**Victims Services Annual Progress Report/Program Evaluation Report -Police Based**

In addition to the submission of this report you must also:

* Submit a copy of your organization's most recent year-end financial statements (income statement and balance sheet). If the financial statements are more than six months old, please provide interim statements (income statement and balance sheet)
* Provide a financial report (revenues and expenses) for the Victims of Crime Fund grant only for the installment year using the JSG Actuals Reporting Template
* Submit your most recent Annual Report or Annual General Meeting Minutes complete with attachments (i.e., President/Chair report, Coordinator's Report, etc.)
* Submit a list of current board members with contact information

All documents (except this one) must be signed by a Board Member, preferably the Chair or Treasurer. If the program is not governed by a Board, the statements must be signed by an executive or financial officer.

**Victim Service Unit name:** Click here to enter name

**Name of person filling out report:** Click here to enter name

**Contact number:** Click here to enter phone

**Grant term start date:** Click here to select a date

**Grant term end date:** Click here to select a date

**Reporting for end of** Click here to select

**Year-end date:** Click here to select a date

1. **Were all of the grant monies spent during this installment year?** Select

If no, please indicate the amount unspent: Enter amount here

If your grant term has ended, please return the unspent grant funds (via cheque made out to Government of Alberta) in accordance to your Conditional Grant Agreement.

1. **Did you administer the program/initiative as described in your Conditional Grant Agreement (Appendix A)? Please describe your achievements**.  
   Click here to enter text
2. **Please identify any service delivery challenges that your program is working to overcome; describe how your program addressed these challenges.**Click here to enter text
3. **Describe how you collaborated with your local community based victim serving organizations (sexual assault centre, domestic violence program, shelter, etc.) to address gaps in service delivery this past year.**Click here to enter text
4. **Please describe the support your program provided to victims of Domestic Violence over the past year. For example, the average length of time you spent supporting the victim, the type of support provided, additional support required, etc.**Click here to enter text
5. **Please describe the support your program provided to victims of Sexual Violence over the past year. For example, the average length of time you spent supporting the victim, the type of support provided, additional support required, etc.**Click here to enter text
6. **Please provide a brief summary of any new trends or challenges that you encountered in the past year (e.g., increase in diversity, new crime types, emergent issues, population pressures, working in new collaborative efforts with police, Crown Prosecution Service, community organizations, etc.).**Click here to enter text
7. **Please share any additional successes or challenges that your program faced over the past year.**Click here to enter text
8. **If applicable, please describe how your Board of Directors participated in strategic planning, policy and procedure development and program evaluation over the past year.**Click here to enter text
9. **Using the chart below please provide a status update on any additional Outcome Measures you included in your Grant Application (you are minimally required to report on the 5 pre-set Outcomes provided by VOCF):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Program**  **Objectives** | **Activities** | **Expected**  **Outcomes** | **Indicators** | **Measurement**  **Tools** | **Results** |
| Click here to enter text | Click here to enter text | 1. Victims of crime are informed of programs and services available to them. | - Victims know about the VIS program  - Victims know  about requesting restitution  - Victims know  about the FB  program  - Victims know about the victims of crime protocol  - Victims report that  they accessed all the services needed | - Victim survey  - Statistics | Click here to enter text |
| Click here to enter text | Click here to enter text | 2. Victims receive information about how the criminal justice system works. | - Number of victims receiving support and information around the Criminal Justice Process | - Victim file information/case management information | Click here to enter text |
| Click here to enter text | Click here to enter text | 3. Victims are satisfied with the services received from the VSU. | - Victims report that they are satisfied with the services received from the  VSU | - Victim survey | Click here to enter text |
| Click here to enter text | Click here to enter text | 4. Volunteer advocates increase their knowledge and skills to provide provincial standards of services to victims. | - Number/percent of volunteers  that complete  the Justice and Solicitor General E-Learning program  - Advocates report increased knowledge and skills from  training attended during the year | - Volunteer training records  - Volunteer  advocate survey | Click here to enter text |
| Click here to enter text | Click here to enter text | 5. The local community is aware of the services provided by the  VSU. | - Promotional and inter-agency activities undertaken during the year | - Organizational reporting | Click here to enter text |
| Click here to enter text | Click here to enter text | Click here to enter text | Click here to enter text | Click here to enter text | Click here to enter text |
| Click here to enter text | Click here to enter text | Click here to enter text | Click here to enter text | Click here to enter text | Click here to enter text |

I attest that the information contained in this report is accurate to the best of my knowledge: Select

Victim Service Unit name: Click here to enter name

Board Member Name: Click here to enter name

Board Member Position: Click here to enter position

Date (yyyy-mm-dd): Click to select today’s date

**The personal information collected in this Report is for the administration of the Victims of Crime Fund. The information you provide may be subject to release under the Freedom of Information and Protection of Privacy Act.**

**If you have any questions, please call (780) 427-3460 (toll-free by dialing 310-0000 and then the number).**

**Email form to:**

[victims.programs@gov.ab.ca](mailto:victims.programs@gov.ab.ca)

*Note: please send this document as an email attachment; do not send a printed version*

Form number C1