



Civil Forfeiture Crime Prevention and Crime Remediation Grant Program

2018/2019 Application Guide

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I) BACKGROUND & CONTEXT

The Civil Forfeiture Crime Prevention and Crime Remediation Grant program provides one-time funding to support crime prevention and remediation related projects. Funding is allocated to streams that align with government priority areas and streams are chosen on an annual basis. Funds are distributed by the Civil Forfeiture Office (CFO) in partnership with the Community Safety and Crime Prevention Branch of the Ministry of Public Safety and Solicitor General.

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 these 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 a number of specified purposes, including actions which support the prevention or remediation of crime.

II) APPLICATION PROCESS

Follow the steps below when applying for a 2018/19 Civil Forfeiture Crime Prevention and Crime Remediation Grant. Please ensure you read through the entire Application Guide and stream descriptions prior to choosing your stream and completing the relevant application form. For additional information about the grants, please review our Frequently Asked Questions section (see page 22).

Step 1: Choose your stream

Choose the funding stream that best fits your project. Ensure that your project meets the required criteria for a particular stream (see stream descriptions and criteria starting on page 8). If your project or organization doesn't meet the criteria, it may not be accepted.

For 2018/2019 the streams are:

1. [Crime Reduction and Crime Prevention](#)
2. [Indigenous Healing and Rebuilding](#)
3. [Serving Victims Through Restorative Justice: Enhancing Program Capacity](#)
4. [Addressing Violence against Women – Domestic Violence and Sexual Assault](#)
5. [Human Trafficking, Sexual Exploitation, and Vulnerable Women in the Sex Trade](#)
6. [Child and Youth Advocacy Centres](#)

All application forms can be found online here: <http://www2.gov.bc.ca/gov/content/safety/crime-prevention/community-crime-prevention/grants>

Step 2: Complete the Applicant Information section (Section A) of the application form for the relevant stream

Please ensure that you complete all fields in this section. Accurate contact information (including email address) is essential to you being notified of the results of your application. In the event that you are awarded a grant, a cheque may be mailed to the address provided in your application.

Step 3: Describe your project (Section B)

- Describe how your project meets the funding criteria including the issues the project will address, who the project will serve, the project goals and objectives, the project activities, and how the project will be implemented.
- Describe why the community needs your project, including qualitative/quantitative evidence demonstrating this need, if available.
- Describe evidence of collaboration with community partners (if required in the application form).
- Describe the intended results of your project and how these results will be measured.
- Demonstrate your project's risk management strategy (if required in the application form).

Step 4: Complete your budget (Section C)

- a. Complete your budget worksheet and provide a detailed budget. For example, if you are hiring staff for your project, include the hours of work per week as well as the hourly wages for the project duration.
- b. Describe how you will account for and report on the expenditure of the grant funds for your project.

Please note that funding limits for grants vary for each stream. Please ensure your budget does not exceed the funding limit stated in the Application Guide.

Proposals for all streams must contain a reasonable and detailed budget and outline steps to account for and report on how funds will be spent. Consideration will be given to the scope and reach of the project in comparison to the amount of the budget (i.e., value for money).

Step 5: Complete the declaration (Section D)

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

Step 6: Submit your application

Submit your application by email to CFOgrants@gov.bc.ca by **4:30 p.m., Friday, December 14, 2018**. You will receive a confirmation message that the application has been received. **Applications and supporting documents submitted after this date will not be accepted.**

Application Reminders:

- Ensure your application is complete and that all supporting documents (e.g., letters of support) are included with your application email.
- Completion of a 2018/2019 Civil Forfeiture Crime Prevention and Crime Remediation Grant application form is required. Applications that do not use a 2018/2019 application form will not be accepted.
- If you have any questions about your application, please contact CFOgrants@gov.bc.ca. In addition, stream specific phone contacts are listed on the stream description pages starting on page 8.

III) 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 applications received are individually evaluated and scored against the criteria outlined in the application form.

Unsuccessful applicants will have an opportunity to speak with staff members regarding why their application was not successful and to discuss ways to strengthen future applications.

IV) 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 more effectively meet the criteria. Communications requirements, including the use of the BC government logo, will be included as part of the grant letter sent to successful applicants.

V) KEY DATES

<p>Webinar – Tips for Applicants</p> <p>*If you are unable to attend the webinar, the presentation will be accessible for viewing on the CFO grants website: http://www2.gov.bc.ca/gov/content/safety/crime-prevention/community-crime-prevention/grants</p> <p>If you would like to participate in the webinar please email CFOgrants@gov.bc.ca.</p>	<p>Wednesday, November 14, 2018</p> <p>1:00 p.m. – 2:30 p.m.</p>
<p>Application deadline</p>	<p>Friday, December 14, 2018</p> <p>4:30 p.m.</p>
<p>Applicants notified</p>	<p>March 31, 2019</p>

VI) STREAM DESCRIPTIONS

1) Crime Reduction and Crime Prevention

One-time grant funding of **up to \$75,000 (per project)** is available to fund **crime reduction and crime prevention initiatives** in British Columbia. Crime reduction and crime prevention initiatives are projects designed to **identify, assess, prevent, contain, and reduce the frequency and severity of criminal activity**.

FUNDING CRITERIA:

Mandatory Criteria:

Funding will be available to projects that focus on one or more of the following areas:

- Addressing gang involvement and gun violence.
- Targeting high risk/vulnerable individuals.
- Programs and services for clients with mental health and/or substance use issues who are involved or are at-risk of becoming involved with the criminal justice system.
- Managing prolific and priority offenders more effectively.

Preference may be given to programs targeting individuals who are already involved in gangs/criminal activity or are at imminent risk of becoming involved.

Preferred approaches include:

- Assessments of community public safety issues and risk factors, program evaluations, and organizational capacity building activities.
- Coordinated response efforts by multiple agencies (e.g., Law enforcement, justice agencies, social services, health, employers).
- Programs providing case management supports from professional personnel (including mental health and counselling, social services, healthy life skills, vocational training and education, parental involvement, etc.) with the aim of reducing and mitigating the key risk factors that lead to and/or sustain participation in gangs and criminal activity.
- Programs that focus on culturally-appropriate programming, including Indigenous cultural activities.

Requirements:

- Projects should have a **clear project description** including **clear objectives, goals, and activities**.
- Proposals must demonstrate a **clear need for the project** in their particular community.
- Proposals must provide **evidence of collaboration between partners** to develop a coordinated response (i.e., letter(s) of support from police, community-based victim service organization, health provider or other relevant partners directly involved in the project).
- Proposals must outline the **intended outcomes of the project** based on the activities, including what indicators it will use and **how the indicators/outcomes will be measured and evaluated**.
 - **NOTE:** Successful applicants will be **required to submit regular evaluation reports** on the activities and outcomes described in this application, and on **how the grant funds are spent**.
- Proposals must identify the **key risks that a project faces** in implementation and **how these risks will be addressed / managed**.
- Proposals must contain a **reasonable and detailed budget** and outline steps to **account for and report on how funds will be spent**. Consideration will be given to the **scope and reach of the project in comparison to the amount of the budget** (i.e., value for money).

Other Considerations

In addition, the following may also be considered when making decisions on funding:

- Geographic distribution of funded projects.

Who is eligible to apply?

Eligible applicants include local governments, community-based non-profit organizations, schools and school districts, health authorities, academia, police, Indigenous organizations, and First Nation Bands.

Note: Funding is one time only.

CONTACT INFORMATION:

If you need assistance with your application or have questions, please contact:

Brett Banks

Phone: (604) 660-1872

Email: Brett.Banks@gov.bc.ca

The **Crime Reduction and Crime Prevention** stream application form can be found here:

<https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/crime-prevention/community-crime-prevention/grants/crime-reduction-crime-prevention-application.doc>

2) Indigenous Healing and Rebuilding

One-time grant funding of **up to \$30,000 (per project)** is now available to support projects that use **holistic approaches to address healing and rebuilding of Indigenous families, individuals, and/or communities.**

FUNDING CRITERIA:

Funding will be provided to projects that best meet the following criteria:

Mandatory Criteria:

- Projects must clearly **focus on holistic approaches that address the healing and rebuilding of Indigenous families, individuals, and/ or communities from trauma, crime, or victimization.**
 - **Note:** The term “holistic” refers to projects that address not only healing for the individual, but also healing for the family and broader community, that focuses on the emotional, mental, physical, and spiritual aspects of healing and rebuilding within an impacted community, as well as other culturally identified practices that contribute to holistic healing.
- Projects should have a **clear project description** including **clear objectives, goals and activities.**
- Proposals must demonstrate a **clear need for the project** in their particular community.
- Proposals must outline the **intended results of the project** and **how results will be measured.**
- Proposals must contain a **reasonable and detailed budget** and outline steps to **account for and report on how funds will be spent.** Consideration will be given to the **scope and reach of the project in comparison to the amount of the budget** (i.e., value for money).

Other considerations:

In addition, the following may also be considered when making decisions on funding:

- Geographic distribution of funded projects.

Who is eligible to apply?

Qualifying agencies can include local governments, non-profit organizations, schools and school districts, health authorities, police departments/detachments, Indigenous organizations, and First Nation Bands.

Note: Funding is one time only.

CONTACT INFORMATION:

If you need assistance with your application or have questions, please contact:

Steve Lauer

604-660-5690

Steve.Lauer@gov.bc.ca

The **Indigenous Healing and Rebuilding** stream application form can be found here:

<https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/crime-prevention/community-crime-prevention/grants/indigenous-healing-rebuilding-application.doc>

3) Serving Victims Through Restorative Justice: Enhancing Program Capacity

One-time grant funding of up to **\$20,000 (per project)** is now available to support projects that will enhance the capacity of restorative justice programs in B.C., **in particular to enhance service to victims.**

FUNDING CRITERIA:

Funding will be provided to projects that best meet one or more of the following criteria:

- Partnership development – local or regional
 - Projects that develop or strengthen relationships with local or regional partners to deliver restorative justice services.
- Local awareness building initiatives
 - Projects that help restorative justice programs increase awareness, to referral sources and the general public, of their services.
- Participant supports
 - Projects that increase program capacity to provide the necessary supports for restorative justice participants from diverse populations, including supports related to cultural safety/sensitivity and mental health.

Mandatory Criteria:

- Eligible applicants must currently deliver restorative justice programming

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).

- Projects should have a **clear project description** including **clear objectives, goals, and activities.**
- Proposals must demonstrate a **clear need for the project** in their particular community.
- Proposals must **outline the intended results of the project** and **how results will be measured.**
- Proposals must contain a **reasonable and detailed budget** and outline steps to **account for and report on how funds will be spent.** Consideration will be given to the **scope and reach of the project in comparison to the amount of the budget** (i.e., value for money).

Other considerations:

In addition, the following may also be considered when making decisions on funding:

- Geographic distribution of funded projects.

Who is eligible to apply?

All programs that currently provide restorative justice programming.

Note: Funding is one time only.

CONTACT INFORMATION:

If you need assistance with your application or have questions, please contact:

Poonam Bajwa
(604) 775-2315
Poonam.Bajwa@gov.bc.ca

The **Serving Victims through Restorative Justice: Enhancing Program Capacity** stream application form can be found here:

<https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/crime-prevention/community-crime-prevention/grants/restorative-justice-application.doc>

4) Addressing Violence against Women – Domestic Violence and Sexual Assault

One-time grant funding of up to **\$30,000** (per project) is now available for projects that **focus on developing and/or enhancing responses to sexual assault or domestic violence.**

FUNDING CRITERIA:

Funding will be provided to projects that best meet the following criteria:

Mandatory Criteria:

- Projects must clearly focus on developing and/or enhancing responses to **at least one of the following priorities:**
 - **Sexual assault; or**
 - **Domestic violence.**

- Projects should have a **clear project description** including **clear objectives, goals and activities.**
- Proposals must demonstrate a **clear need for the project** in their particular community.
- Proposals must provide **evidence of collaboration between partners** to develop a coordinated response (i.e., letter(s) of support from police, community-based victim service organization, health provider, or other relevant partners directly involved in the project).
- Proposals must outline the **intended results of the project** and **how results will be measured.**
- Proposals must contain a **reasonable and detailed budget** and outline steps to **account for and report on how funds will be spent.** Consideration will be given to the **scope and reach of the project in comparison to the amount of the budget** (i.e., value for money).

Preferred Criteria (*Please note: this is a preferred criterion only and does not need to be addressed to apply*)

- Preference will be given to projects that address **domestic violence and/or sexual assault against Indigenous women and girls.**

Other considerations:

In addition, the following may also be considered when making decisions on funding:

- Geographic distribution of funded projects.

Who is eligible to apply?

Qualifying agencies can include local governments, community-based non-profit organizations, schools and school districts, health authorities, police departments/detachments, Indigenous organizations, and First Nation Bands.

Note: Funding is one time only.

CONTACT INFORMATION:

If you need assistance with your application or have questions, please contact:

Poonam Bajwa

(604) 775-2315

Poonam.Bajwa@gov.bc.ca

The **Addressing Violence against Women – Domestic Violence and Sexual Assault** stream application form can be found here:

<https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/crime-prevention/community-crime-prevention/grants/violence-against-women-application.doc>

5) Human Trafficking, Sexual Exploitation and Vulnerable Women in the Sex Trade

One-time grant funding of up to **\$25,000 (per project)** is now available for projects that address issues related to **human trafficking, sexual exploitation and vulnerable women in the sex trade.**

Funding will be provided to projects that best meet the following criteria:

Mandatory Criteria:

- Projects must clearly **focus on at least one of the following priorities:**
 - **Human Trafficking;**
 - **Sexual Exploitation; and/or**
 - **Vulnerable Women in the Sex Trade.**

- Projects should have a **clear project description** including **clear objectives, goals and activities.**
- Proposals must demonstrate a **clear need for the project** in their particular community.
- Proposals must provide **evidence of collaboration between partners** to develop a coordinated response (i.e., letter(s) of support from police, community-based victim service organization, health provider, or other relevant partners directly involved in the project).
- Proposals must outline the **intended results of the project** and **how results will be measured.**
- Proposals must contain a **reasonable and detailed budget** and **outline steps to account for and report on how funds will be spent.** Consideration will be given to the **scope and reach of the project in comparison to the amount of the budget** (i.e., value for money).

Preferred Criteria (*Please note: this is a preferred criterion only and does not need to be addressed to apply*)

- Preference will be given to projects that address **Indigenous women and/or Indigenous youth.**

Other considerations:

In addition, the following may also be considered when making decisions on funding:

- Geographic distribution of funded projects.

Who is eligible to apply?

Qualifying agencies can include local governments, community-based non-profit organizations, schools and school districts, health authorities, police departments/detachments, Indigenous organizations, and First Nation Bands.

Note: Funding is one time only.

CONTACT INFORMATION:

If you need assistance with your application or have questions, please contact:

Sarah Rehim

(604) 660-5691

Sarah.Rehimi@gov.bc.ca

The **Human Trafficking, Sexual Exploitation and Vulnerable Women in the Sex Trade** stream application form can be found here:

<https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/crime-prevention/community-crime-prevention/grants/human-trafficking-sexual-exploitation-application.doc>

6) Child and Youth Advocacy Centres

One-time grant funding of up to **\$60,000** (per **Child and Youth Advocacy Centre**) is now available to **enhance the capacity, development, or improve the service of an existing Child and Youth Advocacy Centre (CYAC) initiative in B.C.**

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 families to seek services.

Funding is available to enhance existing child and youth advocacy centre initiatives and support their early phases of development. Funded activities for CYACs will be based on the accreditation standards developed by the National Children's Alliance—standards broadly accepted in Canada. For further information, the published standards are available at the following link:

<http://www.nationalchildrensalliance.org/ncas-standards-for-accredited-members/>

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):

Multidisciplinary 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 & 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

FUNDING CRITERIA:

Funding will be provided to projects that best meet the following criteria:

Mandatory Criteria:

- Proposals must clearly focus on **enhancing the capacity, development, or improve the service of an existing CYAC initiative in B.C.**
- Projects should have a **clear project description** including **clear objectives, goals, and activities.**
- Proposals must **demonstrate a clear need** for the project.
- Proposals must provide **evidence of collaboration between justice system and other partners** (i.e., letter(s) of support from police, community-based victim service organization, Ministry of Children and Family Development, or other relevant partners directly involved in the project).
- Proposals must outline the **intended results of the project** and **how results will be measured.**
- Proposals must contain a **reasonable and detailed budget** and outline steps to **account for and report on how funds will be spent.** Consideration will be given to the **scope and reach of the project in comparison to the amount of the budget** (i.e., value for money).

Who is eligible to apply?

The following CYACs are eligible to apply for funding up to a maximum of \$60,000:

Sophie's Place

Alisa's Wish

Treehouse Vancouver CYAC

SKY Coordinated Response

First Nations CYAC (Prince George)

The Oak Child and Youth Advocacy Centre

Victoria CYAC

Kelowna CAC

Kamloops CYAC

Note: Funding is one-time only.

CONTACT INFORMATION:

If you need assistance with your application or have questions, please contact:

Juliette Moody

(604) 660-5302

Juliette.Moody@gov.bc.ca

The **Child and Youth Advocacy Centre** stream application form can be found here:

<https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/crime-prevention/community-crime-prevention/grants/cyac-application.doc>

Frequently Asked Questions:

1. How do I apply for grant funding?

Grant funding opportunities are posted to the civil forfeiture website, link is below. You must complete the designated application form for the stream you are applying to, submit a reasonable budget, and sign the application form to be considered for funding. **All applications must be received no later than 4:30 p.m. on Friday, December 14, 2018.**

Website link: <http://www2.gov.bc.ca/gov/content/safety/crime-prevention/community-crime-prevention/grants>

2. Who is eligible to apply?

This year, qualifying groups are different for each funding stream. Please check the list of eligible applicants for each stream, as listed in the guidelines. **Please note that private individuals who are not part of a qualifying group are not 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. It can also be used for capital expenses if the capital expense is integral to the project.

4. When will applicants know whether they are successful?

All applicants will be informed by March 31, 2019.

5. I don't have Microsoft Word; can I apply using an application form in another format?

We can provide you with an application form in PDF format (Adobe Portable Document Format) at your request. If needed, please send your request to CFOGrants@gov.bc.ca.

6. I received funding under last year's CFO grants? Can I apply again?

Yes, you can apply again even if you previously received funding. Grants are one time in nature and there is no guarantee of funding from year to year.

7. Can I apply under more than one funding stream?

Yes, your organization can apply under multiple streams for different projects.

8. I applied last year but did not receive funding – do I have to apply again, or will you just re-consider my application?

You must apply again using the current application form.

9. 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.

10. 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.

11. How are the priorities for funding determined?

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

12. What is your approval process for the grants?

We have established internal review committees within government to assess the applications.

13. What documents should I include?

Only submit your completed application form and support letters from partners directly involved in the project, if available. NO other documents will be accepted.

PLEASE NOTE: If you are planning to submit letters of support from community stakeholders, they must be sent at the same time as the application form. Letters that arrive after the deadline will not be accepted.

14. 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 time lines and the proposal review process