2023/2024 CIVIL FORFEITURE GRANT PROGRAM

APPLICATION FORM

STREAM: GENDER-BASED VIOLENCE

BRITISH COLUMBIA

Please review the application guide before completing this form, which can be found here:
http://www2.gov.bc.ca/gov/content/safety/crime-prevention/community-crime-prevention/grants

SECTION 1 – APPLICANT INFORMATION

Project Title:	
Legal Name of Organization:	
Business Name of Organization:	
Location of Project (specify city/cities):	
Organization's GST /Business Number:	
Applicant's Mailing Address (Street and Number):	
Suite Number:	
City/Town:	
Province:	
Postal Code:	
Physical Location (if different from mailing address):	
Contact Person 1:	
Telephone:	
Email:	
Contact Person 2:	
Telephone:	
Email:	

Type of Organization (Please select one)

☐ Local Government

☐ Police

☐ Academic Institution

☐ Non-Profit Organization

☐ School/School District

☐ Other _____

Is your organization Indigenous? (E.g. First Nations Band, Tribal Council, Friendship Centre, Incorporated Non-Profit, Indigenous Community-Based Non-Profit, etc.)

YES ☐   **NO** ☐

If your organization is not Indigenous, do you have an Indigenous-led department or division?

 YES   **NO**

Has your organization previously received a Civil Forfeiture Grant? If yes, please list which years the organization was funded.

 YES   **Years?**

 NO

Has this project previously received a Civil Forfeiture Grant? If yes, please list which years the project was funded.

YES   **Years?**

NO

Focus on Gender-based Violence:

This stream provides up to **$40,000** in one-time funding to proposals that will develop and/or enhance culturally relevant, culturally safe and trauma informed responses to gender-based violence, including violence against women, in communities across British Columbia.
Focus areas for addressing and preventing gender-based violence projects may include, but are not limited to: domestic violence, intimate partner violence, sexual assault, sex trafficking, sexual exploitation (including online child sexual exploitation), sex worker safety, and exiting from sex work.

Preference Criteria
Preference may be given to projects that focus on unique needs of Indigenous women and girls, 2SLGBTQQIA+ people, racialized survivors and survivors with disabilities.

PROJECT EXECUTIVE SUMMARY:

This section is mandatory but not scored. It should be a comprehensive but concise summary that will be used to describe the project to others. The questions that follow later in this application will request more detailed information about the project and will be scored.

Provide a high-level summary of the project which should include the project's name, what it is trying to achieve, the focus participant group including approximate number and demographics of participants (e.g. at-risk youth, homeless, 2SLGBTQQIA+, ages 13-19, etc.) and types of activities to be implemented. **Provide 5 sentences or a maximum of 500 characters in this section.**

Example: The Two Peas in a Pod mentorship program targets at-risk youth who may be vulnerable to become involved in gang activities. This program matches at-risk youth with a peer mentor to spend 2-3 hours per week to engage in pro-social activities such as sports, tutoring, and volunteering. It is expected that 30 youth in this program will become more engaged with their schoolwork and family.

SECTION 2: PROJECT OVERVIEW

The project overview section should highlight key aspects of your project that explain what the project will do, why and who will benefit. Information about how the project will specifically operate should be provided in the section 3: Key Activities. **Maximum ~6800 characters.**

- **What is this project trying to achieve**?
  - What is (are) the key social issue(s) that your project is trying to address?
  - Why is it important to address this (these) issue(s)?

- **Why is this project needed?**
  - Why is there a need for your project with the focus participants and/or community?
  - If applicable, please highlight any evidence (e.g. research, data, anecdotes) demonstrating the need.

- **Who will benefit from this project**?
  - Please identify who the intended project participants are (e.g. gender, ethnicity, age group).
  - Why focus on these participants?
  - How will the project identify and attract these participants?
  - How many participants will be included ? (include information on multiple groups or intakes of participants).
  - How long will participants be engaged in the project?
  - What supports will your project provide its participants, if applicable?

- **How will you measure success?**
  - How will this project achieve it's goals?
  - What impact will this funding have on the community you serve and your organization? (e.g. impacts on staff, volunteers, process improvement, service delivery)

SECTION 2: PROJECT OVERVIEW CONTINUED #1

SECTION 2: PROJECT OVERVIEW CONTINUED #2

SECTION 3: KEY ACTIVITIES

Explain the key steps to be taken to develop and implement this project, include timelines where possible including project start and end date. **Maximum ~2940 characters.**

- *Use bullet points to list the distinct individual activities with timelines that will be implemented during the project*
- *For projects that operate on a continuous intake model, outline a typical day/week/month*
- *List as a step by step blueprint for implementing the project*
  - *E.g. June 1 – 11, interview and hire mentors for youth participants*
  - *June 10 – July 10, screen potential participants based on select project criteria*

Project Start Date:	
Project End Date:	

SECTION 3: KEY ACTIVITIES CONTINUED

SECTION 4 – COLLABORATION

Is the implementation of your project dependent on the commitment, resources, or collaboration of a different organization? If yes, has the organization provided their commitment to participate?

 YES   NO

Please list the contact information of these established relationships.

For example, delivering school-based programming is dependent on the school's approval and support.

Project Partner	Role	Contact (name, email, phone)

If applicable, please provide details on any organizations you may work with when using this funding that you do not depend on for project delivery. (E.g. referral agencies, complimentary service providers, support services)

Organization	Nature of Partnership	Contact (name, email, phone)	How long has this partnership been in place?

Your project may not involve any collaboration from community partners. If your project does not require any collaboration, please explain why. Maximum 415 characters.

SECTION 5 – RESOURCES AND EXPERIENCE

Explain the resources, experience, and connection to the community that your organization has to successfully implement this project.

Where your organization does not have the necessary experience, expertise or resources, explain how you will obtain them. If needed, what partners will your organization work with to provide the necessary supports for participants?

Topics to include:
- Organizational structure in place to support implementation of the project;
- Previous projects that you have implemented that are similar to the one proposed;
- Previous experience working with the focus participants;
- Project planning done in preparation (stakeholder consultation, strategic planning, needs assessments, etc.),
- Staff training/qualifications to deliver the project's activities and support the specific needs of the participants. **Maximum ~3200 characters.**

SECTION 5 – RRESOURCES AND EXPERIENCE CONTINUED

SECTION 6 – MANAGING PROJECT IMPLEMENTATION RISK

Identify the key risks and challenges that this project faces in implementation and how these risks will be addressed / managed. These risks and challenges can be operational, from stakeholder relations or from working with or supporting the focus participants.

Examples:

Risk: Physical safety for staff/volunteers. Staff/volunteers may at times feel endangered by an aggressive client through actual, attempted, or threatened acts of violence that can cause physical and/or psychological harm.
Response: Staff/volunteers receive personal safety training for both physical safety and privacy safety. Any one-on-one support only occurs in public places, where coordinators are always informed of meeting locations, schedules, and any updates are given in real time. Staff/volunteers have opportunities to report any unsafe work conditions to supervisors.

Risk: High staff/volunteer turnover. Staff/volunteers may be difficult to retain if they have multiple commitments (e.g. paid employment, school, family responsibilities, heavy workloads, burnout) leading to fewer staff/volunteers available to work within the program. Can place additional strain on existing staff/volunteers' workloads and potentially the longevity of the program.
Response: Implemented a thorough policy and procedures manual so that staff turnover does not create a gap in services to clients and/or volunteers. Furthermore, our organization dedicates a great amount of time to recruit volunteers an on-going basis to ensure there is a large list of candidates to choose from that can be onboarded quickly and trained. Our organization also regularly meets with staff/volunteers to review workloads and to ensure staff/volunteers do not feel overburden.

Risk/Challenge	Response/Strategies

SECTION 7 – PROJECT BUDGET

Proposals must contain a reasonable and detailed budget. 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). Please round all amounts to the nearest dollar. All budget items listed must correspond to your project activities as described above. For a list of eligible and ineligible expenses, please refer to the Program Guidelines.

Example: Staff: 1 Programmer x $22.50 per hour x 15 hrs/week x 40 weeks = $13,500

Budget Item	Description	Amount Requested	Amount from Other Sources	Total Project Expenses
Staff				
Transportation				
Materials				
Equipment				
Rent/Utilities				
Other				
TOTAL				

SECTION 8 – DECLARATION

To be signed by an authorized signatory of the sponsoring organization, by signing you agree:

- The information contained in this application is accurate and complete;

- The application is made on behalf of the sponsoring organization named with its full knowledge and consent;

- The sponsoring organization is a registered legal entity in good standing;

- The sponsoring organization has an appropriate accounting method to manage any potential grant funds;

- Should a project be approved, the sponsoring organization is required to submit a midterm and final report. The reports should detail progress against the activities and outcomes described in the application and how the grant funds are being/were spent. A link to both report templates will be provided to you if your proposal is successful.

Name of Authorized Representative:	
Title:	
Signature:	
Date:	