



Ministry of Community Safety and Correctional Services

2018/19 – 2019/20

Safer and Vital Communities Grant

Application Instructions

INTRODUCTION

The Ministry of Community Safety and Correctional Services (Ministry) is pleased to present the 2018/19 – 2019/20 Safer and Vital Communities (SVC) Grant. This package outlines the grant process and contains information on eligibility criteria and required documentation for your application. It also includes an application form, application guidelines and detailed budget sheets for your grant project.

As the SVC Grant is a two-year program, please be advised that there will be **no call for applications in 2019/20**.

THEME

Similar to the last grant cycle, the theme for the 2018/19 – 2019/20 SVC Grant is **“Creating a Safer Ontario through Community Collaboration”**.

This theme aligns with the Strategy for a Safer Ontario, which has community safety and well-being planning as the cornerstone. It also aligns with the Provincial Approach to Community Safety and Well-Being, which includes the recently released *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet, consisting of the Community Safety and Well-Being Planning Framework and toolkit of associated guidance documents.

The booklet will assist communities in developing and implementing local community safety and well-being plans to address crime and complex social issues on a sustainable basis. It also encourages communities to work collaboratively across sectors and use local data to identify priority risks to safety and well-being (e.g., mental health and addictions, domestic violence, housing/homelessness, etc.) and implement strategies to address those risks, with a focus on prevention and social development. For a copy of the booklet, please visit <http://www.mcscs.ius.gov.on.ca/english/Publications/MCSCSSOPlanningFramework.html>.

In recognition of the work already underway in many Ontario communities to move towards collaborative approaches to community safety and well-being, the Ministry is requesting proposals that focus on bringing together different sectors to address local priority risks through collaboration and partnership.

Projects funded under this year’s theme will be based on three critical factors:

1. **Risk-based**: In order to strengthen efforts to prevent crime and victimization and keep our communities safe, communities should work to proactively address the root causes of crime by targeting risks that evidence and experience show are most prevalent locally. Applicants must provide evidence of prevalent local risk(s) and outline how they will be addressed through their project. This may include rapid intervention models that mitigate high-risk situations; preventative programs and initiatives that reduce

prevalent, ongoing risks within the community; or social development activities that seek to prevent the circumstances that create risk in the first place.

2. **Effective Partnerships:** Community safety and well-being is a shared responsibility among local partners from different sectors. Applicants must demonstrate how their project will use collaboration and partnership with other agencies to implement activities and achieve common goals.
3. **Strength-based:** Communities must address priority risks by leveraging existing resources, expertise and experience within local agencies and community members themselves. Sustainable approaches must build on and strengthen the knowledge, skills and ability of local partners to implement community safety and well-being initiatives, and create the in-house capacity for work to continue when the SVC Grant is complete.

ELIGIBILITY CRITERIA

Eligible Applicants:

- ✓ Community-based, not-for-profit incorporated organizations
- ✓ Community-based, not-for-profit organizations sponsored by an incorporated organization
First Nations Chiefs and Band Councils.

Ineligible Applicants*:

- ✓ Police services and their boards
- ✓ Municipalities
- ✓ Federal/Provincial/Municipal agencies
- ✓ Universities, colleges, schools, hospitals and their governing boards and agencies.

**Ineligible applicants cannot apply for funding but they can be project partners.*

Only **ONE** application may be submitted per applicant.

Community-based, not-for-profit organizations that are not incorporated must be sponsored by an incorporated organization that is an eligible applicant itself and must include a letter of confirmation from their sponsor along with their application. The letter must detail the sponsoring organization's commitment to enter into a contractual agreement with the Ministry on behalf of the applicant. The sponsoring organization will also be required to submit proof of incorporation.

Past recipients who have failed to provide the required reports or complete the reports to the satisfaction of the Ministry (e.g. not providing the requested information) will not be considered for funding.

Current recipients under the 2016/17 - 2017/18 SVC Grant who have failed to provide any of the reports required from December 16, 2016 to October 16, 2017 (i.e., Interim Financial

Report for Year 1, Progress Report for Year 1, Performance Measures Report for Year 1 and Interim Financial Report for Year 2) or complete the reports to the satisfaction of the Ministry by January 12, 2018 will not be considered for funding.

To ensure different organizations are receiving funding support from the Ministry, preference will be given to organizations that have not received funding under the SVC Grant under the past three grant cycles (i.e., 2013-14, 2014-16, 2016-18).

Partnerships:

Applicants must demonstrate police involvement in their projects. In addition, they are required to partner with at least one organization in a sector different from their own.

Applicants are required to provide letters of support that confirm their partners' involvement, role, and capacity to address the identified risk. These letters should detail the nature of the partnerships and what role the partners will play in the development and/or delivery of your project.

Project Timeline:

Funding is provided on a one-time basis only. Projects must have a start date and must be completed by **March 31, 2020**. It is anticipated that the Ministry will notify applicants of its funding decision in April 2018. Please take this into consideration when planning for your project.

Funding Amount:

Applicants may request up to \$35,000 for each of the two years. Applications exceeding this amount in either year will not be considered. There will be no exceptions.

Allowable Expenses:

- ✓ The grant will not cover expenses related to your organization's ongoing operational costs. The grant can only be used to cover costs associated with the development and/or implementation of the proposed project.
- ✓ Applications that are strictly to fund research activities, evaluation, conferences and/or equipment will not be considered.
- ✓ Funding requests for infrastructure (e.g., building a basketball court, capital renovations, and repairing facilities) will not be considered.
- ✓ Should you request funding for personnel, a brief description of the duties and responsibilities for the position is required.
- ✓ Administrative costs must be capped at 5%. If the administrative costs exceed 5%, they will automatically be reduced to 5% of the project costs.
- ✓ Equipment costs must be capped at 10%. If the equipment costs exceed 10%, they will automatically be reduced to the appropriate amount. Where appropriate, equipment must be leased.
- ✓ Hospitality costs must be related exclusively to costs for participants (e.g. refreshments, transportation).

- ✓ If you are eligible to receive a tax rebate, credit or refund, these amounts cannot be claimed as eligible expenses on your budget and must be accounted for.

APPLICATION REVIEW AND ASSESSMENT CRITERIA

The SVC Grant Review Committee, comprised of representatives from within and outside the Ministry, will review all eligible proposals and make funding recommendations to the Minister of Community Safety and Correctional Services.

Should the application meet the eligibility criteria, your proposal will be assessed based on the following criteria:

- ✓ Demonstrated Need
- ✓ Activities
- ✓ New Elements
- ✓ Organizational Capacity
- ✓ Partnerships
- ✓ Expected Outcomes
- ✓ Evaluation Strategy
- ✓ Budget

CONTRACTUAL AGREEMENT

As part of the terms of funding, the Ministry will enter into a contractual agreement with those organizations approved for funding. Funds will only be released to the organization after the contractual agreement is signed between the organization and the Ministry and upon the Ministry's receipt of the following required documents:

- ✓ **Proof of Insurance** – Successful applicants must have commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than \$2 million dollars per occurrence. Proof of insurance, with the Ministry included as an additional insured, is required before funding is provided.
- ✓ **Governance structure** – Successful applicants are required to provide a governance structure of their organizations. This may be a list of the board of directors or an organization chart outlining the structure of their organization.
- ✓ **Proof of Canadian Financial Institution** – Successful applicants must submit proof of a bank account that resides at a Canadian financial institution and is in the name of the applying organization or its sponsoring organization.

The grant must be used in Ontario for the purposes described in the application and according to the terms of the contractual agreement.

REQUIRED DOCUMENTATION FOR YOUR APPLICATION

Along with your completed application form and budget sheets, please ensure to submit the following documents to the Ministry by **4:00pm EST on January 22, 2018**:

- ✓ **Proof of incorporation** –A copy of your incorporation documents is required. A copy of your registration as a charity is not acceptable. If your organization is not incorporated, a copy of your sponsoring organization’s incorporation documents is required.
- ✓ **Sponsor letter** – If your organization is not incorporated, please provide a letter from your sponsoring organization indicating its commitment to enter into a contractual agreement with the Ministry on behalf of the applicant.
- ✓ **Letter of support from your local police service and at least one organization in a sector different from your own** – These letters should detail the nature of the partnerships and what role the partners will play in development and/or delivery of your project. These letters must be an official letter **signed** by the respective organization. Emails or letters that are not signed will not be accepted.

LENGTH OF APPLICATION FORM

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 seven application questions (starting with “Demonstrated Need” and ending with “Budget”) 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.

APPLICATION SUBMISSION

An electronic version of your completed application form and budget sheets must be submitted to the Ministry in their **original format (NOT a scanned version) by email**. Please submit them to Fionne.Yip@ontario.ca.

In addition to the above, please scan the signed copy of the completed application form and all required documentation for your application and submit them by email to Fionne.Yip@ontario.ca.

Ministry staff will acknowledge the receipt of your submission, either through an email response or an automatic reply message. Please follow up if you do not receive the confirmation.

APPLICATION DEADLINE

Your completed application form and budget sheets, along with all required documentation for the application process, must be received by the Ministry by **4:00pm EST on January 22, 2018**.

Out of fairness to all applicants, submissions that are late, incomplete or not accompanied by the required documents requested by the Ministry will not be considered for funding. No exceptions will be permitted.

If possible, applicants are recommended not to wait until the last day to submit their application and/or request support from ministry staff. As the volume of emails and phone calls tend to be very high on the application due date, there may be a delay in getting a response.

ASSISTANCE

For general questions and technical assistance for the SVC Grant, please contact Fionne Yip at (416) 314-0206 or Fionne.Yip@ontario.ca. Please note that Ministry staff will not be reviewing applications prior to their submission.