

**2018/19 – 2019/20 Safer and Vital Communities Grant**  
**Application Guidelines**

Please review the following guidelines carefully and ensure you answer each component of every question. They specify important information that must be addressed for each question and must be followed when completing your application.

Please note that all applicants must be proposing a project that is new or that has a new component.

Your completed application form (excluding the budget sheets and the required documentation) must not exceed **10** pages in total. Additional pages will **not** be reviewed. Your response for each of the following questions must not exceed one page. The answer box will not prevent you from typing more than one page, but please be advised that anything beyond the one page limit (i.e. anything that is cut off when you print the application form, or anything that is cut off unless you click into the answer box) will **not** be reviewed. Also, please do not include any attachments or website addresses as part of your response. They will **not** be reviewed.

**Demonstrated Need (3 Points)**

1. How did you determine that there is a need for the proposed project in your community?

- ✓ Provide current and reliable statistics and evidence of the priority risk(s) to be addressed by your project. Statistics/evidence may originate from Juristat Canada, local police, schools, etc. or through local findings (e.g., community consultations, conducting a gap analysis).
- ✓ Identify factors limiting your organization's ability to deal effectively with the identified risk(s). Explain why funding is beyond your organization's current capability.

**Activities (6 points)**

2. Provide a comprehensive outline of the activities that will be implemented as part of the project. Explain who will benefit from these activities and how.

- ✓ Describe in detail all the activities (including recruitment/referral process, if applicable) that you will implement during the project.
- ✓ Indicate the types of group(s) and/or individuals (i.e., your target group) who will benefit from your project. Explain how.

### **New Elements (2 Points)**

3. Is this a new project? Please explain.

- ✓ If yes, provide details on how this project is different from other projects undertaken by your organization.
- ✓ If no, provide details on how the proposed project differs from the existing project (e.g., new component, new target group, new risk/protective factors)

Note: Simply delivering an existing project in a different area and/or partnering with a different organization will not be considered for funding.

### **Organizational Capacity (2 Points)**

4. Describe your experience and/or capacity to effectively deliver the project.

- ✓ Explain what expertise your organization has in addressing the priority risks identified and/or working with the target group.

### **Partnerships (4 Points)**

5. In the following table, describe your project partners. Please note that applicants are required to partner with their local police service and at least one organization in a sector different from their own.

- ✓ Indicate the name of the partnering organization.
- ✓ Indicate the sector to which the partnering organization belongs to. Sectors may include, but not limited to the following: education, health/mental health, social services, housing, justice, children services, private sector and local government.
- ✓ Outline each partner's role in carrying out the project, including what activities they will implement (e.g., providing referrals, assisting in organizing community events).
- ✓ Explain the value that each partnership brings to the project (e.g., expertise, resources) and how each partner will enhance the ability to carry out the project (e.g., why they are best placed to fulfill their specified role and address the priority risk).

### **Expected Outcomes and Evaluation Strategy (6 Points)**

6. In the following table, indicate 1) expected outcomes that will result from your project 2) performance indicators that will be measured to assess achievement of outcomes 3) data collection method for those indicators 4) baseline data for those indicators and 5) target for those indicators. Ensure that outcomes and performance measures reflect input from all partners.

- ✓ Describe the expected outcomes that will result from your project.
- ✓ Identify performance indicators to demonstrate that outcomes have been achieved.
- ✓ Indicate the baseline data from which you will be able to assess change. If baseline data is not available, describe how you and/or your project partner(s) will collect the data.
- ✓ Indicate your target for the performance indicators.
- ✓ Describe which partner will report on each indicator and how will the data be collected (e.g., interviews, surveys, focus groups)

Tips:

An **expected outcome** is the positive impact or change your activities are expected to make in your community.

A **performance indicator** is an observable, measurable piece of information about a particular outcome, which shows to what extent the outcome has been achieved. *Quantitative indicators* are numeric or statistical measures that are often expressed in terms of unit of analysis (e.g., number of, frequency of, percentage of, ratio of, variance with, etc.). *Qualitative indicators* are judgment or perception measure (e.g., the level of satisfaction reported by program participants and verbal or written feedback).

**Baseline data** is information captured initially to establish the starting point against which to measure the achievement of outcomes.

A **target** is the planned result to be achieved within a particular time frame. Along with the baseline, this provides an anchor against which current performance results can be compared.

### **Budget (3 Points)**

7. Using the budget sheets provided, clearly itemize all expenditures associated with the project. In the space below, describe the need/use each budget item that requires Ministry funding.

- ✓ Clearly explain the need/use of each budget item that requires Ministry funding, ensuring budget items align with the design and delivery of this specific project.
- ✓ Should you request Ministry funding for personnel, a brief description of the duties and responsibilities for the position is required.
- ✓ Refer to pages 3 and 4 of Application Instructions for details on allowable budget items.