Civil Forfeiture Crime Prevention and Crime Remediation Grant Program

2020 / 2021 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 across British Columbia. Funding is allocated to streams chosen on an annual basis that align with ministry priority areas. Funds are distributed by the Ministry of Public Safety and Solicitor General's Community Safety and Crime Prevention Branch and its 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 various specified purposes, including actions which support the prevention or remediation of criminal activity.

Application Process

Follow the steps below when applying for the 2020 / 2021 Civil Forfeiture Crime Prevention and Crime Remediation Grant program. Please ensure you read through the entire application guide and stream descriptions prior to choosing your stream and before completing the relevant application form. For additional information about the grants, please review our Frequently Asked Questions section on page 28.

Application Period October 14, 2020- November 25, 2020	Review Period November 25, 2020 - March 2021	Grants Awarded March 31, 2021 - April 2021
• Review Program Guidelines • Participate in the Webinar - October 21, 2020 • Prepare and submit completed application by November 25	• Applications assessed by review teams • Teams recommend proposals for funding	• Notification of Results • Distribution of Grant Funds • Projects Implemented

Figure 1: Application Process

Step 1: Choose your stream

Choose the funding stream that **best fits** your project. Ensure that your project meets the criteria for the stream you have chosen (see stream descriptions and criteria starting on page 16). If your project does not meet the criteria, or if your organization is not eligible, then your proposal will not be accepted.

2020 / 2021 Streams:
1) [Crime Prevention](#)
2) [Restorative Justice](#)
3) [Indigenous Healing](#)
4) [Gender-based Violence, Violence Against Women, Domestic Violence, and Sexual Assault](#)
5) [Domestic Violence Prevention / Intervention Programming](#)
6) [Human Trafficking; Sexual Exploitation; and Sex Worker Safety](#)
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 16 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
- Academic institutions
- Police departments

- Indigenous organizations (e.g. First Nations Bands or Tribal Councils, First Nations organizations incorporated as a not-for-profit society or registered charitable organization, Urban/off reserve First Nation organizations such as Friendship Centres, Métis chartered communities and Métis service providers)

NOTE: Individuals are <u>NOT</u> 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 **<u>not</u>** 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 Civil Forfeiture Grant Program 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.

Applicant Information

- Provide **up-to-date** contact information and 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.

- o **NOTE:** Let us know if there are changes to your contact information after the application has been submitted by emailing **CFOgrants@gov.bc.ca**.

- Include both the business location of your organization as well as the location(s) for the implementation of the project, if they differ.

- Ensure your organization's GST or business # is included in the relevant section.

- **NOTE** in your application if the project has previously received funding from **this** program and for what fiscal year(s) funding was received.

Project Executive Summary

- Complete the project executive summary section using no more than **4-5 sentences**. This section is designed to be an executive summary of your project. Note, this section is mandatory for completion however it is not scored in the review process.

- Project executive summaries should include:
  - o The project name;
  - o A clear description of the project's **objectives (e.g. reduce recidivism of gang involved youth);**
  - o The project's **target group** including the number of participants **(e.g. 40 youth at-risk of gang involvement) and** the specific segment of the population targeted when relevant **(e.g. Indigenous girls; disabled youth, 2SLGBTQIA+ youth, etc.);** and
  - o 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 schoolwork and family. The number of youths charged for a criminal offence is expected to decrease.

Project Overview

The project overview section of the application form should highlight the key aspects of your project including the issue being addressed, the participants/community(ies) your project will target in addressing the issue, and a demonstration of the need for this issue to be addressed and for the participants to be targeted.

Issue being Addressed

- What is the key social issue that your project is trying to address? Why is it important to address this issue?

Project's Goals/Objectives

- What are the objectives of the project in addressing this issue? When the project is completed, what are you hoping to achieve? When identifying and outlining the objectives in your project overview, it is recommended you follow the **S.M.A.R.T.** principles:

  - **S**pecific – Objectives are clearly stated, so anyone reading it can understand what will be done and who will do it.

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

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

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

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

Target Participants

- The project overview section 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?

- What is the demographic makeup of your target participants? (e.g. gender, ethnicity, age group).

- Ensure to **specify overall program size and frequency** by articulating the number of participants 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?

Level of Need

- The project overview section should demonstrate a **clear need for the project** either with the target audience or within the target community.

- Discuss why there is a need and highlight any **evidence** (research, data, anecdotes) demonstrating this need, if applicable.

Project Activities

- The project activity section should highlight all the steps necessary to implement the project. This section should act like a blueprint for implementing the project with a step by step overview of all activities to be implemented up to project completion. Use bullet points to list the various activities in this section.

- 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.

Organizational 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 reach the target audience and meet their diverse and specific needs.

- In this section you should demonstrate the experience your organization and staff have that is directly related to the issue being addressed and the needs of the target audience to ensure successful implementation of your proposed project.

Collaboration (Stream Dependent)

- Proposals should provide **evidence of direct collaboration between partners** (i.e., letter(s) from partners highlighting any collaboration directly related to implementing the project) to develop a coordinated response, if relevant.

- Provide no more than **3** collaboration 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.

- Letters of collaboration must be received **before the deadline** to be considered part of your application. Please ensure letters are dated by the partner.

- If your project **does not require collaboration**, then please note why in the relevant space provided in the application form.

- Do **not** provide general letters of support from members of the community that do not have a direct role to play in implementing the project.

Project Budget

- Proposals must contain a **reasonable and detailed budget.**

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

- **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.

    - Do not use your own template. Only budgets completed within the table provided in the application form will be accepted.

    - **NOTE**: Do not include cents in your budget amounts. Round up to the nearest dollar amount.

- 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
    - Expenses related to implementing your project in a manner consistent with the guidelines and recommendations issued by the Provincial Health Officer (PHO) and WorkSafeBC as related to the COVID-19 pandemic.

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

> **NOTE: In developing your application and your budget, ensure that there is a clear link between your project's objectives, activities and budget expenses. All items listed in the budget should correspond with the relevant activities and objectives.**

Risk Management (Stream Dependent)

- 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.

Declaration

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

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

  - **NOTE:** the signing of the application by the designated authority for your organization will stipulate that your organization will be accountable for the expense of the funds provided and acknowledges cooperation with any potential audit that may be conducted.

- 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), Wednesday, November 25, 2020**. 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 and not completed sections will adversely affect your score and may result in your application being unsuccessful.

- Refer to the **assessment criteria** as you develop your answers.

- Provide **clear and concise** answers. Responses must fit within the allocated space.

    o 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.

    o **Do not include links to websites or reports**. You should be able to clearly summarize your work in the text space allotted without requiring additional reading material(s).

    o If you cut and paste text into the application form verify all text is transferred as there are text limits and excess text will not transfer or saved.

- 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.

- o 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.

- Cleary describe 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.

- **Spell out all acronyms** when first introducing terms in your proposal.

- Assume that whoever is reviewing your application has little to no knowledge of your proposal's focus area.

- Include, where possible, **research or data** to demonstrate the potential impact of your proposed activities. If there is no research or data available, then use anecdotal evidence from media or from partners directly involved with the issue or target audience.

  - o **NOTE:** Do not use footnotes or endnotes for referencing any research referred to in your application. If needed, include the author's name and date of publication in brackets after the reference.

- **Proof-read** for spelling and grammar errors.

- **Double-check to ensure calculations** in your budget are correct.

- **Round up all amounts in your budget** to the nearest dollar and do not include 'cents'.

- Provide **up-to-date** contact information.

- Include a maximum of **3** collaboration letters from **direct** partners to be involved in 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 review it and to provide **constructive criticism**.

- **Ensure to leave** yourself plenty of time to develop your application package and to ask any questions to program staff, 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 ministry 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 will be included as part of the grant letter sent to successful applicants.

NOTE: Successful applicants will be required to submit a mid-term check-in report on the progress of funded projects and a final evaluation

Key Dates

Webinar – Tips for Applicants *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** If you would like to participate in the webinar, please email **CFOgrants@gov.bc.ca**	**Wednesday, October 21, 2020** **Time: 1:00 P.M. PST**
Application deadline	**Wednesday, November 25, 2020** **Time: 4:30 P.M. PST**
Applicants notified	**Late March – Late April 2021**

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
- People with lived/living experience of mental health challenges and/or health harming coping strategies who are involved or are at-risk of becoming involved in the criminal justice system

*NOTE: Proposals that focus on general awareness campaigns will <u>not</u> be considered.

Preference

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

<u>Contact Information:</u>

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: Application Form: Crime Prevention Stream

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 communities across British Columbia, in particular those that focus on improving capacity to serve victims.

Mandatory Criteria

- Applicants must be a <u>current</u> 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: <u>Application Form: Restorative Justice Stream</u>

3) Indigenous Healing

Stream Focus

This stream provides **up to $30,000** in one-time funding to proposals that will address healing of Indigenous peoples from the impact of intergenerational trauma, crime or victimization in communities across British Columbia.

NOTE: Projects should focus on healing approaches reflective of and / or aligned with Indigenous culture and worldviews, including:

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

Preferred Criteria

Preference may be given to proposals from Indigenous organizations. Non-Indigenous organizations that apply under this stream must demonstrate how they consulted or worked with Indigenous partners in project design and also how they will partner with Indigenous organizations in implementing the project.

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** stream application form can be found here: Application Form: Indigenous Healing Stream

4) Gender-based Violence, 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 gender-based violence, including violence against women, in communities across British Columbia. Focus areas for projects may include, but are not limited to, domestic violence, intimate partner violence and / or sexual assault.

Preference

Preference may be given to culturally relevant, culturally safe and trauma informed projects that address domestic violence, intimate partner violence and/or sexual assault against Indigenous women and girls.

NOTE: Proposals for domestic violence prevention/intervention programming (projects that focus on those who commit violence in intimate partner relationships) are not eligible for funding under 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 **Gender-based Violence, Violence Against Women, Domestic Violence, and Sexual Assault** stream application form can be found here: Application Form: Gender-based Violence, Violence against Women, Domestic Violence and Sexual Assault Stream

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 (including Indigenous 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 and must meet the needs of the community it is being delivered to including the unique needs of Indigenous communities and families.

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
- Indigenous organizations based in British Columbia (First Nations Bands or Tribal Councils, First Nations organizations incorporated as a not-for-profit society or registered charitable organization, Urban/off reserve First Nation organizations such as Friendship Centres, Métis chartered communities and Métis service providers).

Mandatory Criteria

- Programming must be culturally relevant, culturally safe and trauma informed;
- The program must be delivered by one or more qualified practitioners (e.g., Elders, counsellors, facilitators, etc.) who understand the potential challenges and successes in working with individuals with a history of domestic violence;
- Programs must include pre-planned curriculum, with different topics presented each session as well as 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)

Preferred Criteria

Preference will be given to proposals that <u>effectively demonstrate how</u> 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. Engaging with local, relevant community members to support the victim (e.g., Elders, nurses, police, other community members).
    b. The use of safety assessments.
    c. An established referral protocol to local community-based victim services/violence against women services.
    d. 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).
    e. 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. In order to meet the unique needs of participants from different communities, and in recognition that there is no one approach or theory that works for all programs, funded programs should be eclectic in approach. This may include 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, trauma informed practice etc.) and cultural practices.

3. Includes the following topics:
   a. Culture and healing;
   b. Assertiveness and communications skills;
   c. Healthy relationships;
   d. Conflict resolution and management;
   e. Managing stress;
   f. Empathy and accountability;
   g. Self-esteem;
   h. Impacts of substance use;
   i. Trauma (including the impacts of intergenerational trauma) and mental health;
   j. Impacts and types of abuse;
   k. Parenting and and caregiver skills;
   l. Controlling behaviours; and
   m. 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 <u>ineligible</u> 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.
   d. Participating in community and cultural events.

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 Rehimi
Phone: 778-572-3605
Email: sarah.rehimi@gov.bc.ca

The **Domestic Violence Prevention / Intervention Programming** stream application form can be found here: [Application Form: Domestic Violence Prevention / Intervention Programming Stream](#)

6) Human Trafficking; Sexual Exploitation; and Sex Worker Safety

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 trafficking); sexual exploitation; sex worker safety; and exiting from sex work in communities across British Columbia.

- Sexual Exploitation can include, but is not limited to, a focus on helping individuals coerced and/or lured into the sex trade, including the trafficking of children and youth for the purposes of online exploitation.

- Labour trafficking can include, but is not limited to, exploitation of temporary foreign workers, live-in caregivers, nannies, seasonal agricultural workers, domestic workers and others with less than permanent status in Canada.

- Sex worker safety can include, but is not limited to, a focus on improving the safety and well-being of sex workers.

Preference

Preference may be given to culturally relevant, culturally safe and trauma informed projects that address issues related to Indigenous women and/or 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 Sex Worker Safety** stream application form can be found here: [Application Form: Human Trafficking; Sexual Exploitation; and Sex Worker Safety Stream](#)

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 CAC (Kelowna)
- Big Bear CYAC (Kamloops)

Note: the term "existing CYAC" refers to an agency that has successfully completed a needs assessment/feasibility study through Federal Department of Justice funding and has gathered commitment of relevant stakeholders (including victim services) for the formal establishment of a multidisciplinary team (MDT) approach. A CYAC that is "in development/pilot" or "operational" is considered "existing".

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 Centres** stream application form can be found here:

Application Form: Child and Youth Advocacy Centres Stream

Frequently Asked Questions

1. **How do I apply for grant funding?**

   Program 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 and sign the application form to be considered for funding. **All applications must be received no later than 4:30 p.m. on Wednesday, November 25, 2020.**

   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 **individuals** are not eligible to be the lead applicant, only qualifying organizations are 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. **Are COVID-19 related projects and expenses eligible for funding?**

   Proposals must be project-based and must meet the stated criteria for each stream as listed in the guidelines. However, proposal budgets can include expenses related to ensuring safe implementation of your project during the COVID-19 pandemic (e.g. Personal Protective Equipment).

5. When will applicants know whether they are successful?

All applicants will be informed by late March – late April 2021.

6. 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

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

We encourage all potential applicants to participate in the webinar **on October 21, 2020** to learn tips to improve your application. The webinar will be conducted using an online conferencing tool. If you are unable to attend the webinar, the presentation will be accessible after October 21 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 RSVP by emailing **CFOgrants@gov.bc.ca**

8. 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.

9. **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 **<u>cannot</u>** apply under multiple streams for the same project.

10. **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.

11. **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.

12. **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.

13. **How are the priorities for funding determined?**

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

14. What is the approval process for awarding grants?

We have established an internal review process within the ministry 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.

15. What documents should I include?

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

16. Will my application be penalized if I do not have project partners or letters?

The need for project partners, and letters from these partners, will depend on the type of project proposed. Some projects may not require collaboration with community partners. If that is the case, the application form provides the opportunity for you to explain why partners are not required, and if your response is clear and the approach justified then you will be scored accordingly and not penalized.

17. How should we address uncertainty related to the COVID-19 pandemic in developing our proposal?

We recognize the difficult situation everyone is facing regarding the COVID-19 pandemic and that this may have an effect on your organization's ability to develop a proposal with concrete deliverables and timelines. In developing your proposal, we recommend you design your objectives and activities so that your proposal can be effectively implemented in accordance with **current** (as of the application deadline) WorkSafe BC and Provincial Health Officer (PHO) guidelines. Acknowledging that the situation may evolve, and that PHO guidance may change after proposals are submitted and before projects are

implemented, the ministry will allow flexibility in project deliverables, project start and finish dates, and on when reports are due.

18. 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 timelines and the proposal review process