



Ministry of Community Safety and Correctional Services

Application Guidelines and Instructions

2018-2020

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

*“Creating a Safer Ontario through
Community Collaboration”*

INTRODUCTION

The Ministry of Community Safety and Correctional Services (MCSCS) is pleased to present the 2018-2020 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 one-year program to a two-year program.

These application guidelines outline the grant process and contain information on eligibility criteria, as well as examples of risk-based initiatives that aim to enhance community safety and well-being that can be referenced by police services in designing and implementing local projects.

THEME

Similar to last year, the theme for the 2018-2020 POC FLP Grant program is **“Creating a Safer Ontario through Community Collaboration”**. This theme is being used again to continue to promote the on-going commitment of the ministry to enhance community safety and well-being, and to encourage the evolution of coordinated service delivery models across Ontario.

This theme aligns with the Strategy for a Safer Ontario, which has community safety and well-being planning as the cornerstone. It also aligns with the Provincial Approach to Community Safety and Well-Being, which includes the Community Safety and Well-Being Planning Framework (Framework) and toolkit of associated guidance documents.

The Framework and toolkit will assist communities in building capacity and developing/implementing local community safety and well-being plans to address crime and complex social issues on a sustainable basis. It also encourages communities to work collaboratively across sectors and use local data to identify priority risks to safety and well-being (e.g., mental health and addictions, domestic violence, housing/homelessness, etc.) and implement strategies to address those risks, with a focus on prevention and social development.

In recognition of the work already underway in many Ontario communities to move towards collaborative approaches to community safety and well-being, this year’s theme aims to support initiatives that bring together different sectors to address local priority risks through collaboration and partnership.

Projects funded under this year’s theme will be risk-based, collaborative and asset-based.

Risk-based: In order to strengthen efforts to prevent crime and victimization, communities must proactively address the root causes of crime by targeting local risks that data and experience show are most prevalent. Applicants must provide evidence to demonstrate local risk(s) and outline how they will address these risks through their project. This may include rapid intervention models that prevent harm in high-risk situations; longer-term programs or

initiatives that reduce risk; or social development activities that seek to prevent the circumstances that create risk in the first place.

Collaboration: 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.

Asset-based: Communities must address priority risks by leveraging existing resources, expertise and experience. Sustainable approaches should build on and strengthen the knowledge, skills and abilities of local partners to implement community safety and well-being initiatives, and create the in-house capacity for work to continue when the grant is complete.

ELIGIBILITY CRITERIA

Who is eligible?

- Municipal and First Nations police services and Ontario Provincial Police (OPP) contract locations are eligible to submit a maximum of two applications each.
- 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.

What is eligible?

- Projects that focus on the theme of "Creating a Safer Ontario through Community Collaboration".

Eligible budget items:

- Funding for overtime and contractual work for the project and for the duration of the contract term only. Please note that only 40 per cent of the total funding requested from MCSCS may be used to pay for overtime and contractual work.
- Education/training: training of investigators, law enforcement support personnel and community members. Please note that only 20 per cent of the total funding requested from MCSCS may be used to pay for Education/training.
 - Include the following:
 - Trainer cost
 - Venue
 - Meal cost
 - Travel cost
 - Accommodation cost for Trainer (if needed)
- Administration cost: 10 per cent of the total funding requested from MCSCS may be used for the below administration cost:

- Include the following:
 - Printing poster and hand-outs
 - Awards
 - Cell/monthly cost
- Equipment: purchase or lease of equipment required for the project. Please note that only 10 per cent of the total funding requested from MCSCS may be used to pay for the Equipment cost.
 - Equipment cost include the following:
 - Laptop/printer/desktop
 - Rental cost
- Other costs associated with the implementation of the project. Please note that only 20 per cent of the total funding requested from MCSCS may be used to pay for overtime and contractual work.
 - Other cost include the following:
 - Travel/Meal cost for officer overtime and or contract work for project related.

What is not eligible - the grant will not cover expenses related to:

- Non-police related initiatives: funds (or property shared in kind) are not to be used for non-police related purposes.
- Funding that requests offsetting current policing operating budgets (e.g., officer salaries, officer equipment and supplies that are not related to the project).

APPLICATION REVIEW AND ASSESSMENT CRITERIA

Proposals that qualify under the theme “Creating a Safer Ontario through Community Collaboration” will be reviewed by a POC FLP Grant Review Committee.

The 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 Minister.

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 note that all projects must be new or have a new component. Also, please ensure you answer each component of every question.

1. Project Summary (3 points):

- Provide a brief description of your project (1-2 paragraphs).

2. Project Description (12 points):

- Indicate in detail all the activities that you will implement during the projects, ensuring the activities are linked with your project work plan (6 points).
- Describe what the partners will be doing for this project and how are they linked with project work plan (6 points).

3. Project Objectives (6 points):

- Outline your project objectives in detail and identify how they align with your performance measures.

4. Rationale / Need (15 points):

- Identify factors limiting the police service's ability to deal effectively with the identified risk(s). Explain why funding is beyond current local capability (6 points).
- Provide brief statistical data on the priority risk(s) to be addressed by your project (3 points).
- Clearly describe the need/use for the items that are being requested as part of the Budget (6 points).

5. Project Beneficiaries (6 points):

- Identify who the intended target audience is and how will they benefit from the implementation of this project?

6. Risk Assessment and Management (6 points):

- Identify the risk(s), associated with the implementation of your project (3 points).
- What is the probability of the risk (i.e., low, medium or high) and how are you going to manage those risks (i.e., mitigation strategies) (3 points)?

7. Project Outcomes (6 points):

- What are the main goals of your project (i.e., what do you hope to achieve through the implementation of this project)?
Note: Ensure these outcomes are linked with the performance metrics that are identified under question 11.

8. Evaluation Plan / Criteria (3 points):

- Describe how and who will be collecting the performance metrics (3 points).

9. Project Work Plan (36 points):

- Complete the chart outlined in the application:
 1. **Key Milestones:** Indicate the key milestones for your project (6 points).
 2. **Activities:** Describe in detail all of the activities that are associated with achieving the key milestones (12 points).
 3. **Timelines:** Identify the start date and end date associated with your key milestones.
 4. **Responsibility:** Identify what agencies/organizations are responsible for implementing these activities (6 points).
 5. **Performance Indicators:** Identify performance indicators to help measure the project activities and demonstrate that the key milestones have been achieved. Make sure these indicators align with question 11 the other performance metrics identified under question 11 (12 points).

10. Project Financial Information (12 points):

- Indicate your budget items that are associated with this project under Project Expenses.
 - Detail budget must be provided (6 points).
 - In-kind contributions (6 points).

11. Performance Measures (36 points):

- Complete the chart outlined in the application:
 1. **Metric:** Complete this column based on the performance indicators identified in question 9 (Project Work Plan). You may add to the list of performance indicators if you want.
 - Note: 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.
- Indicate your Performance Metrics, linking with Project Work Plan (12 points).
- Describe how this metrics is collated and what is the purpose of collecting this (12 points)?
- Indicate the goal, linking it with project outcomes/objectives (12 points).

12. Partnership / Stakeholders Information (48 points):

Note: applicants are required to collaborate with a minimum of two different agencies/organizations from different sectors, and provide letters of support that confirm partners' involvement, their role, and capacity to address the identified risk(s).

- Complete the chart outlined in the application:
 1. **Name:** Indicate the name of the agency/organization(s) that will be involved with the delivery of the project (6 points).
 2. **Type:** Using the drop-down select “**partner**” for this column.
 3. **Role/Address:** Outline each partner's role in carrying out the project, including what activities they will be responsible to implement (12 points).
 4. **Description:** Provide a brief description of the agency/organization, including the sector that it belongs to (6 points).

5. **Letter of Support:** Each organization list in this chart must provide a letter indicating the following: (12 points)
- Using their letter head.
 - Brief description of their organization.
 - How they will be contributing towards this project.
 - Original signed copy attached by the appropriate signing authority of the organization.

CONTRACTUAL AGREEMENT

As part of the terms of funding, MCSCS will enter into a contractual agreement with the Police Services Boards (PSB) approved for POC FLP Grant funding. Funds will be released to the PSB 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 received by **4:00 p.m. on December 22, 2017**. Submissions that are late or incomplete will not be considered for funding with no exceptions.

Instructions on filling out application form on-line

Applications to the Proceeds of Crime Front-Line Policing must be submitted electronically through Grants Ontario at www.grants.gov.on.ca. In order to apply, applicants must have a Grants Ontario account.

If you do not have a Grants Ontario 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 the Transfer Payment Common Registration (TPCR) system.
- 2) **Access the TPCR system to register your organization.** For instructions, please refer to the user guides at <http://www.grants.gov.on.ca/GrantsPortal/en/TransferPaymentCommonRegistration/HowtoRegister/index.htm>.

- 3) **Request enrollment to the Grants Ontario System (GOS).** For assistance, please refer to “How to Access Grants Ontario from the Transfer Payment Common Registration System” at <http://www.grants.gov.on.ca/GrantsPortal/en/OntarioGrants/HowtoApply/index.htm>. Please allow sufficient time as confirmation of GOS access may take up to two business days. The grant application form can only be accessed once you are registered for the GOS.




If you have any questions or are experiencing technical difficulties, please contact Grants Ontario 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 GrantsOntarioCS@Ontario.ca.

Once your enrollment to Grants Ontario System has been approved, you will have Grants Ontario link under Transfer Payment Services (as shown below):

Main Menu
Transfer Payment Services:

- Click Create New Registration to register your organization
- Click Request Access to Registration to link your user account to an organization that is already registered
- Click View/Update Existing Registration to view or update your organization's profile information

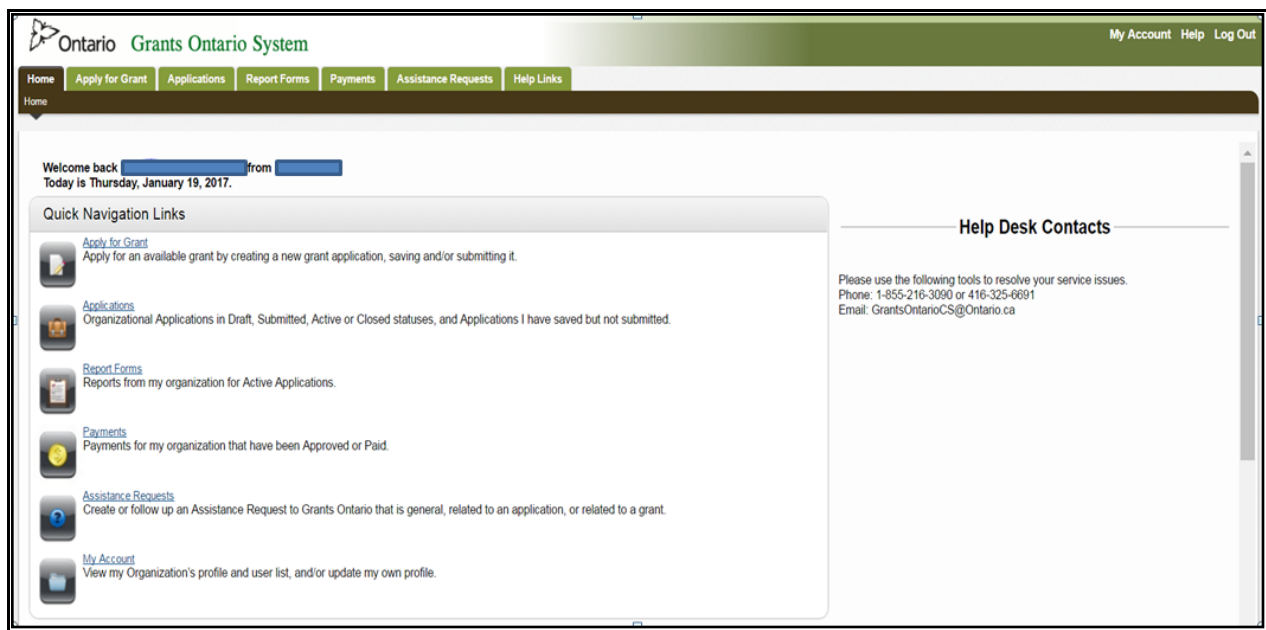
Transfer Payment Services
Common Registration

-  Create New Registration
-  Request Access to Registration
-  View / Update Existing Registration

[Grants Ontario](#)

Click Grants Ontario then choose the Organization you were registered to.

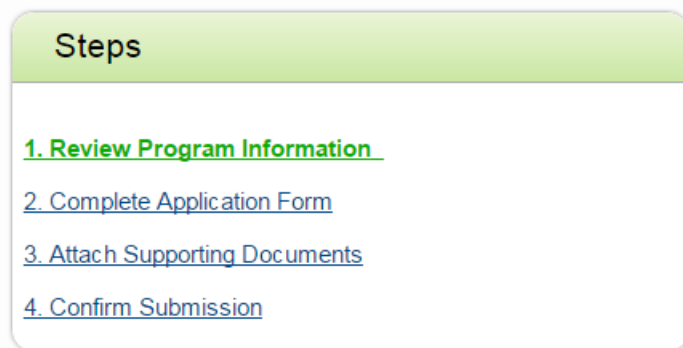
You will then see the Grants Ontario System Homepage (as shown below)



Click Apply for Grant.

Select 'Proceeds of Crime (POC) Front-Line Policing (FLP)' and click 'New Application'.

The application has 4 steps:



- 1) Review Program Information – this includes any Program Documentation and Required Attachments.

- 2) Complete Application Form – this is where you download the application 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

GrantApplication Form:

Once you open the Proceeds of Crime (POC) Grant Application Form, the first page should look like this:

Instructions	A - Organization Information	B - Organization Address Information
C - Organization Contact Information	E - Grant Payment Information	F - Application Contact information
G1 - Project Information	G3 - Project Work Plan	H2 - Project Financial Inform
I - Performance Measures	J - Partnership / Stakeholders Information	Y - Terms & Conditions
Z - Declaration / Signing		

(Diagram - A)

Note: You can complete each section at a time by clicking the specific Section or click Expand All to show all sections.

- 1) **Section A and B** information are pre-populated and read-only. Applicants cannot modify this information unless requested to Grants Ontario Customer Service by phone, email or Assistance Request.
- 2) Section **C - Complete Organization Contact Information**. There should be at least one Organization Contact and this is mandatory. Indicate if this contact also has signing authority.
- 3) Complete Grant Payment Information in Section **E – Grant Payment Information**. This information will only be used for payments ONLY if your application has been successfully approved.
- 4) Click on section “**F – Application Contact Information**”
- 5) Fill out the contact information as requested:
 - a. Salutation

- b. First Name
- c. Last Name
- d. Title
- e. Work Phone
- f. Mobile Phone (if applicable)
- g. Fax Number (not necessary)
- h. Email Address

6) Click **"G1 – Project Information"**

7) Project Name:

- a. Please have your project name simple, do not include the following characters
 - i. ()/\|[]{}!`~@#\$%^&* <>;:

8) Project Start Date and End Date

9) Event Start Date and End Date is not necessary unless you only plan on having one major event throughout your project.

10) Target Sector:

- a. Please indicate your target sector that you will be targeting for this project using the drop-down menu, you may add more fields by clicking on the "+" on the right hand side of the table and delete using the "X" on the left side of the table.
- b. You must indicate the Primary target sector if you have more than one.

11) Project Scope:

- a. Using the drop-down please select one of the following locations/area this project will focus on.

12) Host Municipality

- a. Using the drop-down please select the specific locations/area which this project will focus on.
- b. You may select more than one, in order to do so please use the "+" button on the right.
- c. Delete using the "X" on the left side of the table.

13) Project Priority.

- a. Note by default both should be checked off since the theme of the grant is community engagement and only law enforcement can apply.

14) NOTE:

- a. For the following please insert text. Refer to the guidelines for details on what the text should cover.
 - i. Project Summary
 - ii. Project Description
 - iii. Project Objective (Should align with Project Work Plan, refer to Section G3)
 - iv. Rationale / Need
 - v. Project Beneficiaries
 - vi. Risk Assessment and Management
 - vii. Project Outcomes
 - viii. Evaluation Plan / Criteria

15) Complete Section “G3 – Project Work Plan” (see Diagram – A)

- a. Using the table list all the key milestone you will be executing during the period of this project, please use the “ + ” button on the right to add or the “ X ” on the left side of the table to delete as needed.
- b. Refer to guidelines for details on what the ministry is requesting for this section.

16) Once completed proceed to the next section but clicking on section “H2 – Project Financial Information” .(see Diagram – A)

a. NOTE: only fill out YEAR 1 and YEAR 2– Project Expenses

Project Expenses		Requested funding from this program			
	Eligible Expense?	Revenue Type (from Applicant and Other Sources)	Revenue Source	Amount	Total Expense
X	<input checked="" type="checkbox"/>	Confirmed Cash			+
	<input type="checkbox"/>	Anticipated Cash			
	<input type="checkbox"/>	Confirmed In-Kind			
	<input type="checkbox"/>	Anticipated In-Kind			
		Requested funding from this program			
		Confirmed Cash			
		Anticipated Cash			
		Confirmed In-Kind			
		Anticipated In-Kind			
		Requested funding from this program			

- i.
- b. You will **NOT** need to fill out other years so please click the Collapse button for Year 3, Year 4 and Year 5.

?

YEAR 2

Collapse/Expand

- c. Using the table list all the budget items you will be requesting for funding from the ministry. for this project, please use the “ + ” button on the right to add or the “ X ” on the left side of the table to delete as needed.
- d. In the blue section (see above in diagram) indicate the budget item.
- e. Under “Eligible Expense”; make sure this is always checked if you are requesting ministry funding.
- f. In the Organe section (see above in diagram), provide the source of the donation/in-kind funds you will be receiving (if any) for this budget item.
- g. In the Yellow section (see above in diagram), provide the dollar value you have received or will be receiving from that preticular source of the donation/in-kind funds you will be receiving (if any) fro that budget item.
- h. In the Green section (see above in diagram), is where you will indicate the dollar value you will be requesting from the ministry.**
- i. Once you have lisited all the project budget items, please scroll down to the bottom of this section.

Additional Comments Relevant to Project Financial Information (maximum 4900 characters)

Total Project Financials (All Years)						
Item Description	Requested	Confirmed Cash	Anticipated Cash	Confirmed In-Kind	Anticipated In-Kind	Total
Staffing Expenses						
Benefits Expenses						
Project Expenses						
Administration/Other Expenses						
Total :						

Total Eligible Expense:

Total Project Budget:

- j. You should see simliar to the above diagram. You may wish to add any additional comments if you need space to explain the budget item.
 - i. **NOTE:** the section in the **red box**, please do not touch, most are auto populated and the others you DO NOT need to fill-in.

17) Once completed proceed to the next section but clicking on section “**I – Client Provided Performance Metrics** ” (see Diagram – A)

- a. Note: only use the Client Provided Performance Metrics of the table and **NOT** the Ministry Provided Performance Metrics.
- b. Using the table list all the measures you will be collecting for this project, please use the “ + ” button on the right to add or the “ X ” on the left side of the table to delete as needed.
- c. Refer to guidelines for details on what the ministry is requesting for this section.

- d. In addition you may add any comments that you wish the review committee may need to know with respect to your performance measures for them to better understand what you are collecting. Note this should be explained in the “*Evaluation Plan / Criteria*” under section G1 – Project Information
- 18) Complete Section “**J – Partnership / Stakeholders Information**” (see Diagram – A)
- a. Using the table list all the partners you will be working with for this project, please use the “ + ” button on the right to add or the “ X ” on the left side of the table to delete as needed.
 - b. Refer to guidelines for details on what the ministry is requesting for this section.
 - c. Under “2. Type” you may leave it as *Partner* as a default.
- 19) Under the Section **Z – Declaration / Signing**. This section allows you to digitally sign the application form. Authorized Signing Officer will click the button ‘Sign Document’ then agree to the Declaration Statement. The form will be automatically populated with the name and date.
- 20) Once you have completed your application, click Validate button to check if all mandatory fields were answered. The form will indicate any mandatory questions left unanswered, go back and complete them.
- 21) Upload the completed form in Step 2 - Complete Application Form then attach supporting or required documents in Step 3 and finally submit the entire application in Step 4.

Note:

- If you have any questions or are experiencing technical difficulties, please contact Grants Ontario 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 GrantsOntarioCS@Ontario.ca.
- If you have any questions on the grant program or questions on the guidelines please contact Ram at 416-314-0158 or by email at Ramanan.Thanabalasingam@Ontario.Ca.