



Crime Prevention Community Grants

Program & Application Guide

January 2024

Introduction

The Nova Scotia Department of Justice's Crime Prevention Community Grant Program is an initiative intended to support community-based crime prevention programs. Organizations that provide pro-social, youth directed, and collaborative crime prevention programming throughout the province of Nova Scotia are eligible to apply yearly to a maximum of \$12,000.00 per year.

Proposed projects must be youth directed, collaborative, educational, focus on crime prevention and reduction, and nurture the growth of youth and community. In your application, you must demonstrate the degree to which these aspects will be incorporated into your program.

Program Design

The Crime Prevention Community Grant program is a community-oriented crime prevention initiative. Creating healthy and safe communities depends on developing, delivering, and maintaining effective recreational, educational, cultural, life-skills, and after-school programming for youth. Sustainable partnerships among youth, police, government officials, and the community are paramount in this process. This program is designed to help support pro-social, youth directed, and collaborative crime prevention programming throughout the province of Nova Scotia. The purpose of the Crime Prevention Community Grant program is to:

1. Meaningfully involve youth in the decision-making, development, and delivery of Lighthouses programs;
2. Ensure interagency collaboration and cooperation, both in the public and private sector, so that invaluable community resources are developed, nurtured, and, most importantly, utilized;
3. Promote and encourage inclusive, educational, and innovative pro-social programming whose mandates are crime prevention; and
4. Strengthen our social infrastructure and facilitate the growth of youth and communities to make our province healthy and safe, thereby enhancing and improving our quality of life.

Eligible Applicants

Organizations that are eligible for funding are:

- Local governments
- Community-based not-for-profit organizations
- Schools and School Districts
- Health Authorities

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- Academic institutions
 - Law enforcement agencies
 - Indigenous organizations
 - African Nova Scotian organizations
 - Organizations supporting marginalized communities.

Note: Individuals are not eligible to apply for a Crime Prevention Community Grant.

Criteria

Proposals must demonstrate:

1. A strong focus on crime prevention;
 - a. It is crucial that proposals demonstrate how you will directly or indirectly address issues regarding youth crime and, specifically, crime prevention.
 - b. Using evidence-based data where applicable, detail how the project will address regional or local issues related to crime.

(For consideration: What aspects of crime and crime prevention does this program address? Are there other service delivery models like it? How will community members perceive the initiative? What will the program do to foster feelings of safety and security?)

2. The intended level of community and interagency collaboration, support, and cooperation;
 - a. Proposals must demonstrate how you will or plan to, in development and delivery, make full and proper use of all relevant private and public facilities and services that are already established in the community.
 - b. Please indicate in your proposal how you intend to collaborate with the police and/or justice stakeholders through the duration of your proposed project.

(For consideration: Why is this partnership important? How will linkages be made?)

3. How the project will ensure inclusiveness;
 - a. Proposals must demonstrate how you intend to promote programs that are relevant to and respectful of all cultures and communities.

(For consideration: How will you maintain inclusivity while ensuring the unique needs of program participants are met? Should issues regarding exclusivity arise, how do you plan to address them? Is your program flexible, adaptive, and innovative?)

4. How recreational activities will be supplemented with educational opportunities;
 - a. Proposals must demonstrate how you plan to link fun activities with educational opportunities. In consultations with young people, it has been determined that access to recreational activities, programs, and services that youth consider

attractive is very important. Although it is necessary for programming to be fun to ensure youth buy-in, it is also important for programming to facilitate learning.

(For consideration: What will you do to facilitate learning in creative ways? Do staff [facilitators, coordinators, community leaders] have the capacity to “think on their feet” and turn “fun” and “cool” into teachable moments?)

5. A strong commitment to program evaluation.
 - a. Effective evaluation methods are another vital element of program development and delivery. Strong evaluation techniques will contribute to the range and depth of your current and future programming endeavors.
 - b. Because the Crime Prevention Community Grant is available on an annual basis, but subject to departmental review, proper reporting and evaluation methods will provide a substantive base for future applications.

Budget

Proposals must contain a reasonable and detailed budget that includes:

1. True cost of the project;
2. Details of any other sources of funding; and
3. A budget worksheet (template provided in application form) containing details of expenses.

Note: Do not use your own template. Only budgets completed within the table provided in the application form will be accepted. Round up to the nearest dollar amount (do not use cents).

Eligible Expenses

The Crime Prevention Community Grant program has been designed to support expenses such as:

1. Equipment and supplies (sports equipment, incentives)
2. Honoraria, stipends, or fees for service and training (guest speakers, workshops, first aid training)
3. Program administration supplies (office supplies)
4. Communications and marketing (public relations, advertising)
5. Events and activities (sporting events, museum tours)
6. Salary
7. Professional fees (lawyers, accountants)

Ineligible expenses include:

1. Capital expenses (construction, renovations)
2. Feasibility studies / needs assessments
3. Travel outside of Nova Scotia

4. Projects that duplicate services
5. Retroactive funding (expenses made before project approval)
6. Fundraising events
7. Flow-through funding (a project that intends to fund a third-party organization)

Evaluation & Reporting

Successful applicants will be required to provide the following items:

1. A mid-year financial statement of expenditures (template will be provided)
2. A year-end statement of expenditures (template will be provided)
3. A final report (template will be provided)

Selection / Review Process

Proposals are individually evaluated against the criteria outline in the application form and supported in this guide document.

Geographic distribution of projects is considered when making decisions on awarding funding.

Applications will be reviewed and selected by a Review Committee.

Applicants will be informed of funding decisions by email.

Payment Conditions of Funding

Applicants who are approved for funding receive a letter outlining the terms and conditions of funding. Funding recipients must meet the following conditions:

1. Contributions must be used for the activity as described within the application.
2. The department must be notified in advance of any changes in the activity, including the start and end dates, location, or any other significant changes.
3. If the project is not undertaken after the payment of the grant has been made, the recipient must return the funds to the department.
4. Unused funds must be returned to the Department of Justice unless otherwise agreed upon. If you plan on using unused funds in the next fiscal year, please indicate in your final report and year end financial statements.
5. Successful applicants must submit a Final Report by the date indicated in the terms and conditions document.
6. If your organization has received funding through any of Department of Justice's Divisions for which a Final Report is overdue, no funds can be released, or new applications be approved, until the overdue report has been received.

Tips for Completing the Application

- Complete ALL sections of the application form. *Incomplete sections may result in the application being unsuccessful.*
- Provide clear and concise answers.
- Do not include links to websites or reports.
- Use action words when describing the project (*eg. Increase, improve, or reduce*)
- Do not use terms that are difficult to define or quantify. (*eg. If you wish to list the project's goal as "to provide recreational opportunities", this does not depict the purpose of the activities or the changes they are expected to make.*)
- Clearly describe all aspects of the project. *Expect the reader of the application to have limited knowledge of the proposal's focus area.*
- Spell out acronyms when first introducing terms.
- Where possible, include research or data to demonstrate the potential impact of the proposed activities. *If needed, use anecdotal evidence from media or other partners directly involved*)
- Proof-read for spelling and grammatical errors.
- Ensure calculation in the budget are correct.
- Ensure the contact information provided is correct and up to date.