

## VICTIMS OF CRIME FUND

### GRANT APPLICATION GUIDELINES for POLICE-BASED VICTIM SERVICE UNITS (VSU)

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 the Alberta Minister of 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 Ministry of 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 acting as a governing body for a police-based VSU;
- ◆ Municipalities (including Bands and Tribal Councils for Aboriginal communities) acting as a governing body for the police-based VSU or as the signing authority for a police service.

##### 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** – 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 grant application must be submitted by the Board of Directors of the VSU. If the VSU is not governed by a Board of Directors, the grant application should be submitted by the administrator responsible for the VSU. 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. Base Funding for Police-Based Programs**

A funding formula is used to calculate a base funding amount for eligible police-based programs. The formula utilizes a per crime amount that has been calculated using all crime statistics from Uniform Crime Report data submitted to Statistics Canada by all police services in Alberta.

VSU's eligible base funding is a minimum of \$15,000 per year, to a maximum of \$150,000 per year, with the exception of Calgary Police Service and Edmonton Police Service who are eligible for \$300,000 per year. The amount of base funding that has been calculated for police-based programs is communicated to the program during the pre-application interview.

## **F. Additional Funding for Police-Based Programs**

For police-based programs, additional funding may be requested over and above base funding amount that was allocated by the funding formula. .

Applicants applying for additional funding must clearly indicate in their application why the extra monies are needed to support the program. Where applicable, provide appropriate data to demonstrate this need.

## **G. 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

## **H. 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 exclusions are subject to a limitation of three years before the grant funds can be used to purchase a replacement.

Police-based VSUs may only make one application per year for funding. The maximum grant awarded is \$150,000 per year with the exception of Edmonton Police Service and Calgary Police Service. **Grant monies are to be directed toward program/initiative operating costs.**

## I. 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. These will be the result of your program activities and service delivery. Police-based VSUs are required to complete a program logic model to indicate their program objectives, activities, outcomes, indicators, measurement tools and results. This model includes 5 predetermined outcomes with corresponding indicators that have been established by Victims Services. Additional items may be added at the discretion of the VSU to reflect other components of their program/initiative.

VSUs are required to collect and report to Victims Services statistical information on a quarterly basis throughout the grant term. 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 those programs in multiyear funding agreements, Annual Progress Reports will also be required.

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

**1. Program Objectives:** the program objectives are what the program aims to achieve. Objectives articulate why the organization exists or may follow from the mission statement. Objectives specify the general goals of the program that will contribute to fulfilling the mission.

For Example: Victims Services will provide services to victims of crime and tragedy to assist victims through their involvement with criminal justice processes.

**2 Activities:** activities are what the VSU does with staff, volunteers and resources to provide services on a daily basis.

For Example: providing information on Victim Impact Statement and Financial Benefits programs to victims, attending crime scenes, delivering volunteer training and distributing program brochures to other agencies.

**3. Outcomes:** outcomes are both intended and unintended *effects on victims* as a result of the program activities. Outcomes reflect changes in awareness, attitudes, knowledge, skills, behaviours, etc that are specific, timely, measurable and realistic. Outcomes are things

that increase, decrease or remain the same and it should be evident that it is fair and reasonable to hold the program accountable for them.

For Example: local community members are aware of victim services; or victims of crime have increased knowledge of their role and rights to participate in the criminal justice process.

**Please Note: there are five core outcomes that must be reported on by all police-based VSUs. These outcomes are provided in the logic model of the grant application.**

- 4. Indicators:** an indicator is a specific item used to measure the achievement of an outcome. They can be measured quantitatively or qualitatively. Indicator statements should directly relate to an identified outcome.

For Example: number of new volunteers; percentage of victims that reported satisfaction with the services received; documented positive feedback provided by victims; percentage of community members that know about the services provided by the VSU; and percentage of advocates that are certified.

**Please Note: required indicators accompany the core outcomes provided in the logic model in the grant application. VSUs must report on the results of the required indicators in the Program Evaluation Report.**

- 5. Measurement Instruments and Tools:** these refer to data collection instruments used to obtain the numbers, percentages and comments referred to in the indicator statements.

For Example: surveys, reports, statistical reports, financial records, and narrative story telling.

- 6. Program Results:** the program results are what happened as a result of the services provided. These results are measured by the tools and instruments identified. *Results relate directly to the indicators and expected outcomes.* They should answer the question “*Did our VSU achieve our objectives?*” and “*Did our services create outcomes for victims?*” A result should be reported for each identified indicator.

For Example: 95% of victims reported satisfaction with the services received; in the past year, eight out of 10 advocates were certified; five new volunteers were recruited last year; and the VSU received 68% more police referrals this year compared to last year.

**EXAMPLE of a completed program logic model**

1. <u>Program objectives</u>	2. <u>Activities</u> implemented to achieve objectives	3. Expected <u>outcomes</u>	4. <u>Indicators</u> of achievement for outcomes	5. Instruments/tools that will <u>measure</u> the indicators	6. Program <u>results</u> identified by analysis of data collected with the instruments and tools (to be completed at the end of the grant term)
<p><b>Example objective:</b> Provide services to victims of crime and tragedy to assist victims through their involvement in criminal justice processes.</p>	<p>Provide appropriate referrals to all victims</p> <p>Provide Financial benefits program information and application packages to victims of violent crime</p> <p>Provide all victims with victims of crime protocol information</p> <p>When an arrest is made, inform victims of the VIS program and request for restitution process</p>	<p>Victims of crime are informed of programs and services available to them.</p>	<p>Victims know about the VIS program</p> <p>Victims know how and when to request restitution</p> <p>Victims of violent crime know about the financial benefits program</p> <p>All victims know about the victims of crime protocol document</p> <p>Victims report that they have accessed all of the services they needed</p>	<p>☞ Victim survey</p> <p>☞ Quarterly Stats. Report (Tables 3, 7 &amp; 8)</p>	<p>The results of the 2010 victims survey (n=134) indicate that victims learned about the following programs and services from the VSU:</p> <p>☞ 30% learned about the VIS program</p> <p>☞ 10% received information about applying for restitution.</p> <p>☞ 70% learned about the FB program</p> <p>☞ 98% were informed about the Victims of Crime Protocol</p> <p>☞ 77% of victims were able to access all of the services they felt they needed.</p>
<p><b>Example objective:</b> Victims of crime receive services from skilled advocates</p>	<p>Provide uncertified advocates with Victim Advocate certification training.</p> <p>Organize two training events per year in addition to certification training for all advocates.</p> <p>Schedule experienced advocates with new advocates to work in mentoring pairs.</p>	<p>Volunteer advocates increase their knowledge and skills in providing services to victims.</p>	<p>Percent of volunteers that are certified by the Justice/Solicitor General Staff College.</p> <p>Advocates report increased skills from training attended during the year.</p> <p>Percentage of volunteers who attended additional training events during the year.</p>	<p>☞ Advocate survey</p> <p>☞ Victim anecdotal statements/feedback</p> <p>☞ Advocate training records</p> <p>☞ Quarterly Stats. Report Table 4</p>	<p>In the calendar year 2010:</p> <p>☞ 12 volunteer advocates were certified by the Justice/Solicitor General Staff College.</p> <p>☞ Volunteers spent 1,387 hours in additional training</p> <p>☞ 94% of advocates reported that they learned new skills from training attended this year.</p>
<p>Example objective: Provide services in a manner that meets the needs of victims of crime</p>	<p>Follow up with victims to ensure that they have received the services needed</p> <p>Develop a protocol and process for handling victim complaints</p>	<p>Victims are satisfied with the services received from the VSU.</p>	<p>Victims report that they are satisfied with the services they received from the VSU</p> <p>The VSU receives thank you cards, donations and other forms of recognition from victims they have served</p>	<p>☞ Victim survey</p> <p>☞ Cards, letters, donations and other evidence of victim support for the VSU</p>	<p>☞ 88% of victims reported being very satisfied or satisfied with the services received from the VSU.</p> <p>☞ The VSU received \$665 cash donations from appreciative clients</p> <p>☞ 68% of advocates received a thank you note, letter or gift from a client this year.</p>

**Please Note:**

- All police-based VSUs must complete columns 1 through 5 of the program logic model. Column 6 is to be completed at the end of your grant term when completing the Program Evaluation Report. If you require assistance completing the program logic model, please contact the Victims of Crime Fund Grants Program staff at (780) 427-3460.
- Program results are completed only at the end of the grant term as part of the Program Evaluation Report.
- Grant funded organizations are required to obtain victim feedback on the services received. Surveys are a standard tool for obtaining this type of information but may also include anecdotal reports, cards, statistical reports etc. Potential approaches and sample surveys are described in the Police Based VSUs Logic Model Development Workbook and the Ethical Guidelines for Conducting Surveys with Victims of Crime. Both documents are available on the Grant Program webpage at: <https://www.solgps.alberta.ca/vsuforms>

## **J. 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.

## **K. 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 Minister of Justice and Solicitor General for approval.

## **L. 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 Agreements (two copies) are signed by the applicant and a designate of the Alberta Ministry of 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 the Alberta Ministry of 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.

## **M. e-Learning**

All Victim Services Volunteer Advocates and paid staff, including Coordinators, who provide direct service or support to victims, must complete the Victim Advocate e-Learning Core Training developed by the Ministry. . Upon successful completion of the training, each participant will receive a Certificate issued by Alberta Minister of Justice and Solicitor General through the Justice Institute of BC (JIBC). Any subsequent training modules must be completed as they are developed by SGPS.

## **N. 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 Conditional Grant 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.

## **O. Quarterly, Annual Progress and Program Evaluation Reports**

Quarterly statistical reports are due to Victim Services 15 days following the end of the quarter.

Annual Progress Reports are required of all VSU programs 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.

The Program Evaluation Report including 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 funding 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>.

## **P. Public Acknowledgement**

Grant recipients are required to adequately acknowledge the contribution made by the Alberta Minister of 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 Ministry of 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.