

BUILDING A **SAFE AND RESILIENT CANADA**



Public Safety Canada
National Crime Prevention Strategy
Funding Application Guide

Call for Applications
June 6, 2018 – July 31, 2018

Introduction

This document is your step-by-step guide to provide information and guidance in completing an application for funding under the NCPS. It is meant to be opened at the same time as you complete the online application form.

Before applying

Review the information in this Funding Application Guide carefully, noting all of the required information and supporting documentation. Please note **that incomplete applications will not be considered for funding**. If you have any questions about the application process, please reach out to a Program Officer who will be able to provide you with assistance.

Contents

This funding application guide consists of six main components:

[Part 1: Program Overview](#)

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Part 1: Program Overview

Public Safety Canada is working to build a safe and resilient Canada through the National Crime Prevention Strategy (NCPS), which provides time-limited funding in the form of grants and contributions to support the implementation and evaluation of local, targeted and tailored crime prevention initiatives with an objective to develop and share the knowledge of what works.

We work closely with partners and stakeholders in the provinces and territories to develop and implement results-driven programs that target specific crime issues in regions and communities across Canada. We provide tools, knowledge and support to undertake crime prevention initiatives in communities large and small across Canada.

Call Priorities

The NCPS' priorities for the 2018 Call for Applications are direct intervention or strengthening community readiness projects among Indigenous and vulnerable populations to prevent or reduce the impacts of the following crime issues on communities:

- Youth gangs;
- Youth violence;
- Youth bullying; and
- Youth cyberbullying.

Type of Project	Description
<p>Strengthening community readiness</p>	<ul style="list-style-type: none"> • Support initiatives which work to strengthen community development, and explore ways to develop culturally-sensitive crime prevention practices among populations. • Strengthen communities' capacities to develop and/or implement new or existing community-identified components or model approaches of effective youth violence and/or youth gang prevention programming, paying particular attention to: <ul style="list-style-type: none"> ○ Local contexts; and ○ Initiatives that build bridges, trust and partnerships within Indigenous communities and/or between communities and external partners. <p>Some examples of activities or initiatives are:</p> <ul style="list-style-type: none"> • Training; • Workshops to strengthen trust and relationships within communities or between communities and external partners; • Knowledge building such as conferences and research studies; and/or • Community assessments and planning, including expert advice and consultation. <p>For more detailed information, please refer to <u>Crime Prevention: Community Readiness and Mobilization</u></p>
<p>Direct Intervention</p>	<ul style="list-style-type: none"> • Support targeted initiatives to address specific risks and protective factors associated with youth violence, youth gangs, youth bullying and youth cyberbullying in communities where these issues exist or are emerging threats. • Support evidence-based models and promising approaches which address known risk factors to reduce offending among at-risk youth, with a focus on Indigenous and vulnerable populations. <p>There are two types of Direct Intervention projects:</p> <ul style="list-style-type: none"> • <i>Implementation of customized interventions and associated activities</i> –Implementation of two or more interventions to develop

	<p>their own tailored crime prevention project. The project can intervene at the individual level, the community level, or both. This allows applicants to choose from a wide range of program interventions and activities that have demonstrated sound results while considering their specific context, available resources and community readiness.</p> <ul style="list-style-type: none"> • <i>Implementation of an established program</i> – This allows organizations and agencies who have strong experiences and capacities to replicate a promising or model crime prevention program. <p>For more detailed information, please refer to the <i>Overview of direct intervention approaches to address youth gangs and youth violence</i></p> <p>Note: This document will be available online by June 11th, 2018 or contact us at ps.prevention-prevention.sp@canada.ca to request a copy).</p>
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Eligible Recipients

Contributions may be provided to the following classes of recipients in support of the objectives of the NCPS:

- Community or professional organizations, societies and associations which have associated themselves with a not-for-profit purpose, and which have the mandate to represent their membership or community;
- Provincial, territorial, regional, municipal and local governments;
- Aboriginal governments, organizations and communities;
- Provincial, municipal and Aboriginal police services; and
- Canadian universities, educational institutions/boards of education and Centres of excellence.

Crown corporations, for-profit groups and individuals are examples of recipients that are not eligible for funding under the NCPS.

Eligible Expenditures

Funds may be used only for expenditures directly related to the activities of the project identified in a budget approved by the Department for both grants and contributions.

For a full list of eligible and ineligible expenditures, please refer to the Budget and Workplan Template.

Maximum Amount and Period

Public Safety Canada provides **time-limited funding**. Therefore, please note that:

Direct intervention projects can be up to 60 months of duration. The maximum amount of funding available is \$7,500,000 per recipient, per project, with a maximum of \$1,500,000 per year.

Strengthening community readiness projects can be up to 24 months of duration. The maximum amount of funding available is \$400,000 per recipient, per project, with a maximum of \$200,000 per year.

Part 2: Application Requirements and Deadline

The current call for applications is open from June 6, 2018 to July 31, 2018.

Completed applications must be submitted online no later than 11:59 PST on July 31, 2018.

Applicants are strongly encouraged to discuss project ideas with a Program Officer in their area before submitting an application. Application form questions can be found in Part 6 of this funding guide. As such, applicants are also encouraged to prepare their answers to the application questions before completing the online funding application form.

A completed application form consists of:

1. Online Funding Application Form - If internet access is limited, please contact your Regional Office to obtain alternate formats.
2. Project Budget Template and Workplan (PDF, XXX mb).

Incomplete applications and applications received after July 31st, 2018 will not be considered for funding.

Part 3: Application evaluation and Assessment Process

Assessment Criteria

A criteria-based assessment process ensures that all applications are evaluated objectively and consistently, according to the NCPS funding programs Terms and Conditions and the availability of funding.

Applications will be reviewed against merit criteria, such as:

- Alignment with NCPS call for application priorities;
- Demonstrated need for the project;
- Organizational capacity to deliver the project, manage funds, and deliver on reporting requirements; and
- Partnership creation and/or strengthening.

Assessment Process

The application assessment process will consist of:

- Initial review by Program Officers to verify that mandatory information has been provided, and basic eligibility criteria are met (see Part 2: Application Requirements and Deadline);

- Detailed review to assess the application against merit criteria;
- Consultation with provincial/territorial government partners and other federal government departments; and
- Departmental committee review of eligible applications, and funding recommendations.

The NCPS aims to select applications that help bridge gaps in knowledge on how crime prevention programs can be adapted to respond to identified needs within vulnerable communities. Therefore, the basic score of each application will be one of many factors considered for the final selection.

Project Evaluation

Evaluation will be a key activity in the implementation of the NCPS. In addition to the regular performance monitoring and reporting required for all projects funded under a contribution program, **Public Safety Canada supports robust and rigorous evaluation of selected projects** and provides assistance to develop and implement evaluations that are appropriate to the type of project being undertaken. Project evaluation results contribute to building the evidence and knowledge about effective crime prevention practices.

In order to be considered for an evaluation, applicants should demonstrate:

- Experience with a data collection and management strategy;
- Strong management practices;
- A clear articulation of the relationship between the proposed program activities and the anticipated outcomes;
- Previous experience supporting and participating in an evaluation.

Communication of Results

Ineligible applicants will receive a written notification.

Eligible applicants will be contacted by Public Safety Canada with the results of the assessment.

New projects could start as early as April 1, 2019.

Part 4: Helpful Resources

- [Project Planning and Evaluation](#)
- [Crime Prevention: Community Readiness and Mobilization](#)
- Overview of Direct Intervention Approaches to Address Youth Gangs and Youth Violence (**Available online by June 11th, 2018 or please contact us by e-mail at ps.prevention-prevention.sp@canada.ca to request a copy**)
- [Youth Gang Prevention Fund Projects: What Did We Learn About What Works in Preventing Gang Involvement](#)
- [Youth Gangs in Canada: A Review of Current Topics and Issues](#)

- Overview of Approaches to Address Bullying and Cyberbullying (**Available online by June 11th, 2018 or please contact us by e-mail at ps.prevention-prevention.sp@canada.ca to request a copy**)
- [Information Sheet: Cyberbullying](#)

Part 5: Contact Information

For all questions or if you would like to speak with a Program Officer in your area, please contact:

Ontario: [Ontario Regional Office](#)

Quebec & Nunavut: [Quebec & Nunavut Regional Office](#)

Manitoba, Alberta, Saskatchewan & Northwest Territories: [Prairie & Northwest Territories Regional Office](#)

British Columbia & Yukon: [Pacific Regional Office](#)

New Brunswick, Nova Scotia, Prince Edward Island & Newfoundland and Labrador: [Atlantic Regional Office](#)

Part 6: Application Form

Applicants are strongly encouraged to prepare the response to the questions before filling out the online application form. For ease of reference, the questions of the online application form have been transcribed below.

Section 1: Applicant Contact Information

Question 1.1 - Identify the project title (Write the project title)

Question 1.2 - Applicant Organization:

Complete each section below regarding your organization's information:

- Write the organization's legal name:
- Write the street address where the organization is located:
- Write the city where the organization is located:
- Write the province/territory where the organization is located:
- Write the postal code (XXX XXX):
- Write the organization's email address:
- Write the organization's website, if applicable:
- Write the organization's telephone number:

Question 1.3 - Primary contact for this application:

- Write the given name of primary contact person:
- Write the surname of primary contact person:
- Write their position/title in the organization:
- Write the contact's daytime phone number (e.g. 555-555-5555):
- Write the cell or other phone number of the primary contact (e.g. 555-555-5555):

- Write the primary contact's email address:

Question 1.4 - Is the primary contact authorized to sign on behalf of the organization/entity? (Yes or No)

Question 1.5

Question 1.5a - Is the primary contacts' address the same as the one provided for the organization? (Yes or No)

If not, please complete the requested information below:

- Write the primary contact's mailing address:
- Write the city/town they are located:
- Write the province/territory they reside in:
- Write the primary contact's postal code:
- Write the daytime phone number for the primary contact:
- Write the cell or other phone number for the primary contact:
- Write the primary contact's email address:

Question 1.6 - Is there an additional contact with signing authority? If yes, complete each section below (optional):

- Write the given name of the additional contact:
- Write the surname of the additional contact:
- Write the position/title of the additional contact:
- Write the mailing address of the additional contact:
- Write the city where the additional contact resides:
- Write the province/territory where the additional contact resides:
- Write the postal code for the additional contact:
- Write the email address of the additional contact:
- Write the daytime phone number of the additional contact:
- Write the cell or other phone number of the additional contact:

Question 1.6a - Would you like to include one more additional contact? (Yes or No)

*If yes, please complete the requested information below:

- Write the given name of the additional contact:
- Write the surname of the additional contact:
- Write the position/title of the additional contact:
- Write the mailing address of the additional contact:
- Write the city where the additional contact resides:
- Write the province/territory where the additional contact resides:
- Write the postal code for the additional contact:
- Write the email address of the additional contact:
- Write the daytime phone number of the additional contact:
- Write the cell or other phone number of the additional contact:

Section 2: Applicant Organization

Question 2.1 - What is the type of your organization from the list of eligible organizations? (Check one)

- Not for Profit Organization (This can include: Community or professional organization, society or association which have associated themselves for a not-for-profit purpose, and which have the mandate to represent their membership or community.)
- Provincial Government
- Territorial Government
- Municipal/Local Government
- Indigenous Government
- Indigenous Organization/Community
- Provincial Police Services
- Municipal Police Services
- Indigenous Police Services
- Educational Institutions (This can include: Canadian universities, educational institutions/boards, or Centers of excellence.)

Question 2.1.1 - If you selected Not for Profit Organization, Indigenous Organization/Community or Educational Institutions, please describe the mandate and key activities of your organization.

Question 2.2 - Please provide your Canada Revenue Agency Business Number, if applicable:

Question 2.3 - How did you first become aware of the NCPS call for applications (Choose only one option):

- An information session
- Received a phone call or email from Public Safety Canada explaining the program
- Public Safety Canada website
- Referred by a community member/group
- Social media
- Through the local police service
- Other (please specify):

Section 3: Need for the Project

Question 3.1 - What crime prevention issue does your project address? (Check all that apply):

- Youth gangs
- Youth violence
- Youth bullying
- Youth cyberbullying

Question 3.2 - Describe the challenges and frequency/prevalence of the crime prevention issue(s) in your specific community (2,500 character limit):

Question 3.3 - Describe the gaps in services or knowledge that this project will be addressing. Are there other similar services or activities currently being implemented? (2,500 character limit):

Section 4: Project Activities

Question 4.1 - Which type of project will be implemented? (Choose only one box).

- Strengthening community readiness: Needs Assessment, Knowledge Development, Partnerships & Training.
- Direct intervention: Supports the development and implementation of activities and intervention programs for vulnerable populations. May also include activities related to strengthening community readiness to support program delivery.

Question 4.2 - Describe the project activities. What will you do to address the identified challenges and gaps? (2,500 character limit)

Question 4.2.1 - For direct intervention projects only, check the box to tell us which type of intervention. You must choose only one box.

- Implementation of customized interventions and associated activities.
- Implementation of an established program (If checked, please name the program):

Question 4.2.2 - For direct intervention projects only, check all applicable boxes to describe the interventions that will take place in the project. At least two must be checked.

- Project will include gender based interventions
*If checked, please describe:
- Project will include culturally-adapted interventions
*If checked, please describe:
- Awareness raising activities related to gang risks and recruitment
*If checked, please describe:
- Case management
*If checked, please describe:
- Counselling
*If checked, please describe:
- Drugs, alcohol and/or addictions education
*If checked, please describe:
- Employment training and/or support
*If checked, please describe:
- Family supports
*If checked, please describe:
- Healthy relationships
*If checked, please describe:
- Learning and education training
*If checked, please describe:
- Life management and decision making (life skills)
*If checked, please describe:

- Mentoring
*If checked, please describe:
- **Arts (music and crafts)
*If checked, please describe:
- **Cultural activities and community service learning
*If checked, please describe:
- **Sporting/recreation activities
*If checked, please describe:
- Other; please specify:

*** If you selected Arts; Cultural activities and community service learning;, and sporting/recreation activities: These cannot be implemented on their own and **MUST** be combined with at least one of the other interventions listed above*

Question 4.3 - The project site is the physical locations where your organization intends to implement the project activities.

- Will this will be a multi-site project? Yes or No.
- If yes, how many?

Question 4.4 - Desired Outcomes: Describe the changes you expect to see as a result of project activities. Why do you want to carry out this project? (2,500 character limit).

Question 4.5 - What is the duration of project activities?

Question 4.6 - What is the estimated funding being requested from Public Safety Canada?

Section 5: Project Participant Information (For Direct Intervention projects only)

Question 5.1 - Check all applicable boxes to identify the age(s) of the participants:

- Ages 6-8
- Ages 9-11
- Ages 12-15
- Ages 16-17
- Ages 18-21
- Ages 22-25
- Ages 26-30
- Ages 31-59
- Unspecified

Question 5.2 - Check all applicable boxes to identify the gender of participants:

- Male
- Female
- Non-binary gender
- Transgender

- Unspecified

Question 5.3 - Check all applicable boxes to identify the ethno-cultural breakdown of the participants.

- White
- South Asian (e.g. East Indian, Pakistani, Sri Lankan, etc.)
- Chinese
- Black
- Filipino
- Latin American
- Arab
- Southeast Asian (e.g. Vietnamese, Cambodian, Laotian, Thai, etc.)
- West Asian
- Korean
- Japanese
- Indigenous (e.g. First Nation (Status and Non-Status), Métis and Inuit)
- Unspecified
- Other (please specify):

Question 5.4 - Check all applicable boxes to identify the challenges of the people you're trying to reach:

- High crime neighbourhood
- Availability or perceived access to drugs
- Feeling unsafe in neighbourhood
- Presence of gangs in neighbourhood
- Social disorganization
- Family violence
- Family disorganization
- Lack of adult or parental role models
- Parental violent attitudes
- Family members in gang
- Impulsivity
- Aggression
- Anti-social attitudes
- Low self-esteem
- Premature use/misuse of drug/alcohol
- Poor school performance
- Low educational aspirations
- Low attachment to school
- Social suspension/expulsion
- Learning difficulties
- High commitment to delinquent peers
- Anti-social associates
- Friends who use drugs
- Friends who are gang members
- Intergenerational impacts of colonization

Question 5.5 - What is the estimated total number of participants that the project will serve throughout the duration for the project?

Section 6: Experience and Readiness to Implement the Project

Question 6.1 - Describe the strengths and experiences your organization has that can help implement and manage the project. For example, you could describe your organization structure or advisory/steering committee in place to support this project. You could also describe past projects for similar focus (2,500 character limit).

Question 6.2 - Describe your organization's experience working with the people you are trying to reach or engage? (2,500 character limit).

Question 6.3 - Project planning: Has your organization or community engaged with key stakeholders, done an environmental scan or a needs assessment that helped identify the need for the project? Yes or No.

Section 7: Project Partner Information

Question 7.1 - Check all applicable boxes to tell us about who you will be partnering/collaborating with:

- Police
- Schools
- Healthcare professionals
- Other Non-Government Organizations (including referral relationship and protocols for information sharing to support project delivery and evaluation)
- None
- Other(s)
If other(s), please specify:

Question 7.2 - Please name and describe the role(s) of each project partner (2,500 character limit):

Question 7.3 - What are the obstacles to participation and how will you engage stakeholders and partners?

Section 8: Evaluation and Sustainability Planning

Question 8.1 - Does your organization have an interest in or intend to undertake evaluation activities related to the proposed project? Yes, No or To be determined.

Question 8.2 - Has your organization been involved in evaluation activities in the past? Yes or No.

Question 8.3 - Does your organization currently gather data on existing programs (e.g., participant attendance, participant and/or stakeholder survey results, and program financial records)? Yes or No.

Question 8.4 - Please note the NCPS provides time-limited funding. Have you have included sustainability planning activities in your project work plan? Yes, No, To be determined or Not applicable).

- Yes – You have already identified/included sustainability planning activities in your project workplan.
- To be determined – You have not added sustainability planning activities in your project workplan, but you are interested in identifying possible sustainability planning activities in your project in the developmental phase.
- Not applicable – Your project does not require sustainability planning activities.
- No – you have any intention of including sustainability planning activities in your project workplan.

Section 9: Work plan and Budget Submission

Question 9 - Please note incomplete submissions will not be considered. The completed application must include the following mandatory attachments:

- Workplan
- Budget

Section 10: Disclosure

Question 10.1 - Please note that should you be awarded funding, you will be required to report project data in a template provided by Public Safety Canada.

Note: you must be willing to report on the project to the Government of Canada in order to be awarded funding. If you click "No", your application will be ineligible for funding

Are you are willing to report (for example: number of participants) on the project to the Government of Canada? Yes or No:

Question 10.2 - Will this project include the services of a former public servant either as an employee or as a member of the Board of Directors who has left the federal government in the last twelve months? If yes, please provide assurance that the public servant (or former public servant) is in compliance with the [Values and Ethics Code for the Public Service](#), and the [Conflict of Interest Act](#) (S.C. 2006, c.9) or the [Parliament of Canada Act](#) (R.S. 1985, c.P-1.01). Yes or No:

If yes, please provide details of assurance (response required):

Question 10.3 - Will this project include the services of a lobbyist? If yes, please provide assurance that, where lobbyists are used, they are registered in accordance with the [Lobbying Act](#) (R.S.C., 1985, c44 (4th supp.)) and that no commissions or contingency fees have or will be paid directly or indirectly to any person for negotiating or securing this request for funding). Yes or No:

If yes, please provide details of assurance (response required):

Section 11: Signature Page

Question 11.1 -Check the box to acknowledge you understand that:

- The information in this application may be accessible under the *Access to Information Act*;
- Project applications can be shared with other federal, provincial and territorial governments and relevant stakeholder;
- I release Public Safety Canada and any other representatives of Canada from any and all liability for any claim in connection with the disclosure of information by Public Safety Canada;
- If this project is approved, and it is provided with funding, the organization will be required to comply with the terms and conditions set out in an agreement (please contact Public Safety Canada for further information about agreement Terms and Conditions.

Please provide us with following information related to the project signing authority:

Write the full name for the project signing authority:

Write the position/title for the project signing authority:

Write the organization name:

Write the completion date:

Provide the signature for the project signing authority:

Optional 12: Feedback

Question 12.1 - Would you like to provide feedback with any regards to this application tool (i.e. technology, questions, length, etc.)? Yes or No. Please note that feedback is optional.