



INFORMATION NOTE

July 2011

Training and Education

Training requests will be guided by the federal/provincial/territorial approved *Strategy for Emergency Management Training in Canada 2010-2015*.

Eligible Costs

Training and Education proposals may be submitted for:

- Development of learning events (courses, workshops, seminars, exercises, etc.);
- Delivery of learning events;
- Local delivery of the CBRN First Responder Training Program (Basic level classroom-based course) and support for regional delivery of the CBRNE First Responder Training Program (Intermediate level course);
- Costs (not travel or catering/meals/refreshments) for provincial/territorial emergency management conferences, symposia, etc.;
- Hospitality for course participants during emergency management training and exercises according to Treasury Board Guidelines;
- Travel costs* for those who are delivering/aiding in delivery of emergency training, basic CBRN or intermediate CBRNE training (instructors/presenters, volunteers);
- Travel costs* for volunteers attending learning events. (*Note: A volunteer is defined as a person who works for an organization voluntarily and without pay.*) If funding for travel is being requested for volunteers, a detailed breakdown of all travel costs for each volunteer must be submitted with the proposal. Failure to include this information will result in the expense being rendered ineligible.

* ***Please note that travel costs for provincial/territorial/municipal participants to attend learning events are NOT eligible for funding.***

Required Information

Training and education proposals submitted for JEPP funding must include the following information to facilitate the selection process.

- The title of the proposal;
- A summary of the training project;
- What the funding will be used for (develop learning events, deliver learning events, attend learning events, or other);
- The goal of training project;
- If the project meets one or more priority criteria
- The emergency management need that will be addressed;
- Target audience(s);

- Approximate number of people to receive training;
- Delivery method (classroom, online, self-study, etc.);
- Exercises or scenarios included in the learning event(s);
- Frequency of delivery;
- Detailed cost breakdown, including cost of training per capita;
- Course materials to be produced/provided;
- Previous funding received by JEPP for the same or similar training project.

This information will be used by the JEPP Review Committee to assess the viability of the proposal from a training and education perspective. It is **mandatory** to complete the *Template for Training and Education Proposals* in order for the training and education project to be considered for JEPP funding. Proposals that do not follow the Template will not be considered until the required information is provided.

Training and Education Proposals - Priority Criteria

JEPP Training and Education proposals will be prioritized according to the 3 priority criteria listed below. Proposals that fulfill one or more of these criteria will take precedence over proposals that do not. Applications must clearly indicate if priority criteria are being met in the *Template for Training and Education Proposals*.

Training and Education proposal will be considered a priority if the training project:

1. **Increases Interoperability** (the ability to work together effectively)
 - a. horizontally, across people, training, tools, equipment, technology and procedures
 - b. between adjacent jurisdictions
 - c. between municipal, provincial/territorial and federal governments
2. **Builds a self-sustaining training capacity within the community**, for example:
 - a. a Train-the-Trainer or similar approach in which a participant attends a learning event and returns back to the community to share acquired knowledge or skills, or can increase the internal capacity for training in some way
 - b. use of JEPP funds as *seed money* to develop training/exercises within the community that can be re-delivered as required (with little or no funding), making the community more self-reliant (as opposed to paying an outside source to continuously deliver training)
3. **Demonstrates that it is effective**, for example:
 - a. training has an evaluation methodology/review cycle
 - b. training has a validation piece (participants must apply skills learned via application tests or exercises to complete the training successfully)
 - c. training allows participants to apply the skills/knowledge acquired during the training at the local level

***Travel costs** refer to all costs associated with a journey, including flight, rail, ferry, bus, personal car (mileage), taxi, accommodation, meals and other per diem expenses, incidentals, parking, etc.



Joint Emergency Preparedness Program (JEPP)

Template with Detailed Instructions for Training and Education Proposals

Please include the following information in your Training and Education Proposal:	
1. Proposal Title	Provide the title of proposal
2. Summary of Training Project	In one or two paragraphs, provide an overview of overall training project.
3. Funding will be used to:	
<input type="checkbox"/> Develop Learning Event(s)	If proposing to create a new learning event (course/workshop, seminar, etc.) or to modify/update an existing one, check this box.
<input type="checkbox"/> Deliver Learning Event(s)	If proposing to deliver a learning event check this box. If creating AND delivering a learning event, check both the “Develop Learning Event(s)” box AND the “Deliver Learning Event(s)” boxes.
<input type="checkbox"/> Attend Learning Event(s)	If proposing to send individuals to a learning event (course/workshop etc.), check this box. Check this box only if sending participants to training developed or delivered by an organization other than your own.
<input type="checkbox"/> Other: (Please specify)	Please specify what the JEPP funds will be used for if not to develop, deliver or send someone to a learning event.
4. Goal of Training Project	Explain the purpose of the overall training project. Why is this training needed? What is the overall benefit of this training to your organization? This can be considered the rationale or justification for your training project.
5. Priority Criteria: The training project fulfills:	If the proposal meets one or more of the 3 priority criteria outlined in the <i>current JEPP Annual Update/Training and Education Information Note</i> , clearly identify the criteria here.
<input type="checkbox"/> Priority #1 Increases Interoperability	State clearly if the training project increases interoperability (the ability to work together effectively): a) horizontally, across people, training, tools, equipment, technology and procedures b) between adjacent jurisdictions c) between municipal, provincial/territorial and federal governments
<input type="checkbox"/> Priority #2 Builds self-sustaining training capacity in community	State clearly if the training project builds a self-sustaining training capacity within the community, for example: a) using a Train-the-Trainer or similar approach b) uses JEPP funds as seed money to <i>develop</i> training in-community
<input type="checkbox"/> Priority #3 Demonstrates that it is effective	State clearly if the training project demonstrates that it is effective, for example: a) training has an evaluation methodology/review cycle b) training has a validation piece c) training allows participants to apply skills/knowledge acquired at the local level
6. EM need	Does this course meet an identified emergency management need? Please explain.

7. Target Audience(s)	Please provide information on the type of participants that are targeted by this project. For example: fire fighters, EMO coordinators, municipal volunteers, etc.
8. Approximate Number of People to Receive Training	Include the approximate number of participants that are expected to attend the learning event. If sending individuals to a learning event, list how many are expected to attend.
9. Delivery Method	State the format of delivery of the course(s). Examples include: <ul style="list-style-type: none"> ▪ face-to-face (classroom) delivery ▪ self-study ▪ online learning ▪ exercises/scenarios ▪ a blend of more than one type of delivery (ex. self study followed by classroom delivery)
10. Exercises/Scenarios Included	Specify if there any exercises or scenarios included in the training.
11. Frequency of delivery	Indicate the number of times the course(s) will be delivered/attended over the life of the project. List the proposed date(s) of the course(s) if known.
12. Detailed Cost Breakdown:	Provide a detailed breakdown of all project costs. Include costs such as: <ul style="list-style-type: none"> ▪ Cost of development <ul style="list-style-type: none"> ▪ consultant rate ▪ consultant/developer travel ▪ consultant/developer accommodation ▪ Cost of delivery <ul style="list-style-type: none"> ▪ facilities rentals ▪ audio visual rentals ▪ course materials (manuals, job aids, printing, cost of mailing materials, etc.) ▪ meals and refreshments (<i>served during course hours</i>) ▪ travel costs for those delivering/aiding in delivery of course (ex. instructors, presenters, volunteers) ▪ Costs associated with attending an event <ul style="list-style-type: none"> ▪ tuition, registration/conference fees ▪ Cost of Training PER CAPITA <ul style="list-style-type: none"> ▪ Calculate the PER CAPITA cost of the whole training project by taking the total cost of the training project and dividing it by the estimated number of participants taking the course(s). (Total Cost/Number of Participants)
13. Course Materials	If applicable, indicate what type of course materials are being developed for the learning event (binders, training aids, handouts, instructional CDs, etc.)
14. Previously Funded by JEPP?	Indicate if this project (or a similar training project) was previously funded by JEPP. If yes, indicate the year.
15. Additional Information	Please include any additional information about your training project that you think may be relevant.