and agreement with the NIF Sponsor and Secretariat. At the time of final disposal of assets acquired through NIF funding, the Secretariat must be advised so that other participants in the NSP can determine if this resource can be put to effective use in another SAR jurisdiction. This policy also applies to software developed through the NIF.

### **6.5 Royalties**

If a NIF project has the potential for revenue generation, you must discuss this with the NIF Sponsor to determine if royalties are payable to the Secretariat and note the decision in the proposal.

### **6.6 Credit and Visibility**

Credit must be given for the funding received from the Secretariat's New SAR Initiatives Fund. The Sponsor and/or other partners may also have requirements concerning credits. The general wording of the acknowledgment crediting the funding should be:

**In English: "This project received Government of Canada funding through the New Search and Rescue Initiatives Fund"**

**In French: «Nous avons pu réaliser ce projet grâce à la contribution financière du Gouvernement du Canada à travers du Fonds des nouvelles initiatives de recherche et de sauvetage»**



Some examples of project visibility include official opening ceremonies, press releases (see template in Appendix F), conferences, references in permanent project documents, videos and open-house events.

The use of the Secretariat logo is encouraged on items published or produced using NIF funds (including videos). The Secretariat logos are available electronically from the Secretariat.



English Logo



French Logo

## **6.7 Project Cancellation**

### **6.7.1 Voluntary project withdrawal by Sponsor/Project Manager**

The Sponsor should contact the Secretariat, notify the Secretariat in writing, and arrange for the return of all funds not accounted for to the NSS as soon as possible.

### **6.7.2 Early termination of the project by the Secretariat**

Recipients of NIF funds are obligated to perform in accordance with NIF policies and guidelines. Failure to do so could result in early termination of the project and the reimbursement of any funds not expended. Circumstances warranting the early termination of projects by the Secretariat could include: failure to meet reporting requirements; failure to conduct the project as planned; and no progress on project without valid reason for six months or more.

## **6.8 Environmental Assessment**

Any NIF proposals that may have an impact on the environment are subject to the Canadian Environmental Assessment Act (CEAA). If it is determined that an environmental assessment must be done of the proposal, this assessment must be completed prior to NIF proposal submission and the appropriate documentation must be attached to the proposal. For more information on the Canadian Environmental Assessment Act, please contact the Canadian Environmental Assessment Agency ([www.ceaa.gc.ca/0011/act\\_e.htm](http://www.ceaa.gc.ca/0011/act_e.htm)).

## **6.9 Contracting**

Provincial/territorial NIF Sponsors must conform to the policies of their respective governments. Federal NIF Sponsors must follow Treasury Board Secretariat and Public Works and Government Services Canada (PWGSC) contracting policy and regulations when contracting to third parties.

For more information regarding contracting policies and regulation please contact the Treasury Board Secretariat ([www.tbs-sct.gc.ca/pubs\\_pol/dcgpubs/Contracting/contractingpol\\_e.asp](http://www.tbs-sct.gc.ca/pubs_pol/dcgpubs/Contracting/contractingpol_e.asp)).

## **6.10 Access to Information**

The information collected on the proposal forms will be subject to the Access to Information (ATI) Act. An electronic version of the Act is available at <http://laws.justice.gc.ca/en/A-1/8.html>.



**7.0 NIF PROPOSAL APPLICATION PROCESS**

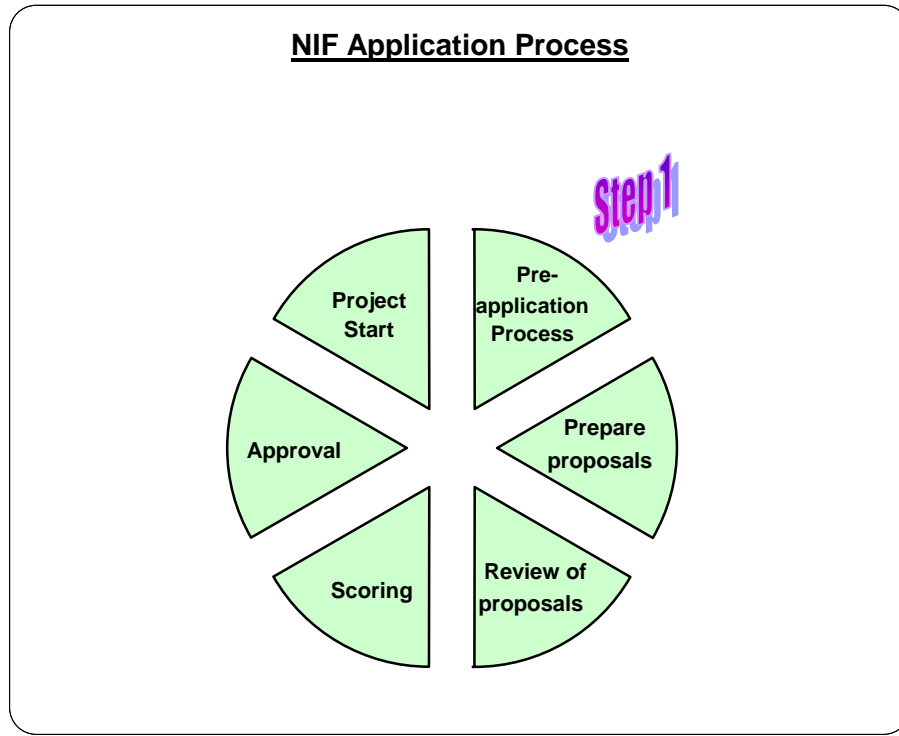


Figure 2: NIF Application Process

**7.1 Pre-application Process**

Prior to submitting a proposal to the NIF, discuss the proposal idea with the appropriate sponsor (see page 5) and/or with the Secretariat. The Secretariat can provide valuable information about NIF policies and program guidelines, and direct potential applicants to the appropriate sponsor. Sponsors may request a preliminary outline or letter of intent (LOI) from potential applicants, and will provide assistance to applicants in developing complete proposals. All applicants must develop proposals in partnership with other organizations and have them approved at the local, provincial/territorial and/or national level prior to submission to NIF Sponsors. This will help ensure that proposals developed have been subjected to a priority setting process and address real/current SAR needs.

**7.2 Preparation of Proposals**

Applicants **MUST** follow the instructions and submit complete and thorough proposals. ***Proposals that do not conform to the standard format will not be accepted.*** Instructions are provided in italics on the proposal forms on the following pages. Blank templates for all NIF forms displayed in this guide are available through the Secretariat website ([www.nss.qc.ca/site/newSARInitiatives/SARForms\\_e.asp](http://www.nss.qc.ca/site/newSARInitiatives/SARForms_e.asp)). Applicants are encouraged to provide all proposal documents, attachments, and supplementary information electronically. Information on proposal application dates is available on the NSS website.



### **7.3 Review of Proposals**

Once proposals are received at the Secretariat, Secretariat NIF Program Managers conduct an initial review of each one. The NIF sponsor will be notified if proposal(s) are incomplete or need further clarification. Scoring will be based on the information provided in the NIF proposal, so it is essential that the proposals be complete and address all requirements. If any deficiencies are identified, they must be addressed and the proposal(s) re-submitted to the Secretariat by the date specified, otherwise they will not be forwarded to the NIF Merit Board for consideration. To see the checklist used by the Secretariat and NIF Sponsors during the initial review phase consult Appendix C.

### **7.4 Proposal Assessment and Scoring**

Proposals that meet the screening process are assembled and sent to the **NIF Merit Board**, where they are carefully reviewed and scored based on the scoring criteria outlined in Appendix D. The NIF Merit Board consists of one representative from each ICSAR department/agency as well as one provincial/territorial representative.

Once all scores have been received, the proposals are ranked in descending order based on their average scores, and the ranked list is distributed to NIF Merit Board members. The Secretariat then chairs the **NIF Merit Board** meeting, at which the ranked list is approved and sent to ICSAR and the Lead Minister for final approval.

### **7.5 Proposal Approval**

Once the ranked list is approved by the Lead Minister, the Secretariat signs each of the approved proposals. This document will become the Annex to the Memorandum of Understanding between the Secretariat and the NIF Sponsor for the NIF project.

NIF Sponsors are notified of proposal approvals in writing by April 1.

### **7.6 Project Start**

Approved proposals may begin on April 1, subject to the receipt of written approval and authorization.

## **8.0 PROPOSAL FORM - Annex to the Memorandum of Understanding**

### **8.1 PART 1 – Proposal Summary**

Part 1 captures the basic information about the proposal.

### **8.2 PART 2 – Detailed Proposal**

Part 2 explains all aspects of the proposal in detail. Provide only the information requested and complete all sections.

### **8.3 PART 3 – Communications Proposals**

This part of the proposal is only required for public communications proposals (e.g., audio, print and video). Include translation/adaptation costs to ensure proposals meet federal bilingual policies. This



information is required in part to address the information requirements of Public Works and Government Services Canada (PWGSC).

#### 8.4 PART 4 – Prevention Proposals

Part 4 of the proposal is required for all prevention proposals. Proposals in the prevention category must address one or more of the ICSAR-approved SAR prevention activities and where possible, demonstrate that the proposal meets the best practices elements (for more information on SAR Prevention activities see Appendix B). Prevention proposals must be accompanied by causality data supporting the need for the proposal.

#### 8.5 PART 5 - Additional Information

Attachments and additional information about the proposal are not required but can be added in a logical sequence to correspond to the order of the proposal (must not exceed 5 pages). Ensure that any appropriate background information (e.g. studies) is included in this section.

#### **PROPOSALS MUST:**

- Be in the standard format *as provided in this guide*
- Be complete
- Follow all instructions
- Answer all questions

**\* Proposals not meeting these standards will not be considered.**



**New SAR Initiatives Fund (NIF)**  
**Annex to the Memorandum of Understanding**  
**Part 1 - Proposal Summary**  
 FY \_\_\_\_ - \_\_\_\_

**TITLE:** *Provide a title that identifies the proposal.*

**SPONSOR:** *Provide the name of the Secretariat-approved Sponsor.*

**OBJECTIVE:** *Identify which objective your proposal primarily addresses: Prevention or Response.*

**CATEGORY:** *If your proposal addresses more than one category, list the categories in order of importance. Your proposal will be categorized by the **first** category listed. (e.g. **Integration of the NSP; Collection of SAR data; Research and Development (R&D); Multi-Jurisdictional Exercises; Partnerships; Interoperability; Volunteers**)*

**SECTOR:** *Identify which sector your proposal primarily involves: public, private, academia, or volunteer.*

**LOCATION:** *Identify the geographic location (city/province) where the proposal activities will occur.*

<b>Financial Summary:</b>	<b>Total Estimated Cost</b>	<b>Provide the total proposal cost</b>	
	<b>From NIF</b>	\$	%
	<b>From Other Sources</b>	\$	%
<i>** Cost sharing and partnerships are mandatory for all proposals**</i>			
<i>Provide the amount in dollars and as a percentage received from both NIF and other sources.</i>			

<b>COST BREAKDOWN:</b>	<i>Provide the amount of funding required from NIF and from other sources for each fiscal year. (Identify the funding for each fiscal year as FY XX/XX, composed of the last two digits of each year of the proposal's life cycle and the year following.)</i>					
<b>From NIF:</b>	FY ____ -	\$	FY ____ -	\$	FY ____ -	\$
	=		=		=	
<b>From Other Sources:</b>	FY ____ -	\$	FY ____ -	\$	FY ____ -	\$
	=		=		=	

**SUMMARY OF PROPOSAL:**

- Describe the proposal in 1-2 paragraphs
- **Clearly** explain the proposal to someone who is not familiar with it
- Provide a justification for the deficiency/need
- Define all acronyms
- Explain all scientific/technical terms
- Address project royalties, intellectual property, environmental assessment, bilingualism or any other significant issues. (see Page 7 & 8).

<p><b>APPROVED BY:</b></p> <p>For the Sponsor</p> <p>_____</p> <p><i>Name (print name below line)</i></p> <p>Title</p>	<p>For the National SAR Secretariat</p> <p>_____</p> <p>Director, Coordination</p>
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**New SAR Initiatives Fund (NIF) Program Guide (2004)**

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Department

National SAR Secretariat

**Declaration**

I / We declare that:

1. The information I/we have provided to the National Search and Rescue Secretariat (NSS), under the New SAR Initiatives Fund, in this Application and supporting documentation is true, accurate, and complete in every respect.
2. I/We understand that if the information described above is false or misleading, I/we may be required to repay some or all of the financial assistance that has been paid by the NSS, under the New SAR Initiatives Fund.
3. I/We have read and understand the terms and conditions of the New SAR Initiatives Fund and, if approved, agree to undertake results-based reporting as required, throughout the funding period.

Name	Title
Signature	Date

Name	Title
Signature	Date

Name	Title
Signature	Date

The information provided in this application or supporting documentation is collected under the authority of the National Search and Rescue Secretariat (NSS). The information provided in this application will be administered in accordance with the Privacy Act and the Access to Information Act. Instructions for making formal requests pursuant to the Privacy Act and the Access to Information Act are outlined in the government publication entitled Info Source, at the following internet address: <http://infosource.gc.ca>.



<b>New SAR Initiatives Fund (NIF)</b> <b>Annex to the Memorandum of Understanding</b> <b>Part 2 – DETAILED PROPOSAL</b> <b>FY ____ - ____</b>			
<b>TITLE:</b>	<i>Provide the same title used in Part 2.</i>		
<b>PURPOSE:</b>	<i>Provide a brief (one or two line) statement that clearly explains the proposal's overall intended purpose.</i>		
<b>NEED:</b>	<i>Provide a description of the need, supported when applicable, by scientific research, statistics, frequency and distribution of occurrence, and/or examples of SAR incidents.</i>		
<b>SOLUTION:</b>	<i>Provide a summary of the proposed solution to address the need, deficiency or requirement, emphasizing the benefit(s) that would be achieved and the risk/certainty of the proposal. Demonstrate the link between the proposal and saving lives. If the proposal is related to others, provide the linkage or outgrowth of the proposal to the previous or existing proposals.</i>		
<b>PROJECT SUSTAINABILITY:</b>	<i>If applicable, explain how the project will continue to operate after the project has been completed and the funds have been invested.</i>		
<b>TARGET AUDIENCE:</b>	<i>Describe the target audience(s) for this proposal. Explain who will benefit from the project outcomes (proposals can have one or more target audience).</i>		
<b>MANAGEMENT PLAN:</b>	<i>Indicate in the table below, the intent of the proposals and provide a description of the proposal's intended performance. Complete all required sections for EACH objective.</i>		
<b>OBJECTIVE #1:</b> <i>State the objectives you intend to achieve by expanding/building on the Purpose. Break down each objective into separate identifiable activities, outcomes, outputs, performance measures and anticipated time.</i>			
<b>Project Activities</b>	<b>Outputs</b>	<b>Performance Measures</b>	<b>Time</b>
<i>Demonstrate each of the "steps" needed to accomplish the objective in the sequence in which they will occur.</i>	<i>Indicate the direct product or service produced by planned project activities.</i>	<i>State the exact criteria that will be taken as evidence that the intent of the project activity has been achieved.</i>	<i>Indicate when (FY XX/XX, quarter X) each activity will be complete.</i>

**Note: complete this table for each objective**

<b>LANGUAGE FOR COMMUNICATIONS DELIVERABLES:</b> <i>Identify the language of any products (e.g. videos, printed materials, websites etc.)</i>	English	French	Both English and French
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**New SAR Initiatives Fund (NIF) Program Guide (2004)**

<b>COMMUNICATIONS PLAN:</b>	<i>Indicate in the table below how the project will be communicated to its audience and/or other interested groups. A Communications plan is required for every proposal.</i>
<b>Message</b>	<i>Indicate the actual message you wish to convey to each of the media outlets. Indicate what message you wish to convey to other parties who could benefit from your NIF project results/products/services (e.g., communicate survey/study results to interested parties, announce the completion/arrival/publication of new products/services/technology, promote awareness of search and rescue activities, etc.) Avoid using acronyms, jargon or repeating the project objective in the Communications messages.</i>
<b>Media Outlet(s) and Target Audience(s)</b>	<i>For each media outlet (e.g., newspaper/trade magazine articles, radio/television broadcast, etc), indicate the target audience.</i>
<b>Planned Dates</b>	<i>Identify the forecasted quarter dates for Communications plan activities.</i>
<b>Evaluation of Communications Plan</b>	<i>Indicate how you will evaluate if the message has been received by your target audience (e.g., survey, inquiries received, newspaper/trade magazine articles, radio/television broadcast, number of "hits" on a Web page, etc.)</i>

**DETAILS ON OTHER FUNDING SOURCES:** *Please list all cash contributions and in-kind support from other funding sources. Please note that you will need to provide confirmation letters from these funding sources. The letters must indicate the cash or fair market value of the contribution being made.*

<b>SOURCE</b>	<b>CONTRIBUTION</b>			
<b>Organization name</b>	<b>Description</b>	<b>Cash (\$)</b>	<b>Value of in-kind (\$)</b>	<b>Letter included</b>
<i>e.g. Local Business</i>	<i>Equipment trailer</i>	<i>500.00</i>		<i>Yes</i>
<i>e.g. National Association</i>	<i>Project Manager</i>		<i>8,840</i>	<i>Yes</i>

<b>BUDGET:</b> <i>Provide a detailed list of items under each heading. Ensure that prices include the appropriate taxes (where applicable).</i>	<b>COSTS</b>			<b>FUNDING SOURCES</b>		
	<b>QUANTITY</b>	<b>UNIT COST (\$)</b>	<b>TOTAL (\$)</b>	<b>NIF</b>	<b>OTHER SOURCE(S)</b>	
				<b>CASH (\$)</b>	<b>CASH (\$)</b>	<b>IN-KIND (\$)</b>
<b>Goods:</b> <i>Include all the costs for all capital required to complete the project.</i>						
<b>Services:</b> <i>Include all the costs for all operations and maintenance required to complete the project. *</i>						
<b>Communications Plan costs:</b> <i>Include the costs to carry out the proposed Communications plan.</i>						
<b>Translation Costs:</b> <i>Include the costs of any translation activities that will be incurred for your proposal to meet federal bilingual requirements (see page 7).</i>						
<b>Travel:</b> <i>Include a breakdown of all eligible travel that will be done within the scope of your project (see page 8).</i>						
<b>Evaluation Plan costs:</b> <i>Ensure that costs to carry out an evaluation of the project once complete, if applicable, are included.</i>						



**New SAR Initiatives Fund (NIF) Program Guide (2004)**

<b>Personnel costs:</b> <i>If the intention is to pay all or part of the salary of someone who is not a contractor working on the project, it must be justified in the project description that hiring the proposed personnel will result in lower costs, greater effectiveness or greater efficiency. The NIF does not pay for employees of publicly funded agencies, except for those agencies that have cost-recovery policies (i.e. special operating agencies).</i>						
<b>Contingency (10%):</b> <i>This is not supposed to cover expenses that should have been captured above. It addresses the unexpected and does not duplicate costs elsewhere in the budget.</i>						
<b>TOTAL:</b>						

**\* Note: Does not include personnel costs.**

<b>DO PRICES IN THE ABOVE BUDGET TABLE INCLUDE TAXES?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>IF YES, PLEASE INDICATE THE TAXES APPLICABLE (NAME AND PER CENT):</b>	

<b>QUARTERLY COSTS:</b>	<i>Provide (in the table below) accurate forecast costs for each quarter of each funded year, for both NIF as well as other sources of funding.</i>				
<b>From NIF:</b>					
<b>Forecast Expenditures</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Total</b>
FY ____ - __					
FY ____ - __					
FY ____ - __					
<b>From Other Source(s):</b>					
<b>Forecast Expenditures</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Total</b>
FY ____ - __	Cash				
	In-kind				
FY ____ - __	Cash				
	In-kind				
FY ____ - __	Cash				
	In-kind				

**Start-up Funds:**  
**Justification:**

*Identify the amount of start-up costs needed to begin the first quarter activities.  
Explain and justify why the start-up costs are needed.*



<b>CONTACTS:</b>		
<b>Project Manager</b>	<b>Responsible Officer</b>	<b>Other Sources of Funding</b>
<b>Name:</b> <b>Title:</b> <b>Organization:</b> <b>Address:</b>  <b>Postal Code:</b> <b>Telephone:</b> <b>Fax:</b> <b>E-mail:</b>	<b>Name:</b> <b>Title:</b> <b>Organization:</b> <b>Address:</b>  <b>Postal Code:</b> <b>Telephone:</b> <b>Fax:</b> <b>E-mail:</b>	<b>Name:</b> <b>Title:</b> <b>Organization:</b> <b>Address:</b>  <b>Postal Code:</b> <b>Telephone:</b> <b>Fax:</b> <b>E-mail:</b>



**New SAR Initiatives Fund (NIF)**  
**Annex to the Memorandum of Understanding**  
**Part 3 - COMMUNICATIONS PROPOSALS (optional)**  
FY \_\_ - \_\_

**Additional information requirement for certain types of proposals:** *Complete this part of the form if the proposal is a public communications proposal (e.g. publications, audio, video)*

**Please provide the following information:**

- Production schedule
- Level of funding sought (including a detailed breakdown of all other proposed and confirmed funding sources);
- Detailed, itemized, unit-cost, budget and a cash flow;
- Analysis of the target audience and description;
- Plan for the distribution, licensing, and allocation of rights; and,
- Report of research and development to date.



**New SAR Initiatives Fund (NIF)  
Part 4 - Prevention Proposals  
FY \_\_\_\_ - \_\_\_\_**

<b>SAR PREVENTION ACTIVITIES</b>	<i>Identify which prevention enabling activity(ies) (Appendix B) the proposal addresses.</i>
<b>BEST PRACTICES ELEMENTS</b>	<i>Demonstrate, where possible, the best practices that this proposal addresses.</i>
<b>NEEDS</b>	<i>Base the proposal on real and specific needs. (e.g. 80 per cent of accidents involve males between the age of 18-24)</i>
<b>AUDIENCE</b>	<i>Identify a specific target audience.</i>
<b>CULTURAL COMPETENCY</b>	<i>Tailor the messages to a specific audience and its needs.</i>
<b>OBJECTIVES</b>	<i>Describe the purpose of your proposal, how the prevention message will be delivered and what impact the project will have on the behaviour of your target audience.</i>
<b>RESEARCH</b>	<i>Consult literature in behavioural and social sciences and relevance to changing risk-behaviours.</i>
<b>FORMATIVE EVALUATION</b>	<i>Assess the communications medium that works best for the audience to be targeted through testing the effects of different communications media.</i>
<b>EVALUATION PLAN</b>	<i>Prepare an evaluation plan with defined expected results and measurement mechanisms.</i>
<b>RESOURCES</b>	<i>Identify the resources needed to accomplish task(s).</i>
<b>DEGREE OF RISK</b>	<i>Describe the nature and the degree of risk associated with the activities. Be clear and to the point, show the consequences of unsafe practices and offer possible solutions.</i>
<b>RELATION TO OTHER PROJECTS</b>	<i>Describe any other related prevention campaigns which have been directed at your target audience.</i>
<b>DISTRIBUTION</b>	<i>Describe the plan to distribute the message.</i>
<b>PROCESS EVALUATION</b>	<i>Explain how you plan to ensure the project follows the project plan and is monitored.</i>
<b>MONITORING</b>	<i>Make use of evaluation findings and mid-course corrections. Programs should be monitored to see if the stated objectives are being approached. If not, outcome objectives should be re-checked for reasonableness and/or mid-course corrections should be made to the program itself.</i>
<b>IMPACT EVALUATION</b>	<i>Prepare a plan to conduct an impact evaluation to assess whether the desired results at the level of the objective have been reached. This involves evaluating the audience's response in terms of attitudinal impact achieved e.g. surveys of knowledge and attitude change, pre-test and post-test measurement, control groups, focus groups, etc.</i>



**New SAR Initiatives Fund (NIF)**  
**Part 5 - ADDITIONAL INFORMATION**  
FY \_\_\_\_ - \_\_\_\_

*This section is optional. Attach any other information related to the proposal (maximum of 5 pages). Organize the information in logical sequence and provide a table of contents or index itemizing the supplementary information.*



## 9.0 PROJECT MANAGEMENT

### 9.1 Reporting Requirements

Once a proposal is approved and the project implemented, all Project Managers must provide the following reports to the NIF Sponsor to forward to the Secretariat:

- Quarterly Status Reports at the end of each quarter;
- Project Amendments (if/when required);
- A final summary report, when the project is complete;
- Post-project evaluation; and,
- Project deliverables including photos/digital images.

All reports must be written for an audience that is not familiar with the project. The Sponsor will then send the reports to the Secretariat. Project Managers of multi-year projects must adhere to the same report requirements and due dates for each year of the project's duration. These reports provide the basis for the management and accountability of the NIF. The information in these reports also provides information needed by the Secretariat for ongoing reporting on the NIF — to the Lead Minister for Search and Rescue, Parliament and the public.

***\*\*All report templates are available through the NSS website ([www.nss.qc.ca/site/newSARInitiatives/SARForms\\_e.asp](http://www.nss.qc.ca/site/newSARInitiatives/SARForms_e.asp))\*\****

#### 9.1.1 Quarterly Status Reports

Quarterly reports summarize the status of the project related to the approved management plan to the end of each quarter (Q). It provides an explanation of any variance between the approved work plan and the progress of the project. Secretariat due dates for Quarterly Reports are:

**Q1 - June 30   Q2 -September 30   Q3 - December 31   Q4 – March 15**

NIF Sponsors may require Quarterly Reports earlier to allow for review prior to Secretariat submission.

#### 9.1.2 Amendments

It is important to conduct the NIF project as planned, on budget and within the scope as stated in the project proposal. If this is not possible, the Project Manager must request an amendment to the project. The amendment must be completed and submitted to the Sponsor who then sends it to the Secretariat for consideration. Sponsors must contact the Secretariat immediately to discuss requests for amendments prior to submitting them. The amendment must justify why the change in the proposal is necessary and indicate clearly the requested action.



**AN AMENDMENT TO THE PROPOSAL ANNEX IS REQUIRED WHEN THERE IS ANY CHANGE TO THE PROJECT'S:**

- Total estimated cost
- Cash flow from year to year
- Scope

The ICSAR Coordination Subcommittee may be asked to review Amendments that exceed \$10,000 or 10 per cent of the NIF approved share of the proposal.

### **9.1.3 Final Summary Report**

The final summary report objectively summarizes how the NIF funds were used and the benefit of the project for the National SAR Program. The summary report must follow the format provided in the Guide. Further details and technical explanations about the project can be attached.

The final summary report must describe the project objective(s), activities (methodology, location, etc.), results, evaluation, communications activities, bibliography reference of any printed/published materials and any suggested follow-up activities.

Write the final summary report using complete sentences and provide a clear but short overview of the project. State what was done and explain how the project addressed a specific need. Include detailed information that clearly demonstrates the outputs and results; explains the methods and criteria that will be used to measure the success or failure of the project; and suggest areas where additional work may be required.

Final summary reports for completed NIF projects are due at the Secretariat by March 15 each year. If you are unable to meet the deadline, the Sponsor must request an extension from the Secretariat and estimate when the final summary report will be complete. Final summary reports must be provided in electronic format.

Each year, the Secretariat will produce a final report containing a one-page summary of each NIF project that was completed that year. The report will be made available on the Secretariat web site ([www.nss.gc.ca/site/newSARInitiatives/index\\_e.asp](http://www.nss.gc.ca/site/newSARInitiatives/index_e.asp)).

Making the project results available will maximize the benefits of NIF investments to the broader SAR community, encourage the sharing of ideas and partnerships, generate new ideas for initiatives and reduce project duplication.

### **9.1.4 Deliverables**

A deliverable is the final result of a series of project activities. It could be a new technology, a code or standard, a set of guidelines or an improved process, a representative photograph or audio or visual material intended to produce a measurable change in awareness, knowledge, skills and behavior of groups at risk or potentially at risk. Deliverables must be specific, focused and achievable and have a measurable impact on the SAR community. A sample copy (English and French) of all communications



deliverables (e.g. audio, video, print) should be sent to the Secretariat electronically. Deliverables which are not available in electronic format can be mailed to the Secretariat at the address provided below. The Secretariat intends to post as many of the NIF products as possible on the NSS web site to maximize the benefits of NIF investments to the greater SAR community.

**Attention: Coordination**  
National Search and Rescue Secretariat  
275 Slater Street, 4<sup>th</sup> Floor  
Ottawa, ON K1A 0K2  
E-mail: [NIF@nss.gc.ca](mailto:NIF@nss.gc.ca)

## **9.2 NIF Invoices**

NIF invoices are submitted to the Sponsor who then reviews the request to ensure that the request for funds is substantiated by eligible expenditures. The sponsor then sends the request to the Secretariat.

NIF invoices are generally paid on a quarterly basis.

NIF Sponsors must ensure that invoices meet NIF criteria. Invoices will only be processed if:

- All outstanding quarterly reports have been submitted
- The amount of the invoice matches the expenditures to date identified in the quarterly report.

N.B. Quarter 4 invoices must be sent by the NIF Sponsor to the Secretariat by March 15 so that the Secretariat can process final payments prior to the end of the fiscal year.

***\*\*Any expense not included in the original proposal or exceeding the amount specified in the original proposal is not eligible for payment unless otherwise approved by the Secretariat.\*\****

### **9.2.1 Advance Payments**

Advance payments will only be made on the basis of a written justification explaining why the advance is required.

Advance payments must be accounted for in order for subsequent invoices to be paid.

### **9.2.2 Surplus Funds**

Unused NIF funds must be returned to the Secretariat as soon as possible. Be sure to indicate the specific project (Project Number, NIFID) against which the funds are being returned.

Funds being returned from Provinces/Territories must be made in the form of a cheque payable to the **Receiver General for Canada**.



**New SAR Initiatives Fund (NIF) Program Guide (2004)**

**New SAR Initiatives Fund (NIF)  
Quarterly Status Report  
FY \_\_ - \_\_ Quarter \_\_**

**TITLE:** *Provide the same title as stated in the original proposal.*

**PROJECT NUMBER:** *Provide the Secretariat project number.*

**NIFID #:** *Provide the Secretariat NIF Identification Number.*

**STATUS OF WORK:** *In the table below, duplicate the management plan in the proposal and add the actual date of completion.*

OBJECTIVE #1: Project Activities	Outputs	Performance Measures	Time	
			Planned	Actual

**QUARTERLY COSTS:** *Provide the cash flow information for the current fiscal year only.*

**FROM NIF**

Expenditures:	Q1	Q2	Q3	Q4	Total Project Cost FY ____ - __
<b>Original:</b> <i>Duplicate the Q cash flow stated in the proposal.</i>					
<b>Revised:</b> <i>Account for any slippages or being ahead of schedule.</i>					
<b>Actual:</b> <i>Provide the amount actually invested</i>					

**FROM OTHER SOURCES**

Expenditures:	Q1	Q2	Q3	Q4	Total Project Cost FY ____ - __
<b>Forecast:</b> <i>Duplicate the Q cash flow stated in the proposal.</i>	<b>Cash</b>				
	<b>In-kind</b>				
<b>Actual:</b> <i>Provide the amount actually invested.</i>	<b>Cash</b>				
	<b>In-kind</b>				

**ADDITIONAL INFORMATION:**

*Include a brief summary of:*

- *Progress and achievements to date;*
- *Project risks (i.e. delays, technical problems, under/over expenditures); and,*
- *Corrective action being taken to ensure project remains on track.*



**New SAR Initiatives Fund (NIF)**  
**Summary of Amendment # \_\_\_ for**

**Project # - Title**  
**(Annex to Memorandum of Understanding)**

<b>Title and Project #</b>	<b>Summary of Amendment</b>	<b>Current Funding</b> <i>Specify the amounts requested in the proposal.</i>	<b>Requested Funding</b> <i>Note the requested revised amounts</i>	<b>Requested Action</b>
<i>Project no.</i>  <i>NIF ID</i>  <i>Title</i>	<i>Justification- explain briefly why the change in the proposal is necessary</i>	FY ____-__ \$   FY ____-__ \$   FY ____-__ \$   Total: \$	FY ____-__  Lapse amount/ \$ Increase amount \$  FY ____-__  Lapse amount/ \$ Increase amount \$  FY ____-__  Lapse amount/ \$ Increase amount \$  Total: \$	Request approval for: <i>action-indicate if the proposal would change in:</i>  a) <i>total estimated cost;</i> b) <i>cash flow from year to year; or</i> c) <i>scope</i>
<b>Approved by:</b>				
For the Sponsor:  _____ <i>Name (print name below line)</i>  <i>Title</i> <i>Department</i> <i>Date:</i>			For the National SAR Secretariat:  _____  Director, Coordination National SAR Secretariat Date:	



**New SAR Initiatives Fund (NIF)  
Final Summary Report  
FY \_\_\_\_ - \_\_\_\_**

<b>TITLE:</b>	<i>Same as original proposal.</i>
<b>PROJECT NUMBER/NIFID:</b>	<i>Provide the Secretariat project number and NIF identification number.</i>
<b>FINANCIAL SUMMARY:</b>	<i>Provide a breakdown of costs by fiscal year.</i>
<b>DESCRIPTION:</b>	<i>Briefly describe the project activities.</i>
<b>OBJECTIVES:</b>	<i>Describe project objectives and explain how the project has contributed to improve SAR services in Canada.</i>
<b>IMPACT/BENEFITS:</b>	<i>Describe the project's impacts/benefits to the SAR community.</i>
<b>EVALUATION:</b>	<i>Describe the methods and criteria used to measure the success or failure of the project and provide an objective assessment of its end results.</i>
<b>COMMUNICATIONS ACTIVITIES:</b>	<i>List the communication activities you held to publicize the NIF</i>
<b>BIBLIOGRAPHY REFERENCE:</b>	<i>Provide a bibliography of all written and audio-visual materials produced with NIF funds.</i>
<b>SUGGESTED FOLLOW-UP/ ADDITIONAL ACTIVITIES:</b>	<i>Suggest areas relating to your project where more work needs to be done in the future.</i>

<b>FOR MORE INFORMATION CONTACT:</b>	
<b>Coordination</b> National SAR Secretariat 275 Slater Street, 4 <sup>th</sup> Floor Ottawa, ON K1A 0K2 Tel.: (613) 996-2782 Fax: (613) 996-3746 Web Site: <a href="http://www.nss.gc.ca">http://www.nss.gc.ca</a>	<b>Sponsor/Project Manager</b> Name Title Organization Address Telephone Fax E-mail



## **10.0 AUDIT and REVIEW**

Recent changes to the Treasury Board Secretariat's Audit and Evaluation policies include a focus on results-based management and an emphasis on audit assurances to ensure that public funds are expended in a responsible manner. As a result, a number of changes have been made to the Audit and Review policies governing the NIF.

### **10.1 Program Objectives and Guidelines**

Program objectives and guidelines are set out in the NIF Guide that describe all of the terms, conditions and program requirements needed by program managers, applicants and auditors.

The NIF Guide is distributed to all managers or other individuals with an interest in accessing the NIF program.

The Guide is reviewed and updated on a periodic basis to ensure its continued relevance to all stakeholders.

The Guide is supplemented by the provision of additional information to program participants on an "as required" basis.

### **10.2 Funding Categories**

Proposals must address the priorities of the NSP.

### **10.3 Program MOUs**

Program MOUs are agreed to and signed by Secretariat-authorized Sponsors. The MOUs are based on the principles set out in the Guide.

The MOUs have no expiry date and may only be amended or terminated by mutual agreement.

### **10.4 Proposal Application**

All proposals are reviewed by the sponsoring department, the Secretariat and representatives of the Sponsors, who make up the NIF Merit Board, against the stated funding categories and the program terms and conditions set out in the Guide. Proposals must comply with the form and content requirements set out in the Guide, and include the following:

- Proposal description;
- Proposal budget and cash flow statement linked to milestones;
- Proposal work plan linked to milestones;
- Proposal management plan;
- Proposal results and benefits statement in measurable terms;
- Communications Plan.



### **10.5 Project Approvals and Funding**

The list of projects proposed for funding is approved by the NIF Merit Board, ICSAR and the Lead Minister.

Proposal approvals must be confirmed by signature prior to the start of the proposal.

All approvals must be consistent with the terms and conditions set out in the Guide and the MOU.

NIF Program funds are managed by the Secretariat, and disbursed through the Sponsor/recipient organization in accordance with the requirements of the proposal approval, the MOU, and the Guide.

The proposal approval forms an Annex to the MOU.

### **10.6 Project Management**

The project must be managed in accordance with the policies and practices of the sponsoring organization as well as the requirements of the NIF Guide and the approved management plan set out in the proposal application.

NIF Sponsors must put in place an agreement (e.g. contract, Memorandum of Understanding) between themselves and the NIF Project Manager to mirror the Secretariat-NIF Sponsor Memorandum of Understanding.

### **10.7 Project Reporting**

Specific reporting requirements for each project are incorporated into the approved proposal (e.g. the appropriate Annex to the Sponsor's MOU). They are tailored to the realities of the project but, in general, they are required each quarter, outline the activity results to date and the expenditures for the past quarter against the approved plan, and indicate the activity project for the subsequent period. The sponsoring organization is responsible for submitting the reports in accordance with the agreed timetable.

If quarterly reports are not received on time, further funding will be withheld until they are received.

### **10.8 Project Monitoring**

The sponsoring department is responsible for monitoring the project, including those carried out by a third party.

The Secretariat reviews all project reports and conducts the necessary follow-up work to ensure that all project requirements are being met.

The Secretariat reserves the right to conduct random checks (active monitoring) throughout the life cycle of any project to ensure that funds are being expended in accordance with Treasury Board policies, the Project work plan and the principles set out in the NIF Guide.



### **10.9 Project Claims and Payments**

The sponsoring department prepares and submits claims in accordance with the requirements of the NIF Guide.

The Secretariat reviews all claims for accuracy and compliance with the project approval. All payments will comply with the project approval and the requirements set out in the NIF Guide.

### **10.10 Comms of Project Results**

Post-project evaluations must comply with the NIF Program's reporting requirements (see page 22).

### **10.11 NIF Program Evaluation**

An independent evaluation of the NIF Program will be carried out at least every five years, or more frequently if requested by the Executive Director of the National Search and Rescue Secretariat.

The evaluation will assess the success, relevance and cost-effectiveness of the NIF program, as well as the adequacy of the Secretariat design and management of the program and its monitoring activities. The adequacy of NSS management of the program and its monitoring activities will be commented on as well.

The evaluation will make use of previous NIF audits and all available NIF project evaluations.

#### **NIF PROGRAM EVALUATION WILL INCLUDE THE REVIEW OF:**

- Program objectives and guidelines;
- The development and approval of MOUs;
- The establishment and communication of agreed funding categories;
- Proposal assessment activity;
- The project approval and funding process;
- Project monitoring activity;
- The processing of project claims and payments;
- The measurement and communication of project effectiveness; and,
- The adequacy of the project selection for audit of projects and the conduct of these audits.

### **10.12 NIF Project Audits**

- Each MOU will make provision for the conduct of an independent audit.
- Projects will be selected for audit in accordance with the agreed selection criteria.
- Project audits will be based on the MOU, specific project approvals and on the management practices and audit criteria set out in the NIF Guide.
- Project audits are designed to ensure that the recipient organizations are managing in compliance with the principles set out in the NIF Guide and the MOU proposal Annex. Such



audits will be carried out on individual projects or on groupings of projects managed by a single department, agency or organization.

- These audits will be selected in accordance with the agreed audit selection criteria noted above. The audits will be carried out on behalf of the Secretariat, either directly by the Secretariat or on a contract basis.
- In addition to tabling the individual reports, it will be useful to review key findings and trends that arise over the course of the year's audits and produce an annual summary.

**NIF PROJECT AUDITS WILL COVER:**

- Compliance with the MOUs;
- Proposal application, selection and funding;
- Project management (including the management of third parties);
- Progress reporting;
- Project claims and payments; and,
- Communication of results.

**10.13 “Third-Party” Audits**

In cases where a government organization applies for funding to support a proposal to be managed by a third party (for example, Non-Governmental Organization (NGO)) the same criteria should also apply. The sponsoring department or provincial/territorial authority should apply the relevant criteria to the third party in the same manner as the Secretariat would apply them to the department. The sponsoring department is responsible for conducting any necessary audits of the third party.

These audits could be carried out by the organization's own internal audit group or by independent external auditors. The client for the reports would be the sponsoring department but the results should be provided to the Secretariat as part of the regular progress reporting process.

The Secretariat project audit would assess the scope and quality of the third party audits as part of their audit process. As a general rule, there would be no need to go back to the third party but that option would be open to the Secretariat if there was a need to do so.

The three types of audits listed above (NIF project evaluation; project audits by the Secretariat, and NIF sponsor audits of third party projects) provide comprehensive coverage of both the NIF and the individual projects. This is a reasonable audit regime that is designed to meet everyone's needs.

The Executive Director of the National Search and Rescue Secretariat, as the accountable Program Manager of the NIF, reserves the right to require an audit of any NIF project, in accordance with the departmental MOU and the approved NSP Audit and Review policy.



**Glossary**

<b>Annex</b>	Each proposal document, once approved, becomes an Annex to the Memorandum of Understanding between the National Search and Rescue Secretariat and the NIF sponsor. The Annex provides the specific details on the proposal.
<b>Audit</b>	A management tool that provides independent, objective assessment linked to results (Treasury Board Secretariat).
<b>Contingency</b>	Specific provision to cover variations that may occur in the expected values of elements of cost or schedule, but not scope, quantity or quality.
<b>Contribution</b>	A conditional transfer of funds whereby specific terms and conditions must be met or carried out by a recipient.
<b>Cost Sharing</b>	The portion of costs that is not borne by the awarding agency. Cost sharing may include: cash, in-kind (see definition), or both.
<b>EMO</b>	The Emergency Measures or Management Organization (EMO) is usually the provincial/territorial SAR authority.
<b>Evaluation</b>	A systematic investigation of the worth or merit of a project.
<b>Fair Market Value</b>	The monetary value of the in-kind contribution based on the current market value for similar services and/or labour.
<b>Final Summary Report</b>	Once the project is completed, a one page report is required summarizing the objectives of the project, the outcomes and results, and the total expenditures by year.
<b>FY</b>	For NIF, the Fiscal Year (FY) is from April 1 to March 15.
<b>ICSAR</b>	The Interdepartmental Committee on Search and Rescue (ICSAR), a federal body comprising the representatives from federal SAR delivery departments and agencies; Environment Canada (Meteorological Service of Canada; Parks Canada); Fisheries and Oceans Canada (Canadian Coast Guard); National Defence (Canadian Forces); Public Safety and Emergency Preparedness Canada (Royal Canadian Mounted Police); and Transport Canada, and chaired by the Executive Director of the National SAR Secretariat (NSS). ICSAR provides advice on SAR matters to the Lead Minister.
<b>In-kind contributions</b>	Non-cash asset transactions provided by interested parties.
<b>Intellectual Property</b>	A form of creative endeavour that can be protected through a trademark, patent, copyright, industry design or integrated circuit topography.
<b>LMSAR</b>	The Lead Minister for Search and Rescue (LMSAR), who is also the Minister of National Defence, has overall responsibility for leadership and coordination of the national SAR program, a task that is performed in concert with the Ministers of the federal SAR delivery departments, and with provincial and territorial authorities responsible for SAR program delivery within their jurisdictions.
<b>MOU</b>	The Memorandum of Understanding (MOU) is a written agreement between the Secretariat and each of the Sponsors outlining the roles and responsibilities of the Secretariat, the Sponsors and the participants in the NIF.
<b>NGO</b>	Non-Governmental Organization.
<b>NIF</b>	The New SAR Initiatives Fund (NIF), with an annual budget of \$8.1 M, provides funds to proposals that enhance SAR capability in Canada. Proposals must address one of the seven categories: further integration of the National SAR Program; collection of SAR data and information; Research and Development (R&D); Multi-Jurisdictional Exercises; Partnerships; Interoperability; and Volunteers. Proposals must be sponsored before being submitted to the Secretariat for consideration.
<b>NSP</b>	The National Search and Rescue Program (NSP) encompasses the efforts and activities of all levels



Glossary

of government, corporate and volunteer sectors, and a vast array of organizations and programs related to providing information, applying technology, conducting research, preventing SAR incidents from occurring or saving the lives of people at risk.

<b>NSS</b>	The National Search and Rescue Secretariat (NSS) provides central coordination and leadership of the National Search and Rescue Program (NSP) and manages the New SAR Initiatives Fund (NIF) on behalf of the Lead Minister for Search and Rescue (LMSAR).
<b>Objective</b>	Anticipated accomplishments/outcomes. Objectives build on the Statement of Purpose (see definition) by breaking down its intent into separate identifiable outcome statements.
<b>Participant</b>	Any person, group or organization that applies for or receives funds or directly benefits from these funds.
<b>Partnership</b>	A collaborative arrangement between two or more parties that enables them to work co-operatively together towards shared or compatible objectives, shared appropriate degree of risk, and mutual benefit. It is not a true legal partnership where partners are liable for each other's actions.
<b>Performance Measure</b>	The exact criteria that will be taken as evidence that the intent of the project activity has been achieved.
<b>Proposal</b>	The proposal clearly and completely describes the intent of the submission. It is prepared with the help of the Sponsor using the instructions in the NIF Guide and submitted to the Secretariat, via the sponsor, for funding consideration.
<b>Project</b>	A set of activities or functions that a recipient proposes to undertake with the contribution of funds provided by the Secretariat.
<b>Project Manager</b>	The Project Manager is the person responsible for managing the NIF project.
<b>Purpose</b>	A statement that communicates a clear understanding of the project's intended purpose, without stating HOW this will be accomplished.
<b>PWGSC</b>	Public Works and Government Services Canada (PWGSC) is a federal government department that deals with contracting, copyright, supply, etc. All participants must contract through the PWGSC for any goods and/or services relating to their NIF proposal. Approval of a NIF proposal does not guarantee or imply a sole source contract to an outside agency.
<b>Quarterly Status Report</b>	The quarterly (Q) status report summarizes the activities and funding status of NIF proposals to the end of the quarter. The quarterly reports are due at the Secretariat via the Sponsor at the end of each fiscal quarter (i.e. June 30, September 30, December 31 and March 15). They provide an explanation of any variance between the approved work plan and the progress being reported. They must accompany invoices.
<b>Recipient organization</b>	The organization (may also be referred to as the Project Manager) that receives the approved funds and uses them to conduct the approved project.
<b>SAR</b>	Search and Rescue.
<b>Secretariat</b>	National Search and Rescue Secretariat.
<b>Sponsor</b>	All NIF proposals must be sponsored by one of the Secretariat authorized Sponsors indicated in Appendix A of the NIF Guide. The Sponsor is the link between the Secretariat and the proposal, and assists the Secretariat in the management of the NIF.
<b>Target Audience</b>	A specific portion of the population with similar characteristics (i.e. demographics, geographic location, and/or attitudes etc), which is the target of the project.



## How Are We Doing?

If at any time during the Fund cycle, you would like to advise us of something you think we are doing well or think we could be improve on, please let us know. We welcome the feedback to help us improve and strengthen the program.

### Feedback Form - New SAR Initiatives Fund

**What the New SAR Initiatives Fund Program is doing well:**

**How could we improve the NIF:**

**Name:**

**Organization:**

**Telephone Number:**

**Date:**

**Please mail/fax/e-mail this form to:**

Coordination  
National SAR Secretariat  
275 Slater Street, 4<sup>th</sup> Floor  
Ottawa, ON K1A 0K2  
Tel.: (613) 996-2782 1 800 727-9414  
Fax: (613) 996-3746  
E-mail: [NIF@nss.gc.ca](mailto:NIF@nss.gc.ca)



## **Appendix A**

### **Federal and Provincial/Territorial Sponsors**

**New SAR Initiatives Fund (NIF) Sponsors  
Federal Government**

Peter M. Howe  
Director, Coordination  
**National SAR Secretariat**  
275 Slater Street, 4<sup>th</sup> Floor  
Ottawa, ON K1A 0K2  
Tel.: (613) 992-6667 1 800 727-9414  
Fax: (613) 996-3746  
E-mail: [phowe@nss.gc.ca](mailto:phowe@nss.gc.ca)

LCol Colin Murray  
Directorate of Air Force Requirements  
**Department of National Defence**  
MGen George R. Pearkes Bldg.  
101 Colonel By Drive  
Ottawa, ON K1A 0K2  
Tel: (613) 998-6904  
Fax: (613) 990-9726  
E-mail: [Murray.CJ@forces.gc.ca](mailto:Murray.CJ@forces.gc.ca)

Rob Prosper  
Chief, Ecosystems Protection  
Ecological Integrity Branch, National Parks  
**Parks Canada**  
25 Eddy Street, 4<sup>th</sup> Floor  
Hull, QC K1A 0M5  
Tel: (819) 953-2057  
Fax: (819) 997-3380  
E-mail: [Rob.Prospier@pc.gc.ca](mailto:Rob.Prospier@pc.gc.ca)

Carole Smith  
Chief, Non-federal SAR Programs  
**National SAR Secretariat**  
275 Slater Street, 4<sup>th</sup> Floor  
Ottawa, ON K1A 0K2  
Tel.: (613) 996-3727 1 800 727-9414  
Fax: (613) 996-3746  
E-mail: [csmith@nss.gc.ca](mailto:csmith@nss.gc.ca)

Michael Crowe  
Policy and Corporate Affairs  
**Environment Canada**  
**Meteorological Service of Canada**  
10 Wellington Street, 4<sup>th</sup> Floor  
Hull, QC K1A 0H3  
Tel: (819) 994-4803  
Fax: (819) 994-8854  
E-mail: [michael.crowe@ec.gc.ca](mailto:michael.crowe@ec.gc.ca)

Sgt. Alex Thompson  
National Contract Policing Branch  
**Public Safety and Emergency Preparedness**  
**Royal Canadian Mounted Police (RCMP)**  
Community, Contract and Aboriginal Policing Services  
1200 Vanier Parkway, Room G501  
Ottawa, ON K1A 0R2  
Tel: (613) 993-8437  
Fax: (613) 998-2405  
E-mail: [thompsona@rcmp-grc.gc.ca](mailto:thompsona@rcmp-grc.gc.ca)

Ron Miller  
Manager, Search and Rescue  
**Department of Fisheries and Oceans**  
**Canadian Coast Guard**  
200 Kent Street, 5<sup>th</sup> Floor, Station 5041  
Ottawa, ON K1A 0E6  
Tel: (613) 990-3119  
Fax: (613) 996-8902  
E-mail: [miller@dfp-mpo.gc.ca](mailto:miller@dfp-mpo.gc.ca)

Peter Dudley  
Safety Programs, Strategies and Co-ordination  
**Transport Canada**  
Place de Ville, Tower C, 12<sup>th</sup> Floor  
330 Sparks Street  
Ottawa, ON K1A 0N8  
Tel: (613) 990-1285  
Fax: (613) 990-5058  
E-mail: [dudlepc@tc.gc.ca](mailto:dudlepc@tc.gc.ca)

**New SAR Initiatives Fund (NIF) Sponsors  
Provincial/Territorial Government Organizations**

**NL Department of Justice – Search and Rescue**

Confederation Building  
P.O. Box 8700  
St. John's, NL A1B 4J6  
Tel.: (709) 729-4896 Fax: (709) 729-2129  
E-mail: [ralpha@mail.gov.nf.ca](mailto:ralpha@mail.gov.nf.ca)

**Saskatchewan Emergency Management Organization**

9<sup>th</sup> Floor, 122-3<sup>rd</sup> Avenue North  
Saskatoon, SK S7K 2H6  
Tel.: (306) 933-6116 Fax: (306) 964-1094  
E-mail: [cfriske@cps.gov.sk.ca](mailto:cfriske@cps.gov.sk.ca)

**NS Emergency Measures Organization**

P.O. Box 2581  
Halifax, NS B3J 3N5  
Tel: (902) 424-5620 Fax: (902) 424-5376  
E-mail: [lestermr@gov.ns.ca](mailto:lestermr@gov.ns.ca)

**Emergency Management Alberta**

14515-122 Avenue  
Edmonton, AB T5L 2W4  
Tel.: (780) 415-0914 Fax: (780) 422-1549  
E-mail: [herb.presley@ema.gc.ca](mailto:herb.presley@ema.gc.ca)

**PEI Emergency Measures Organization**

Suite 600, 134 Kent Street  
P.O. Box 2000  
Charlottetown, PE C1A 7N8  
Tel: (902) 368-6325 Fax: (902) 368-6362  
E-mail: [Larryavery@gov.pe.ca](mailto:Larryavery@gov.pe.ca)

**Provincial Emergency Program**

Ministry of Public Safety and Solicitor General  
455 Boleskine Road  
P.O. Box 9201 Stn. Prov. Govt  
Victoria, BC V8W 9J1  
Tel: (250) 952-4913 Fax: (250) 952-4888  
E-mail: [Bob.Bugslag@gems9.gov.bc.ca](mailto:Bob.Bugslag@gems9.gov.bc.ca)

**Emergency Measures Organization**

Department of Public Safety  
PO Box 6000, 65 Brunswick Street  
Fredericton, NB E3B 5H1  
Tel: (506)453-5507 Fax: 506-453-5513  
E-mail: [ernest.macgillivray@gnb.ca](mailto:ernest.macgillivray@gnb.ca)

**NWT Emergency Services Division**

Municipal and Community Affairs  
Government of the Northwest Territories  
5201 50<sup>th</sup> Avenue, Suite 600  
Yellowknife, NT X1A 3S9  
Tel: (867) 920-6133 Fax: (867) 873-8193  
E-mail: [eric\\_bussey@gov.nt.ca](mailto:eric_bussey@gov.nt.ca)

**Sûreté du Québec**

Direction des mesures d'urgence  
1701, rue Parthenais, local 3.43-A  
Montréal, QC H2K 3S7  
Tel.: (514) 598-4811 Fax: (514) 598-4814  
E-mail: [rene.marchand@surete.qc.ca](mailto:rene.marchand@surete.qc.ca)

**Yukon Emergency Measures Branch**

Department of Community Services  
Yukon Government  
P.O. Box 2703  
Whitehorse, YT Y1A 2C6  
Tel: (867) 667-5220 Fax: (867) 393-6266  
E-mail: [erin.deacon@gov.yk.ca](mailto:erin.deacon@gov.yk.ca)

**Emergency Management Ontario**

Ministry of Community Safety and Correctional Services  
77 Wellesley Street West  
Box 222  
Toronto, ON M7A 1N3  
Tel: (416) 314-3723 Fax: (416) 314-3758  
E-mail: [Neil.McKerrell@jus.gov.on.ca](mailto:Neil.McKerrell@jus.gov.on.ca)

**Nunavut Emergency Management**

Community Government and Transportation  
Government of Nunavut  
P.O. 800  
Iqaluit, NU XOA OHO  
Tel.: (867) 975-5319 Fax: (867) 979-4221  
E-mail: [EDOig@GOV.NU.CA](mailto:EDOig@GOV.NU.CA)

**MB Fire Commissioner**

1601 Van Horne Ave. East  
Brandon, MB R7A 7K2  
Tel: (204) 726-6841 Fax: (204) 726-6847  
E-mail: [dpopowich@gov.mb.ca](mailto:dpopowich@gov.mb.ca)

## **Appendix B**

### **ICSAR-approved Federal Prevention Activities**

## ICSAR-approved Federal Prevention Activities

### SAR Prevention Objective

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.

### Objectives

Motivating people to acquire and use the knowledge, skills, and devices, necessary for them to avoid or reduce the severity of incidents associated with their activities.

### Enabling Activities

- **Motivating people to acquire and use the knowledge, skill and equipment necessary to save lives and avoid injury** - prevention will focus on changing behaviour, encouraging better risk management, and enabling people to make effective decisions for the protection of their own and others' lives and physical safety. To implement this strategy, Canada's prevention community is committed to focussing efforts on individuals and activities most exposed to risk, considering all phases of incidents (pre-incident, incident and post-incident) and all components of prevention (personal, equipment and environmental).
- **Strengthening the capacity of the prevention community throughout Canada** to ensure that prevention activities are cost-effective, to strengthen its capacity to achieve more effective prevention programs, activities and measures in a resource scarce environment. Canada's prevention community is committed to forming partnerships, recruiting volunteers, increasing collaboration, cooperation and information sharing, raising funds, developing networks, and collecting and analyzing incident data.
- **Committing to the achievement of measurable results to ensure that prevention programs, activities and measures achieve desired results.** Canada's prevention community is committed to effective and meaningful performance measurement. This will include the early identification of achievable and measurable results; routine and timely measurement of actual versus planned results; systematic evaluation of the prevention program, project, or measures; and, identifying best practices and obtaining lessons learned.
- **Designing effective SAR prevention programs, activities and measures, which reflect prevention community best practices and incorporate lessons learned** to ensure that prevention activities are cost-effective. Canada's prevention community is committed to ensuring that SAR prevention programs, projects and measures include an analysis of the prevention context and baseline incident data; involve the profiling of target audiences; define "performance paths"; achieve complementarily with other activities and initiatives; and incorporate effective work-planning, scheduling and budgeting skills.

**Note:** The enabling activities are linked to the agreed Program Strategies (i.e. Partnerships, Technology and Innovation, and Data and Information).

## **Appendix C**

### **New SAR Initiatives Fund Proposal Checklist**

**New SAR Initiatives Fund (NIF)  
Proposal Checklist**

FY \_\_\_\_ - \_\_\_\_

Date:

- Activities
- Performance Measures
- Outputs
- Time
- A table is completed for EACH objective

NIFID:

Title: \_\_\_\_\_

\_\_\_\_\_

**Part 1 - Proposal Summary**

- NSS-approved sponsor
- NSP Objective
- Category
- Sector
- Location

**Financial Summary**

- Project is cost shared
- The Total Estimated Cost = NIF Funds + Other Sources
- Accurately represented as percentages

**Cost Breakdown**

- Cost Breakdown for NIF Funds
- Funds from Other Sources
- From NIF + From Other Sources = Total Estimated Cost (previous section)

**Summary of Proposal**

- The Summary is brief (1-2 paragraphs)
- Addresses current FY priorities for NIF
- Satisfies NIF MUST Principles (p. 5)
- Explains project
- Provides justification for deficiency/need

**Signature**

- Signed by the appropriate Sponsor signing authority

**Part 2 - Proposal**

- Purpose
- Need
- Solution
- Project Sustainability
- Target Audience

**Management Plan**

- Objectives

**Bilingual Requirement**

- Have bilingual requirements been addressed

**Communications Plan**

- Message
- Media Outlet(s) and Target Audience(s)
- Planned Dates
- Evaluation of Communications Plan

**Other Funding Sources and Partners**

- Complete details provided
- Letters of support attached

**Budget**

- Total = Quantity x Unit Cost
- Other Funding Sources Costs are included
- Does the budget include translation costs (if applicable)?
- Total = Total Estimated Cost in Part 1 - Proposal Summary

**Quarterly Costs**

- Total = Q1 + Q2 + Q3 + Q4
- Forecast Costs for NIF and Other Sources
- Start-up Costs identified AND justified
- Appropriate taxes addressed (if applicable)

**Contacts**

- Project Manager
- Responsible Officer (sponsor level)
- Other Sources of Funding

**Part 3 - Communications Proposals**

- Is applicable (if not, skip this section)
- Production schedule
- Level of funding sought
- Detailed, itemized, unit cost, budget, cash flow

**New SAR Initiatives Fund (NIF)  
Proposal Checklist**

- ❑ Target audience and Description Plan for distribution, licensing, and allocation of rights
- ❑ Report of research and development to date

**Part 4 – Prevention Proposals**

- ❑ Proposal addresses (if applicable) relevant sections.

**Part 5 - Additional Information**

- ❑ Includes additional information (optional)

**NOTES**

## **Appendix D**

### **NIF Proposal Scoring Information and Score Sheet**

## **New SAR Initiatives (NIF) Scoring Instructions**

This Appendix provides instructions concerning the scoring sheet used during the assessment process. The number of each factor corresponds to the number of the scoring box on the score sheet. When scoring, use only whole numbers, not decimals.

“Total” scores of zero “0” are not accepted from NIF Merit Board members unless a considerable effort has been made to contact the proposal Sponsor for clarification of the proposal’s intent etc.

### **Filter Criterion**

This criterion is designed to ensure that the NIF is used effectively for SAR proposals. It is an “in” or “out” criterion which is answered either “yes” or “no” and relates to whether the proposal is a valid SAR proposal in accordance with the screening criteria (see Principles and Guidelines p.4). Any proposal that does not receive a “yes” answer will not be scored. If the proposal meets the criteria and has the potential to save lives through the SAR activities of prevention or response, ground, air or marine, in any jurisdiction - then the proposal can be scored. It is expected that Sponsors will have filtered out any proposals unlikely to pass the filter criteria.

### **Cost Sharing and Partnerships**

#### **Cost Sharing**

This refers to the percentage of non-NIF funding that goes into the project and is calculated using the total estimated cost of the project (e.g. 100 per cent). Sharing because of non-SAR use does not count toward the total (see Page 6 “Cost Sharing”). Proposals with less than 1 per cent cost sharing are immediately screened out by the NSS prior to sending the proposals to the Merit Board for scoring.

Cost Sharing Scoring:

0. Cost sharing 1-24 per cent of the total project cost.
1. Cost sharing 25-49 per cent
2. Cost sharing 50-74 per cent
3. Cost sharing 75 per cent or more

#### **Partnership**

The number of partners, other than the Sponsor, that are actively involved in the implementation and delivery of the project.

Partnership Scoring:

0. No partners
1. Moderate degree of partner involvement
2. High degree of partner involvement

### **Common Factors**

#### **Factor 1: Relative Need**

The wording of the submission should provide ample information to support scoring.

Relative Need Scoring:

- 1-2. Not convinced need is valid; or some need, but clearly overstated
- 3-4. Need appears valid but not pressing; probably not much impact if not approved
- 5-6. Need valid and moderate; some impact expected if proposal not approved
- 7-8. Need clear and relatively pressing
- 9-10. Need clear and urgent

#### Factor 2: Benefit/Cost Ratio

Related to Factor 1, need, because the benefit to be derived is the satisfaction of the need. Accordingly, proposals with high need scores have the potential for high benefit/cost scores. The score assigned should be based on a subjective assessment of the quality of the need addressed versus the cost to do it. The volunteer feature of a proposal, for example, can reflect the superior benefit/cost ratios volunteers can provide, in the right circumstances, in both prevention and response situations.

- 1. Low need/medium to high cost
- 2. Medium need/high cost; Low need/low cost
- 3. Medium need/medium cost; High need/high cost
- 4. Medium need/low cost; High need/medium cost
- 5. High need/low cost or medium to high need.

#### Factor 3: Proposal Risk

Two aspects should be considered. The first is the likelihood or degree of certainty that the proposal will actually deliver the promised benefits if it is completed as submitted. The second is the likelihood that the proposal can be completed on time and within budget. These are subjective judgments.

Proposal Risk Scoring:

- 1. Proposal does not appear to address the need; Proposal unlikely to be completed with the funds requested or in the time allotted
- 2. Not clear that proposal addresses need; Not clear that proposal can be completed on time and within budget
- 3. Proposal addresses need; Proposal can probably be completed "on time" and "within budget"
- 4. Proposal clearly addresses need; Proposal can be completed on time and within budget
- 5. Proposal precisely addresses need - should provide significant benefits; Proposal can be completed on schedule and within budget

#### Factor 4: Totals of 1, 2 and 3, as indicated

#### Component Factors

A proposal that might have a claim to both categories, i.e., response and prevention, **can only be scored in one of them**. Only one factor of 5 through 11 may be scored. Since the wording of the scoring factors is clear, scoring should be straightforward, although it will still be subjective. The following are suggested as norms:

#### Factor 5: Proposal Improves Compliance and/or Awareness of Safety Regulations/Procedures

- 1. Compliance improvement appears minimal relative to need  
Regulation/procedures to be enforced do not appear to be strongly linked to SAR incidents
- 2. Compliance proposed is adequate but need is low

- Regulations/procedures appear linked to SAR incidents
- 3. Compliance proposed is adequate and need is medium  
Regulations/procedures are linked to SAR incidents
- 4. Compliance proposed is adequate and need is high  
Regulations/procedures are linked to SAR incidents
- 5. Compliance proposed is clearly adequate and will fully address a serious need  
Regulations/procedures are clearly linked to the occurrence of SAR incidents

Factor 6: Proposal Improves the Capacity and Presence to Deliver Prevention Programs

- 1. Small improvement; low need
- 2. Medium improvement; low need/small improvement; medium need
- 3. Medium improvement; medium need/small improvement; high need
- 4. High improvement; medium need/medium improvement; high need
- 5. High improvement; high need

Factor 7: Proposal Improves Awareness, Knowledge, Attitude/Commitment

- 1. Proposal clearly not addressing need; not targeted to group at risk
- 2. Proposal addresses low need issue; proposal appears to target correct group
- 3. Proposal addresses medium need issue; proposal appears to target correct group
- 4. Proposal addresses high need; proposal appears to target correct group
- 5. Proposal clearly addresses an urgent need; proposal clearly targets those at greatest risk

Factor 8: Proposal Reduces or Eliminates the Hazard causing the Incident

- 1. Small improvement; low need
- 2. Medium improvement; low need/small improvement; medium need
- 3. Medium improvement; medium need/small improvement; high need
- 4. High improvement; medium need/medium improvement; high need
- 5. High improvement; high need

Factor 9: Proposal Improves the Effectiveness of Detecting and/or Alerting

- 1. Small improvement; low need
- 2. Medium improvement; low need/small improvement; medium need
- 3. Medium improvement; medium need/small improvement; high need
- 4. High improvement; medium need/medium improvement; high need
- 5. High improvement; high need

Factor 10: Proposal Improves the Effectiveness of Response Subsequent to Receipt of Alert

- 1. Small improvement; low need
- 2. Medium improvement; low need/small improvement; medium need
- 3. Medium improvement; medium need/small improvement; high need
- 4. High improvement; medium need/medium improvement; high need
- 5. High improvement; high need

Factor 11: Proposal Increases Victim Survival Time

This factor applies to proposals that will increase the survival time for victims in the water or in harsh environmental conditions on land.

1. Small improvement; low need
2. Medium improvement; low need/small improvement; medium need
3. Medium improvement; medium need/small improvement; high need
4. High improvement; medium need/medium improvement; high need
5. High improvement; high need

Factor 12: Proposal Reduces or Eliminates Risk to SAR Personnel
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1. Small improvement; low need
2. Medium improvement; low need/small improvement; medium need
3. Medium improvement; medium need/small improvement; high need
4. High improvement; medium need/medium improvement; high need
5. High improvement; high need

## New SAR Initiatives Fund (NIF) Proposal Scoring Sheet

NIFID: \_\_\_\_\_

PROPOSAL TITLE: \_\_\_\_\_

SPONSOR: \_\_\_\_\_

<b>FILTER CRITERIA</b>	
<p><b>Does proposal meet the screening criteria and the NSP objective by potentially saving lives through SAR prevention or response activities? Yes/No</b></p> <p>If the question is answered "NO", further justification will be requested of submitting agency/Sponsor.  <b>If the additional response does not meet requirements - do not score.</b></p>	<b>Y/N</b>

<b>COST SHARING AND PARTNERSHIPS (MAX. 5 POINTS):</b>			
<b>1. Cost Sharing (max. 3pts.):</b>		<b>2. Partnerships (max. 2 pts.):</b>	

<b>COMMON FACTORS: Score factors 1, 2 and 3 (max. 20 points).</b>							
<b>1. Relative need (max. 10 pts.)</b>		<b>2. Benefit/cost (max. 5 pts.)</b>		<b>3. Proposal Risk (max. 5 pts.)</b>		<b>4. Totals of 1, 2 and 3</b>	

<b>COMPONENT FACTORS: Score 0 (does not apply), 1 (low) to 5 (high) Only one factor may be scored.</b>			
<b>5. Proposal improves compliance and awareness of safety regulations/procedures</b>		<b>9. Proposal improves the effectiveness of detecting that a potential SAR incident has occurred, and/or improves the effectiveness of the process in alerting the correct responding agency.</b>	
<b>6. Proposal improves the capacity, presence to deliver prevention programs leading to behaviour change</b>		<b>10. Proposal improves the effectiveness of any aspect of response subsequent to the alerting of appropriate SAR authorities.</b>	
<b>7. Proposal improves awareness, knowledge, attitude/commitment to avoid or reduce severity of incident or loss of life</b>		<b>11. Proposal increases the potential survival time of people at risk in SAR incidents.</b>	
<b>8. Proposal reduces or eliminates the hazards causing incidents.</b>		<b>12. Proposal reduces or eliminates risks to rescue personnel.</b>	
<b>TOTAL COMPONENT SCORE</b>		<b>TOTAL COMPONENT SCORE</b>	
<b>TOTAL PROPOSAL SCORE (MAX. 30 PTS.)</b>			

**Appendix E**  
**Sample Invoice**

**INVOICE**

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**IN ACCOUNT WITH:**

**INVOICE NO. –**

**National Search and Rescue Secretariat  
275 Slater Street, 4<sup>th</sup> Floor  
Ottawa, ON K1A 0K2**

**ATTENTION: NIF Program Manager**

**DATE**

**Description**

**Amount**

Project Number, NIFID, Title

\$

**TOTAL AMOUNT DUE:**

\$

**Send payment to:**

**For information call:**

**\*\*Available through the Secretariat website ([www.nss.gc.ca](http://www.nss.gc.ca)) \*\***

## **Appendix F**

### **News Release Template for NIF Projects**

## News Release

**DATE:**

**CONTACT:** *List the contact information of the person who is most available.*

**Phone No.:**

**Cell Phone:**

**Fax No.:**

**E-mail:**

**Hours of Availability:**

**For Immediate Release**

**N.B.** If there is a key date, you can print "For Release *dd-mm-yy*"

### HEADLINE

**NAME OF CITY** in Capital letters, Date of Press Release - - Lead sentence. Introductory line should answer the 5 W's: Who, what, when, where and why.

**QUOTE:** "The New Search and Rescue Initiatives Fund demonstrates our continued commitment to improving Canada's Search and Rescue system," said Ms. Jean E. Murray, Executive Director of the National Search and Rescue Secretariat. "We're very proud of the [*insert project name here*] and of the wealth of expertise and experience found in Canada."

**PARAGRAPH:** The "nitty-gritty" of the project. State briefly why the project was needed, who will benefit from it, what new product/service/tool was created, and give any high-tech explanation of how it works.

**QUOTE:** Insert a quote from the Project Team.

**NIF PARAGRAPH:** The New Search and Rescue Initiatives Fund was established to provide funding for projects that will improve search and rescue in Canada. Over \$8 million is invested annually in approximately 100 projects.

**NSS PARAGRAPH:** The National Search and Rescue Secretariat was established in 1986. The Secretariat promotes an efficient, effective and economical National Search and Rescue Program by coordinating central activities on behalf of those agencies providing search and rescue services to people in distress throughout Canada's areas of jurisdiction. *N.B. This paragraph should be the last one in the release.*

**\*PLEASE NOTE\* - Before you send the news release:**

Press releases prepared by NIF Project Sponsors should be prepared in English and French and should be reviewed by the NIF Project sponsors and the Secretariat prior to release.

## ***Tips for the News Release***

### **The “Slug”**

.....2 SAR Project

A Slug (above) should appear in the top left corner of the second page of your News Release.

### **The Endmark**

-30-

An Endmark (above) should be centered at the end of the News Release.

## ***Getting Your News Release Out!***

### **Where do you send the News Release?**

Start by visiting your local library (reference section) and ask for the “Matthews List” (Matthew’s Media Directory). The list has the listings for newspapers, and television and radio channels etc, for every province and territory in Canada, including the names of columnists, names and times of television and radio shows, and the names of show hosts. Don’t send a release to every media outlet in your province. Instead, use Matthew’s List to pick carefully the outlet(s) that would have the most interest in your story. Narrow the focus to the audience most likely to have interest in the results of the project. For example, if your project is focused on research and development, look for your newspaper’s science and technology writer. Community newspapers are often your best bet because they are interested in local stories.

### **Be sure to:**

1. Obtain the name of the news editor (paper or radio) or assignment editor (television);
2. Fax the news release with a clear cover sheet, providing clear contact information for your organization;
3. Be available for interviews; and
4. Make photos available for print media.