



## CIVIL FORFEITURE GRANT PROGRAM GUIDE

## **Background:**

The Civil Forfeiture Grant Program provides one-time funding to compensate eligible victims of crime and fund targeted crime prevention initiatives across Nova Scotia. Funds are made available from the Civil Forfeiture Account and are distributed by the Manager of Assets to the Director of Victim Services or to the Executive Director of the Public Safety and Security Division of the Department of Justice under clause 5(1) (b) and (c) of *the Assets Management and Distribution Act*.

## **Eligibility**

Organizations that are eligible for funding are:

- Local governments
- Community-based not-for-profit organizations
- Schools and school districts
- Health authorities
- Academic institutions
- Law Enforcement Agencies
- Indigenous organizations
- African Nova Scotian organizations
- Organizations supporting marginalized communities

## **Note: Individuals are not eligible to apply for a Civil Forfeiture Grant**

Complete the Application Form

- Ensure all fields are completed.
- If any changes to your contact information after the application has been submitted ensure the Manager of Assets receives the updated information either by email/mail/phone:
  - [managerofassets@novascotia.ca](mailto:managerofassets@novascotia.ca)
  - Manager of Assets, Civil Forfeiture Grant Program, Department of Justice, Public Safety and Security, 1690 Hollis Street, PO Box 7, Halifax, NS B3J 1T0
  - Call: 902-424-4066
- Include both the location of your organization's office as well as the location(s) for the implementation of the project if they differ.

- Note in the application if the project has previously received funding from this program and for what fiscal year(s) funding was received.
- Note in the application, the amount and source, if the project has received other publicly available funding.

### **Executive Summary**

Complete the executive summary section using no more than 4-5 sentences. This section is designed to be a high-level summary / overview of your project.

Executive summaries should include:

- Project name
- A clear description of the project's goals
- Project's participants including the number of participants and the specific segment of participant population when relevant.
- Any activities to be implemented to meet the project's goals.

Example of a brief project description:

The Two Peas in a Pod mentorship program targets at-risk youth who may be vulnerable to become involved in gang activities. This program matches at-risk youth with a peer mentor to spend 2-3 hours per week to engage in pro-social activities such as sport, tutoring and volunteering. It is expected that 30 youth in this program will become more engaged with their schoolwork and family.

### **Project Overview**

The project overview section of the application from should highlight the key aspects of the project including:

- What the project is trying to achieve
- The issue being addressed
- The participants/community(ies) the project will focus on in addressing the issue
- Demonstration of the need for this issue to be addressed and for focusing on the participants chosen

### What is the project trying to achieve:

- Identify a clear need for the project either with the focus on participants or the community.
- Highlight any evidence demonstrating this need.

### Issue being Addressed

- What is the key issue that your project is trying to address?
- Why is it important to address this issue?

### Project Participants

- How will the project identify and recruit its participants?
- Why were these participants chosen?
- What is the demographic makeup of the participants?
- Identify the number of participants, duration, and frequency of the engagement?

### Project Activities

- Highlight the key steps necessary to implement the project. Provide a step-by-step overview of the key activities to be implemented up to project completion.
- Use an evidence-based approach whenever possible when developing activities. This refers to programs and practices that are proven to be effective through research and evaluation of previous, similar projects.
- Ensure project activities listed align with and facilitate in achieving the project's goals.

### Collaboration

- Highlight direct collaboration between partners to develop a coordinated response: i.e. letter(s) from partners demonstrating any collaboration directly related to implementing the project, if relevant.
- Examples of where collaboration may be required include: the program is dependent on referrals from other agencies, or service is delivered at a different agency or organization (i.e. programming delivered in local schools)
- Letters of collaboration must be dated and form part of the application.
- If the project does not require collaboration, state the reason why.

**NOTE:** Do not provide general letters of support from members of the community that do not have a direct role to play in implementing the project.

## **Project Budget**

Proposals must contain a reasonable and detailed budget that includes:

- True cost of the project
- Details of any other sources of funding
- A budget worksheet (template provided in application form) containing details such as salary expenses - # hours, wages, # of weeks/staff.

### **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)

Consideration will be given to the scope and reach of the project in comparison to the amount of the budget.

The application must demonstrate the most advantageous combination of cost, quality, and sustainability to meet the needs of the program and its participants.

**Eligible** expenses (not an exhaustive list) include:

- Staffing costs
- Materials and supplies
- Resource development (e.g., toolkits)
- Training
- Honoraria for guest speakers

**Ineligible** expenses (not an exhaustive list) include:

- General capital expenses including office equipment (computers, laptops or any other equipment that would be used beyond the duration of the project implementation).

**NOTE:** Ensure there is a clear link between the project's goals, activities and budget expenses. All items listed in the budget should correspond with the relevant activities and goals.

## **Risk Management**

Proposals must identify the key risks that a project faces in the implementation phase and how these risks will be addressed and mitigated.

Examples of key risks may include:

- Staff turnover
- Insufficient stakeholder/partner collaboration
- Insufficient participants
- Revised/new provincial guidelines that impact program delivery (e.g., ability to meet in person.)

## **Declaration**

**The signing of the application by the designated authority of the organization stipulates that the organization will be accountable for the expense of the funds as provided in the approval letter and acknowledges cooperation with any potential audit that may be conducted.**

## **TIPS FOR COMPLETING GRANT APPLICATION**

- **Complete ALL sections of the application form.** Incomplete and not completed 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; action words indicate direction of change.** Some examples are: “increase”, “improve” or “reduce”.
- **Do not use terms that are difficult to define or quantify to describe the purpose of the project.** For example: if you 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 little knowledge of the proposal’s focus area.
- **Spell out all acronyms when first introducing terms.**
- **Where possible, include research or data to demonstrate the potential impact of the proposed activities. If not available, then use anecdotal evidence from media or from partners directly involved with the issue or target audience.**
- **Do not use footnotes or endnotes for referencing any research referred to in the application. If needed, include the author’s name, date and name of publication in brackets after the reference.** E.g., Murphy, CBC News, June 2021
- **Proof-read for spelling and grammar errors.**
- **Ensure calculations in the budget are correct.**
- **Ensure the contact information provided is up to date.**

### **Selection /Review Process**

Proposals are individually evaluated against the criteria outlined in the application form.

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

A project that meets all program criteria may not be approved for funding, as funding is limited.

### **Conditions of Application**

The Civil Forfeiture Grant program is a discretionary, non-entitlement program with a limited funding allocation.

Communication requirements will be included as part of the grant letter sent to successful applicants.

Approval may be subject to certain conditions being met prior to the advance of funds.

**The applicant certifies that the local Police Governance body has been advised and are in agreement with the proposed project.**

**NOTE: Successful applicants will be required to submit a mid-term check-in report on the progress of funded projects and a final report.**

**To ensure compliance with the Nova Scotia Government's Grant policy, please complete all areas of the application.**

All candidates will be notified of the outcome of their applications. Submit all documents along with the completed application to: Email: [managerofassets@novascotia.ca](mailto:managerofassets@novascotia.ca)

or

**Mail: Manager of Assets  
Civil Forfeiture Grant Program  
Department of Justice  
Public Safety and Security Division  
1690 Hollis St., PO Box 7  
Halifax, NS B3T 1T0**