

# Family Violence Initiative Fund (FVIF) Application Guide

The purpose of this guide is to assist you in completing the Family Violence Initiative Fund (FVIF) Application Form. Our goal is to ensure all applications include all of the information that can assist the FVIF Review Committee in selecting applications.

<b>Part 1 – Project/Initiative Information</b>	
<b>A – General Information</b>	
This section identifies information that is required for every application. Failure to include all necessary information may result in the application not being accepted.	
1. Project/Initiative Title:	Include the full name of the project/initiative.
2. Project/Initiative Lead Contact – Name:	The Project/Initiative Lead Contact’s full name (printed or typed).
3. Project/Initiative Lead Contact (Print clearly): Telephone: Email:	Include a current telephone number <u>and</u> email address. These will be used to notify successful applicants once the selections have been made. If you cannot be reached, the application may not receive funding.
4. Initiative Category: <ul style="list-style-type: none"> <li>• Community Led (proceed to Part B)</li> <li>• RCMP Led (proceed to Part C)</li> </ul>	Identify whether the initiative will be Community or RCMP led (to determine if you fit the category of “Community Led” or “RCMP Led” please see definition on page 2 of this Guide). The party identified will be responsible for receiving and spending the funds, and for providing the RCMP Family Violence Coordinator with an evaluation at the end of the initiative. After identifying the lead, please continue on to either Part B, <u>or</u> Part C as identified.

<b>B – Community Led Initiative Information Only</b>	
This section needs to be filled out on applications that are designated as “Community Led” <u>ONLY</u> .	
An application is “Community Led” when a not-for-profit organization or an agency of a Municipal, Provincial, Territorial or Indigenous government is taking the lead and making payments. “Community Led” initiatives will be funded as grants.	
5. Legal Name of Community Organization: Mailing Address (Full address required, including postal code):	Please include the full legal name of the organization – no abbreviations or short forms. This will be the name on the cheque provided to successful applicants. Make sure to include the organization’s current mailing address (including postal code).
6. RCMP Contact (name, rank and/or title):  Detachment:	Each initiative must be supported by an RCMP contact. Include the RCMP contact you liaised with in filling out your application by printing or typing their name, rank and/or title. If you do not have an RCMP detachment in your area, please liaise with the RCMP Divisional Crime Prevention Coordinator to fill out this section. If possible,

	please include the name of the local RCMP detachment.
7. Canada Revenue Agency Business, GST/HST or Charity Registration Number (up to 15 digits):	<p>Include at least one of the three identifying numbers for your organization. This information is required to transfer money to successful applicants.</p> <p>For more information on Canada Revenue Agency Business Numbers, visit: <a href="http://www.cra-arc.gc.ca/bn/">http://www.cra-arc.gc.ca/bn/</a></p> <p>For more information on GST/HST Numbers, visit: <a href="https://www.canada.ca/en/services/taxes/gsthst.html">https://www.canada.ca/en/services/taxes/gsthst.html</a></p> <p>For more information on Charity Registration Numbers, visit: <a href="https://www.canada.ca/en/services/taxes/charities.html">https://www.canada.ca/en/services/taxes/charities.html</a></p>
8. a) Band Number (if on Reserve):  b) Name of band:	<p>Band Number: A unique number (also referred to as the Band Code, or Administrative Code) assigned to the First Nation. For more information, please visit: <a href="http://cipppn-fnpim.aadnc-aandc.gc.ca/index-eng.html">http://cipppn-fnpim.aadnc-aandc.gc.ca/index-eng.html</a></p> <p>Please provide the name of the band as well.</p>

### C – RCMP Led Initiative Information Only

This section needs to be filled out on applications that are designated as “RCMP Led” ONLY.

An application is “RCMP Led” when the RCMP is taking the lead and incurring the expenses. “RCMP Led” initiatives will be funded through Operations & Maintenance (O&M). All O&M funding must be spent in accordance with [Treasury Board](#) guidelines (e.g.,: Procurement of Goods and Services, Hospitality, etc.).

9. RCMP Divisional Budget Analyst Name:	Include the name of the Budget Analyst for your province or territory by printing or typing their name.
10. Cost Centre / Collator Code:	The cost centre or collator code is needed in order to transfer money to successful applicants. Failure to include this number may result in a delay in the approval of your project / initiative.

### Part 2 – Crime Prevention Coordinator’s Approval Signature

11. RCMP Divisional Crime Prevention Coordinator – (this is a mandatory field) Name and Signature	Each province and territory has identified a Divisional Crime Prevention Coordinator. The form can be completed by the Coordinator or the RCMP contact using their smartcard.
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### Part 3 - Description of Project/Initiative

12. Will the RCMP be an <b>ACTIVE</b> partner in this project/initiative?	Please indicate whether or not the RCMP will be an active partner by selecting either yes or no. If yes, please provide the name of the local detachment
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<p>YES: <input type="checkbox"/></p> <p>If yes, what is the name of the local detachment?</p> <p>NO : <input type="checkbox"/> (If no, please go to question 13)</p>	<p>the RCMP member(s)is/are associated with..</p> <p>*Please remember that active participation of the RCMP is a requirement for funding.</p>
<p>13. Will there be another police force involved? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If so, which one? Name of police force:</p>	<p>Please indicate whether or not another police force will be involved with your project / initiative by selecting either yes or no. Please provide the name of the police force.</p>
<p>14. What is the planned project/initiative start date: (yyyy/mm/dd)</p>	<p>Include your anticipated start date.</p>
<p>15. Will all related activities be completed prior to March 31<sup>st</sup>? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Please select either yes or no. If your project / initiative cannot be completed within the fiscal year. Please note that funding is not eligible for multi-year use.</p>
<p>16. Provide a <u>detailed</u> description of the proposed initiative. Include all key actions and milestones. <i>Please note that all activities must be completed by March 31<sup>st</sup> of the current fiscal year.</i></p> <p>What is being addressed?</p> <ul style="list-style-type: none"> <li>• <b>Family Violence</b></li> <li>• <b>Victim’s Issues</b></li> <li>• <b>Sexual Assault Training</b></li> </ul> <p>Write your description here (Maximum 500 words using 11 point font or larger)</p>	<p>All applications must address at least one of these categories. Please note that “Victim’s Issues” refers to issues pertaining to victims of family or relationship violence.</p> <p>Consider including:</p> <ul style="list-style-type: none"> <li>• Why the initiative is needed (support with statistics/research if available).</li> <li>• The names of any Subject Matter Experts that will be involved.</li> <li>• The timeline of the initiative and all key action items.</li> <li>• How participants will be recruited, referred, engaged, etc.</li> </ul> <p>If the initiative has been funded before, explain how this initiative will build on the previous one.</p> <p>Please respect the word limit and font size provided.</p>
<p>17. Does the project/initiative help/support Indigenous people? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please explain how it will help/support Indigenous people:</p>	<p>Please select either yes or no.</p> <p>Please provided a brief explanation as to how the project will help/aid Indigenous people.</p>
<p>18. Identify the main target audience or interest group(s).</p>	<p>Select the top <b>FOUR</b> from the list below that best represents the target audience, participants, and/or attendees who will benefit from this project / initiative.</p>

<p>19. Provide a brief description of the target audience and make sure to include anticipated numbers, if possible.</p>	<p>Provide a brief description of the target audience(s) including:</p> <ul style="list-style-type: none"> <li>• Anticipated numbers.</li> <li>• Relevant socio-demographic characteristics (e.g., age, gender, ethnicity, socio-economic status).</li> <li>• Specific risk and protective factors.</li> </ul> <p>For more information on risk and protective factors, visit: <a href="http://www.publicsafety.gc.ca/cnt/cntrng-crm/crm-prvntn/fndng-prgrms/rsk-fctrs-eng.aspx">http://www.publicsafety.gc.ca/cnt/cntrng-crm/crm-prvntn/fndng-prgrms/rsk-fctrs-eng.aspx</a></p>
<p>20. What are the expected outcomes of the initiative? (i.e., the benefits to the community)</p>	<p>Consider including:</p> <ul style="list-style-type: none"> <li>• The overall outcomes / results you hope to achieve through this initiative.</li> <li>• The short and long-term impacts this initiative will have on the community and/or those involved.</li> </ul>

<p><b>Part 4 – Project/Initiative Evaluation</b></p>	
<p>21. Proposed Evaluation Tools (Check all that apply).</p> <p><input type="checkbox"/> Questionnaire / Survey</p> <p><input type="checkbox"/> Focus Groups</p> <p><input type="checkbox"/> Process / Implementation Evaluation</p> <p><input type="checkbox"/> Cost-benefit / Cost effectiveness</p> <p><input type="checkbox"/> Evaluation expert assistance</p> <p><input type="checkbox"/> Impact / Outcome evaluation</p> <p><input type="checkbox"/> Other – please identify:</p>	<p>Identify the tools that will be used during the evaluation process.</p>
<p>22. Briefly describe the plan to measure expected outcomes (evaluation process). If no plan is in place, please explain why:</p>	<p>Consider including:</p> <ul style="list-style-type: none"> <li>• Who will be conducting the evaluation?</li> <li>• When will the evaluation be taking place?</li> <li>• What will be the indicators of success?</li> </ul> <p>If you do not have a plan to measure expected outcomes, please explain why.</p>

<p><b>Part 5 - Partners</b></p>	
<p>23. Do you have partners that will be involved in carrying out the initiative?</p> <p><input type="checkbox"/> Yes – Fill out partner information below and clearly identify the role(s) and expertise they will bring to the initiative.</p> <p><input type="checkbox"/> No- Please explain what efforts you made to reach out to partners.</p>	<p>If yes, identify persons, groups or organizations that will be supporting this initiative financially (or otherwise) by filling out the community partner information below (Question 24). Clearly identify the role(s) and expertise they will contribute to the initiative.</p> <p>If no, please explain what efforts you made to reach out to other partners.</p>

<b>Community Partners</b>	
24. Provide a detailed list of the community partners that will be involved over the life of the project.  Name of the community partner: Role in project:	Please identify all the partner(s) who will be participating in the project/initiative and their specific role(s).  The local RCMP should be included in this list.

<b>Part 6 – Previous Family Violence Initiative Funding (FVIF)</b>	
25. Was the project/initiative (or organization) previously funded by the FVIF? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, include the year(s) and amount: Year(s): Amount:	If the initiative, or the organization leading the initiative, has previously received funding through the FVIF, include the year(s) it was funded and the total amount of funding it received (broken down by year if applicable).  <i>E.g.x: "In 2011, Initiative ABC received \$10,000 from the FVIF" or "In 2012, the 'Organization' received \$25,000 from the FVIF".</i>

<b>Part 7 – Additional Funding Sources: Other Funds</b>	
26. Total amount requested from non-RCMP sources:	Please provide the amount of the additional funding sources your project/initiative will be receiving (e.g., federal, provincial, municipal and/or community).

<b>Part 8 – Funding: Family Violence Initiative Fund (FVIF) Request</b>		
27. Include breakdown of all associated costs and a detailed justification/description of what the funds will be used for. <i>Please note: The maximum amount the FVIF can provide for a grants is \$25,000.00.</i>		
<b>Breakdown of Expenses:</b>	<b>Justification/Description:</b>	<b>Amount Requested:</b>
Conference/Workshop	Identify any conference/workshop costs not covered below (such as simultaneous translation, registration fees, etc.).	
Rental Space/Venue	Include the name and/or description of the rental space and/or venue.	
Professional Services/Subject Matter Experts	Identify any professional services, including the name of the individual/business.  Please include a brief biography and explanation as to who the subject matter expert is and what they are doing as it relates to the project in the justification/description section provided: E.g.: Presenters, facilitators, motivational speakers, web developers, Elders, etc.	
Commercial Travel	Summarize any commercial travel (flight, charter bus, taxi etc.). Include a breakdown of the costs (e.g.: flight cost per person).	

Accommodations	Describe accommodations including a breakdown of the costs (e.g.: per person, per night).	
Meals (Note to all RCMP members: With regard to hospitality or other related expenses, all expenditures must be spent in accordance with <a href="#">Treasury Board guidelines</a> )	Summarize all meals provided and include a breakdown of the costs (e.g.: per person, total for event).	
Advertising	Describe the type(s) of advertising that will be used. Include a breakdown of the costs.	
Education Materials	Identify the costs of any educational materials (e.g.: books, manuals, guides, reference documents, etc.).	
Administration Costs	Summarize administrative costs such as supplies/materials needed for the initiative. Include a breakdown of these costs.	
Evaluation	Describe any costs that will be associated with the evaluation of the initiative.	
Other (describe in detail)	Include all other costs not identified above (e.g.: taxi chits, training costs, etc.).	
<b>Total FVIF Request:</b>		

<b>Part 9 – Total Project/Initiative Cost</b>	
28. Using the totals identified in the previous sections, identify the overall cost of the initiative.	
<b>Total Other Funds (see Part 7 above):</b>	This refers to the “Total Other Funds” dollar amount from Part 6 above.
<b>Total FVIF Request (see Part 8 above):</b>	This refers to the “Total FVIF Request” dollar amount from Part 7 above.
<b>Overall Cost of Initiative:</b>	Add the two totals above to obtain the “Overall Cost of the Initiative”.

<b>RCMP Involvement</b>	
<b>(To be filled out by RCMP Contact or Divisional Crime Prevention Coordinator ONLY)</b>	
1. How will this strengthen the relationship with the RCMP? Please describe.  <b>Please note:</b> The RCMP cannot give “donations”. The RCMP can provide support via “in-kind” contributions (e.g. commodities that may be provided rather than money). Monetary value cannot be attributed to the in-kind.	Consider including: <ul style="list-style-type: none"> <li>• How many RCMP employees will be involved, and what their role will be (i.e. facilitator, presenter).</li> <li>• Any other means of support the RCMP is providing to the initiative (e.g.: police planes/vehicles, speaking events etc).</li> </ul>
2. Explain how this project/initiative is linked to local RCMP Detachment’s Performance Plan (DPP) or Annual Performance Plan (APP).	

3. How will this project/initiative advance the RCMP's strategic priorities? (e.g.: youth and/or Indigenous communities)?