



Civil Forfeiture Crime Prevention and Crime Remediation Grant Program

2019 / 2020 Application Guide

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Background & Context

The Civil Forfeiture Crime Prevention and Crime Remediation Grant program provides one-time funding to support crime prevention and remediation related projects throughout British Columbia. Funding is allocated to streams chosen on an annual basis that align with government priority areas. Funds are distributed by the Ministry of Public Safety and Solicitor General's Community Safety and Crime Prevention Branch in partnership with the Civil Forfeiture Office.

The Civil Forfeiture Office was established in 2006 with the purpose of removing the tools and proceeds of unlawful activity and returning a portion of the related funds back to communities in B.C. Through the *Civil Forfeiture Act*, property can be forfeited where it has been proven that it has been acquired as a result of unlawful activity or has been used for unlawful activity. Proceeds from the sale of assets (e.g., houses, cars, or boats) are paid into a special account which can be used for a number of specified purposes, including actions which support the prevention or remediation of criminal activity.

Application Process

Follow the steps below when applying for a 2019 / 20 Civil Forfeiture Crime Prevention and Crime Remediation Grant. Please ensure you read through the entire application guide and stream descriptions prior to choosing your stream and completing the relevant application form. For additional information about the grants, please review our Frequently Asked Questions section (see page 25).

Application Period October 11 - November 18, 2019	Review Period November 18, 2019 - March 2020	Grants Awarded March 31, 2020 - April, 2020
<ul style="list-style-type: none">• Review program guidelines• Participate in the webinar - October 23, 2019• Prepare and submit completed application	<ul style="list-style-type: none">• Applications assessed by review teams• Teams recommend proposals for funding	<ul style="list-style-type: none">• Notification of Results• Distribution of grant funds• Projects implemented

Step 1: Choose your stream

Choose the funding stream that **best fits** your project. Ensure that your project meets the required criteria for the stream you have chosen (see stream descriptions and criteria starting on page 15). If your project does not meet the criteria, or if your organization is not eligible, then your proposal may not be accepted.

2019 / 2020 Streams:

- 1) [Crime Prevention](#)
- 2) [Restorative Justice](#)
- 3) [Indigenous Healing and Rebuilding](#)
- 4) [Violence Against Women – Domestic Violence and Sexual Assault](#)
- 5) **(NEW)** [Domestic Violence Prevention / Intervention Programming](#)
- 6) [Human Trafficking, Sexual Exploitation, and Vulnerable Women in the Sex Trade](#)
- 7) [Child and Youth Advocacy Centers](#)

All application forms can be found online here: <http://www2.gov.bc.ca/gov/content/safety/crime-prevention/community-crime-prevention/grants>

Eligibility

Below you will find a list of organizations that are eligible to apply for funding. However, some streams may have different eligibility requirements. Be sure to double check the stream descriptions starting on page 15 to determine if the stream you are applying for has different eligibility requirements.

Eligible organizations include:

- Local governments
- Community-based not-for-profit organizations
- Schools and school districts
- Health authorities
- Academia
- Police departments
- Indigenous organizations
- First Nation Bands

NOTE: Individuals are NOT eligible to apply for a Civil Forfeiture Crime Prevention and Crime Remediation Grant.

Step 2: Complete the Application Form

- There are text limits for each application section; please ensure to provide concise responses within your application. Do not provide any additional information in appendices and/or provide any external links in application form textboxes as these will not be considered.
- If you have any problems opening the application form on your mobile device and/or web browser:
 - Click on the PDF link to save it on your computer
 - Launch Adobe Reader ([free to download here](#))
 - Open the PDF from within Adobe Reader. You can now fill and save your form

If you experience any technical difficulties while using the fillable PDF application form, please contact the CFO team at CFOgrants@gov.bc.ca.

***NOTE:** Please ensure that you complete **all fields** in the application. Leaving sections blank will affect your score and reduce the likelihood of receiving a grant. Also note, not all the sections below are relevant to every stream. Please refer to the application forms if in doubt.

Section A - Applicant Information

- Provide **accurate, up-to-date** contact information (including an email address)
- Provide an **alternate contact** in the event of any administrative/staff changes throughout the year; this ensures the communication on the results of your application will not be delayed.
- Update your contact information if there are changes after the application has been submitted by emailing CFOgrants@gov.bc.ca with your updated contact information.

Section B - Describe your project

Project Summary:

- Complete the project summary section using no more than **4-5 sentences**.
- Project summaries should include:
 - The project name;
 - A clear description of the project's **objectives (e.g. reduce recidivism of gang involved youth)**;
 - The project's **target group** including the number of participants (**e.g. 40 youth at-risk of gang involvement**), and
 - The **activities** to be implemented including the number and intensity (**e.g. 40 counselling sessions of 2 hours in duration**).

Example of a brief project description:

The Two Peas in a Pod mentorship program targets at-risk youth who may be vulnerable to become involved in gang activities. This program matches at-risk youth with a peer mentor to spend 2-3 hours per week to engage in pro-social activities such as sports, tutoring, and volunteering. It is expected that 30 youth in this program will become more engaged with their school work and family. The number of youths charged for a criminal offence is expected to decrease.

NOTE: In developing your application, ensure that there is a clear link between your project's objectives, activities and budget expenses.

Target Audience:

- Proposals should provide a detailed description of the project's target participants.
 - How will the project identify and recruit its target participants?
 - Why were these participants targeted?

- Ensure to **specify overall program size and frequency** by articulating the number of clients to be engaged and the duration and frequency of engagement.
 - How many individuals will be targeted? How many cohorts will be conducted? How long will target individuals be participating in the project?

Objectives:

- Proposals must outline the intended objectives of the project. When identifying objectives, it is recommended you follow **S.M.A.R.T:**
 - **Specific** – Objectives are clearly stated, so anyone reading it can understand what will be done and who will do it.

 - **Measurable** – Objectives include how the implementation of the action will be measured (determines if you are making progress or not).

 - **Achievable** – Objectives are realistic given the issues faces your target population.

 - **Relevant** –Objectives align with the purpose of the grant, culture/structure of community, and address the vision of project.

 - **Time-bound** –Objective have a specific timeline for completion.

Activities:

- Use an **evidence-based approach** whenever possible when developing your activities. An evidence-based approach refers to programs and practices that are proven to be effective through strong research and evaluation methodology. It is recommended that you conduct research on similar projects and their best practices.
- Ensure that the project activities align with the objectives and ensure your proposal clearly demonstrates how the activities will aid in meeting the project's objectives.

Outcomes and Evaluation:

- Describe the intended results of your project and how these results will be measured.
- How will you demonstrate the **effectiveness** of your project's activities? What **indicators** will you use and how will you collect the relevant data?

Capacity to Address Issue:

- Proposals must describe **how your organization is positioned to address the issue-at-hand** and demonstrate it has the capacity to carry out the project.
- Demonstrate the experience your organization and staff have that will help ensure successful implementation of you project.

Level of Need:

- Proposals must demonstrate a **clear need for the project within the target community**.
 - Discuss **why there is a need within the community**. Include any **qualitative** and/or **quantitative evidence** demonstrating this need.

Collaboration:

- Proposals must provide **evidence of direct collaboration between partners** to develop a coordinated response (i.e., letter(s) of support from police, community-based victim service organization, health provider or other relevant partners directly involved in the project).

- Letters of support must be received **before the deadline** to be considered part of your application. **Please ensure letters are dated by the partner.**
- Only provide letters from partners **directly** involved in the project. The letters must highlight the role of the partner and demonstrate their commitment to fill that role.

Risk Management:

- Proposals must identify the **key risks that a project faces in implementation and how these risks will be addressed and/or managed.**
 - Examples of key risks may include:
 - Turnover of staff.
 - Insufficient stakeholder/partner participation.
 - Insufficient target population willing to participate.

Section C - Complete your budget

- Proposals must contain a **reasonable and detailed budget** and **outline steps to account for and report on how funds will be spent.**
- **Complete your budget worksheet** with as much detail as possible (template provided in the application form)
 - For salary expenses please include hours, wages, and number of weeks per staff expense listed.
- Consideration will be given to the **scope and reach of the project** in comparison to the amount of the budget (e.g. **value for money**).
 - Determine the most advantageous combination of cost, quality, and sustainability to meet the needs of the program and its participants.

- Example: If you spend \$1,000 on supplies for training staff, are the cost of the supplies outweighed by the potential benefit of having more staff trained in your project/program? Will trained staff lead to greater program efficacy? Or should the money be spent on something else that will yield a greater benefit?

- Examples of **eligible expenses** may include:
 - Staffing costs
 - Honoraria for guest speakers
 - Materials and supplies
 - Resource development (e.g. toolkits)
 - Travel and accommodation
 - Training

- Examples of **ineligible expenses** include:
 - Office equipment (computers, laptops or any other equipment that would be used beyond the duration of project implementation)

NOTE: Funding limits for grants vary for each stream. Please ensure your budget does not exceed the funding limit stated in the Application Guide.

Section D - Complete the declaration

- The authorized signatory of your organization needs to provide a signature in this section. In the event you are awarded a grant, the signature is required before you are issued payment.

- Print the signature page of the application and obtain required signature(s).

- Scan and upload the signed signature page along with your application. Do **not** scan the entire application.

Step 3: Submit your application

- Submit your application by email to CFOgrants@gov.bc.ca by **4:30 p.m. (PST), Monday, November 18, 2019**. You will receive a confirmation message that the application has been received. Applications and supporting documents submitted after this date will **not** be accepted.

Tips for Completing your Grant Application

- **Complete all sections of the application form.** Incomplete sections will adversely affect your score and may result in your application being unsuccessful.
- Refer back to the **assessment criteria** as you develop your answers.
- Provide **clear and concise** answers. Responses must fit within the allocated space.
 - For longer answers, you may wish to **prepare your content in a word-processing program** to help you revise your information and then cut and paste the content into the application form.
 - **Do not include links to websites or reports.** You should be able to clearly summarize your work that does not involve outside reading material(s).
- Use **action words** when describing objectives, outcomes, and activities; action words indicate **direction of change**. Some good examples include words such as “increase”, “improve”, or “reduce”.
- **Do not use ambiguous terms** to describe your objectives.
 - For example, if you list your project’s objective as “to provide recreational opportunities”, this does not tell the review committee about the purpose of those activities or the changes they are expected to make.
- Be clear in describing all aspects of your project. **Do not assume** that the review teams can ‘**read between the lines**’ or guess at what you are trying to say.

- Ensure to **spell out all acronyms** when first introducing a term in your proposal.
- Assume that whoever is reviewing your application has little to no knowledge of your proposal's focus area.
- Include, where possible, current, peer-reviewed **qualitative and quantitative research** to demonstrate the potential impact of your proposed activities.
- **Proof-read** for spelling and grammar errors.
- **Double-check to ensure calculations** in your budget are correct.
- Provide **up-to-date** contact information.
- Include letters of support from **direct** partnerships for your project only and submit letters prior to the deadline. Attachments received after the deadline will **not** be accepted.
- Demonstrate that your project is **well thought-out** and **can be carried out as planned**.
- Ask someone who has not read your application to read it and to provide **constructive criticism**.
- **Ensure to leave** yourself plenty of time to develop your application package and to ask any questions, if required, before the deadline.

Selection / Review Process

- The ministry uses a formalized review and assessment process for the evaluation of all applications that are received.
- Review teams are established for each of the streams, and proposals are individually evaluated and scored against the criteria outlined in the application form.
- Geographic distribution of projects is considered when making decisions on awarding funding.

Conditions of Application

- The Civil Forfeiture Crime Prevention and Crime Remediation grant program is a discretionary, non-entitlement program with a **limited funding allocation**.
- In some instances, a project that meets all program criteria may not be approved for funding as other projects may better align with criteria and with government priority areas.
 - If your application is unsuccessful, please keep in mind it does not necessarily mean that your work lacks merit. **Grant assessment is an extremely competitive process and funding is limited.**
- Communication requirements, including the use of the BC government logo, will be included as part of the grant letter sent to successful applicants.

NOTE: Successful applicants will be required to submit regular evaluation reports on the activities and outcomes described in this application and how grant funds are spent.

Key Dates

<p>Webinar – Tips for Applicants</p> <p>*If you are unable to attend the webinar the presentation will be accessible for viewing on the grants website: http://www2.gov.bc.ca/gov/content/safety/crime-prevention/community-crime-prevention/grants</p> <p>If you would like to participate in the webinar, please email CFOgrants@gov.bc.ca</p>	<p>Wednesday, October 23, 2019</p> <p>Time: 1:00 P.M. PST</p>
<p>Application deadline</p>	<p>Monday, November 18th, 2019</p> <p>Time: 4:30 P.M. PST</p>
<p>Applicants notified</p>	<p>March 31, 2020</p>

Stream Descriptions

1) Crime Prevention

Stream Focus

This stream provides **up to \$75,000** in one-time funding to proposals that will support evidence-based, targeted crime prevention initiatives. Crime prevention proposals must focus on identifying, assessing, preventing, and reducing the frequency and severity of criminal activity as related to a targeted community's unique needs.

Priority Areas Include:

Applicants can submit proposals that focus on their community's unique crime prevention and community safety needs, however, the following priority areas have been identified for this year's stream, if relevant to your community:

- Gang involvement and gun violence
- Mental health and/or substance use individuals who are involved or are at-risk of becoming involved in the criminal justice system

***NOTE:** Proposals that focus on general awareness campaigns will not be considered.

Preference

- Preference may be given to programs that directly target high-risk, vulnerable individuals.

Contact Information:

If you need assistance with your application or have questions, please contact:

Name: Brett Banks

Phone: 778-572-3559

Email: brett.banks@gov.bc.ca

The **Crime Prevention** stream application form can be found here:

<https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/crime-prevention/community-crime-prevention/grants/crime-reduction-crime-prevention-application.pdf>

2) Restorative Justice

Stream Focus

This stream provides **up to \$30,000** in one-time funding to proposals that will support or enhance current restorative justice program delivery, in particular to enhance capacity to serve victims, in communities across British Columbia.

Mandatory Criteria

- Applicants must be a current restorative justice service provider (including Community Accountability Programs and Indigenous Justice Programs).

Proposals may include activities and expenses related to the following areas:

- Capacity development
- Participant supports including supports that prevent victim re-traumatization
- Awareness building
- Partnership development
- Service delivery

NOTE: Consistent with current Ministry of Public Safety and Solicitor General Community Accountability Program contracts, proposals **must not address issues related to power-based crimes** (including violence against women in relationships, sexual assault, and/or hate-motivated crimes).

Contact Information:

If you need assistance with your application or have questions, please contact:

Name: Brett Banks

Phone: 778-572-3559

Email: brett.banks@gov.bc.ca

The **Restorative Justice** stream application form can be found here:

<https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/crime-prevention/community-crime-prevention/grants/restorative-justice-application.pdf>

3) Indigenous Healing and Rebuilding

Stream Focus

This stream provides **up to \$30,000** in one-time funding to proposals that will use holistic approaches to address healing and rebuilding of Indigenous individuals, families, and/or communities from trauma, crime or victimization in communities across British Columbia.

NOTE: The term “holistic” refers to projects that address:

- Healing for the individual, the family and/or the broader community;
- Emotional, mental, physical, and spiritual aspects of healing;
- Rebuilding within an impacted community; and
- Other culturally identified practice(s) that contribute to holistic healing.

Contact Information:

If you need assistance with your application or have questions, please contact:

Name: Jordana Norgaard

Phone: 778-572-3556

Email: jordana.norgaard@gov.bc.ca

The **Indigenous Healing and Rebuilding** stream application form can be found here:

<https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/crime-prevention/community-crime-prevention/grants/indigenous-healing-rebuilding-application.pdf>

4) Violence Against Women – Domestic Violence and Sexual Assault

Stream Focus

This stream provides **up to \$30,000** in one-time funding to proposals that will develop and/or enhance responses to domestic violence and sexual assault against women in communities across British Columbia.

Preference

Preference will be given to projects that address domestic violence and/or sexual assault against Indigenous women and girls.

NOTE: Proposals for domestic violence prevention/intervention programming (for those who commit domestic violence in intimate partner relationships) are not eligible for funding under in this stream. Please refer to **Stream 5: Domestic Violence Prevention / Intervention Programming**

Contact Information:

If you need assistance with your application or have questions, please contact:

Name: Jordana Norgaard

Phone: 778-572-3556

Email: jordana.norgaard@gov.bc.ca

The **Violence Against Women – Domestic Violence and Sexual Assault** stream application form can be found here: <https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/crime-prevention/community-crime-prevention/grants/violence-against-women-application.pdf>

5) Domestic Violence Prevention / Intervention Programming

Stream Focus

This stream provides up to **\$30,000** in one-time funding to organizations for the direct delivery of domestic violence prevention/intervention programming. Funding will support organizations that presently deliver (i.e., have delivered at least one program cycle in the past 24-months) domestic violence prevention/intervention group programming in community **to individuals who commit violence in intimate partner relationships**. Programming must be delivered prior to the charge, conviction or sentencing stage of the criminal justice process.

Programming will contribute to the safety and wellbeing of victims who have experienced, or are at-risk of experiencing, domestic violence.

Eligible Recipients

- Not-for-profit organizations based in British Columbia

Mandatory Criteria

- Programs must include structured pre-planned curriculum, learning objectives and program outcomes;
- Programs must be delivered in a group setting;
 - *In unique circumstances where an organization needs or wants to deliver their programming in a non-group setting, an exception to this requirement may be made. Organizations wishing to be considered for this exception should clearly articulate why the group format is inappropriate in the context in which the program is delivered (e.g., community population is not large enough to gather enough clients for a group).*
- The program must be delivered by one or more qualified practitioners; and
- The program supported by this grant must be of no cost to participants.

Preferred Criteria

Preference will be given to proposals that effectively demonstrate how their program meets the following criteria:

1. Prioritizes and emphasizes the values of anti-violence work and safety of victims and children in all aspects of program delivery which includes assisting victims/survivors in understanding that the perpetrator's participation in a behaviour change program is not guaranteed to result in the perpetrator stopping violence. This may include:
 - a. The use of safety assessments.
 - b. An established referral protocol to local community-based victim services/violence against women services.
 - c. Processes to invite contact with victims during initial intake, throughout program delivery and/or afterwards as funding permits (e.g., victims invited to remain connected with the program facilitator or other staff person from the organization).
 - d. Provision of information and resources on where to access support, referrals to appropriate services, and general information about the program to partners, family, and in particular victims and children.

2. The program is eclectic in its approach, drawing on a blend of theoretical foundations that may include elements of social learning, feminist, response-based, and/or systems theory, and incorporating a variety of therapeutic techniques (e.g., psychoeducational, cognitive behavioural etc.).

3. Includes the following topics:
 - a. Assertiveness and communications skills;
 - b. Healthy relationships;
 - c. Conflict resolution and management;
 - d. Managing stress;
 - e. Empathy and accountability;
 - f. Self-esteem;
 - g. Impacts of substance use;
 - h. Trauma and mental health issues;
 - i. Impacts and types of abuse;
 - j. Parenting skills;
 - k. Controlling behaviours; and
 - l. Thought patterns attitudes and beliefs.

4. Includes careful **screening and intake assessments** that: determine suitability and/or readiness of applicants; provide some early insights into an applicant's behaviours, thinking and attitudes; and designate as ineligible applicants who:
 - a. Have serious charges/highest risk individuals that may be better served by a different form or level of intervention;
 - b. Are assessed as having a high-level of denial/unwillingness to change;
 - c. Are found to have a serious mental health or substance use illness at levels contraindicating group therapy; and/or
 - d. Are determined to be openly hostile and disruptive to the group/cohort process.

5. Recognizes that the nature of domestic violence requires a **focus on prevention of relapse** to sustain behaviour change and prioritizes client retention and continued supports for clients after a program ends. For example:
 - a. Strategies or incentives to improve client retention.
 - b. Resources and tools for clients upon completion.
 - c. After care groups for clients who have completed the program and/or processes that allow clients to participate as mentors.

In addition, the following will also be considered when making decisions on funding:

- Programs that are delivered in Indigenous communities, and or by Indigenous organizations; and
- Geographic distribution of funded programs.

Contact Information:

If you need assistance with your application or have questions, please contact:

Name: Sarah Rehim

Phone: 778-572-3605

Email: sarah.rehimi@gov.bc.ca

The **Domestic Violence Prevention / Intervention Programming** stream application form can be found here: <https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/crime-prevention/community-crime-prevention/grants/domestic-violence-prevention-application.pdf>

6) Human Trafficking, Sexual Exploitation, and Vulnerable Women in the Sex Trade

Stream Focus

This stream provides **up to \$30,000** in one-time funding to proposals that will address issues related to human trafficking (**including labour exploitation and trafficking**), sexual exploitation, and vulnerable women in the sex trade in communities across British Columbia.

- Sexual Exploitation can include children and youth who are exploited through sexual coercion, prostitution, and child pornography (including images and videos online).
- Labour exploitation and trafficking can include temporary foreign workers, live-in caregivers, nannies, seasonal agricultural workers, domestic workers, and others with less than permanent status in Canada.
- Vulnerable women in the sex trade can include individuals coerced and/or lured into prostitution through exploitation and survival. Vulnerability may include high levels of poverty, substance use, and disconnection from the community.

Preference

Preference will be given to proposals that address Indigenous women and/or Indigenous youth

Contact Information:

If you need assistance with your application or have questions, please contact:

Name: Jordana Norgaard

Phone: 778-572-3556

Email: jordana.norgaard@gov.bc.ca

The **Human Trafficking, Sexual Exploitation, and Vulnerable Women in the Sex Trade** stream application form can be found here: <https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/crime-prevention/community-crime-prevention/grants/human-trafficking-sexual-exploitation-application.pdf>

7) Child and Youth Advocacy Centres

Stream Focus

This stream provides **up to \$70,000** in one-time funding for proposals that will enhance the capacity, development, or improvement of service(s) **within an existing Child and Youth Advocacy Centre (CYAC)** in communities across British Columbia*.

CYACs provide a coordinated approach to addressing the needs of child and youth victims and/or witnesses in the criminal justice system. CYACs seek to minimize system-induced trauma by providing a single, child-friendly setting for young victims or witnesses and their non-offending family members and/or caregivers to seek services.

*Eligible CYACs include:

- Sophie's Place (Surrey)
- Alisa's Wish (Maple Ridge)
- Treehouse CYAC (Vancouver)
- SKY Coordinated Response (Kootenay Boundary)
- First Nations CYAC (Prince George)
- The Oak Child and Youth Advocacy Centre (North Okanagan Vernon)
- Victoria CYAC (Victoria)
- Kelowna CYAC (Kelowna)
- Big Bear CYAC (Kamloops)

Funding will be considered for the following types of expenses

- Wages and benefits;
- Rental or leasing of space and equipment;
- Consultant and/or contractor fees;
- Training and education for professionals working with child abuse victims;
- Other reasonable operating expenses; and
- Capital cost expenditures to acquire equipment used to promote the participation of child and youth victims in the criminal justice system, or renovations to improve the safety, accessibility, and/or functionality of a CYAC location.

Examples of possible activities (not an exhaustive list)

- **Multi-disciplinary Team (MDT)**
Staff and resources to coordinate and prepare written interagency agreements, multi-disciplinary team (MDT) protocols, and/or guidelines
- **Cultural Competency and Diversity**
Cultural competency/diversity training for CYAC staff/MDT members
- **Forensic Interviews**
Training in forensic interviewing
- **Victim Support and Advocacy**
Child and youth support and advocacy training
- **Case Tracking**
Purchase and implementation of a case tracking and/or outcome measurement system.
- **Child-focused Setting**
Renovations to improve the safety, accessibility, and/or functionality of a CYAC location

Contact Information:

If you need assistance with your application or have questions, please contact:

Name: Federica Di Stefano

Phone: 778-572-3597

Email: federica.distefano@gov.bc.ca

The **Child and Youth Advocacy Centers** stream application form can be found here:

<https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/crime-prevention/community-crime-prevention/grants/cyac-application.pdf>

Frequently Asked Questions

1. How do I apply for grant funding?

Grant funding materials are posted to the civil forfeiture webpage (link provided below). You must complete the designated application form for the stream you are applying to, submit a reasonable budget, and sign the application form to be considered for funding.

All applications must be received no later than 4:30 p.m. on Monday, November 18th, 2019.

Website link: <http://www2.gov.bc.ca/gov/content/safety/crime-prevention/community-crime-prevention/grants>

2. Who is eligible to apply?

Please check the list of eligible applicants for each stream, as listed in the guidelines.

Please note that private individuals who are not part of a qualifying organization are not eligible to apply.

3. Are there restrictions on how the funds can be used?

Funding is intended for direct project related expenses only. This may include staffing, supplies, resource development, operational support, and honorariums.

4. When will applicants know whether they are successful?

All applicants will be informed by late March – early April 2020.

5. I don't have Adobe Reader; can I apply using an application form in another format?

Adobe Reader is available to download for free using the following link:

<https://get.adobe.com/reader/>

If technical assistance is needed, please contact the grant team at CFOGrants@gov.bc.ca

6. I am not sure how to prepare a grant application. Is there a tutorial on what to do?

You are welcome to attend the webinar **on October 23, 2019** to learn tips to improve your application. If you are unable to attend the webinar, the presentation will be accessible after October 23 for viewing on the Civil Forfeiture Crime Prevention and Remediation Grant website: <http://www2.gov.bc.ca/gov/content/safety/crime-prevention/community-crime-prevention/grants>

If you would like to participate in the webinar, please email CFOgrants@gov.bc.ca

7. I received funding under last year's grant cycle? Can I apply again?

Yes, you can apply again even if you previously received funding, however grants are one time in nature and there is no guarantee of funding from year to year.

8. Can I apply under more than one funding stream?

Yes, your organization can apply under multiple streams as long as each application is for a different project. You cannot apply under multiple streams for the same project.

9. I applied last year but did not receive funding – do I have to apply again, or will you re-consider my application?

You must apply again using the current year's application form. Applications submitted using forms from previous grant cycles will not be accepted.

10. Can I apply for a project that already exists, or does it have to be a new project?

You can apply for either an existing or new project. However, please keep in mind that the grant funding is intended to be time limited and for a specific purpose. If your project is selected, funding is only assured this one time. Please consider the sustainability of your project before you apply as there is no guarantee of future funding.

11. Why not provide stable, core funding for services instead of one-time only project funding?

Civil forfeiture proceeds vary from one year to the next. Since there is no certainty about how much funding may be available in a given year, we cannot commit forfeiture proceeds on a multi-year basis.

12. How are the priorities for funding determined?

The proposed priority areas for grants are established through consideration of government's current strategic initiatives, priorities and crime trends.

13. What is the approval process for awarding grants?

We have established an internal review process within government to assess the applications and recommend projects for funding. We also have an oversight committee comprised of senior staff that reviews and approves all funding recommendations.

14. What documents should I include?

Only submit your completed application form and support letters from partners **directly** involved in the project, if available. **No** other documents will be accepted (please do not submit audit or other financial statements)

15. Who can I contact if I have additional questions or need assistance with the application process?

If you have additional questions, please consult the contact person listed for your stream in the Application Guide. Contact persons can assist with:

- Clarifying criteria and additional requirements (e.g., letters of support)
- Identifying the level of detail required for specific applications
- Answering questions regarding specific sections of the application, such as the budget
- Providing information on the time lines and the proposal review process