



Specialized Criminal Justice Navigator Grant

Program guidelines

Background

As part of the provincial re-design of Victim Services, Alberta is transitioning to a new regional governance model for all police-based victim services, with a target launch date of April 1, 2024. In addition, the funding model for services provided by specialized victim-serving organizations has also been under review. The intention of the overall victim services redesign is to ensure equitable, stable and accessible services for victims of crime regardless of where the incident occurred within the province, or where the victim is located, and to address redundancies and inefficiencies in the current system. Services for victims fall under four pillars:

Meet: meet with victims of crime and act as primary point of contact while victims are involved in the criminal justice process.

Mitigate: mitigate the impacts of trauma and prevent re-victimization by providing support, assistance, information and resources.

Refer: refer victims of crime to justice system partners, Regional Victim Service Societies (RVSSs) and other local organizations to enhance victim outcomes.

Accompany: accompany victims of crime to criminal justice appointments and proceedings (e.g., interviews, court, etc.)

Purpose and objectives

The Specialized Criminal Justice Navigator (SCJN) Grant provides funding to eligible non-profit organizations in Alberta that offer support to victims who might benefit from service providers with specialized skills, knowledge and experience in providing support to victims of specific types of crime (i.e. family violence, sexual violence, etc.), or victims that may require extra support (i.e. victims of human trafficking, child victims, families of homicide victims, and victims of elder abuse).

Funding is for **dedicated Specialized Criminal Justice Navigator positions**.

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These positions will play an integral role within a coordinated network of victim-serving organizations by:

- Working collaboratively within the provincial model, through memorandums of understanding (MOU)s where possible, with Regional Victim Service Societies (RVSSs), municipalities and other partners contributing to and enhancing a coordinated system of services to victims of crime throughout the province;
- Aiding victims of crime as they report to police and further navigate criminal justice system processes; and
- Ensuring victims of crime have access to comprehensive and appropriate service options as they engage with the criminal justice system, along with ensuring a commitment to providing culturally relevant and safe services.

Expectations for service provision to victims of crime

The expectations of the SCJN positions are guided and informed by *the Canadian Victims' Bill of Rights, Victims of Crime and Public Safety Act, Victims of Crime Regulation, the Alberta Victims of Crime Protocol, and the Roles and Responsibilities document*. Once a victim has decided to report to police, these positions will provide victims with the following:

- Information about the criminal justice system and opportunities for victims of crime to participate;
- Information about victims' programs – the Victims of Crime Assistance Program (VAP), Victim Impact Statements, Community Impact Statements, Restitution and the Restitution Recovery Program, and other assistance programs;
- Assistance in mitigating the immediate impact of the crime;
- Liaising with community and criminal justice agencies on behalf of the victim;
- Referral to other resources including other community resources, RVSS, municipal and Indigenous police service-based victim services;
- Collaboration with RVSS frontline staff or with municipal and Indigenous police service-based victim services on courtroom orientation and accompaniment; and
- Information about opportunities to register with the Correctional Service of Canada.

Victims deserve access to services that are responsive to their needs and priorities, while being equitable, stable and accessible regardless of where an incident occurs in Alberta or where a victim is located when they apply.

The objective of the SCJN grant program is to create a collaborative and coordinated network of victim-serving organizations to promote the participation of victims of crime in the criminal justice system as well as offer choices to victims on how and where they can access services.

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Core outcomes

- Victims of crime receive navigation support through the criminal justice system.
- Enhanced availability of specialized services to victims of crime in communities of all sizes, urban, rural, and remote, throughout the province.
- Funded programs are working collaboratively within a network of victim-serving organizations.
- Service delivery is victim centered, culturally appropriate and trauma informed.

Grant program overview

Eligible applicants	<ul style="list-style-type: none">• Non-profit organizations registered in Alberta and in good standing
Funding range	<ul style="list-style-type: none">• There is no funding limit, however there are maximums on budget line items.<ul style="list-style-type: none">○ See the Eligible expenses section.• Funding is limited. Not all eligible applicants may be funded.
Application details	<ul style="list-style-type: none">• Only one application per proposed program• Applications can be downloaded from our website• Applicants must complete an application form and budget template• Applicants will be required to submit the following:<ul style="list-style-type: none">○ Two letters of support○ Board member contact list○ Recent approved and signed professional prepared financial statements○ Proof of incorporation status <p>See the Application procedures section.</p>
Notification of decision	<ul style="list-style-type: none">• Approximately six months after application date
Grant term and length	<ul style="list-style-type: none">• April 1, 2024 – March 31, 2026• The funding terms is for two fiscal years• Funds will be paid in instalments, with separate instalments provided for fiscal year one (April 1, 2024 – March 31, 2025) and fiscal year two (April 1, 2025 – March 31, 2026)
Expenditure of grant funds and reporting	<ul style="list-style-type: none">• Grant recipients must expend funds as approved for each fiscal year. All funds unspent at the end of a fiscal year cannot be carried forward. All funds unspent at the end of a fiscal year must be returned.• Grant recipients must report on a quarterly and annual basis. See the Reporting requirements section for details.



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Eligibility requirements

Eligible applicants

Applicants must be a non-profit organization that is registered in Alberta, and in good standing under one of the following acts:

- Provincial legislation (Alberta)
 - Societies Act
 - Part 21 of the *Business Corporations Act* – Extra Provincial Corporations
 - *Companies Act*, Part 9 (Non-profit companies)
 - Special Act of the Legislature
- Federal legislation (Canada)
 - Special Act of Parliament
 - *Income Tax Act* (and operating in the Province of Alberta (Charities))

Applicants must have an Alberta-based address that is regularly monitored by an active member of the organization.

Applicants must be currently offering programs and services whose primary mandate is to benefit victims of crime during their involvement with the criminal justice system in Alberta.

Ineligible applicants

Without limitation, the following applicants are not eligible to apply:

- For-profit organizations
- Municipalities
- Funding agencies or other funders
- Organizations that provide services outside of Alberta
- Police services
- Organizations not registered as a not-for-profit organization in Alberta
- Individuals
- Publicly-funded or Crown corporations
- Schools and school boards
- Lobby groups
- Police-based victim-serving organizations
- New organizations that are requesting start-up and/or capacity building funding

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Eligible expenses

- Staffing salary or wages and benefits for up to two full-time employees (FTEs)
- Maximum \$67,000 per FTE
- Maximum \$10,000 in benefits per FTE
- Travel expenses for staff related to providing direct service delivery to clients including:
 - Mileage
 - Vehicle leases
 - Gas
 - Insurance and registration
 - Accommodation and meals for staff
- Technology to support direct service delivery (e.g., teleconferencing solutions, laptops, cellphones, satellite phones, internet)
- Training expenses for staff funded through this grant that are directly related to their duties (max. \$1000/per FTE per year)
- Administrative expenses to support direct service delivery (e.g., rent, utilities, internet, office supplies, supervision, etc.). Maximum \$5,000 total per year.

Ineligible expenses

Without limitation, funding cannot be used for expenses related to:

- Start-up costs such as incorporation, market research, feasibility studies, business plans, borrowing costs/loans, licenses, permits, legal and registration fees
- Salaries or contracted fees (or portions thereof) for positions that do not perform the duties of the Specialized Criminal Justice Navigator (i.e. intake workers, counsellors, social workers).
- Capacity building proposals will not be considered.
- Fees for services or supports for clients (i.e., counselling, housing, food, clothing, etc.)
- Costs that were incurred prior to the grant term
- Membership fees, subscriptions or annual dues (unrelated to direct services delivery)
- Debt repayment or deficit reduction
- Events, fundraising activities and related costs
- Scholarships, prizes, gratuities, gifts, individual awards and payments for individual benefit
- Flow-through funds to another organization (third-party funding)
- Lobbying activities, lobbyist groups registered under the lobbying act, administrative fees to lobby groups
- Administrative expenses exceeding the allowable amount as per the guidelines
- Capital costs including:
 - Renovations or facility improvements
 - Land or facility purchases
 - Major equipment and furnishings
 - Vehicle purchases

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Criteria

Applicants meeting eligibility requirements for funding will be evaluated based on:

- the key considerations—listed below, and
- the core outcomes outlined in Purpose and objective, as well as
- a review of supporting documents.

Key Considerations

Specialized Victim Services

Programs funded by this grant should offer support to victims who may benefit from service providers with specialized skills or knowledge and experience in providing support to victims of specific types of crime (i.e. family violence, sexual violence, etc.), or victims that may require extra support (i.e. victims of human trafficking, child victims, families of homicide victims, and victims of elder abuse).

Specialized Criminal Justice Navigator

Funding is to be dedicated to Specialized Criminal Justice Navigator Positions that provide front-line service to victims of crime. These positions will work closely and collaboratively with other criminal justice services providers, notably the RVSS program staff.

Geographic reach and accessibility of service delivery

The desired outcome is to provide enhanced availability of specialized services to victims of crime in communities of all sizes – urban, rural and remote – throughout the province.

Applicants are expected to display a commitment to providing service outside their local community, or exploring ways to do so, using technology (or other solutions) to extend reach and accessibility.

Contributing to a collaborative coordinated system

All victim service partners will work collaboratively within a network of victim-serving organizations in ongoing efforts to identify and address barriers, gaps and duplications to ensure victims have access to timely, appropriate and efficient supports that complement/augment services available to victims of crime within the regions.

Funded organizations will be expected to work collaboratively within the provincial model with RVSSs, municipalities, Government of Alberta, other funded organizations and partners

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contributing to and enhancing a coordinated system of services to victims of crime throughout the province.

Wherever possible, memorandums of understanding (MOUs) for reciprocal services and client referral will be developed with regional partners to ensure services are delivered in the most effective and efficient manner resulting in the best outcomes for victims under the following specialized program framework:

Victim-centered and trauma-informed

Service delivery that is responsive to the needs, concerns and priorities of victims of crime. Victims will have access to informed supports that provide them with opportunities to have input in the services they receive. Communication with victims must be culturally appropriate and sensitive to the individual needs and ways of victims of crime.

Innovative and responsive

Programs that consider ways to adapt to meet the evolving needs of Albertans through innovative approaches to identify, expand and enhance services.

Application procedures

Application deadline: October 15, 2023

Applicants should review the Canadian Victims Bill of Rights and the Alberta Victims of Crime Protocol prior to application.

Ensure your Specialized Criminal Justice Navigator grant program application package includes:

- Completed and signed application
- Budget request template
- Most recent approved and signed financial statement
- List of board members with contact information
- Minimum two (2) letters of support demonstrating the relationship and/or partnership in providing services to victims of crime. It is recommended that one letter be from the Crown or police.

All decisions on grant applications are final. No appeals will be considered.

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Filling out the application

- **Applications must be submitted on or before the deadline date.**
 - If the deadline falls on the weekend or a statutory holiday, the following business day.
- The application package must be fully complete and all questions must be answered.
 - **Incomplete applications will not move forward for consideration.**
- Applications are reviewed against the eligibility, criteria and supporting documentation provided.
 - Organizations may be contacted if further information or clarification is required.
- If your organization has previously received grant funds from the Victims of Crime and Public Safety Fund, you must be considered in good standing to apply for the Specialized Criminal Justice Navigator Grant.
 - If you are unsure, contact victims.programs@gov.ab.ca

If your application is approved

Notification

- Applicants will receive a notification from the minister's office of the decision regarding their application.
- The review and decision-making process takes approximately six months from the application deadline date.

Funding conditions and contractual obligations

Applicants that are approved for grant funding must be aware of and observe the following funding conditions:

- The grant funds must be spent according to the approved budget and grant application, which become part of the conditional grant agreement
- Grant recipients are bound by the terms and conditions found in the conditional grant agreement
- Grant funds will be directly deposited through electronic funds transfer (EFT).
 - An EFT direct deposit form will be provided.
- Reporting templates will be made available on our website

Grant funding not used or accounted for in accordance with the conditional grant agreement will be required to be returned to the Government of Alberta.

Grant recipients must expend each funding instalment within the fiscal year for which that instalment is provided, as outlined in the conditional grant agreement. Funding extensions will not be considered.

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Reporting requirements

Successful applicants will be required to submit reporting as per the terms and conditions of the conditional grant agreement. Reporting requirements include:

Quarterly Reports

Reports are due as follows:

- January – March: due April 15
- April – June: due July 15
- July – September: Due October 15
- October – December: Due January 15

Annual or final reports

For all grant recipients an annual/final report is required as per the terms and conditions outlined in the conditional grant agreement

For multi-year grants, all relevant reporting requirements must be submitted and deemed satisfactory by the Minister before the next grant instalment is released.

The annual report package includes:

- Annual report (template provided)
- Professionally prepared financial statements with notice to reader
- Financial actuals report (template provided)
- Updated organizational contact list

The Government of Alberta maintains the right to request interim reporting at any time.

All reporting must be completed and signed by an authorized representatives having legal and/or financial signing authority for the organization.

Records must be kept for seven years from the date that final reporting is submitted, providing there is no additional follow up or information requested by the Government of Alberta's Victims Programs and Initiatives Unit, Public Safety and Emergency Services (PSES).

Any recipient that does not comply with the reporting requirements may be ineligible to receive additional funding from the Victims of Crime and Public Safety Fund until acceptable reporting is provided. A breach of any requirement in the conditional grant agreement may result in the Government of Alberta pursuing legal action.



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Budget reallocation

Grant recipients may make a request to reallocate funds between budget lines items prior to spending any grants funds on a new or revised purpose. Reallocation requests will only be considered in-year and cannot be applied to previous or future grant years.

To request a reallocation, submit the following:

- An email request proposing the new/revised budget along with a detailed plan describing how the funds will be utilized and what need/gap this revision is addressing.
- A revised budget using the budget template will be made available on our website
- The request must be made by an authorized signing authority of your organization.
- Email to: victims.programs@gov.ab.ca

Reallocation requests must be received in-year and no later than January 31 of the applicable grant year.

Conflict of interest

In addition to complying with the conditional grant agreement, these Specialized Criminal Justice Navigator Grant guidelines, the *Victims of Crime and Public Safety Act* and the Victims of Crime Regulation, an individual affiliated with a grant recipient should not place themselves in an apparent or actual conflict of interest when using the grant funds. A conflict of interest arises when a conflict between an individual's personal interests (what they could gain financially or otherwise) and their duty to administer the grant funds in an accountable and transparent manner are in question.

A conflict of interest may be actual or perceived:

- *Actual conflict of interest* exists where an individuals' personal interest could improperly influence the recipient's duty to utilize the grant funds in a responsible and accountable manner. For example, an individual employed by the recipient wants to use the grant funds to rent space from a private company owned by the individual. An actual conflict of interest exists because the individual personally benefits from this decision.
- *Perceived conflict of interest* exists when there is the appearance that an individual has a private interest that could improperly influence the individual's duty to act in the best interests of the grant recipient.

Whether a conflict of interest is categorized as actual or perceived, the individual affiliated with the grant recipient should avoid placing themselves in a situation where their personal interest could interfere with their duty to be transparent and accountable with the use of the grant funds. For example, the individual should ensure that their family members or the businesses

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they have an interest in no way personally benefits from the Government of Alberta funding that was provided.

As soon as reasonably possible after becoming aware of the personal interest that causes or is likely to cause a conflict of interest in relation to the use of the grant, the grant recipients must give notice of the conflict to the Minister. After giving notice of the conflict, the grant recipient may not commence nor continue the project until instructed to do so by the PSES Victims Programs and Initiatives unit. If, in the opinion of the Minister, a conflict warrants such actions, the recipient may be given notice of termination of the agreement and be required to return the grant funds.

Freedom of Information and Protection of Privacy Act

The personal information that is provided on the grant application form will be used for the purpose of administering the Specialized Criminal Justice Navigator Grant and advising the applicant of grant program updates and relevant ministry initiatives. It is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* (FOIP Act) and is protected by the privacy provisions of the FOIP Act.

The FOIP Act applies to any information that is collected to the Government of Alberta. This information may be disclosed in response to an access request under the FOIP Act, subject to any applicable exceptions to disclosure under the FOIP Act.

If agreed to by the applicant on the application form, occasionally, the Government of Alberta may contact applicant organizations to provide information about ministry initiatives or announcements related to the following topics:

- grant program changes, funding announcements and opportunities to provide input/opinion on programs
- awareness of ministry resources available to the non-profit sector including ministry sector events

Only authorized contact representatives noted in the grant application may request specific information about grant applications from the Victims Programs and Initiatives Unit.

For questions about the collection and use of this information, contact Victims Programs.

Contact information

Email: victims.programs@gov.ab.ca