



Ministry of the Solicitor General

**2024-25 – 2025-26**

**Safer and Vital Communities Grant**

**Application Instructions and Guidelines**

**Community-Based Organizations**

## INTRODUCTION

The Ministry of the Solicitor General (Ministry) is pleased to present the 2024-2026 Safer and Vital Communities (SVC) Grant. This document outlines the grant process and contains important information on the eligibility criteria and required documentation for your application.

This call for applications includes dedicated application forms and guidelines for:

- (1) Community-based, non-profit organizations.
- (2) Urban and rural Indigenous community-based, non-profit organizations and First Nation Band Councils (a unique application form targeted to projects which focus on supporting Indigenous communities).

The call for applications includes the application form(s), application guidelines, and budget sheets for your proposed project.

**Please ensure that you are using the correct application form and set of guidelines for your stream.**

**NOTE:** These application guidelines are intended for community-based, not-for-profit incorporated organizations only. If you are an urban or rural Indigenous organization or First Nation Band Council, please refer to the “Urban and Rural Indigenous Organizations and First Nation Communities Application Guidelines”.

## THEME

The theme for the 2024-2026 SVC Grant is “**Preventing Hate Motivated Crime through Community Collaboration**”. This theme supports an integrated community-based approach to targeting issues related to hate motivated crime. It also addresses the increase of police-reported hate crime in Ontario.

*Note: A hate crime is a criminal violation motivated by hate, based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation or any other similar factor.<sup>1</sup>*

The theme aligns with Ontario’s modernized approach to community safety and well-being which involves addressing local crime and complex social issues on a more sustainable basis. This can be achieved by shifting to more proactive and collaborative efforts that focus on social development, prevention, and risk intervention.

Through this call for applications, the Ministry is requesting proposals that focus on bringing together different sectors to combat hate motivated crimes in Ontario.

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<sup>1</sup> CCJS Hate Crime Consultation Report, 2014

## ELIGIBILITY CRITERIA

### **Eligible Applicants:**

- ✓ Community-based, not-for-profit incorporated organizations
- ✓ Community-based, not-for-profit organizations sponsored by an incorporated organization
- ✓ Urban and rural Indigenous community-based, non-profit incorporated organizations
- ✓ Urban and rural Indigenous community-based, non-profit organizations sponsored by an incorporated organization
- ✓ First Nation Band Councils

### **Application Preferences:**

- ✓ **To provide the highest possible impact and to respond to current crime trends, preference will be given to projects that focus on cultural, ethnic, or faith-based hate from communities that have experienced a demonstrable increase in cultural, ethnic, or faith-based hate crimes (i.e., large urban areas with populations greater than 100,000).**
- ✓ Preference will also be given to applicants who can demonstrate linkages to their communities' completed Community Safety Well-Being (CSWB) plan.

### **Ineligible Applicants\*:**

- ✓ Police services and their boards
- ✓ Municipalities
- ✓ Federal/Provincial/Municipal agencies
- ✓ Universities, colleges, schools, hospitals, and their governing boards and agencies.

*\*Ineligible applicants cannot apply for funding, but they can be project partners.*

Only **ONE** application may be submitted per applicant.

Any community-based, not-for-profit organization that is not incorporated must be sponsored by an incorporated organization that is an eligible applicant itself and must include a letter of confirmation from their sponsor along with their application. The letter must detail the sponsoring organization's commitment to enter into a contractual agreement with the Ministry on behalf of the applicant. The sponsoring organization will also be required to submit proof of incorporation.

Past recipients who have failed to provide the required reports or complete the reports to the satisfaction of the Ministry (e.g., not providing the requested information) will not be considered for funding.

### **Partnerships:**

Applicants must demonstrate police involvement in their projects. Applicants are also encouraged to demonstrate partnerships with multi-sectoral organizations in an effort to support long-term sustainability and program success. Preference may be given to applications that include strong multi-sectoral partnerships.

Applicants are required to provide letters of support that confirm their partners' involvement, role, and capacity to address hate motivated crime in their community – this includes when partnering with police services. These letters should detail the nature of the partnerships and what role the partners will play in the development and/or delivery of your project.

**Project Timeline:**

Funding is provided on a one-time basis only. Applicants will have until the end of fiscal year 2025-26 (i.e., March 31, 2026) to complete their project once a funding decision has been made. It is anticipated that the Ministry will notify applicants of its funding decision in Spring 2024. Please take this into consideration when planning for your project.

**Funding Amount:**

Applicants may request up to \$85,000 for each of the two years. No funding exceeding this amount in either year will be approved.

**Expense Considerations:**

- ✓ Should you request funding for personnel, a brief description of the duties and responsibilities for the position is required (e.g., to hire a coordinator to support the project, a counsellor, a clinician to support victims, etc.).
- ✓ Administrative costs must be capped at 10 per cent of the subtotal (i.e., the total excluding the administrative costs). If the administrative costs exceed this amount, they will automatically be reduced to 10 per cent of the project's subtotal.
- ✓ Hospitality costs must be related exclusively to costs for participants (e.g., refreshments, transportation, Elder honorarium for a community session, etc.).

**Ineligible Expenses:**

- ✓ The grant will not cover expenses related to your organization's ongoing operational costs. The grant can only be used to cover costs associated with the proposed project.
- ✓ Applications that are strictly to fund research activities and/or evaluation will not be considered.
- ✓ Personnel costs related to hiring security guards will not be considered.
- ✓ Capital expenses for land and construction/major repairing of buildings will not be considered.
- ✓ If you are eligible to receive a tax rebate, credit or refund, these amounts cannot be claimed as eligible expenses on your budget and must be accounted for.

**APPLICATION GUIDELINES**

*NOTE: These application guidelines are intended for **community-based, not-for-profit incorporated organizations** only. If you are an urban or rural Indigenous organization or First Nation Band Council, please refer to the "Urban and Rural Indigenous Organizations and First Nation Communities Application Instructions and Guidelines".*

Please review the following guidelines carefully and ensure you answer each component of every question. The guidelines specify important information about each question, and they must be followed when completing your application.

Please note that all applicants must be proposing a project that is new or that has a new component.

### **Demonstrated Need (6 Points)**

1. How did you determine that there is a need for the proposed project in your community?
  - ✓ Provide current and reliable statistics and evidence to demonstrate the frequency of hate motivated crimes in your community, and/or how your community is at-risk of being targeted by hate-motivated crimes. Statistics/evidence may originate from Juristat Canada, local police, schools, media reports, etc. or through local findings (e.g., community consultations, conducting a gap analysis).
    - Indicate the total and percentage increase in hate crimes and number of hate crimes in your community.
    - Indicate the number of hate crimes per capita<sup>1</sup> in your area of operation.
    - Indicate how your project will address this need.
  - ✓ Identify factors limiting your organization's ability to deal effectively with hate motivated crimes. Explain why funding is beyond your organization's current capability (i.e., limitations in carrying out the project with internal budget or funding sources, and why ministry funding is required in order to successfully implement).
  - ✓ Demonstrate how your community has experienced increased rates of cultural, ethnic, or faith-based hate crime or hate motivated incidents in your community/communities.

### **Activities (6 points)**

2. Provide a comprehensive outline of the activities that will be implemented as part of the project. Explain who will benefit from these activities and how.
  - ✓ Describe in detail all the activities (including recruitment/referral process, if applicable) that you will implement during this project.
  - ✓ Indicate the types of group(s) and/or individuals (i.e., your target group) who will benefit from your project. Explain how.

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<sup>1</sup> Per capita represents the total number of hate crimes divided by the total population.  
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### **New Project/Elements (2 Points)**

3. Is this a new project? Please explain.

- ✓ If yes, provide details on how this project is different from other projects undertaken by your organization.
- ✓ If no, provide details on how the proposed project differs from the existing project (e.g., new component, new target group, protective factors).

Note: Simply delivering an existing project in a different area and/or partnering with a different organization will not be considered for funding.

### **Organizational Readiness and Knowledge (2 Points)**

4. Describe your experience and/or capacity to effectively deliver the project.

- ✓ Explain what expertise your organization has in addressing hate motivated crime and working with the identified target group.

### **Partnerships (4 Points)**

5. Describe your project partners. Please note that applicants are required to partner with their local police service and are also encouraged to partner with at least one organization in a sector different from their own.

- ✓ Indicate the name of each partnering organization.
- ✓ Indicate the sector to which each partnering organization belongs to. Sectors may include, but not limited to the following: education, health/mental health, social services, housing, justice, children services, private sector and local government.
- ✓ Outline each partner's role in carrying out the project, including what activities they will implement (e.g., providing referrals, assisting in organizing community events).
- ✓ Explain the value that each partnership brings to the project (e.g., expertise, resources) and how each partner will enhance the ability to carry out the project (e.g., why they are best placed to fulfill their specified role and address hate motivated crime).

Note: Preference may be given to applications that include strong multi-sectoral partnerships.

## **Project Outcomes and Performance Measurement (6 Points)**

### **LOCALLY IDENTIFIED OUTCOMES:**

6. In the attached table, indicate 1) expected outcomes that will result from your project 2) performance indicators that will be measured to assess achievement of outcomes 3) data collection method for those indicators 4) baseline data for those indicators and 5) target for those indicators. Please ensure that outcomes and performance measures reflect input from all partners.

- ✓ Describe the expected outcomes that will result from your project.
- ✓ Identify performance indicators to demonstrate that outcomes have been achieved.
- ✓ Indicate the baseline data from which you will be able to assess change. If baseline data is not available, describe how you and/or your project partner(s) will collect the data.
- ✓ Indicate your target for the performance indicators.
- ✓ Describe which partner(s) will report on each indicator and how will the data be collected (e.g., interviews, surveys, focus groups)
- ✓ Ensure that the mandatory requirement below is included as part of your application submission.

### **MANDATORY REQUIREMENT (PROVINCIAL OUTCOMES):**

In addition to your locally identified outcomes, all successful recipients will be required to report on the following provincial outcomes and a minimum of one of the associated indicators listed below. It is highly encouraged, where possible, to report on more than one of the associated indicators. Please ensure you build this into your proposal.

#### **1. Outcome: Increase Community Safety and Inclusiveness**

- **Associated Indicators:**

- Increase in the number of partnerships between community organizations, government agencies, vulnerable communities, and/or policing services as a result of the initiative.
  - # of activities/workshops held in collaboration with other community partners including police services and schools (provide breakdown by community partner)
  - # of partnerships developed through this initiative
  - # of community groups involved in the initiative
- Increase in the percentage of education and/or training opportunities provided to address and prevent hate motivated crime.
  - # of workshops/activities held to raise awareness of hate crime and how to prevent hate motivated crime

- # of individuals that participated in workshops/activities
- # and type of community groups targeted (students, workplaces, ethnic groups, etc.)
- % of community members who indicated that the events increased their knowledge of the issue (survey of individuals who attend the workshops/activities)
- Increased support for victims of hate-motivated crime.
  - % of project funding spent on programs to support victims of hate crimes
  - Where possible, please provide data on the types of programming the project has funded for victims of hate motivated crime.
- Percentage change in the uptake of services offered to community members and victims of hate motivated crime.
  - % of victims of hate crimes who accessed support services (e.g., counsellors)
  - It is anticipated that an increase in the uptake of services offered to community members and victims of hate motivated crime will result in a decrease in the rate of revictimization. Where possible, please track this information and report on results.
- Increase in community members' feeling of safety as a result of the initiative
  - % of community members who indicate that they feel safe as a result of the initiative (e.g., survey of individuals)

## 2. Outcome: Project/Program Coverage - Number of Activities

- **Associated Indicators:**
  - Increase in the number of partnerships between community organizations, government agencies, vulnerable communities, and/or policing services as a result of the initiative.
    - # of activities/workshops held in collaboration with other community partners including police services and schools

## 3. Outcome: Project/Program Administrative Costs

- **Associated Indicators:**
  - Total amount (\$) spent on administration of the program.
  - Total initiative allocation

## 4. Outcome: Project/Program Impact - Increase in community members' feeling of safety as a result of the initiative

- **Associated Indicators:**



- % of community members who indicate that they feel safe as a result of the initiative (e.g., survey of individuals)

### **Budget (4 Points)**

7. Using the budget sheets provided, clearly itemize all expenditures associated with the project. In the space below, describe the need/use for each budget item that requires Ministry funding.

- ✓ Clearly explain the need/use of each budget item that requires Ministry funding, ensuring budget items align with the design and delivery of this specific project.
- ✓ Should you request funding for personnel, a brief description of the duties and responsibilities for the position is required.
- ✓ Refer to Application Instructions for details on allowable budget items.

### **APPLICATION REVIEW AND ASSESSMENT CRITERIA**

The SVC Grant Review Committee, comprised of representatives from within and outside the Ministry, will review all eligible proposals and make funding recommendations to the Solicitor General for approval. Should the application meet the eligibility criteria, your proposal will be assessed based on the following criteria:

- |  |                         |
|--|-------------------------|
| ✓ Demonstrated Need                      | ✓ Partnerships          |
| ✓ Activities                             | ✓ Project Outcomes and  |
| ✓ New Project/Elements                   | Performance Measurement |
| ✓ Organizational Knowledge and Readiness | ✓ Budget                |

### **CONTRACTUAL AGREEMENT**

As part of the terms of funding, the Ministry will enter into a contractual agreement with those organizations approved for funding. Funds will only be released to the organization after the contractual agreement is signed between the organization and the Ministry and upon the Ministry's receipt of the following required documents:

- ✓ **Proof of Insurance** – Successful applicants must have commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage to an inclusive limit of not less than \$2 million dollars per occurrence. Proof of insurance, with the Ministry included as an additional insured, is required before funding is provided.
- ✓ **Governance structure** – Successful applicants are required to provide a governance structure of their organizations. This may be a list of the board of directors or an organization chart outlining the structure of their organization.
- ✓ **Proof of Canadian Financial Institution** – Successful applicants must submit proof of a bank account that resides at a Canadian financial institution and is in the name of the applying organization or its sponsoring organization.

The grant must be used in Ontario for the purposes described in the application and according to the terms of the contractual agreement.

Note: Grant funding is subject to the Ministry of the Solicitor General receiving the necessary appropriation from the Ontario Legislature.

## REQUIRED DOCUMENTATION FOR YOUR APPLICATION

Along with your completed application form and budget sheets, please ensure to submit the following documents to the Ministry by **4:00pm EST on February 26, 2024**:

- ✓ **Proof of incorporation** – A copy of your incorporation documents is required. A copy of your registration as a charity is not acceptable. If your organization is not incorporated, a copy of your sponsoring organization's incorporation documents is required.
- ✓ **Sponsor letter** – If your organization is not incorporated, please provide a letter from your sponsoring organization indicating its commitment to enter into a contractual agreement with the Ministry on behalf of the applicant.
- ✓ **Letter of support from your local police service and other organizations as appropriate** – These letters should detail the nature of the partnerships and what role the partners will play in development and/or delivery of your project. These letters must be an official letter signed by the respective organization. Emails or letters that are not signed will not be accepted.

## LENGTH OF APPLICATION FORM

Application forms have character limits in each section. Please adhere to these limits. Additionally, please do not include any attachments or website addresses as part of your response. They will not be reviewed.

Urban and rural Indigenous community-based organizations and First Nation Band Councils are permitted to submit illustrations/pictures as part of the **“Project Outcomes and Performance Measurement”** section of their application form.

## APPLICATION SUBMISSION

All applications must be submitted through Transfer Payment Ontario (TPON). In addition, an electronic version of your completed application form and budget sheets must be submitted to the Ministry in their **original format (NOT a scanned version) by email**. Please submit them to [Natalie.Brull@ontario.ca](mailto:Natalie.Brull@ontario.ca) and [Rosanna.Tamburro@ontario.ca](mailto:Rosanna.Tamburro@ontario.ca).

In addition to the above, please scan the signed copy of the completed application form and all required documentation for your application and submit them by email to [Natalie.Brull@ontario.ca](mailto:Natalie.Brull@ontario.ca) and [Rosanna.Tamburro@ontario.ca](mailto:Rosanna.Tamburro@ontario.ca).

Submissions that are late, incomplete, or not accompanied by the required documents requested by the ministry will not be considered for funding. No exceptions will be permitted.

More details on the application process, including accessing the application and applying through TPON, are outlined in Appendix A.

Ministry staff will acknowledge the receipt of your submission, either through an email response or an automatic reply message within five business days. **Please follow up if you do not receive confirmation.**

## APPLICATION DEADLINE

Your completed application form and budget sheets, along with all required documentation for the application process, must be received by the Ministry by **4:00pm EST on February 26, 2024.**

Out of fairness to all applicants, submissions that are late, incomplete, or not accompanied by the required documents requested by the Ministry will not be considered for funding. No exceptions will be permitted.

If possible, applicants are recommended not to wait until the last day to submit their application and/or request support from ministry staff. As the volume of emails and phone calls tend to be very high on the application due date, there may be a delay in getting a response.

## ASSISTANCE

For general questions and technical assistance for the SVC Grant, please contact Natalie Brull at [Natalie.Brull@ontario.ca](mailto:Natalie.Brull@ontario.ca) or Rosanna Tamburro at [Rosanna.Tamburro@ontario.ca](mailto:Rosanna.Tamburro@ontario.ca). Please note that Ministry staff will not be reviewing applications prior to their submission.

## APPENDIX A: Registering your Organization in Transfer Payment Ontario

Transfer Payment Ontario (TPON) is the Government of Ontario's online transfer payment management system. It provides one window access to information about available funding, how to submit for Transfer Payment (TP) funding and how to track the TP status of your submission.

### Getting Started

- **NOTE:**
  - Effective April 17, 2023: TPON changed the way you access Transfer Payment Ontario. You will need to Create a My Ontario Account for the first time if you have not done so already.
  - For more information: See the Creating a My Ontario Account [guide](#) and [video](#).
- All organizations must be registered with Transfer Payment Ontario in order to submit the intake form to request funding for this TP program.
  - The form must be submitted online through Transfer Payment Ontario and a copy must submitted by email to the ministry contacts.
- **For both existing and new users to TPON:** please use the link below to gain access to the Government of Ontario's online transfer payment management system.

➤ [Transfer Payment Ontario](#)

**NOTE:** Google Chrome web browser and Adobe Acrobat Reader DC are required to access funding opportunities and download required forms from TP Ontario. For more information and resources visit the [Get Help](#) section of our website.

### Technical Support

Transfer Payment Ontario Client Care support for external users is available from Monday to Friday 8:30 a.m. to 5:00 p.m. except for government and statutory holidays, at:

- Toll-free: 1-855-216-3090
- TTY: 416-325-3408
- Toll-free TTY: 1-800-268-7095
- Email: [TPONCC@ontario.ca](mailto:TPONCC@ontario.ca)