



Ministry of the Solicitor General

2020-2022

Safer and Vital Communities Grant

Application Instructions

INTRODUCTION

The Ministry of the Solicitor General (Ministry) is pleased to present the 2020-2022 Safer and Vital Communities (SVC) Grant. This document outlines the grant process and contains important information on the eligibility criteria and required documentation for your application.

This call for applications includes dedicated application forms and guidelines for:

- (1) Community-based, non-profit organizations.
- (2) Urban and rural Indigenous community-based, non-profit organizations and First Nation Band Councils (a unique application form targeted to projects which focus on supporting Indigenous communities).

The call for applications includes the application form(s), application guidelines and budget sheets for your proposed project.

Please ensure that you are using the correct application form and set of guidelines for your stream.

THEME

The theme for the 2020-2022 SVC Grant is **“Preventing Hate Motivated Crime through Community Collaboration”**. The theme supports an integrated community-based approach to targeting issues related to hate motivated crime. It also addresses the increase of police-reported hate crime in Ontario.

Note: A hate crime is a criminal violation motivated by hate, based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation or any other similar factor.¹

The theme aligns with Ontario’s modernized approach to community safety and well-being which involves addressing local crime and complex social issues on a more sustainable basis. This can be achieved by shifting to more proactive and collaborative efforts that focus on social development, prevention and risk intervention.

Through this call for applications, the Ministry is requesting proposals that focus on bringing together different sectors to combat hate motivated crimes in Ontario.

¹ CCJS Hate Crime Consultation Report, 2014

ELIGIBILITY CRITERIA

Eligible Applicants:

- ✓ Community-based, not-for-profit incorporated organizations
- ✓ Community-based, not-for-profit organizations sponsored by an incorporated organization
- ✓ Urban and rural Indigenous community-based, non-profit incorporated organizations
- ✓ Urban and rural Indigenous community-based, non-profit organizations sponsored by an incorporated organization
- ✓ First Nation Band Councils

Ineligible Applicants*:

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

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

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

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

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

To ensure different organizations are receiving funding support from the Ministry, preference may be given to organizations that have not received funding under the SVC Grant under the past three grant cycles (i.e., 2014/15-2015/16, 2016/17-2017/18, 2018/19-2019/20).

Partnerships:

Applicants must demonstrate police involvement in their projects. Applicants are also encouraged to demonstrate partnerships with multi-sectoral organizations in an effort to support long-term sustainability and program success. Preference may be given to applications that include strong multi-sectoral partnerships

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

Project Timeline:

Funding is provided on a one-time basis only. Applicants will have two years to complete their project, once funding decision has been made. It is anticipated that the Ministry will notify applicants of its funding decision in November 2020. Please take this into consideration when planning for your project.

Funding Amount:

Applicants may request up to \$55,000 for each of the two years. Applications exceeding this amount in either year will not be considered. There will be no exceptions.

Expense Considerations:

- ✓ Capital expenses to improve security infrastructure (e.g., closed circuit television cameras) are eligible for funding.
- ✓ Should you request funding for personnel, a brief description of the duties and responsibilities for the position is required (e.g., to hire a coordinator to support the project, a counsellor, a clinician to support victims, etc.).
- ✓ Administrative costs must be capped at 10 per cent of the subtotal (i.e., the total excluding the administrative costs). If the administrative costs exceed this amount, they will automatically be reduced to 10 per cent of the project's subtotal.
- ✓ Hospitality costs must be related exclusively to costs for participants (e.g., refreshments, transportation, Elder honorarium for a community session, etc.).

Ineligible Expenses:

- ✓ The grant will not cover expenses related to your organization's ongoing operational costs. The grant can only be used to cover costs associated with the proposed project.
- ✓ Applications that are strictly to fund research activities and/or evaluation will not be considered.
- ✓ Personnel costs related to hiring security guards will not be considered.
- ✓ Capital expenses for land and construction/major repairing of buildings will not be considered.
- ✓ If you are eligible to receive a tax rebate, credit or refund, these amounts cannot be claimed as eligible expenses on your budget and must be accounted for.

APPLICATION REVIEW AND ASSESSMENT CRITERIA

The SVC Grant Review Committee, comprised of representatives from within and outside the Ministry, will review all eligible proposals and make funding recommendations to the Solicitor General for approval. Should the application meet the eligibility criteria, your proposal will be assessed based on the following criteria:

- ✓ Demonstrated Need
- ✓ Activities
- ✓ New Project/Elements
- ✓ Organizational Knowledge and Readiness
- ✓ Partnerships
- ✓ Project Outcomes and Performance Measurement
- ✓ Budget

CONTRACTUAL AGREEMENT

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

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

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

REQUIRED DOCUMENTATION FOR YOUR APPLICATION

Along with your completed application form and budget sheets, please ensure to submit the following documents to the Ministry by **4:00pm EST on September 16, 2020**:

- ✓ **Proof of incorporation** – A copy of your incorporation documents is required. A copy of your registration as a charity is not acceptable. If your organization is not incorporated, a copy of your sponsoring organization's incorporation documents is required.
- ✓ **Sponsor letter** – If your organization is not incorporated, please provide a letter from your sponsoring organization indicating its commitment to enter into a contractual agreement with the Ministry on behalf of the applicant.

- ✓ **Letter of support from your local police service and other organizations as appropriate –** These letters should detail the nature of the partnerships and what role the partners will play in development and/or delivery of your project. These letters must be an official letter **signed** by the respective organization. Emails or letters that are not signed will not be accepted.

LENGTH OF APPLICATION FORM

Your completed application form (excluding the budget sheets and the required documentation) must not exceed **10** pages in total. Additional pages will **not** be reviewed.

Your response for each of the seven application questions (starting with “Demonstrated Need” and ending with “Budget”) must not exceed one page. The answer box will not prevent you from typing more than one page, but please be advised that anything beyond the one page limit (i.e., anything that is cut off when you print the application form, or anything that is cut off unless you click into the answer box) will **not** be reviewed.

Also, please do not include any attachments or website addresses as part of your response. They will **not** be reviewed.

Urban and rural Indigenous community-based organizations and First Nation Band Councils are permitted to submit illustrations/pictures as part of the **“Project Outcomes and Performance Measurement”** section of their application form.

APPLICATION SUBMISSION

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

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

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

APPLICATION DEADLINE

Your completed application form and budget sheets, along with all required documentation for the application process, must be received by the Ministry by **4:00pm EST on September 16, 2020**.

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

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

ASSISTANCE

For general questions and technical assistance for the SVC Grant, please contact Poonam Sharma at Poonam.Sharma@ontario.ca. Please note that Ministry staff will not be reviewing applications prior to their submission.