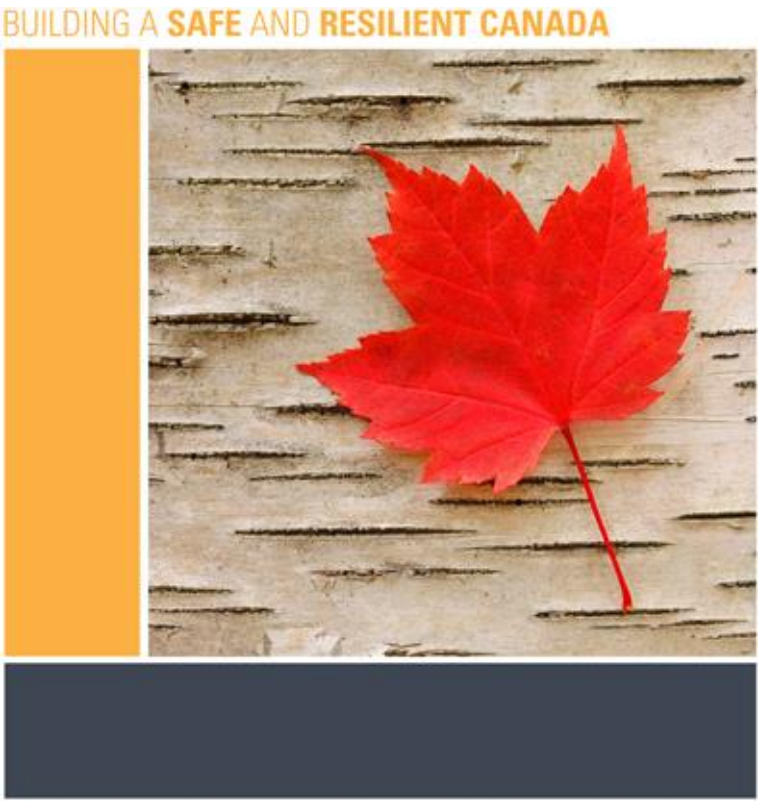


# Public Safety Canada
# BUILDING SAFER COMMUNITIES FUND (BSCF)
## Funding Submission Guide

Program Submissions
Starting Spring 2022

# Introduction

This document is your step-by-step guide to provide information and guidance in completing a submission for funding under the BSCF. It is meant to be opened at the same time as you complete the submission form.

# Before submitting your plans

Review the information in this Funding Submission Guide carefully, noting all of the required information and supporting documentation. Please note **that submissions must be complete before they can be considered for funding**. If you have any questions about the submission process, please reach out to a Program Advisor who will be able to provide you with assistance.

# Contents

This funding submission guide consists of six main components:

**Part 1:** Program Overview
**Part 2:** Submission Requirements and Deadline
**Part 3:** Submission Assessment Process
**Part 4:** Helpful Resources
**Part 5:** Contact Information
**Part 6:** Submission Form Questions

# Part 1: Program Overview

Public Safety Canada is working to build a safe and resilient Canada through the Initiative to Take Action Against Gun and Gang Violence (ITAAFFV) and the Building Safer Communities Fund (BSCF), a targeted, time-limited contribution program that will provide $250 million to municipalities and Indigenous communities to develop community-based prevention and intervention strategies to tackle gun and gang activities.

BSCF is a pan-Canadian program. Public Safety officials developed a methodology to ensure that the funding was equitably distributed to large, small, rural and Indigenous communities across Canada. Communities demonstrating an acute history of gun and gang-related harm have been identified to receive funding directly to develop custom community driven initiatives to address gun and gang activities.

### BSCF Objectives

The BSCF has three principal objectives:

a. Support municipalities and Indigenous communities to develop community-based prevention and intervention strategies and initiatives to tackle gun and gang activities.

b. Increase the knowledge of the nature, scope and challenges of the identified recipients

to tackle gun and gang activities.

c. Support recipients to develop a plan to sustain successful prevention and intervention activities upon completion of the five-year program.

## Eligible Recipients

An evidence based funding methodology was developed to identify municipalities and Indigenous communities at greatest risk for gang-related firearm violence to receive funding. This evidence-based methodology is based on two major elements: crime severity (using a set of statistical indicators), and population data.

Contributions may be provided to the following classes of recipients in support of the objectives of the BSCF:

- Municipal governments or Indigenous (First Nation, Inuit or Metis) governments, including a Council of a Band within the meaning of subsection 2(1) of the Indian Act, R.S.C. 1985, c.I-5, or a government established under the authority of a self-government agreement, which has been approved and has force of law under an act of Parliament or a legislature.
- Municipalities and Indigenous recipients are eligible to redistribute their funding to organizations running programs aimed at engaging children, youth and young adults in skill-based activities, trauma-recovery, and/or focusing on departure from gangs. Wherever possible, these organizations should be incorporating crime prevention models that have been proven to work in the Canadian context.
- Recipients may choose to redirect funding to national organizations that provide services within their jurisdictions.

If a Recipient further distributes funding to one or more eligible entities:

- The Recipient has independence in the choice of those entities and will not be acting as an agent of the government in making further distributions.
- The Recipient funding agreement will address the provisions in Appendix G (27-34) of the Directive on Transfer Payments[MG1].

Please note that police services or authorities are not eligible to receive funding (or re-distributed funds) under the BSCF.

## Eligible Activities

Eligible activities must support the achievement of BSCF objectives and must be domestic in scope. This includes:

- Development of a strategy on gun and gang violence

- Development and delivery of prevention intervention initiatives addressing risk factors associated with gun and gang violence, including but not limited to mentoring, counselling, skills development and recreational opportunities;

- Development or enhancement of data systems to support data gathering/reporting on gun and gang crime or on results achieved;

- Development of knowledge to fill gaps at the community/recipient level, including research, and sharing of information and/or best practices related to gun and gang violence;

- Outreach and recruitment of preventative initiatives or intervention participants;

- Public awareness and education;

- Collaboration and integration of horizontal initiatives related to gun and gang violence;

- Development of a plan to sustain successful preventative initiatives or intervention activities beyond the end of the contribution agreement;

- Any other prevention and intervention initiatives as developed in consultation with the program authority.

Funds cannot replace or displace existing federal or provincial funding and cannot be used to fund ongoing core activities, which includes costs already supported through existing police service agreements (i.e. Police Advisor salaries, incremental and general policing services).

## Eligible Expenditures

Funds may be used only for expenditures directly related to the activities of the program identified in a budget approved by the Department for contributions.

For a full list of eligible and ineligible expenditures, please refer: the BSCF program terms and conditions, the BSCF Fact Sheet, the Budget and Submission Form Templates.

## Ineligible Expenditures

BSCF funding is not to be used for any costs already supported through existing police service agreements.

Funding received under the BSCF may not be used by eligible recipients to fund ongoing core activities, which includes police Advisor salaries.

### Maximum Amount and Period

Public Safety Canada provides **time-limited funding**. Recipients have been identified using a funding methodology which was also used to identify a funding allocation which provides a funding amount for each recipient.

The maximum contribution payable shall not exceed $20,000,000 per recipient.

# Part 2: Submission Requirements and Deadline

As the BSCF is a targeted, evidenced-based approach, **there will not be a formal call for proposals**. Communities identified through the funding methodology will be contacted directly by Public Safety Program Advisors to begin discussions.

There is no hard deadline for submissions for the BSCF program, however, the faster you are able to submit your strategy/plan, the more time you will have to implement your initiatives once approved.

**Public Safety Canada is looking to sign contribution agreements with recipients as soon as possible.** The earlier submissions are received and contribution agreements signed, the earlier recipients can start implementation so recipients are encouraged to submit their plans as soon as possible.

As this is not a competitive process, recipients are strongly encouraged to discuss program ideas and work through their submissions with a Program Advisor in their area before completing a submission. Submission form questions can be found in Part 6 of this funding guide.

If a recipient feels they do not have the resources/capacity to submit a wholesome plan without additional support, there is an option to submit a single year developmental work plan outlining the activities the recipient plans to implement with the first year of funding. This approach provides recipients with flexibility to hire a dedicated project coordinator to further develop the remaining detailed strategy/plan for the duration of funding (until March 31, 2026). In these instances, the additional plans must be submitted at least 4 months prior to the expiration of the single year contribution agreement in order to process an amendment to include the remaining years of funding, work plan and budget.

A completed submission form consists of:

1. Electronic Funding Submission Form (For single year work plan/budget submissions, sections 1-10 and 12 of the Funding Submission Form is still required).
2. Program Budget Template
3. Single year Developmental Work plan (if required)

**Incomplete submissions will be sent back to recipients by a regional Program Advisor from your jurisdictional office for follow up.**

Completed submissions are to be sent via email to your regional Public Safety Office General Inbox with the following Subject Line: **"BSCF Submission – (name of municipality/Indigenous Community)"**

| **Public Safety Regional Office:** | **General Inbox:** |
|---|---|
| Ontario Regional Office | psontario-spontario@ps-sp.gc.ca |
| Quebec & Nunavut Regional Office | info-psc-csp-qc-nu@ps-sp.gc.ca |
| Prairie & Northwest Territories Regional Office (Manitoba, Alberta, Saskatchewan & Northwest Territories) | prairieregion-regiondesprairies@ps-sp.gc.ca |

| | |
|---|---|
| Pacific Regional Office (British Columbia & Yukon) | pacificregionregiondupacifique@ps-sp.gc.ca |
| Atlantic Regional Office (New Brunswick, Nova Scotia, Prince Edward Island & Newfoundland and Labrador) | csp.atlantic-psc.atlantique.sp@ps-sp.gc.ca |

# Part 3: Submission evaluation and Assessment Process

## Assessment Criteria

As recipients have already been identified for funding, regional program Advisors are available to assist you through the submission process. As this is not a competitive process, the assessment will not look like those for other programs with scores and ranking.

Assessment of submission from recipients will consider the following:

- Completeness of submission (detailed project descriptions, anticipated reach/target populations and expected results as well as how the project(s) meet BSCF program objectives and priorities as outlined in the program Terms and Conditions);
- Value for dollar (itemized budget for projects, expected expenses and value of project);
- Demonstrate need for community based intervention and prevention programming to combat gun and gang activities;
- Demonstrate how the recipient's project(s) to be funded is within the scope of eligible activities;
- Does the submission include a plan for monitoring, regular reporting, evaluation and dissemination of final results for the project(s) to be funded?
- Will the project activity, event(s) or training contribute to enhanced public safety to effectively combat gun and gang activities?

## Assessment Process

The submission assessment process will consist of:

- Initial review by Program Advisors to verify that mandatory information has been provided (completeness), and basic eligibility criteria are met (see Part 2: Submission Requirements);
- Detailed review to assess the submission against the above criteria

## Program/Initiative Evaluation

A Crime Prevention Inventory (CPI) was developed in collaboration with provinces and territories, and is a searchable database of crime prevention programs that work best in the Canadian context and are identified as successful/promising practices. Municipalities and Indigenous recipients will be encouraged to use this data in developing their programs. The CPI supports the National Action Plan on Crime Prevention, a commitment made by Federal, Provincial and Territorial Ministers responsible for Justice and Public Safety to develop the knowledge base of effective crime

prevention approaches in Canada. A link to this CPI can be provided by your Program Advisor upon request.

Recipients are encouraged to incorporate the research, and prevention and intervention best practices as illustrated in the Public Safety Crime Prevention Inventory into their programming/submissions. In addition to the regular performance monitoring and reporting required for all projects funded under a contribution program, recipients are strongly encouraged to use **standard program evaluation processes in their own evaluation of projects carried out by the ultimate recipients** in order to have these projects included in the Public Safety Crime Prevention Inventory. Program evaluation results contribute to building the evidence and knowledge about effective crime prevention practices.

### Communication of Results

Eligible recipients will be contacted by Public Safety Canada with the results of the assessment.

## Part 4: Helpful Resources

- Project Planning and Evaluation
- Crime Prevention: Community Readiness and Mobilization
- Overview of Direct Intervention Approaches to Address Youth Gangs and Youth Violence
- Youth Gang Prevention Fund Projects: What Did We Learn About What Works in Preventing Gang Involvement
- Youth Gangs in Canada: A Review of Current Topics and Issues
- Research Summary - Crime Prevention Programs in Canada: Examining Key Implementation Elements for Indigenous Populations
- Crime Prevention Programs in Canada: Examining Key Implementation Elements for Indigenous Populations
- Research Summary - Incorporating Gender-Based Analysis into Crime Prevention

## Part 5: Contact Information

For all questions or if you would like to speak with a Program Advisor in your area regarding your submission, please contact:

Ontario: Ontario Regional Office
Quebec & Nunavut: Quebec & Nunavut Regional Office
Manitoba, Alberta, Saskatchewan & Northwest Territories: Prairie & Northwest Territories Regional Office
British Columbia & Yukon: Pacific Regional Office
New Brunswick, Nova Scotia, Prince Edward Island & Newfoundland and Labrador: Atlantic Regional Office

# Part 6: Submission Form

Recipients are strongly encouraged to work with a program Advisor in your regional Public Safety office to discuss the preparation of your submission form and supporting documentation. For ease of reference, the questions on the submission form have been transcribed below with reference on how to complete the submission form.

## Section 1: Recipient Contact Information

## Question 1.1 – Recipient Information

Complete each section below regarding your community's information:

### Recipient's Operating Name

Provide the operating name if it is different from your Organization's legal name.

### Recipient's legal name

Provide the legal name of your organization. Typically this would be the name associated with your registration with Canada Revenue Agency (CRA); or the name that would appear on funding cheques.

### Recipient Website

If your community has a dedicated website, please provide the link.

### Type of Recipient

As per the Program Terms and Conditions, municipal governments and Indigenous Governments are eligible for BSCF funding. For full explanation of eligible recipients, please refer to the program Terms and Conditions.

*Please select one of the following:*

- Local (municipal) government
- Indigenous government

### Recipient address

Please provide a complete address in a format recognized by Canada Post:

- Street address
- City,
- Province/Territory,
- Postal code

## Question 1.2 - Primary contact for this submission:

Please provide the main contact for the purposes of communicating with your organization about this submission. This could be a Chief Operating Advisor/Officer, Program Manager, an Executive

Director or someone else. Typically, the person(s) responsible for the administration of the plan/strategy submitted will have signing authority.

You are required to provide the organizational contact

- Given name
- Surname
- Position/Title
- Email address
- Daytime phone number (e.g. 555-555-5555)
- Cell/Alternate number (optional) (e.g. 555-555-5555)

Please note you will need to inform Public Safety Canada (PS) should the primary contact for your organization change.

### Does the organizational contact person have signing authority on behalf of the organization?

You are required to answer yes or no. If you select no, you will be required to provide the name of the individual with signing authority:

- Given name
- Surname
- Position/Title
- Day phone number
- Cell phone number (optional)
- email address (mandatory)

### Is the organization's contact address the same as the one provided for the organization?

You are required to answer yes or no. If you select no you will be required to provide the organization contact's address. Please complete the address in a format recognized by Canada Post.

- Street address
- City
- Province/Territory
- Postal code

### Question 1.3 Would you like to sign up for the Program Mailing List in order for you to receive future information and notifications regarding the Program?

You are required to answer yes or no.

The program may have additional information to share throughout the program lifespan regarding program updates and resources you may find useful.

### Question 1.4 Has your community ever received funding from Federal/ Provincial/Territorial or Municipal governments?

You are required to answer yes or no. If you select yes you will need to provide the government and department that you received funding from previously.

### Does your community have outstanding amounts owing to the Government of Canada?

You are required to answer yes or no. If you answer yes, you are required to indicate the amounts owing and to provide the name of the department or agency it is owed to.

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|---|
| **Please note:** that responding yes to this question will not invalidate your submission. |

## Section 2: Recipient Jurisdiction

Please indicate all the towns, cities, hamlets, municipalities, reserves, or other populations, etc within the jurisdictional boundary of your municipality/community. Your plan should detail how you will address the gun and gang prevention/intervention needs of these populations. Your municipality/community was identified for funding based on crime statistics and population levels obtained for your municipality/community so you are expected to consider the needs of your entire population when developing your submission.

## Section 3: Demonstrated Need for the Strategy

Please provide information pertaining to the gun and gang issues in your community and the priority issue(s) to be addressed by your strategy/initiative(s). Please provide information on why there is a need for the strategy/project(s) in the area that is being proposed. Describe the challenges and frequency/prevalence of the gun and gang activity in your specific municipality/community. It's possible that not all areas within your jurisdiction have gun and gang activity or concerns. Programming should be developed based on need (where the programming is needed most) to obtain results.

Please also demonstrate that there is a reasonable expectation of strategy success. Please ensure sources of evidence are included and that they support the objectives/priority issue(s) of your strategy.

Describe the gaps in services or knowledge that this strategy will be addressing. Are there other similar services or activities currently being implemented in your jurisdiction? Please indicate how your strategy/plan differs from other programs/services being implemented.

| |
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| **Please note: sources of evidence must be included.** |

## Section 4: Strategy Initiatives

Identify (list) the names of all the initiatives or projects your municipality/community plans to implement or re-distribute funds to organizations to implement (further details on each initiative or project will be entered in Section 11 of the Submission Form).

## Section 5: Experience & Readiness to Implement the Strategy/Initiative(s)

Please describe how your organization has the resources, experience and expertise to carry out the proposed strategy/initiative(s)/program(s). If applicable, include any experience with Public Safety Canada (PS) or other Government departments, your experience working with grants and contributions, and the results of those project(s). Provide a description of your organization's experience and expertise in administering similar initiatives or projects. You may wish to highlight related past achievements in addition to describing current expertise, activities or projects.

You could also describe past partnerships/relationships with community based organizations implementing programs aimed at engaging children, youth and young adults in skill-based activities, trauma-recovery, and/or focusing on departure from gangs.

**Strategy/Initiative/Program planning:** Has your municipality/community engaged with key stakeholders, done an environmental scan or a needs assessment that helped identify the need for the project?

| **Please note:** this information will be used by Public Safety Canada (PS) to assess your organization's capacity to manage and deliver the strategy/initiative(s)/project(s) activities and achieving the expected results. |
|---|

## Section 6: Risk Mitigation Strategy

***Identify any potential project risks and describe any mitigation strategies:***
Identify any potential project risks (situations or occurrences) that could put the project implementation in jeopardy such as lack of qualified program managers to contract, lack of experience or knowledge implementing crime prevention initiatives/programs/projects, etc) and describe the steps you will take to reduce the severity of the impact and/or probability of their occurrence.

If there are no risks to be identified please provide a rational to validate why.

## Section 7: Work plan, Budget and Sustainability Plan

Please note incomplete submissions will be sent back to recipients for follow up by a regional program advisor. The completed submission must include the following mandatory attachments:

- Consolidated Budget (with roll up of all eligible cost categories for all initiatives/projects combined)

For municipalities/Indigenous communities who feel they are unable to complete a comprehensive submission (including Section 11 of the Submission Form), then please request a single year developmental work plan template from the regional public safety office in the Province/Territory you operate.

This single year developmental work plan is meant to be completed instead of Section 11 of the Submission Form. For example, you may wish to contract a project coordinator who would consult community partners on project planning and identify community based organizations to whom you will redistribute funds to implement the required gun and gang prevention/intervention initiatives to meet BSCF program goals and objectives. Please complete the single year developmental work plan and indicate in the comment box on the submission form that you have attached a copy to your submission.

## Section 8: Disclosure

Question 8.1 - Will your strategy/plan include the services of a former public servant either as an employee or as a member of the Board of Directors who has left the federal government in the last twelve months? If yes, please provide assurance that the public servant (or former public servant) is in compliance with the Values and Ethics Code for the Public Service, and the *Conflict of Interest Act* (S.C. 2006, c.9) or the *Parliament of Canada Act* (R.S. 1985, c.P-1.01). Yes or No:

If yes, please provide details of assurance (response required):

Question 8.2 - Will your strategy/plan include the services of a lobbyist? If yes, please provide assurance that, where lobbyists are used, they are registered in accordance with the *Lobbying Act* (R.S.C., 1985, c44 (4th supp.)) and that no commissions or contingency fees have or will be paid directly or indirectly to any person for negotiating or securing this request for funding). Yes or No:

If yes, please provide details of assurance (response required):

Question 8.3 – Will a Federal official participate on an advisory committee or board? Yes or No:

If yes, please describe the role of the Federal Official (response required):

Question 8.4 - Please note that in order to enter into a contribution agreement with Public Safety Canada for BSCF funding, you will be required to submit an annual performance report containing BSCF related program data in a template provided by Public Safety Canada.

Note: you must be willing to report on the program to the Government of Canada in order to be awarded funding. If you click "No", your submission will be ineligible for funding.

## Section 9: Declaration

Check the box to acknowledge you understand that:

- Submissions can be shared with other Federal Departments, Provincial and Territorial governments, and relevant stakeholders;
- The information provided in this submission may be accessible under the Access to Information Act (R.S.C., 1985, c. A-1); and
- The municipality/community will be required to comply with the terms and conditions set out in a Contribution Agreement.

If you check off the box that states: "You acknowledge that you understand and do not agree with the statements above" then your submission would be ineligible for funding.

## Section 10: Signature Page

Please provide us with following information related to the authorized municipality/community representative authorized to provide this submission to Public Safety Canada for consideration:

Write the full name for the municipality/community representative:
Write the position/title for the municipality/community representative:
Write the municipality/community representative name:
Write the date the submission was completed and signed:
Provide the signature for the municipality/community representative:

## Section 11: Initiative/Project Information and Summary

This section is to be repeated (cut and paste the sections) for each separate initiative/project you plan to implement through your strategy (for each initiative/project identified in Section 4 above).

Question 11.1 – What is the name of the initiative/project or model program to be implemented

Question 11.2 – Provide contact information for the end recipient (organization to whom funds will be redistributed) who will be responsible for direct implementation of the project/initiative.

Question 11.3 – The BSCF program has three strategy objectives. Please select the BSCF Program objective(s) to be addressed through this initiative/project (check all that apply). There should be direct linkage between the BSCF program objective, the initiative/project objective, the identified target population, the initiative/project activities and the desired outcomes. This should be demonstrated through the following sections.

The BSCF has three principal objectives:

1. Support municipalities and Indigenous communities to develop community-based prevention and intervention strategies and initiatives to tackle gun and gang activities.
2. Increase the knowledge of the nature, scope and challenges of the identified recipients to tackle gun and gang activities.
3. Support recipients to develop a plan to sustain successful prevention and intervention activities upon completion of the five-year program.

Question 11.4 – Identify which type of program/project or initiative is being implemented.

*Please select one of the following:*

- Public Safety Crime Prevention Inventory (CPI) identified model program
- New or innovative program or initiative
- Existing program or initiative with an incremental change
- Other model program or initiative (please specify)
- Not applicable (no direct prevention or intervention program will be implemented)

If you select Existing program or initiative with incremental change, in the Initiative/Program/Project Descriptions, you will be asked to provide further details about the Existing project as well as identification of how the submission is implementing an incremental change to the existing initiative or program. BSCF funding cannot be used to fund pre-existing programs. If you have questions regarding identification of project(s) for your identified target population. concerns of duplication of existing programs and identification of incremental changes, please consult the regional program advisor in your jurisdiction for support.

### Question 11.5 – Initiative/Program Objectives

### Identify the objectives

### Question 11.6 – Initiative/Program Description

Please describe the initiative/program or project, purpose, scope and objectives. The project description should include clear and achievable objectives that are described in terms of quantifiable and measurable goals to be achieved through the project.

> **Please note**: Objectives are statements describing what should be accomplished, and provide a context in which progress can be monitored and success can be measured.

*Describe the linkages the project has to the BSCF Program objectives as found in the Terms and Conditions of the funding Program (and selected in Question 7.3).*

The initiative/program or project objectives must be clearly linked to the objectives of the funding program you are applying for. The program guide, Terms and Conditions, objectives, activities, and results (outputs and outcomes) information provided in this guide. Please provide in detail how your initiative/program or project objectives and activities will meet the objectives of the funding program.

### Question 11.7 – Target Population(s) (For Direct Prevention and Intervention projects only)

If a specific target population will benefit from the initiative/program, provide a description of the demographic categories as applicable from the below list.

- Ethnicity
- Gender
- Sexual Orientation
- Age
- Religion
- Disability
- Immigration Status

Identify any and all age(s) of the target participants:

- Ages 6-11
- Ages 12-17
- Ages 18-26
- A combination of the above (specify)
- Unspecified (no direct prevention and intervention participants)

Also identify the gender of participants (such as):

- Male
- Female
- Non-binary gender
- Transgender
- Unspecified

Identify the ethno-cultural breakdown of the participants.

- White
- South Asian (e.g. East Indian, Pakistani, Sri Lankan, etc.)
- Chinese
- Black
- Filipino
- Latin American
- Arab
- Southeast Asian (e.g. Vietnamese, Cambodian, Laotian, Thai, etc.)
- West Asian
- Korean
- Japanese
- Indigenous (e.g. First Nation (Status and Non-Status), Métis and Inuit)
- Unspecified
- Other (please specify):

What is the estimated total number of participants that the initiative/program will serve throughout the duration for the project?

Indicate whether or not the target population provided input on the project and if so, the extent of their input (if applicable).

### Question 11.8 Initiative/Program Activities

The eligible BSCF program activities are identified, please indicate which activities the specified initiative or program will address by checking all that apply from the list identified.

### Question 11.9 Initiative/Program Outcomes and Measures

***Identify your proposed outcomes and describe the links with the project activities:***
Referencing evidence from the demonstrated need above (Section 3), describe how and why the activities listed (Section 11.8) link to the anticipated project outcomes.

Please identify the Initiative or project proposed outcomes and links to the activities. Project activities are the steps that will be taken to meet the objectives of the project and are described and

included in Question 11.8. Outcomes are the short-term, intermediate and long term changes that are expected to occur as a result of the project, and that it is possible to have more than one outcome directly related to an objective.

How do you plan to measure success of the initiative/program or project?

### Question 12.1 – Official Languages

What will your municipality/community (or organization to whom funds are re-distributed to) do to address official languages requirements for linguistic minorities, as per the *Official Languages Act*, with respect to this project?

Describe how the needs of the official language group will be addressed. If there are none to be considered, provide a rationale as to why.

### Question 12.2 – Gender Based Analysis + (GBA+)

How will your project assess/address the potential impacts of policies, programs, services, and other initiatives on diverse groups of women and men, taking into account gender and other identity factors. The "plus" refers to other intersecting factors beyond gender such as age, education, language, geography, culture and income.

Describe how the needs of the above groups will be addressed. If there are none to be considered, provide a rationale as to why.

### Question 12.3 – Evaluation

Will/does your municipality/community intend to undertake evaluation activities related to the proposed initiatives/projects? Yes, No or To be determined.

Has your municipality/community been involved in evaluation activities in the past? Yes or No.

Does your municipality/community currently gather data on existing programs (e.g., participant attendance, participant and/or stakeholder survey results, and program financial records)? Yes or No.

### Question 12.4 Sustainability Planning

Please note the BSCF provides time-limited funding. Have you have included sustainability planning activities in your program work plan? Yes, No, To be determined or Not applicable.

- Yes – You have completed a sustainability plan with your submission or you have sustainability activities identified in your submission form.
- To be determined – You have not added sustainability planning activities in your submission, but you are interested in identifying possible sustainability planning activities in your program in the developmental phase.
- Not applicable – Your initiative or project does not require sustainability planning activities (it is time limited with a clear start and end date).
- No – you do not have any intention of including a sustainability plan or including sustainability activities in your submission/project.

## Question 12.5 Initiative/Project Budget

Each municipality/community has been allotted a funding allocation based on a funding methodology allocation. You should have received a letter from your Public Safety Regional Office indicating your funding allocation. The total of your whole strategy, including all initiatives and projects should not exceed this funding allocation.

**If you have any questions regarding this guide, your submission package or the BSCF program, please consult the regional program advisor in the Public Safety Office in your jurisdiction (contact information provided in Section 5 of this guide).**