

**Mitigation and Preparedness Program (MPP) Proposal Template**

**Checklist:**

- Consult the **MPP Guidelines** before completing your proposal
- Complete all sections of this proposal
- Attach additional information on proposed project and/or equipment purchases such as cost estimates
- Attach a copy of a council resolution indicating council’s approval of the proposal (local authorities may request a sample resolution)
- Ensure that completed sections of the proposal have been reviewed, certified and signed by the Chief Administrative Officer or other appropriate staff or official
- For joint proposals from more than one local authority, ensure that each participating local authority provides a resolution indicating council support and the signed certification (section 5)
- To submit your proposal and supporting material, or if you have any questions, please email: [mpp@gov.mb.ca](mailto:mpp@gov.mb.ca)

**SECTION 1: APPLICANT INFORMATION**

Name of Local Authority: \_\_\_\_\_

	Primary Contact	Secondary Contact
Name:	_____	_____
Position:	_____	_____
Email:	_____	_____
Phone:	_____	_____

**SECTION 2: PROPOSAL DESCRIPTION**

Choose the option your local authority has selected for its MPP funds (you may check more than one if applicable):

- Invest the MPP amount in a project or piece of equipment
- Partner with another local authority (or a group) on a joint project
- Invest the MPP amount in a reserve fund

For projects or equipment purchases: provide a brief description of your proposed project/equipment purchase and how it would enhance preparedness or increase resiliency against disasters. Supporting documents that assist in describing your project/equipment purchase may be submitted with your proposal.

Please describe the estimated timeframe of your project: How long do you anticipate the project/purchase to take to complete? What are your desired project start and end dates? Are there any critical periods for the project (i.e. if construction needs to be completed during a certain time of year)?

Proposed Start Date:

Proposed End Date:

Critical Periods or other relevant Information:

If this is a joint proposal from more than one local authority, or if this proposal has a regional benefit beyond your jurisdiction, briefly describe the regional benefit(s).

If you are planning to hold your MPP amount in a reserve fund for use beyond the current fiscal year, please outline your plans to do so: specify the project or equipment purchase you are considering, why you wish to utilize a reserve fund, and when you plan to proceed with the project.

(Note: After your proposal is approved, you will need to pass a by-law to establish the reserve fund, and submit a copy of the by-law to [mpp@gov.mb.ca](mailto:mpp@gov.mb.ca).)

If you are using MPP funds to match funds for another funding program, please provide the name of the funding program here and information on the status of your application.

The guiding principles of the MPP (as outlined in the Guidelines for Proposals), are as follows:

- Investments are cost-effective and evidence-based.
- Projects to include regional implications.
- Projects focus on the management of risk.
- Partnerships are developed.
- A sustainable approach is undertaken.
- Projects lead to resilient local authorities.

Please describe how your project aligns with one or more of the guiding principles:

### SECTION 3: COSTS

What is the anticipated cost of your proposed MPP project/equipment purchase? Please include estimated costs and information on any possible contribution from the local authority or other funding program contribution toward these costs, in the event that your project may exceed your MPP amount. Additional information may be provided as an attachment when submitting your proposal.

***Please note:** Only approved project and equipment purchase costs will be eligible for reimbursement. Administrative costs, such as staff time, are not eligible.*

### SECTION 4: ADDITIONAL INFORMATION

Briefly outline how your proposal aligns with your existing emergency plan. (Revisions to an existing emergency plan may be proposed for funding if it would result in increased preparedness).

**SECTION 5: CERTIFICATION (FOR JOINT PROPOSALS, PLEASE HAVE EACH LOCAL AUTHORITY COMPLETE AND ATTACH THIS SECTION).**

Name of Local Authority: \_\_\_\_\_

Name of Signatory: \_\_\_\_\_

Position/title: \_\_\_\_\_

Date:

I have reviewed this proposal and the supporting material and can certify that it is accurate to the best of my knowledge and understanding.

Signature: \_\_\_\_\_