



**2024**

# Building Safer Communities in Halton Grant Program

## Application Guidelines



## Table of Contents

|   |   |
|---|---|
| Information Sessions for Grant Applicants.....  | 2 |
| About the Building Safer Communities (BSC) in Halton Grant Program.....                     | 3 |
| Important Dates.....  | 3 |
| Alignment with Building Safer Communities in Halton Priorities and Promising Practices..... | 4 |
| Alignment to Priority Prevention/Intervention Mechanisms.....                               | 4 |
| Alignment to Priority Prevention/Intervention Program Types.....                            | 4 |
| Alignment to Priority Prevention/Intervention Themes.....                                   | 5 |
| Alignment with Building Safer Communities in Halton Neighbourhood Profiles.....             | 5 |
| Individual and Collaborative Applications.....  | 6 |
| Submission Instructions.....  | 6 |
| Submission Contents.....  | 6 |
| Eligibility Criteria.....   | 7 |
| Application Review and Funding Allocations.....   | 8 |
| Questions and Contact Information.....  | 9 |
| Notice of Collection.....   | 9 |
| Accessibility Assistance.....   | 9 |
| Regional Discretion.....  | 9 |

### Information Sessions for Grant Applicants

Applicants are encouraged to attend an information session to learn more about the program and the application process. BSC in Halton Grant Program information sessions:

**Session 1:** Wednesday, September 6, 2023 10 a.m.-12 p.m. (Virtual)

**Session 2:** Thursday, September 7, 2023 6-8 p.m. (Virtual)

**Session 3:** Friday, September 8, 2023 2-4 p.m. (In-person – Halton Regional Centre, 1151 Bronte Road, Oakville)

To attend a session, register by e-mailing [buildingsafercommunities@halton.ca](mailto:buildingsafercommunities@halton.ca). You may register up to one hour before the session you wish to attend.

# About the Building Safer Communities (BSC) in Halton Grant Program

On March 13, 2023, the Minister of Public Safety Canada [announced that Halton Region would receive up to \\$3.94 million over four years from the Building Safer Communities Fund \(BSCF\)](#) to prevent gun and gang violence in the region. To support Public Safety Canada's BSCF program, Halton Region will distribute up to \$2.4 million through the Building Safer Communities in Halton Grant Program between January 1, 2024 and March 31, 2026. Grants will be awarded to support community-based prevention and intervention strategies to address gun and gang violence. The Building Safer Communities in Halton Grant Program aligns with [Halton's Community Safety and Well-being Plan](#).

The Grant Program will provide one and two-year grants to eligible organizations for programs and initiatives to address gun and gang activity. Applications for funding must provide human services aimed at engaging children, youth and young adults (ages 6-29) in evidence-based crime prevention and intervention activities. To be considered for funding, programs and initiatives must:

- Meet all applicant eligibility criteria outlined in the application guidelines;
- Support children, youth and young adults (ages 6-29) in evidence-based crime prevention and intervention activities;
- Demonstrate alignment with at least one identified priority program/initiative mechanisms, program types, and themes;
- Demonstrate an impact to increasing protective factors and/or decreasing risk factors for the target population;
- Demonstrate a strong commitment to equity, diversity, and inclusion; and
- Ensure equitable and inclusive service delivery to support diverse, equity-deserving or marginalized populations in Halton.

For more information about increasing protective factors and/or decreasing risk factors and supporting children, youth and young adults (ages 6-29) in evidence-based crime prevention and intervention activities in Halton, please refer to the Building Safer Communities in Halton's Community Landscape and Promising Practices Report [posted on the Community Safety Well-Being page on halton.ca](#).

## Important Dates\*

**Application Intake Opening:** Monday, August 28, 2023

**Application Intake Deadline:** Friday, September 22, 2023 by 2 p.m.

Funding decisions will be communicated in November 2023. It is anticipated that agreements will be issued to applicants approved for funding by January 2024.

\*Dates are subject to change at the discretion of Halton Region.

# Alignment with Building Safer Communities in Halton Priorities and Promising Practices

Proposed programs/initiatives must provide human services aimed at engaging children, youth and young adults (ages 6-29) in evidence-based crime and gang prevention and intervention activities. Applicants must demonstrate alignment to Halton's defined priorities, outlined below.

## Alignment to Priority Prevention/Intervention Mechanisms

All proposed programs/initiative must identify their alignment to *at least one* of the following priority prevention/intervention mechanisms:

- Individual-level intervention focused specifically on supporting children, youth, and young adults (ages 6-29) with significant vulnerability to gang involvement
- Group-based prevention focused on supporting children, youth, and young adults (ages 6-29) who may have some level of vulnerability to gang involvement
- Universal prevention supporting children, youth, and young adults (ages 6-29) who may become vulnerable to gang involvement

## Alignment to Priority Prevention/Intervention Program Types

All proposed programs/initiative must identify their alignment to *at least one* of the following priority program/initiative program types:

- Arts Programming
- Awareness Raising Activities
- Case Management
- Circle of Courage
- Counselling
- Cultural Activities
- Culturally Adapted Programming
- Employment Training and/or Support
- Gang Reduction Program
- Harm Reduction
- Learning and Education
- Life Skills
- Mental Health Service
- Mentoring
- Peer Support
- Restorative Justice Program
- Substance Use Education
- Substance Use Rehabilitation
- Supportive Housing
- Sport/Recreation Activities
- Trauma-Informed Care
- Wraparound
- Youth Hub Model
- Other (Please identify)

## Alignment to Priority Prevention/Intervention Themes

All proposed programs/initiative must identify their alignment to *at least one* of the following priority program/initiative themes:

- Preventing and addressing adverse childhood experiences (e.g., bullying, witnessing intimate partner violence, physical and/or sexual abuse, substance use, etc.)
- Preventing and addressing neighbourhood risk (e.g., perceived access to drugs or firearms, higher crime levels, etc.)
- Preventing and addressing racial discrimination (e.g., race-based harassment, bias, inequity, etc.)
- Preventing and addressing human trafficking (e.g., sex trafficking, sextortion, internet luring, etc.)
- Preventing and addressing perceived lack of safety (e.g., social media risk, safety in schools, etc.)
- Preventing and addressing high poverty and residential mobility (e.g., precarious housing, homelessness, underemployment, etc.)
- Preventing and addressing risks associated with substance use (e.g., substance misuse, addiction, trafficking, etc.)
- Developing and supporting equity, diversity, and inclusion (e.g., addressing political and social inequities and barriers faced by members of diverse communities)
- Developing and supporting positive coping skills (e.g., positive thoughts and behaviours when managing stress)
- Developing and supporting positive relationships (e.g., family resiliency, school support networks, peer support networks, healthy dating, etc.)

For more information about priority prevention/intervention mechanisms, program types, and themes, applicants are encouraged to review the Building Safer Communities in Halton's Community Landscape and Promising Practices Report [posted on the Community Safety Well-Being page on halton.ca](#).

## Alignment with Building Safer Communities in Halton Neighbourhood Profiles

Applicants are encouraged to consider planning programs/initiatives around the unique needs of Halton's neighbourhoods identified in the [Building Safer Communities in Halton's Neighbourhood Profiles](#). These profiles provide a neighbourhood-level lens of risk and protective factors for youth involvement in gun and gang violence.

Applicants to the BSC in Halton Grant Program must identify what neighbourhood(s) the proposed program/initiative be delivered in. Applicants may also simply identify municipality names (e.g., Halton, Burlington, Halton Hills, Milton, and Oakville), if serving a broader demographic area.

Funds must be used to provide services to Halton residents only.

## Individual and Collaborative Applications

Eligible organizations may submit one individual grant application and/or lead one collaborative grant application. There is no limit to the number of applications an organization can be listed as a contributing partner.

Halton Region encourages collaborative applications that demonstrate a coordinated, integrated, or collective impact approach to meet community needs. Collaborative applications refer to when two or more organizations with a well-defined relationship submit an application for funding to achieve a common human services goal. Characteristics of well-defined relationships may include mutual benefit, shared organization decision-making and accountability to partners and the communities they serve. Applicants that act as the lead on a collaborative application may also submit a separate application for their organization. Please speak with a member of the Building Safer Communities team to determine if this applies to your organization's funding request.

Applications to the BSC in Halton Grant Program may request between \$10,000 to \$300,000 per year, for up to two years.

The BSC in Halton Grant Program may support new or existing programs/initiatives.

## Submission Instructions

Applicants must submit their application via e-mail to [buildingsafercommunities@halton.ca](mailto:buildingsafercommunities@halton.ca). Applications must be received by 2 p.m. EST on Friday, September 22, 2023.

Applicants must download and complete the Building Safer Communities in Halton - 2024 Grant Program Application Form found on [the Building Safer Communities section on the Community Safety Well-Being page on halton.ca](#).

In addition to the required PDF form, applicants are required to provide a program/initiative proposal in your preferred digital format (e.g., PDF, Word, PowerPoint), as outlined in Section 3 of the Application Form. Proposal submissions requiring reviewers to create accounts, purchase, and/or subscribe (e.g., use of paywalls, file transfer fees, etc.), will not be accepted.

Some considerations as you prepare your submission:

- Typed names can be used in the place of handwritten signatures on the application form.
- Applicants will receive an email confirmation that their application has been successfully received within 2 business days. If you do not receive an email confirmation within 2 business days, it is the responsibility of the applicant to contact a member of the Building Safer Communities in Halton team.
- Applicants may be requested to modify their program/initiative proposal at the discretion of Regional staff.
- Applications can include operational/administrative costs and capital items/equipment required to implement and deliver the program/initiative or improve service delivery. It is recommended that administrative costs not exceed 10% of the overall request.

## Submission Contents

The Application submission must include the following documents:

- Completed **Building Safer Communities in Halton - 2024 Grant Program Application Form** found on [the Building Safer Communities section on the Community Safety Well-Being page on halton.ca](#). All sections must be completed.
- **Program/initiative proposal** in your preferred digital format (i.e., PDF, Word, PowerPoint), as outlined in Section 3 of the Application Form. Proposal submissions requiring reviewers to create accounts, purchase, and/or subscribe (i.e., use of paywalls, file transfer fees, etc.), will not be accepted.

- **Quotes** (if applicable): Three quotes/prices must be provided if the submission includes capital equipment or other capital items (including computers) where the dollar value of these items total \$2,000 or more.
- **Letter(s) of Support** (if applicable): Letters of support from partner organizations must be submitted for applications where another organization is providing free space and/or is essential for the delivery of the program/initiative.

**Note:** If approved for a grant, applicants will be required to provide proof of insurance before funds will be issued. Applicants may also be required to provide financial statements. These materials are not required with the application submission.

## Eligibility Criteria

To be considered for funding, applicants must meet all the following criteria:

- Incorporated as a non-profit organization, registered charity, or a First Nations, Metis or Inuit band designated as a qualified donee by Canada Revenue Agency. Grassroots groups are encouraged to apply with an eligible party as their sponsor and/or trustee.
- Governed by a volunteer board of directors that is democratically elected, active, with a minimum of three members not related by blood or marriage.
- Provide financial statements signed by at least one director of the organization for the most recent fiscal year end and include comparative information for the prior fiscal year\*:
  - Organizations with annual revenues of over \$500,000 in the most recent fiscal year may be required to submit financial statements that have been audited by a licensed public accountant.
  - Organizations with annual revenues between \$100,000 - \$500,000 in the most recent fiscal year may be required to submit financial statements that have been subjected to a review engagement by a licensed public accountant provided that an extraordinary resolution according to the *Ontario Not-for-Profit Corporations Act* has been passed by its members to have a review engagement instead of an audit.
  - Organizations with revenues of less than \$100,000 may be required to submit internally prepared financial statements that include a statement of revenues and expenses and a balance sheet for the most recent fiscal year provided that an extraordinary resolution according to the [Ontario Not-for-Profit Corporations Act](#) has been passed by its members to not appoint an auditor and to not have an audit or review engagement.
  - \*If these are not available, alternative financial documents may be considered at the sole discretion of Halton Region.
- The program/initiative for which funds are requested must:
  - Support children, youth and young adults (ages 6-29) in evidence-based crime prevention and intervention activities;
  - Demonstrate alignment with at least one identified priority program/initiative, mechanism, program type and theme;
  - Demonstrate an impact to increasing protective factors and/or decreasing risk factors for the target population;
  - Ensure equitable and inclusive service delivery to support diverse, equity-deserving or marginalized populations in Halton; and
  - Provide services to Halton residents. Applicants that are not located in Halton will be considered only if the request is focused solely on providing services to Halton residents.

- Possess minimum insurance requirements, as detailed below\*:
  - Commercial General Liability Policy with coverage of a minimum of \$2 million per occurrence. If the Commercial General Liability Policy coverage is subject to a \$2 million aggregate limit, the applicant must provide one of the following:
    - A Commercial General Liability Policy with coverage of a minimum \$2 million per occurrence and \$4 million in the aggregate; or
    - Confirmation from its Commercial General Liability insurers that the aggregate limit of \$2 million as of the date of issuance of the Certificate of Insurance to the Region is fully intact and has not been reduced by any paid or reserved claims. Halton Region will accept a Certificate of Insurance containing this statement, dated and signed by an authorized representative of the insurers.
  - Possess non-owned automobile insurance (minimum of \$2 million per occurrence).
  - If applicable possess owned automobile insurance (minimum of \$2 million per occurrence).
  - Organizations approved for funding must add The Regional Municipality of Halton as an additional insured under the organization's Commercial General Liability policy.
  - \*Additional insurance requirements may be required at the sole discretion of the Region. A funding agreement will not be issued until all insurance requirements are met.
- Operate in accordance with the [Ontario Human Rights Code](#).
- Be compliant with all applicable rules, regulations and laws of the Government of Canada and the Province of Ontario, including those which apply to the regulation of non-profit corporations.

***The following types of requests will not be considered:***

- Programs or activities that do not directly benefit Halton residents.
- Purchases of property.
- Financing charges, interest payments on loans, real estate fees, legal fees and costs related to easements (e.g., land surveys).
- Requests that will be used to establish/contribute to a fund within an organization for the purpose of funding individuals and/or other organizations/programs.
- Events where competition is the focus, including awards/prizes.
- Debt retirement, depreciation or deficit funding.
- Mandated government services.
- Projects/programs which are primarily or fully funded or delivered by municipalities including parks and recreation, transportation and economic development.

## **Application Review and Funding Allocations**

- Grant applications will be reviewed to assess eligibility.
- Applications deemed eligible will be assessed by Regional staff and members of the Building Safer Communities in Halton Action Table. Funding decisions may be informed by a number of mechanisms. This may include consultation with the Community Safety and Well-being System Leadership Group, subject matter experts in the Region's Social and Community Services Department, Public Health Department and Halton Regional Police Service; and other funders who are well positioned to identify high impact investment opportunities.



- The assessment may include the potential impact of the program/initiative, evidence of the need and other factors determined appropriate by the Region. Halton Region reserves the right to follow-up with applicants for additional information to inform the assessment process. During the review process, staff may also consider information outside of that provided within the funding application.
- All grant applicants will be notified if their application was approved or declined for funding. The Region shall determine the amount of funding to be distributed to applicants that are approved for funding. The Region may award the entire amount of funding requested or only a portion of the amount requested. Submission of an application does not constitute a guarantee of funding.
- Halton Region will issue a funding agreement to applicants approved for funding. The agreement outlines the funding relationship, including the conditions of funding, the approved use of funds, targets/outcomes and reporting requirements. Reporting requirements may include a mid-term review and a final evaluation report, as well as any additional requirements determined by the Region and/or Public Safety Canada. Funding will only be issued when an agreement is executed. The applicant will not be reimbursed for any expenses incurred prior to the funding period identified in the Funding Agreement. The agreement will fully define the terms and conditions of funding.

## Notice of Collection

Information collected on grant applications will be used determine eligibility for the BSC in Halton Grant Program and to administer the Program as stated in these Guidelines. Information collected may also be used for statistical and data analytical purposes and may be disclosed if requested under the *Municipal Freedom of Information and Protection of Privacy Act*. For questions about the collection, use and disclosure of information, contact a member of the Human Services Planning and Investment team in the Social and Community Services Department (listed above).

## Accessibility Assistance

If you require this information in an alternate format or through a communication support, or if you require assistance to complete the application, please contact a member of the Human Services Planning and Investment team.

## Regional Discretion

Halton Region reserves the right to modify requirements/criteria within these Guidelines at its sole discretion.

### Questions and Contact Information

Questions can be submitted to the Halton team in the Social and Community Services Department:

**Daniel Ridsdale**, Community Partnerships Advisor - [daniel.ridsdale@halton.ca](mailto:daniel.ridsdale@halton.ca)

**Ayaa Mohamad**, Community Partnerships Analyst – [ayaa.mohamad@halton.ca](mailto:ayaa.mohamad@halton.ca)

All frequently asked questions and answers will be posted by September 15 on found on [the Building Safer Communities section on the Community Safety Well-Being page on halton.ca](#).