

# Application Guidelines and Instructions

**Grant Program:** Ontario Closed Circuit  
Television (CCTV) Grant Program

**Grant Term:** 2024-2025 (one year)

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## INTRODUCTION

### **Please note:**

- The purpose of this document is to assist applicants in completing the Ontario Closed Circuit Television (CCTV) Grant program application form and provides information and guidance that should be reviewed prior to completing the application form.
- These application guidelines and instructions outline the grant process and contain information on eligibility criteria, outcomes and performance indicators, the application review process, selection criteria, and more.

### **Ontario Closed Circuit Television (CCTV) Grant Program 2024-2025 (one year)**

The Ministry of the Solicitor General (ministry) is pleased to announce that the Ontario Closed Circuit Television (CCTV) Grant Program for fiscal year 2024-2025 is now open for application submissions. This one-year grant intends to expand CCTV systems in more municipalities, as part of the [Ontario Guns, Gangs and Violence Reduction Strategy \(GGVRS\)](#).

The GGVRS is being implemented in a manner that balances the government's policy objective to deliver a comprehensive and effective solution to guns and gangs, with the government's fiscal priorities and commitments. As part of the GGVRS, investments have been made to fight gun and gang violence through enforcement, intervention, and prevention. The Ontario CCTV Grant program has been able to further support police services and the communities they serve to increase community safety.

The Ontario CCTV Grant program is available to all municipal and First Nations police services, as well as municipalities that are policed by the Ontario Provincial Police (OPP) and will provide **one-time** funding to successful applicants in 2024-2025.

**IMPORTANT:** Applicants applying for the Ontario CCTV Grant Program will be required to pay for **50 per cent** of the project costs with the ministry providing funding for the remaining 50 per cent, for up to \$300,000.

Please see eligibility below for more details.

## ELIGIBILITY CRITERIA

### Who is Eligible:

- Municipalities that are policed by the OPP as well as municipal and First Nation police services.
  - Applicants must identify at least one (1) community partner on their application. Applications should include a letter of support from the identified community partner. See [Selection Criteria](#) for more information.
- **NEW:** For all OPP-policed municipalities, applications must be reviewed by the OPP's Grant Support Team at [OPP.Grant.Support.Team@OPP.ca](mailto:OPP.Grant.Support.Team@OPP.ca) prior to submission in Transfer Payment Ontario (TPON). In addition, applications **must be submitted through the municipality's TPON account.**
  - Also, for municipalities that receive policing from the same OPP Detachment that wish to apply for grant funding, joint applications at the Detachment or Regional level will be required (identifying all participating municipalities).

### Number of Application Submissions and Funding Amounts:

- There is no limit on the number of applications that can be submitted by municipal and First Nations police services.
- Similarly, there is no limit on the number of applications that can be submitted by municipalities policed by the OPP.
  - Police services and municipalities have the flexibility to submit joint applications if they would like, but must identify a lead police service/municipality who will be responsible for submitting the application on TPON.

### Maximum funding amount:

- The maximum funding request from the ministry is **\$300,000** for fiscal year 2024-2025.
  - As noted above, applicants applying for this grant will be required to pay for **50 per cent of the project cost**. For example, if your total project cost is \$600,000, the applicant must commit \$300,000 (50 per cent) of their own funds towards the project and the province would cover the remaining \$300,000 (50 per cent).
  - As an example, police services may want to consider using their financial contribution towards the following budget items to support their CCTV project:
    - Community consultations and communications relating to placement/installation of CCTV cameras.
    - Training on equipment (i.e., training to support video review, etc.).
  - If multiple, separate applicants plan to purchase from the same vendor and bundling their procurements can reduce costs, they should identify the other applications they intend to coordinate with in their submission.

### **What is Eligible:**

- CCTV cameras and associated costs. This could include:
  - Purchasing of CCTV cameras to be installed in communities/business areas.
    - This may also include Automated License Plate Recognition cameras.
  - CCTV installation costs.
  - CCTV associated supplies/software.
  - Costs associated with courses/training. Please See “What Is Not Eligible” Below For More Information On Out Of Province Travel.

### **Outcomes/Performance Measures:**

- Applicants must track and collect the required Priority Specific Indicators. For more information, please see the Outcomes and Performance Indicators section.

### **What is NOT Eligible (i.e., the grant will not cover expenses related to the items outlined below):**

- Police officer’s salaries and benefits.
- Funding that requests offsetting current policing operating budgets, for example officer equipment and supplies that are not related to the project.
- Out of province travel. However, the ministry may consider covering the cost of the course/training itself (i.e., registration) but not the costs associated with the travel (i.e., transportation and food).
- Facial recognition technology and body-worn cameras.

## OUTCOMES & PERFORMANCE INDICATORS

Successful Ontario CCTV Grant recipients will be required to report back on Priority Specific Indicators. The ministry's overall goal of this grant funding is to increase public safety by working with policing and community partners to provide the resources and tools they need to keep Ontario's communities safe and resilient.

This funding will assist and/or contribute towards the ministry's overall goal by providing police services with additional resources (officer training, new and upgraded equipment and software, etc.) to implement projects under the 2024-2025 Ontario CCTV Grant cycle.

**Please follow the steps below to fill out the Performance Measures section of the application:**

**NOTE:** these are the ministry **mandatory** priorities with indicators that must be collected and reported on if your application is approved:

**1. Reduction in the Incidence of Violent Crime**

- # of reported violent crimes in identified areas.
- # of shootings in identified areas.
- # of gang-related activities in identified areas.

**2. Ensuring People Feel Safe and Secure**

- # of investigations leading to charges laid.
- # of community members who indicate that they feel safe.
- # of cameras installed over the funding period in identified areas and/or number of total cameras installed from previous CCTV Grant funding.

**3. Increasing Support to Front-line Officers**

- # of potential suspects identified by CCTV post-incident.
- # of potential victims identified by CCTV post-incident.
- # of potential witnesses identified by CCTV post-incident.
- # of investigations assisted by CCTVs.
- # of downloads from designated cameras for investigative purposes.
- # of cases in which there is CCTV video footage.
- # of total number of charges laid for cases in which there is CCTV video footage.

**STEP ONE:** Input your baseline where you would like to start from, you can put "0" as well.

**STEP TWO:** Input your target/goals for the entire grant cycle from April 1, 2024, to March 31, 2025).

**STEP THREE:** Input where your data is being provided from (this will be a dropdown menu). This will explain if the data is provided through project-based data, unit-based data, police service wide data, or other.

**STEP FOUR:** Use this section if you selected “other” under step three.

**Example**

Priority	Indicator	Goal/Target (Project Term)	Data Captured Based on (example, project based, unit based, police service based, other)	Data Captured Based on Other (please explain where the data was captured from if "Other")
Reduction in the Incidence of Violent Crime	# of reported violent crimes in identified areas.	10	Other	Multiple units that include Traffic Unit and Guns and Gangs Unit.
Ensuring People Feel Safe and Secure	# of cameras installed over the funding period in identified areas	8	Project Based	N/A
Increasing Support to Front- Line Officers	# of downloads from designated cameras for investigative purpose	50	Project Based	N/A

## APPLICATION REVIEW AND ASSESSMENT CRITERIA

All applications submitted by the deadline will be reviewed and assessed by a formal Review Committee, comprised of representatives and subject matter experts from within and outside the ministry. The Review Committee's primary mandate will be to review and evaluate applications, to ensure that eligibility criteria are met, and to confirm that applications have clear objectives, specific activities to achieve those objectives, an evaluation strategy, and performance measures that track the successes of the project.

Successful projects are subject to the Solicitor General's approval.

## SELECTION CRITERIA

**Please review the following Selection Criteria carefully. The descriptions below outline important questions that must be addressed for each criterion and must be followed when completing your application. Please ensure you answer each component of every question.**

### 1. Demonstrated Need/Objectives (6 points total):

- How/why did you determine that there is a need for this equipment for your organization?
  - Provide current and reliable statistics and evidence of gun and gang crime or other associated crimes (i.e., auto theft, human and drug trafficking, etc.) in your community or specific to the area where you are looking to use this equipment, as appropriate.
- What is the overall objective(s) of the project and what steps will be taken to achieve these objective(s)?

### 2. Project Work Plan/Activities (8 points total):

- Complete the chart outlined in the application:
  - Key Milestones: Indicate the key milestones for your project.
  - Activities: Describe in detail all the activities that are associated with achieving the key milestones.
  - Timelines: Identify the start date and end date associated with your key milestones and activities. Please ensure that milestones and activities are reasonable to achieve/complete during the duration of this grant cycle.
  - Partnerships: Indicate the partner agency/organization(s) that will be involved as part of the project (e.g., consultation regarding placement of camera(s)). Note: Applicants are required to identify at least one (1) community partner. All partners/organizations must provide a letter of support that confirms the nature of the collaboration.
    - Community-based organizations (CBO) are non-profit, non-governmental, or charitable organizations that represent community needs and work to help them. CBOs may be associated with a particular area of concern or segment of the community.
    - Partner agency examples may include Business



Improvement Area's, schools, non-profit organizations, community centres, trade unions and labour associations, etc.

### 3. Project Budget (4 points total):

- Complete the chart outlined in the application.
  - Indicate all your budget items that are associated with this request.
  - Describe in detail the need/use for each budget item that requires ministry funding.
  - ***Also, please indicate that you will be able to cover or pay for 50 per cent of the total project costs.***

### 4. Performance Measures (4 points total):

- Complete the chart outlined in the application. For more information, please see the Outcomes and Performance Indicators section.

## CONTRACTUAL AGREEMENT

As a requirement of providing funding, the ministry will enter into a Transfer Payment Agreement (TPA) with the Police Service Board (PSB)/municipality approved under the Ontario CCTV Grant program. Funds will be released to the PSB/municipality after the TPA is fully executed. The project funds must be used for the purposes described in the application and according to the terms of the TPA.

Standard government procedures regarding grants will be followed. The TPA will outline:

- Purposes for which the grant will be used;
- Commitments to be undertaken or specific activities to support the application;
- Interim and final reporting dates and requirements, including performance measures; and
- Funding disbursement schedule.

***Please note, if funding is approved for your application, the TPA may be for a two-year term in order for the ministry to collect appropriate performance measures associated with your project. Payments will be paid in full and funding must be spent in the first Fiscal Year 2024-2025.***

## APPLICATION SUBMISSION AND DEADLINE

All applications must be submitted through Transfer Payment Ontario (TPON) as well as to the ministry contacts by email at [Ramanan.Thanabalasingam@Ontario.ca](mailto:Ramanan.Thanabalasingam@Ontario.ca) and [Silvana.Burke@Ontario.ca](mailto:Silvana.Burke@Ontario.ca) by 4:00 p.m. Eastern Standard Time on **Friday, December 20, 2024**. Submissions that are late will not be considered for funding; no exceptions will be permitted.

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 the confirmation.**

### **For OPP-policed municipalities:**

- **OPP-policed municipalities submitting applications per OPP detachment must do so through the municipality's account on TPON.**
- **For all OPP-policed municipalities, applications must be reviewed by the OPP's Grant Support Team at [OPP.Grant.Support.Team@OPP.ca](mailto:OPP.Grant.Support.Team@OPP.ca) prior to submission in TPON.**

More details on the application process, including accessing the application and applying through TPON, are outlined under "Instructions on Filling Out Application Form".

### **MINISTRY CONTACTS**

If you have any questions regarding the Ontario CCTV Grant or these guidelines, please contact Ram Thanabalasingam at (647) 532-8128 or by email at [Ramanan.Thanabalasingam@Ontario.ca](mailto:Ramanan.Thanabalasingam@Ontario.ca) or Silvana Burke at (647) 532-8246 or by email at [Silvana.Burke@Ontario.ca](mailto:Silvana.Burke@Ontario.ca).

### **INSTRUCTIONS ON FILLING OUT APPLICATION FORM**

Transfer Payment Ontario ([www.ontario.ca/GetFunding](http://www.ontario.ca/GetFunding)) 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**

- 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, in either English or French through Transfer Payment Ontario.
- **Existing Transfer Payment Ontario users:** If your organization is already registered with Transfer Payment Ontario, you do not need to register again. Log in to Transfer Payment Ontario to access and submit an intake form.
- **New users to Transfer Payment (TP) Ontario:** If you are a new user of Transfer Payment Ontario, you will need to:
  1. [Create a ONE-key account](#);
  2. [Register your organization or Join an existing organization](#)
  3. [Request access to TP 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**

For technical support related to the Transfer Payment Ontario including assistance with registration, and intake form, please contact TP Ontario Client Care:

- Monday to Friday 8:30 a.m. to 5:00 p.m. Eastern Standard Time (EST).
- Toronto: 416-325-6691
- Toll Free: 1-855-216-3090
- TTY/Teletypewriter (for the hearing impaired): 416-325-3408 / Toll free: 1-800-268-7095
- Email: [TPONCC@ontario.ca](mailto:TPONCC@ontario.ca)

**NOTE: ALL APPLICATIONS MUST BE SUBMITTED ON-LINE AND A COPY OF THE APPLICATION MUST ALSO BE EMAILED TO THE MINISTRY CONTACTS LISTED IN THESE GUIDELINES.**