

Civil Remedies Grant Program 2021-2022 Application Guidelines

Victims and Vulnerable Persons Division, Ministry of the Attorney General

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INTRODUCTION AND OVERVIEW

The *Civil Remedies Act, 2001* came into force in Ontario in April 2002. The *Act* provides for civil forfeiture of property that was obtained as a result of an unlawful activity or that is an instrument of unlawful activity. All property that is forfeited under the *Act* is converted to cash and deposited into a special purpose account. The *Act* stipulates that funds may be disbursed from the special purpose account for specified purposes including:

- (a) cost recovery to the Crown;
- (b) compensation to victims of unlawful activity; and
- (c) grants to assist victims or to prevent unlawful activities that result in victimization.**

The Ministry of the Attorney General (Ministry) is pleased to present the 2021-2022 Civil Remedies Grant Program (the Program). The Ministry endeavours to ensure a fair, transparent, and accountable process for the distribution of grants. To this end, this document outlines the following details of the Program:

- Goals and Objectives;
- Eligibility Criteria;
- Scope of Projects and Requirements;
- Performance Measurement;
- Application Process;
- Screening and Selection Process;
- Selection Criteria; and
- Post Approval Process.

The 2021-2022 Program requires applicants to choose one or more of the following priority crime types and/or victim population groups to be addressed by their proposed initiative:

- Indigenous communities;
- Children and youth;
- Intimate partner and family violence;
- Gun and gang violence; and/or
- Rural/remote communities.

The Program funds as many projects as possible that can demonstrate that they meet the objectives of the Program. Approvals are dependent on funds available, the number of viable applications received, and an assessment of each application based on the selection criteria. Organizations may submit multiple applications for consideration.

2021-2022 CIVIL REMEDIES GRANT PROGRAM SUMMARY				
MAXIMUM AMOUNT PER GRANT	MAXIMUM AMOUNT PER ORGANIZATION	APPLICATION DEADLINE	FUNDING ESTIMATED TO BEGIN	GRANT MUST BE EXPENDED BY
\$100,000	\$200,000	December 15, 2020	April 1, 2021	March 31, 2022

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GOALS AND OBJECTIVES

The purpose of the Program is to promote one of the objectives of the *Civil Remedies Act, 2001*, by providing one-time funding to projects that support victims or prevent unlawful activities that result in victimization. In particular, the Program is focused on vulnerable victims of crime who may have difficulty, or face barriers accessing supports.

Applicants must demonstrate that their project meets at least one of the following objectives:

- enhances access to services and/or supports for victims;
- assists victims of unlawful activity(ies), particularly vulnerable victims who may face barriers to accessing services and supports;
- prevents unlawful activities that result in victimization;
- supports educational programs that target unlawful activity(ies) that results in victimization, particularly profit-motivated unlawful activity(ies);
- supports stakeholder organizations in addressing the incidence of unlawful activity(ies) that results in victimization, and/or its effects on victims; and/or
- enhances the ability of applicants to combat unlawful activity(ies) to reduce victimization, particularly through the use of technology and other innovations.

ELIGIBILITY CRITERIA

- a) The following organizations are eligible to apply to the Program:
 - Organizations prescribed in section 6 of [O.Reg. 91/02 \(General\)](#). This includes all municipal and provincial law enforcement agencies in Ontario; the Royal Canadian Mounted Police and First Nations Police Services;
 - Indigenous, First Nations, Inuk and Métis communities and organizations; and
 - Not-for-profit organizations that are legal entities which assist victims of unlawful activities or prevent unlawful activities that result in victimization.
- b) Organizations may only apply on their own behalf.
- c) Projects seeking funding must be:
 - one-time, non-recurring projects and should not create any expectation of future funding (e.g. an event-based project),
 - short-term or pilot projects, and/or
 - projects that can be sustained through existing resources once grant funding ends.
- d) Organizations must not have a financial interest in the success of any forfeiture; and
- e) Funding must be expended within the fiscal year for which the grant is approved.

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SCOPE OF PROJECT AND REQUIREMENTS

Projects must be related to one or more of the following priority crime types and/or victim population groups: Indigenous communities; children and youth; intimate partner and family violence; gun and gang violence; and/or rural/remote communities.

Projects can focus on prevention, training, providing or enhancing support to victims, intelligence gathering, identification, investigation, prosecution and/or capital items.

Training, education, and awareness campaign requests should stipulate the expected reach of the campaign, proposed number of attendees, travel costs and how this training is the most efficient way to access and disseminate the knowledge.

Grants must not compromise any of the following:

1. the effective investigation and prosecution of offences,
2. officer, staff or volunteer safety,
3. the integrity of ongoing investigations or prosecutions, or
4. the constitutional rights of individuals.

Grants must not influence either the decision to investigate in any way or the choice of civil versus criminal forfeiture.

Projects must comply with all Ontario and Canada laws, including the *French Language Services Act*, the *Accessibility for Ontarians with Disabilities Act*, Ontario's *Human Rights Code* and with public health guidelines particularly with respect to COVID-19 precautions.

Budget Requirements

Funding will only be provided for the direct staffing and other costs associated with the project.

Grants may supplement but cannot be used to offset or replace annual staffing and operating budgets. For instance, contract staff may be hired (or staff may be seconded) to carry out the project activities; however, costs associated with covering a portion of an existing staff member's annualized salary/benefits to carry out or oversee project activities in their current role are not permitted.

Grants must not be used to replace other sources of funding available to applicants (i.e. program or grant funding from the Ministry, other ministries or other levels of government).

Grant expenditures are subject to all applicable provincial and where applicable, federal financial and accounting controls and accountability measures.

Organizations must address all HST that is reimbursed.

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Organizations may apply for multiple projects up to a maximum of \$200,000 total (\$100,000 maximum per project).

All funding requests must be in Canadian dollars. Where conversion from US dollars (USD) is required, organizations must use the real time [Bank of Canada conversion website](#) and include the conversion rate used. Note: Approved grant amounts are finite. There is no ability to offset additional costs for USD fluctuations. Organizations must offset any variance beyond approved grant funding allocations and actual expenditure.

The following items are not eligible for funding under the Program:

- standard health and safety requirements or COVID-19 related health matters;
- weapons;
- uniforms;
- ammunition; or
- drones.

PERFORMANCE MEASUREMENT

Applicants are required to provide short-term and long-term benefits of the project by identifying at least two local outputs and two local outcomes with performance targets (where reasonable and appropriate) that apply to your specific initiative(s).

Expected outputs and outcomes should reflect the positive impacts or changes your activities are expected to make in your community.

Example:

Output: # of promotional materials distributed to a community with information on where to find help for victims of intimate partner and family violence considering COVID-19 social distancing requirements.

Outcome: victims of intimate partner and family violence are better able to connect with supports; a reduction in ongoing violence and victimization.

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APPLICATION PROCESS

All applications must:

Be vetted through a central authority – within that organization (listed below).

Organization	Central Authority
Ontario Provincial Police	Detective Staff Sergeant Stacey Whaley: Stacey.Whaley@opp.ca
Municipal Police and First Nations Police	Respective Police Chiefs
RCMP	The RCMP Commissioner
Indigenous communities and organizations	With support of the respective Chief(s) and Council(s) or Executive Director
Not-for-profit Organizations	With support of their Governing Body (e.g., Board of Directors)

Be Prioritized - Ensure the priority sequence of applications is specified where more than one application is being submitted by an organization. Note: Prioritization given by an organization does not necessarily affect prioritization given by the Grant Review Committee.

Be Mindful of the Ministry's obligations under the *Freedom of Information and Protection of Privacy Act (FIPPA)* – The Ministry is bound by FIPPA. Any information provided to the Ministry through the application process or in connection with any approved projects may be subject to disclosure in accordance with the Act. As such, all or part of an application and any attachments may be disclosed. Please provide only materials that are essential to the grant application. Any trade secret or any scientific, technical, commercial, financial or labour relations information submitted to the Ministry in confidence, which could reasonably be expected to result in certain harms as outlined in section 17 of FIPPA if released, should be clearly marked in the application.

Be compliant with all Ontario and Canada laws, including the *French Language Services Act*, the *Accessibility for Ontarians with Disabilities Act*, Ontario's *Human Rights Code* and with public health guidelines particularly with respect to COVID-19 precautions.

Be complete, comprehensive, and submitted via Transfer Payment Ontario (TPON) by 5:00 p.m., December 15, 2020 EST. Incomplete applications, and/or any applications received after 5:00 p.m. on December 15, 2020 will not be considered for funding.

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Applications must be submitted electronically through TPON at <https://www.ontario.ca/page/get-funding-ontario-government>. 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 TPON.

2) Register your organization in TPON. For instructions, please refer to the “Registering an Organization in Transfer Payment Ontario” user guides at:

<https://www.ontario.ca/page/get-funding-ontario-government>.

3) Request Access to See Funding Opportunities in TPON. For assistance, please refer to “Requesting Access to See Funding Opportunities” at: <https://www.ontario.ca/page/available-funding-opportunities-ontario-government>

Please allow enough time to set up an account as confirmation of TPON access may take up to two business days. The application form can only be accessed once you are registered for 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’.

Within the “Invitational Programs for my Organization” select ‘Civil Remedies Grant Program 2021-22’, click ‘New’ and complete the application steps.

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SCREENING and SELECTION PROCESS

Intake Review

Applications are screened to ensure they meet the eligibility criteria noted above.

- a) Applicants may be contacted to clarify or confirm details.
- b) Applications which do not meet the eligibility criteria or are incomplete are screened out and returned to the applicant with a brief explanation.
- c) If an application is screened out or not approved in one year, depending on the reason for rejection, it may be resubmitted the following year for consideration.
- d) Applications which are not screened out are considered by the Grant Review Committee.
- e) It is the within the sole and absolute discretion of the Ministry to decide whether to approve in whole or in part or reject any and all applications submitted for this grant program.

Grant Review Committee

The Grant Review Committee (the committee) comprises the:

- Deputy Attorney General, Ministry of the Attorney General (MAG) (or designate)
- Director, Victims and Vulnerable Persons Division (VVPD), MAG;
- Director, Indigenous Justice Division, MAG (or designate).

A quorum consists of the VVPD Director and one other representative.

The committee and supporting staff will:

- a) Contact applicants for further information, as needed;
- b) Review all screened applications and decide whether or not to recommend approval in whole or in part, and on what basis; and
- c) Prepare and submit the final list of successful grant recipients to the Attorney General for review and approval.

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SELECTION CRITERIA

In reviewing applications, the committee considers the following list of criteria:

Criteria	Description
Project Summary	Provide a brief description of your project that explains how it is new or has a new component or how the capital item will expand capacity of an existing program or project.
Demonstrated need	Describe the seriousness of the issue in the community and the gap(s) the project aims to address. Provide current and reliable statistics and evidence if available.
Priority crime type and population served	The project must address the needs of one or more of the priority crime types or population groups and be both trauma informed and culturally appropriate.
Innovation	Describe how the project is novel and/or responsive either in approach or use of technology.
Performance Measurement	Identify at least two local outcomes and outputs that reflect your specific initiative(s) and describe the benefit to the community and victims.
Project Work Plan and Activities	Describe how the project will be implemented and include key milestones and activities.
Evaluation Strategy	Describe how the project will be evaluated to demonstrate achievement of the project's goals, impact and benefits. Describe the potential for broader impact and applicability in other areas of the province.
Partnership(s)	Describe how the project will leverage collaboration with appropriate community or other partners. Collaboration with at least 1 community agency/organization is required and must be documented with a letter of support from this agency/organization.
Project Budget	Indicate all the budget items that are associated with this project and describe the need/use for each budget item that requires Ministry funding.
Geographic Location	Location of the affected parties, noting whether the community is rural and/or remote.

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POST APPROVAL PROCESS

Once approvals are determined by the Ministry, the following steps are undertaken:

Applicants Advised

Applicants will be advised of the outcome of the evaluation process and will be notified if their submission was approved or not.

Grant Agreement

Recipients will receive an Agreement to execute their project which will indicate: approved funding (with full budget breakdown); reporting and compliance requirements; financial and audit guidelines (including return of funds if the project is cancelled and/or savings are realized); requirement for Municipal Recipients to provide insurance certificates, etc.

Funding

Once Agreements are signed and returned with all required supporting documentation, funding will be distributed in accordance with the Agreement.

Expenditures are subject to all applicable Provincial financial and accounting controls, accountability measures, and any other specific controls that may be applicable to the recipients. Additional requirements may be established to ensure grants are disbursed in accordance with the principles set out in this document and ensure compliance with Management Board Directives. A portion of the funding may be withheld, pending additional requirements or confirmation that performance measures are being met. Specific requirements will be explained and incorporated into Agreements.

Reporting

The Civil Remedies Grant Program is required to report on all transfer payment recipients' compliance with various Acts, i.e. the Public Sector Salary Disclosure Act ("PSSDA"). These requirements will be incorporated into Agreements and/or grant recipients will be contacted regarding the PSSDA reporting and/or any other requirements.

Announcements

Grants will be announced through an appropriate Ministry communication vehicle, in consultation with recipients. Recipients are not permitted to make grant announcements without prior Ministry approval.

Contact:

For assistance, contact the Program Coordinator at: MAG_CivilRemediesGrants@ontario.ca.