

Application Guidelines and Instructions

Grant Program: Proceeds of Crime (POC)
Front-Line Policing (FLP) Grant Program

Grant Term: 2020-21, 2021-22 and 2022-23
(Three Year Term)

Focus on Three Priorities:

- Gun and Gang Violence;
- Sexual Violence and Harassment; and/or
- Human Trafficking.

Table of Contents

INTRODUCTION	2
ELIGIBILITY CRITERIA	2
OUTCOMES & PERFORMANCE INDICATORS	4
APPLICATION REVIEW AND ASSESSMENT CRITERIA.....	5
SELECTION CRITERIA.....	6
CONTRACTUAL AGREEMENT.....	8
APPLICATION DEADLINE	8
MINISTRY CONTACTS.....	8
INSTRUCTIONS ON FILLING OUT APPLICATION FORM.....	8

INTRODUCTION

The Ministry of the Solicitor General (Ministry) is pleased to present the 2020-21, 2021-22 and 2022-23 Proceeds of Crime (POC) Front-Line Policing (FLP) Grant program. For the first time since its inception, the Ministry is extending the POC FLP Grant from a two-year Grant program to a three-year Grant program. The longer grant cycle will help provide greater sustainability of provincial funding for police services as well as ensure grant recipients are able to effectively measure outcomes and demonstrate success of initiatives.

These application guidelines and instructions outline the grant process and contain information on eligibility criteria, outline outcomes and performance indicators, the application review process, selection criteria and more.

The 2020-21, 2021-22 and 2022-23 POC FLP Grant program will require police services to choose on one or more of the following key priorities:

- **Gun & Gang Violence;**
- **Sexual Violence and Harassment; and/or**
- **Human Trafficking.**

ELIGIBILITY CRITERIA

Who is Eligible?

- Municipal and First Nations police services and Ontario Provincial Police (OPP) contract locations.
- OPP non-contract locations can only submit two applications as a whole - not two per individual location. Non-contract locations must submit applications through OPP headquarters. All OPP non-contract location must submit their application(s) to Stacey Whaley at Stacey.Whaley@opp.ca.

What is Eligible?

- Projects must focus on addressing at least one of the following priorities: **Gun & Gang Violence; Sexual Violence and Harassment; and/or Human Trafficking.**
- Below are some examples of different types of projects that could be funded under the 2020-21 – 2022-23 POC FLP grant cycle:
 - Community mobilization and engagement (e.g., engagement with local schools on sexual violence and harassment, organization of community events, etc.);
 - Education and awareness programs (e.g., gun and gang violence awareness, youth-focused awareness campaigns, etc.);
 - Training for police officers and community partners (e.g., training to improve interactions with victims during sexual assault and/or human trafficking investigations, etc.);
 - Crime prevention and community safety and well-being initiatives (e.g., victim/survivor support services for sexual violence and harassment/human

- trafficking, gun and gang prevention initiatives, including gang alternatives for at-risk youth, etc.); and
 - Intervention and diversion strategies (e.g., gang exit strategies for youth and young adults, youth diversion programs, etc.).
- All projects must be new or have a new component.

Number of Application Submissions and Funding Amounts:

- Applicants can submit a maximum of two applications.
 - The maximum funding for each project is \$300,000 (up to \$100,000 per fiscal year).
- Subsequent proposals will not be reviewed unless partnered with another police service.
 - Proposals submitted in partnership with multiple police services may request funds to a maximum of \$600,000 (\$200,000 per fiscal year) for each project.

Partnerships:

- Applicants are required to collaborate with a minimum of two agencies/organizations from different sectors.
 - Community safety and well-being is a shared responsibility among multi-sector partners at the local level. Applicants must demonstrate how their project will use collaboration and partnerships with other organizations to implement activities and achieve common goals. Applicants will be required to partner with organizations from at least two different sectors, and provide letters of support that confirm partners' involvement, role, and capacity to address the identified risk(s). The evaluation component of the application will require that outcomes and performance measures reflect input from all partners.

Outcomes/Performance Measures:

- Applicants must track and collect the required provincially-identified outcomes as well as identify your own local performance measures (see Outcomes and Performance Indicators beginning on page 4).

Eligible Budget Items:

- **Overtime and contractual work (capped at 40% of overall Ministry requested amount):** funding for overtime and contractual work for the project and for the duration of the contract term only. As noted, **up to 40%** of the total funding requested from the Ministry may be used to pay for overtime and contractual work. (Note: including consultants)
- **Education/training:** training of investigators, law enforcement support personnel and community members. Examples may include costs associated with providing a trainer, meals, transportation and other travel costs, etc.
- **Equipment:** equipment costs may include laptop/printer/desktop, rental costs, etc.
- **Administration and Other:** administration/other costs may include cell/monthly costs, Internet, office expenses, supplies, etc.

What is NOT Eligible?

- Funding that requests offsetting current policing operating budgets (e.g., officer salaries, officer equipment and supplies that are not related to the project).

OUTCOMES & PERFORMANCE INDICATORS

Successful POC FLP Grant recipients will be required to report to the Ministry on both local and provincial outcomes under the Selection Criteria.

Provincially-Identified Outcomes:

The Ministry will require successful recipients to report back on at least one of the below provincially-identified outcomes and a **minimum of two indicators** from the pre-determined list outlined below. Please ensure you build this into your proposal.

Provincial Priority #1: Guns and Gangs

- **Outcome: Decrease in gun and/or gang related violence**
- **Associated Performance Indicators:**
 - 1) Decrease in rate of fire-arm and gang-related crimes
 - 2) Decrease in the number of fire-arm and gang-related homicides
 - 3) Increase in charges laid for gang or gun-related crimes as a result of implementation of the initiative
 - 4) Increase in hours of community patrol activity in identified high risk areas
 - 5) Percent increase in public awareness of available information and supports related to gun and/or gang related violence

Provincial Priority #2: Sexual Violence and Harassment

- **Outcome: Decrease in sexual violence & harassment**
- **Associated Performance Indicators:**
 - 1) Increase in percentage of officers trained in addressing sexual violence and harassment
 - 2) Increase in percentage of victims/survivors of sexual violence/harassment who felt supported throughout the investigation
 - 3) Percent increase in public awareness of available information and supports related to sexual violence and harassment
 - 4) Percent increase in the number of multi-sectoral partnerships established as a result of the implementation of the project
 - 5) Number of sexual violence and harassment calls
 - 6) Increase in the number of sexual violence and harassment charges laid

Provincial Priority #3: Human Trafficking

➤ **Outcome: Decrease in human trafficking**

➤ **Associated Performance Indicators:**

- 1) Increase in percentage of officers trained in addressing human trafficking
- 2) Increase in percentage of victims/survivors of human trafficking who felt supported throughout the investigation
- 3) Percent increase in public awareness of available information and supports related to human trafficking
- 4) Percent increase in the number of multi-sectoral partnerships established as a result of the implementation of the project
- 5) Number of human trafficking calls
- 6) Increase in the number of human trafficking charges laid

Locally-identified Outcomes:

In addition to the provincially-identified outcomes, applicants will also be required to identify at **least two** local outcomes and associated performance indicators that reflect your specific initiative(s).



TIP: Expected **Outcomes** are the positive impacts or changes your activities are expected to make in your community.

Additional Information:

- A performance **indicator** is an observable, measurable piece of information (i.e., numeric result) about a particular outcome, which shows to what extent the outcome has been achieved.
- **Quantitative** indicators are numeric or statistical measures that are often expressed in terms of unit of analysis (e.g., frequency of, percentage of, ratio of, variance with).
- **Qualitative** information is non-measurable information that describes attributes, characteristics, properties, etc. It can include descriptive judgments or perceptions (e.g., program participants' verbal or written feedback) measured through an open-ended questionnaire or an interview.
- **Target** is the planned result to be achieved within a particular time frame. Along with the baseline, this provides an anchor against which current performance

APPLICATION REVIEW AND ASSESSMENT CRITERIA

Proposals that meet the eligibility criteria and with a focus on addressing at least one of the following priorities: Gun & Gang Violence; Sexual Violence and Harassment; and/or Human Trafficking will be reviewed by a POC FLP Grant Review Committee.

The Review Committee's primary mandate will be to review and evaluate proposals to ensure that eligibility criteria are met and that proposals have clear objectives, specific activities to achieve those objectives, an evaluation strategy, and performance measures that track the successes of the project.

The Review Committee will make recommendations for funding to the Solicitor General. Below is the Selection Criteria that the Committee will use to score applications, where indicated each bullet will be scored out of 3, as follows:

- 3** – Application meets all eligibility criteria
- 2** – Application meets most eligibility criteria
- 1** – Application meets eligibility criteria to some extent
- 0** – Application does not meet eligibility criteria

SELECTION CRITERIA

Please review the following Selection Criteria carefully. It outlines important information that must be addressed for each question and must be followed when completing your application. Please ensure you answer each component of every question.

1. Project Summary (3 points total):

- Provide a brief description of your project and explain how it is new or has a new component.

2. Demonstrated Need (6 points total):

- How did you determine that there is a need for the proposed project in your community? **(2 points)**
- Provide current and reliable statistics and evidence of the priority risk(s) to be addressed by your project (Gun & Gang Violence; Sexual Violence and Harassment; and/or Human Trafficking) **(2 points)**
 - Statistics/evidence may originate from Juristat Canada, police agencies, schools or community consultations and by conducting a gaps analysis.
- Identify factors limiting the police service's ability to deal effectively with the identified risk(s). Explain why the funding is beyond current local capacity. **(2 points)**

3. Project Work Plan/Activities (12 points total):

- Complete the chart outlined in the application:
 - **Key Milestones:** Indicate the key milestones for your project. **(3 points)**
 - **Activities:** Describe in detail all the activities that are associated with achieving the key milestones. **(3 points)**
- **Timelines:** Identify the start date and end date associated with your key milestones. Are milestones and activities reasonable to achieve/complete during the duration of this grant cycle). **(Combined 3 points for Timelines and Responsibility)**

- **Responsibility:** Identify what agencies/organizations are responsible for implementing these activities. **(Combined 3 points for Timelines and Responsibility)**
- **Performance Indicators:** Identify performance indicators to help measure the project activities and demonstrate that the key milestones have been achieved. **(3 points)**
 - Make sure these indicators align with the other performance measures identified under question 5 below.

4. Project Budget (6 points total):

- Complete the chart outlined in the application. Indicate all your budget items that are associated with this project. **(3 points)**
- Described the need/use for each budget item that requires Ministry funding. **(3 points)**
 - Should you request Ministry funding for personnel, a brief description of the duties and responsibilities for the position is required.

5. Performance Measures (6 points total):

- Complete the chart outlined in the application for both:
 - 1) Provincial Outcomes **(3 points)**
 - 2) Local Outcomes **(3 points)**

***Note:** Under the Provincial Performance Measures section of the application, the column “Outcome” is a drop-down menu, depending on which outcome you choose, you will have to pick performance indicators/metrics associated with that outcome.*

Both Provincial and Local performance measures should include the following:

- **Metric:** Indicate your Performance Metrics, linking them with the Project Work Plan/Activities. Complete this column based on the performance indicators identified in question 3 (Project Work Plan).
- **Description:** How is this metric collected and what is the purpose of collecting it?
- **Goal:** Indicate the goal, linking it with project outcomes/objectives.

6. Partnership/Stakeholder Information and Letter of Support (6 points total):

- As mentioned under the Eligibility Criteria section, applicants are required to collaborate with a minimum of two different agencies/organizations and provide letters of support (as an attachment) that confirm partners’ involvement, their role, and capacity to address the identified risk(s).
- Complete the chart outlined in the application **(3 points):**
 - **Name:** Indicate the name of the agency/organization(s) that will be involved with the delivery of the project.
 - **Role:** Outline each partner’s role in carrying out the project, including what activities they will be responsible to implement.
 - **Description:** Provide a brief description of the agency/organization, including the sector that it belongs to.
- **Letter of Support (submit attachments for each organization as applicable) (3 points):**
- Each organization listed in the chart must provide a letter indicating the following:

- Brief description of their organization.
- How they will be contributing towards this project and how they will link with the workplan.
- Original signed copy attached by the appropriate signing authority of the organization.

CONTRACTUAL AGREEMENT

As part of the terms of funding, the Ministry will enter into a contractual agreement with the Police Services Boards approved for POC FLP Grant funding. Funds will be released to the Police Services Board after the contractual agreement is signed. The project funds must be used for the purposes described in the application and according to the terms of the contractual agreement.

Standard government procedures regarding grants will be followed. The contract will outline:

- Purposes for which the grant will be used;
- Commitments to be undertaken or specific activities to support the proposal;
- Interim and final reporting dates, including performance measures; and
- Funding disbursement schedule.

APPLICATION DEADLINE

Completed application forms must be submitted to Ramanan.Thanabalasingam@Ontario.ca and Silvana.Burke@Ontario.ca by **4:00 p.m. Eastern Standard Time on December 16, 2019**. Submissions that are late or incomplete will not be considered for funding with no exceptions.

MINISTRY CONTACTS

If you have any questions regarding the POC FLP Grant or these guidelines, please contact Ram at (416) 314-0158 or by email at Ramanan.Thanabalasingam@Ontario.ca or Silvana at (416) 314-8245 or by email at Silvana.Burke@Ontario.ca.

INSTRUCTIONS ON FILLING OUT APPLICATION FORM

Applications for Proceeds of Crime (POC) Front-Line Policing (FLP) 2020-23 funding must be submitted electronically through Transfer Payment Ontario (TPON) at www.grants.gov.on.ca. In order to apply, applicants must have a TPON account.

If you do not have a TPON account, please follow these steps:

- 1) **Create a ONE-key account** at <https://www.iaa.gov.on.ca/iaalogin/IAALogin.jsp>. ONE-key gives you secure access to Ontario government programs and services, including Transfer Payment Ontario.
- 2) **Register your organization in TPON**. For instructions, please refer to the “**Registering an Organization in Transfer Payment Ontario**” user guides at

<http://www.grants.gov.on.ca/GrantsPortal/en/TransferPaymentCommonRegistration/HowtoRegister/index.htm>.

- 3) **Request Access to See Funding Opportunities in TPON.** For assistance, please refer to “**Requesting Access to See Funding Opportunities**” at <http://www.grants.gov.on.ca/GrantsPortal/en/OntarioGrants/HowtoApply/index.htm>. Please allow sufficient time as confirmation of TPON access may take up to two business days. The application form can only be accessed once you are registered for the TPON.

If you have any questions or are experiencing technical difficulties, please contact TPON Customer Service at (416) 325-6691 or 1-855-216- 3090, Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time, or by email at TponCC@Ontario.ca.

Once the request has been approved, your organization will be listed under Transfer Payment Service within the See Funding Opportunities Menu Card. Click on your organization name to be redirected to TPON.

Once you have been redirected into the TPON Home Page, select ‘Submit for Funding’.

Ontario

I am looking to:

- Submit for Funding
- Submit Report to Ministry
- See My Payments
- See My Funding History
- See My Repayments
- Approve My Contracts

Hello, Sample Sample
Welcome to Transfer Payment Ontario!

Organization
SAMPLE

Recently Viewed

- 2019-08-1-1372821644 Artem Grant Category 2
- 2019-08-1-1372822034 Artem Grant Category 2
- 2019-08-1-1346363319 Transfer Payment Ontario
- 2019-08-1-1346479814 Capital Homelessness Program 2020-
- 2019-07-1-1345673549 MCSS - Fire Code - Minor Capital -

Within the “Invitational Programs for my Organizatoin” select ‘Proceeds of Crime (POC) Front-Line Policing (FLP) 2020-23 ’ and click ‘New ’.

The application has four steps:



- 1) Review Program Information – this includes any Program Documentation and Required Attachments.
- 2) Complete Form – this is where you download the form and upload the completed/validated form. Note: After downloading the form, save it to your computer. You can work on it offline.
- 3) Attach Supporting Documents – this is where you attach any required or supporting documents.
- 4) Confirm Submission – this is where you submit the entire application.

STEPS OF HOW TO FILL OUT THE DOWNLOADED PROCEEDS OF CRIME FRONT-LINE POLICING GRANT APPLICATION FORM:

Once you open the POC FLP Grant Application Form, the first page should look like this:

Case No.: 2019-10-1-1418621598

Saved: 10/18/2019 15:41

Expand **Validate**

Instructions	A) Police Service Information	B) Police Service Contact Information
C) Grant Payment Information	D) Project Information	E) Project Work Plan
F) Project Budget	G) Performance Measures (PM)	H) Partnership / Stakeholders Informat
I) Declaration / Signing		

- 1) Click Expand to show all section of the application.
- 2) Section A – Police Service Name and Section B – Police Service Information is auto populated based on the information you have provided during the registration (see above)

A) Police Service Name

Police Service Name:

[SAMPLE](#)

B) Police Service Information

This section is not editable and displays the address submitted during the registration process. To make a change to this information, please update the address in your registration profile. Once the change has been made, all future downloaded forms will include the updated information.

Street Address 1:		Street Address 2:	
City/ Town:	Province:	Postal Code:	
Telephone Number:		Fax Number:	

3) Section C – Police Service Contact Information

- a. This section you may add an many contact person you wish, but please note the ministry will be in touch with the first person on this list as the primary contact person for this project/grant.

B) Police Service Contact Information

Please provide four contacts for this application:

1. The Project Contact, who must be identified as the "applicant" and will automatically be selected as the "primary." This individual will receive email notifications from the system and be the ministry's main point of contact for this application.
2. The Signatory, who has signing authority for the organization and will be prompted to digitally sign this form in Section I.
3. The Police Service Board Chair.
4. The Police Services Board Contact.

Click **Add** to generate sections for your second, third and fourth contacts.

		Add	Remove
Salutation *			
First Name *	Last Name *		
Role *	Primary (Applicant only)		
Title (max 75 characters) *	Department (max 30 characters)		

4) Section D – Grant Payment Information:

- a. This section is what the ministry will set-up once your application has been approved.
- b. Payments will be issued using the information from this section.
 - i. NOTE: payments are made through **Electronic Fund Transfer** (EFT) Payment.

D) Grant Payment Information

Should your application be successful, this information will be used to make payments.

Payment Address

Should your application be successful, this information will be used to make payments.

Payment Organization Name (max 250 characters) *

Street Address 1 *

Street Address 2

City/Town *

Province *

Postal Code *

Method of Payment *

Electronic Fund Transfer



5) Section E – Project Information:

- This section is where you will provide the detail of your project and also where you will have to choose which priority area you will be focusing on.

E) Project Information

Provincial Priority

Guns and Gangs



Sexual Violence and Harassment



Human Trafficking



Project Name (max 250 characters): *

Project Summary (max 2,000 characters): *

Demonstrated Need (max 4,900 characters): *

6) Section F – Project Work Plan

- Using this section please provide details of your project work plan.
- Please use the add/subtract button to add additional rows for your project work plan as needed.

F) Project Work Plan

Key Milestones *	Activities *	Start Date (mm/dd/yyyy) *	End Date (mm/dd/yyyy) *	Responsibility *	Performance Indicator *



7) Section G – Project Budget:

- a. In this section please provide all detail budget based on which fiscal year you will be requesting the funds and clear explanations as to why you are requesting funds for this budget item.
- b. Please add all associate budget items related to this project by using the Add button.
- c. Budget Summary and Summary by Expense Category is not fillable, only for your review.

F) Project Budget				
Expense Item Entry Table				<input type="button" value="Add"/> <input type="button" value="Remove"/>
FY	Category	Item		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
In-Kind Donation	Other Funding	Ministry Request	Total Cost of Item	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Explain the need/use of budget item				
<input type="text"/>				
Budget Summary				
Summary by Fiscal Year				
Fiscal Year	In-Kind Donation	Other Funding	Ministry Request	Total Cost
2020-21	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2021-22	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2022-23	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Total In-Kind Donation	Total Other Funding	Total Ministry Request	Cost Grant Total
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Summary by Expense Category				
Category	Ministry Requested	Total Cost		
Personal	<input type="text"/>	<input type="text"/>		
Equipment	<input type="text"/>	<input type="text"/>		
Training/Conference	<input type="text"/>	<input type="text"/>		
Travel	<input type="text"/>	<input type="text"/>		
Administration	<input type="text"/>	<input type="text"/>		
Other	<input type="text"/>	<input type="text"/>		
	Total Ministry Requested	Cost Grand Total		
	<input type="text"/>	<input type="text"/>		

8) Section H – Performance Measures (PM):

- a. This section will list all the PM that you saw in the above page 4 and 5 and based on what you have selected in Section D Project Information under Provincial Priority, please provide what your goals will be. Please read page 3 above under OUTCOMES & PERFORMANCE INDICATORS, before completing this section.

H) Performance Measures (PM)

Please locate the provincially-identified outcome your project falls under, and fill out a goal for a minimum of two indicators. For the project indicators that are not applicable to you, fill in the goal with a 0.

No. 1	Outcome Decrease in gun and/or gang related violence	Performance Indicators Decrease in rate of fire-arm and gang-related crimes	Goal *
No. 2	Outcome Decrease in gun and/or gang related violence	Performance Indicators Decrease in the number of fire-arm and gang-related homicides	Goal *
No. 3	Outcome Decrease in gun and/or gang related violence	Performance Indicators Increase in charges laid for gang or gun-related crimes as a result of implementation of the init	Goal *
No. 4	Outcome Decrease in gun and/or gang related violence	Performance Indicators Increase in hours of community patrol activity in identified high risk areas	Goal *
No. 5	Outcome Decrease in gun and/or gang related violence	Performance Indicators Percent increase in public awareness of available information and supports related to gun and/or gan	Goal *
No. 6	Outcome Decrease in sexual violence & harassment	Performance Indicators Increase in percentage of officers trained in addressing sexual violence and harassment	Goal *
No. 7	Outcome Decrease in sexual violence & harassment	Performance Indicators Increase in percentage of victims/survivors of sexual violence/harassment who felt supported through	Goal *
No. 8	Outcome Decrease in sexual violence & harassment	Performance Indicators Percent increase in public awareness of available information and supports related to sexual violenc	Goal *

9) Section H – Partnership/Stakeholders Information

- a. By using the add button, list all partnerships associated with this project.
- b. Note: all listed partners must provide a detail letter using their letter head and submitted along with the application. No late support letter will be accepted.

I) Partnership / Stakeholders Information

Please fill in the stakeholder information below. If your project does not have any stakeholders, type in N/A in the following fields: Name, Role and Description. Select **Stakeholder** as the Type.

Partnership / Stakeholders Information

Name	Type *	Role	Description:	-	+

10) Section I Declaration/Signing

- a. This section will require the person authorized to sign off on this application.
- b. This section is based on which person was indicated in Section B Project Contact Information under Confirmation of Signing Authority.

J) Declaration / Signing

Applicants are expected to comply with the Ontario Human Rights Code (the "Code") and all other applicable laws (<http://www.ohrc.on.ca/en/ontario-human-rights-code>). Failure to comply with the letter and spirit of the Code will render the applicant ineligible for a grant and, in the event a grant is made, liable to repay the grant in its entirety at the request of the Ministry. Applicants should be aware that Government of Ontario institutions are bound by the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31 (<https://www.ontario.ca/laws/statute/90f31>), as amended from time to time, and that any information provided to them in connection with this application may be subject to disclosure in accordance with that Act. Applicants are advised that the names and addresses of organizations receiving grants, the amount of the grant awards, and the purpose for which grants are awarded is information made available to the public.

NOTE: ALL APPLICATIONS MUST BE SUBMITTED ON-LINE AND A COPY OF THE APPLICATION MUST ALSO BE EMAILED TO THE MINISTRY CONTACTS LISTED ON PAGE 8.