

VICTIMS OF CRIME FUND

GRANT APPLICATION GUIDELINES for COMMUNITY- BASED VICTIM SERVICE ORGANIZATIONS (VSO)

Groups and organizations that are supported by their community to provide programs and services that benefit victims of crime during their involvement with criminal justice processes are eligible to apply for funding.

Grant application deadlines are April 1 and October 1 of each year. Applications are reviewed for clarity and completeness before submission to the Victims of Crime Programs Committee. The Committee must assess, evaluate and recommend grant applications for funding before a decision is made by Alberta Justice and Solicitor General. All applicants will be notified in writing of the decision regarding their grant application.

Successful applicants must enter into a Conditional Grant Agreement. The agreement outlines certain conditions that must be met to fulfill funding requirements. In addition, successful recipients will be required to provide information about their program throughout the year and at the conclusion of their funding term.

VICTIMS OF CRIME FUND (VOCF) GRANT PROCESS

A. Distribution of Application Forms

An application form and funding guidelines will be provided to those groups who express interest in applying for funding. An application form can be accessed through the Alberta Justice and Solicitor General webpage at: <https://www.solgps.alberta.ca/vsuforms>

B. Eligibility Criteria

Organizations eligible to apply include:

- ◆ Not-for-profit groups and organizations with corporate legal status
- ◆ Community-based coalitions and networks (an incorporated fiscal agent who is a participant of the coalition or network must be identified in the application)
- ◆ Aboriginal Communities, including Bands and Tribal Councils acting as the governing body for a VSO.

C. Pre-application Interview

Before completing an application, groups and organizations that conform to the Victims of Crime Fund (VOCF) mandate – **namely, those that provide, or are interested in providing**

services that benefit victims of crime during their involvement with criminal justice processes – and eligibility requirements are required to participate in a pre-application interview.

If an organization is applying for a VOCF grant for the first time, they must contact the grants program office at least three months prior to the grant deadline. This will determine whether the new initiative is within the VOCF funding mandate, and help you prepare material for the pre-application interview. If a program has previously received a VOCF grant, the pre-application interview ensures that the organization remains eligible for a subsequent VOCF grant.

A letter and an e-mail will be sent to programs/initiatives that may be eligible to apply at an upcoming grant deadline inviting them to call and make an appointment for the pre-application interview.

Contact Victims Services, toll free through Service Alberta at 310-0000; 780-427-3460 if you are unsure about when your next pre-application interview should be. You should allow up to 60 minutes for the telephone interview. To facilitate the interview, please have the following information on hand:

- ◆ a brief overview of the organization;
- ◆ program/initiative description;
- ◆ goals and objectives;
- ◆ how victims of crime are referred to your program;
- ◆ how the Victims of Crime Fund Grant funds are to be spent;
- ◆ other prospective funding sources;
- ◆ any questions you may have.

Please note: you do not have to have the application form completed at this stage of the process.

D. Funding Request

The applicant must specify the grant amount requested and outline how the monies will be used. The grant applicant is also expected to seek other sources of financial support for the program/initiative.

The completed application, with all required attachments, must be sent in by mail and be postmarked no later than the deadline date (April 1 / October 1). Submit only one complete package.

E. Multi-year Grant Funding

The Committee may make funding recommendations for up to three consecutive years, if requested, where an established program has:

- ◆ operated successfully for three consecutive years as a VOFC funded organization;
- ◆ met the conditions of previous funding agreements;
- ◆ demonstrated sound management and fiscal practices

F. Funding Limitations

Not considered eligible are applications that do not meet the eligibility requirements in section B and those applications that include requests for:

- ◆ capital purchases such as furniture, photocopiers, vehicles;
- ◆ programs/initiatives that duplicate services already provided by another agency;
- ◆ programs which are within another government department's funding mandate (i.e., emergency accommodation);
- ◆ counseling/treatment programs for victims of crime;
- ◆ direct expenses for victims (i.e. food, shelter, clothing, etc.)
- ◆ lobbying activities;
- ◆ donations/subsidies to third parties;
- ◆ debt reduction;
- ◆ legal costs arising from lawsuits.

Electronic items such as laptops, projectors and printers that do not fall within the capital purchases limitation are subject to a limitation of three years before the grant funds can be used to purchase a replacement.

One grant per organization/applicant per year is allowed. The maximum grant awarded is \$150,000 per year. **Grant monies are to be directed toward program/initiative operating costs.**

G. Program Outcomes and Performance Measurement Information

Performance measurement information is used to clearly demonstrate that your program/initiative will produce a variety of positive impacts for victims of crime, relative to their victimization experience and therefore would merit financial support from the Victims of Crime Fund. These positive impacts are also known as outcomes you are expected to achieve as a result of your program activities and service delivery. VSO's are required to complete a program logic model to indicate their program activities, outputs, short and long term outcomes, indicators, measurement tools and goal(s). This model must reflect the particular components of the program/initiative that will be undertaken with VOFC monies.

VSO's are required to collect and report to Victims Services statistical information on a quarterly basis throughout the grant term. Some community based programs who do not provide direct service to victims are required to submit quarterly progress reports outlining the details of program activities and achievements in that quarter. The determination for the type of report to be submitted is communicated to the grant recipient by the Grants Program staff.

As well, a Program Evaluation Report is required at the completion of a grant term, reporting on the outcomes established in the logic model at the beginning of the grant term.

For programs with multi-year funding agreements, annual progress reports are required in order for installment payments to be made. This report requires a progress update on all outcome measures for achievements made towards the outcome during the year.

Below is a list of terms used in the performance measurement accountability framework to assist you in demonstrating how your program/initiative will affect positive differences in the lives of the victims it serves.

Clients/Partners/Stakeholders – are the people and organizations impacted by the components outlined in your Logic Model. Clients are the recipients of your services. Partners are those who work with you to deliver services in a way that is mutually beneficial to your organization. Stakeholders are those who have a vested interest in your organization being successful in achieving your outcomes. Who will be impacted by your program?

Program Objectives – are the goals of the program, typically not measured directly in the Logic Model, generally some version of the organization’s mission statement or mandate. What does your program aim to achieve?

Activities – are what a program does with its resources, specifically, the kinds of things that are done for or with clients to produce positive change. Activities can be clustered in the Logic Model based on similar behaviours of the activity and their intended impacts. What does your program do?

Output of Activities – are measurable, tangible units of ‘something’ (service delivery), potential to use as benchmarks, way to measure the implementation of activities. What are the observable and measurable units that indicate the results of an activity?

Short term outcomes – are immediate benefits or changes that target groups are anticipated to be experience as a result of the program activities, not time frame specific but rather are the first meaningful changes that follow directly from the activity and happen before a series of long term outcomes. What are the immediate impacts of the activities and output of activities on your clients?

Long term outcomes – are the second order of change that results from the successful achievement of short term outcomes overtime, not always practical to measure, may have to be inferred from attainment of short term objectives. What can you assume the changes will be to your clients based on the activities, output of activities and short term outcomes?

Indicators – demonstrate and provide evidence of change related to the outcomes and activity outputs. Indicators commonly include words such as; increase, decrease, change, ratio, percent, improvement, etc. They can be measured quantitatively or qualitatively. How will you know that you are achieving the desired change?”

Measurement Tools – are the data collection instruments utilized to generate the information required to measure the indicators. How do you measure the indicators?

Context in multiservice environment – is the background for how the Victims of Crime Fund program fits into your larger organization as one stream of service. It outlines the various services provided by your entire organization. How does this program function within the mandate of the overall organization?

Results - are reported at the conclusion of the grant term as part of the Program Evaluation Report. The program results are what happened as a result of the services provided, as evaluated by the measurement tools. Results related directly to the expected outcomes. Do the indicators suggest that the activities of your program resulted in meeting your outcomes? Did your VSU achieve your objectives? Did your services create outcomes and change for victims?

For Example: 150 assessments were completed as intakes to our program; 100 safety plans were developed; 68 EPO's were applied for and assistance provided with confirmation for 52; 87% of victims reported increased sense of personal safety as a result of interaction with our program staff and services.

Organizations are encouraged to obtain victim feedback on the services they received. Surveys are a standard tool for obtaining this type of information but may also include anecdotal reports, statistical reports and other similar methods. Potential approaches and sample surveys are described in the Ethical Guidelines for Conducting Surveys with Victims of Crime as well as samples of surveys utilized by Police Based Victim Service Units under Victim Service Unit Program Evaluation Survey. The format may be helpful in designing a survey to meet your program needs. Both documents are available on the Grants Forms webpage at: <https://www.solgps.alberta.ca/vsufirms>.

H. Acknowledgement of Grant Applications

A letter confirming receipt of the application, and when the Committee will be evaluating the grant request will be provided to all organizations that have applied.

I. Review of Grant Applications

Applications are reviewed for clarity, completeness and eligibility before submission to the Victims of Crime Programs Committee (VOCPC). Applicants may be contacted for additional or follow-up information and on-site visits may occur.

The VOCPC assesses the applicant's grant request and makes recommendations based on the merit of the program and the current year Victims of Crime Fund available grants budget. Funding recommended and awarded may be equal to or less than requested by the applicant. Committee recommendations are submitted to the Alberta Solicitor General for approval.

J. Funding Agreement

Applicants approved for a grant must enter into a Conditional Grant Agreement that outlines terms and conditions to be met. Examples of conditions include a requirement for providing quarterly reports on program/initiative activity, annual financial statements and a program evaluation report at the end of the grant term.

Conditional Grant Agreement (two copies) are signed by the applicant and a designate from Alberta Justice and Solicitor General. The grant must be used only for the program described in the application and referred to in the Agreement. The completed grant application that was submitted becomes Appendix A of the Conditional Grant Agreement.

Grant monies unspent at the expiration of the funding term are to be returned unless otherwise authorized by a designate from Alberta Justice and Solicitor General. A request for a reallocation must be made in writing to the Manager of Grants Administration. Requests will be reviewed and decisions will be communicated to the program.

K. Payment of Grant

Electronic Funds Transfer (EFT) of the grant disbursement is initiated at the commencement of the grant term, and after funding agreements have been signed by both parties. The grant may be paid:

- ◆ in a one time payment for the full amount of the grant awarded (for one year grant terms) or as installment payments over the term of the grant; and
- ◆ at the times specified in the agreement.

If the applicant is receiving VOFC grant monies for the first time, a direct deposit form **or** a void cheque must be submitted to Victim Services to allow the EFT to take place. This form will be provided to you with the Conditional Grant Agreement.

In a multi-year grant, financial statements, a program budget for the next year, AGM minutes/annual reports and an Annual Progress Report are required to issue the subsequent installment payment. All required Quarterly Reports must be submitted for an installment to be processed. All reporting requirements must be signed by a member of the Board of Directors, with signing authority, preferably the Board Chair or Treasurer. This includes the report forms, financial statements, budget and AGM minutes or annual report.

L. Quarterly, Annual Progress and Program Evaluation Reports

Quarterly reports are due to Victims Programs 15 days following the end of the quarter previous. Community-based VSOs fill out a statistical report if the program offers direct services to victims of crime. If the VSO does not offer direct services to victims of crime as part of their program/initiative, a progress report must be completed.

Annual Progress Reports are required of all programs providing direct services to victims that have entered into multi-year funding Agreements and should be submitted each year along with the financial statements and program budget for the next year. Payment of the grant installment is dependent upon receipt, review and approval of required documents. If a funded program or initiative does not provide direct services to victims, an Annual Progress Report is not required.

The Program Evaluation Report, Financial Statements and the Annual Report and/or minutes of the Annual General Meeting are to be submitted by grant recipients within 60 days of expiration of the term of the Agreement and may be requested prior to a subsequent application for funding.

During the term of the Agreement the Manager of Grants Administration may request interim reports or additional program information. All reporting requirements must be met in order for grant payments to be processed.

All forms can be accessed from the Grants Forms webpage:
<https://www.solgps.alberta.ca/vsufoms>.

M. Public Acknowledgement

Grant recipients are required to adequately acknowledge the contribution made by Alberta Justice and Solicitor General in any information released or announced to the public concerning the program for which the grant was awarded. It is the responsibility of the grant recipient to consult with Victims Services on what constitutes satisfactory public acknowledgement.

Mail one copy of your completed application package to:
**Victims Services, Policy and Program Development Branch,
Public Security Division
Attention: Grants Administration
Alberta Justice and Solicitor General
John E. Brownlee Building
10365 97 ST NW 10TH FLOOR NORTH
EDMONTON AB T5J 3W7
Ph (780) 427-3460 toll free by dialing 310-0000 first.**