



Ministry of the Solicitor General

**Community Safety and Policing (CSP)  
Grant  
(2022-23 to 2024-25)**

**Application Instructions and Guidelines**

**Provincial Priorities Funding Stream**

## INTRODUCTION

The ***Community Safety and Policing (CSP) Grant*** program was introduced in 2019-20 to support police services/boards in combating crime and keeping Ontario communities safe. The outcomes-based CSP Grant provides eligible police services/boards with greater flexibility to implement initiatives that address policing needs and priority risks related to safety and well-being. In order to ensure that local and provincial priorities are being addressed, the CSP Grant will offer **two funding streams** – one focused on local priorities and the other focus on provincial priorities.

In order to further support police services/boards in undertaking policing and community safety and well-being initiatives across the province, the Ministry of the Solicitor General (Ministry) is launching another Call-for-Applications under the **Provincial Priorities Funding Stream** of the CSP Grant program for a three-year grant cycle (i.e., 2022-23 – 2024-25 fiscal years). It will be available to those police services boards that were eligible to receive funding under the 2019-20 CSP Grant program, as well as First Nations police services in Ontario.

Please refer to the *“Community Safety and Policing Grant Instructions and Guidelines – Local Priorities Funding Stream”* for details on completing the application process for initiatives addressing local priorities

All projects funded under the 2022-23 – 2024-25 CSP Grant Provincial Priorities Funding Stream must align with a minimum of one of the grant objectives, which are outlined below:

1. Providing police services with the necessary tools and resources to enable the deployment of front-line police officers when and where they are needed most; and
2. Supporting police services as they implement public safety and community policing initiatives.

This will be a competitive application process and projects funded under this stream must focus on addressing at least one of the following provincially identified priorities:

1. Gun and gang violence;
2. Sexual violence and harassment;
3. Human trafficking;
4. Mental Health and addictions; and/or
5. Hate motivated crime.

The Ministry will continue to review the objectives of the grant every grant cycle to ensure they meet local and provincial needs.

## CONTEXT

Ensuring public safety is a key priority for the Government of Ontario, and the Ministry is committed to working with policing partners to provide them with the tools and resources they need to keep Ontario's communities safe and resilient.

As you may know, the Ministry introduced the CSP Grant in 2019-20 as a result of a transformation of a number of programs to ensure grant program align with the needs of Ontario communities and government objectives, meet tangible outcomes and are effective in reducing crime-related activity in Ontario. This outcomes-based grant program, which includes two funding streams, was developed to better support local and provincial priorities and focus on effective, integrated service delivery. It also provides police services with additional supports to respond to situations of crisis. Lastly, through the CSP Grant, police services will be better positioned to work collaboratively with their community partners to implement public safety initiatives that proactively address local risk factors before they escalate and result in crime and victimization.

In addition, the CSP Grant program also aligns with Ontario's modernized approach to community safety and well-being which involves addressing local crime and complex social issues on a more sustainable basis by reducing the reliance on incident-driven responses and refocusing efforts towards the long-term benefits of social development, prevention and risk intervention.

The Ministry is launching a call-for-applications under the CSP Grant for a new grant cycle (2022-23 – 2024-25) to continue to support police services and community partners to increase safety and well-being in their communities.

## COLLABORATION AND PARTNERSHIPS

Through our engagement with Ontario communities, the Ministry has affirmed that ensuring the safety and well-being of our communities cannot be achieved by one agency or sector alone. Community safety and well-being involves working collaboratively across various sectors, including but not limited to justice, health/mental health, education, community/social services, and children/youth services.

Many Ontario communities are already moving towards collaborative approaches to community safety and well-being, including integrated service delivery. By working collaboratively at the local level to address priority risks of the community, police services and partners will be better prepared to meet current and future needs of Ontarians in a more strategic and holistic way.

As such, applicants are required to work with their municipal, policing and community partners in the development and implementation of their community and policing initiatives to truly address crime and complex social issues on a sustainable basis. Applicants must demonstrate

how their initiatives use collaboration and partnerships with other inter-jurisdictional and multi-sector agencies to implement activities and achieve common goals.

## ELIGIBILITY CRITERIA

### Who is eligible?

- ❖ Municipal police services and Ontario Provincial Police (OPP) municipal contract locations who were eligible to receive funding under the CSP Grant in 2019-20.
- ❖ First Nations police services in Ontario.

### What is eligible?

- ❖ New **and** existing initiatives that focus on addressing at least one of the following provincial priorities:
  1. Gun and gang violence;
  2. Sexual violence and harassment;
  3. Human trafficking;
  4. Mental Health and addictions; and/or
  5. Hate motivated crime.
- ❖ **Note:** If requesting funding for an existing initiative, police services/boards are encouraged to make enhancements to the initiative to further address provincial priorities.
- ❖ Initiatives must meet one or both of the following objectives and align with provincially identified outcomes under the Provincial Priorities Funding Stream:
  1. Utilizing the necessary tools and resources to enable the deployment of front-line police officers when and where they are needed most to address provincial priorities; and
  2. Implementing public safety and community policing initiatives that address provincial priorities.

*(Please refer to the “Outcomes and Performance Indicators” section for more information on provincially identified outcomes.)*

- ❖ Some examples of initiatives could include:
  - Community mobilization and engagement (e.g., engagement with local schools on sexual violence and harassment, organization of community events, etc.);
  - Education and awareness programs (e.g., gun and gang violence awareness, youth-focused awareness campaigns, education campaigns on hate crime, discrimination and racism, etc.);
  - Training for police officers and community partners (e.g., training to improve interactions during sexual assault and harassment investigations, diversity training, etc.);
  - Crime prevention and community safety and well-being initiatives (e.g., victim/survivor support services for sexual violence and harassment or hate crimes, human trafficking units, mental health support teams, gun and gang prevention initiatives including gang alternatives for at-risk youth, etc.);

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- Community safety and well-being planning initiatives (e.g., development / implementation of programs or strategies that address provincial priorities);
- Enforcement and suppression activities (e.g., coordinated police responses, firearm enforcement units, opioid enforcement and education unit, gang suppression, high-impact patrol, etc.);
- Intelligence gathering and sharing (e.g., multi-jurisdictional investigations specific to gun and gang activities, social media monitoring, etc.);
- Intervention and diversion strategies (e.g., dispatch centres supporting mental health crisis diversion, gang exit strategies for youth and young adults, youth diversion programs, etc.);
- Enhanced data systems and analytics techniques to support policing operations and activities; and
- Equipment that supports policing operations and activities (e.g., software/technology, tools for de-escalation, security systems/infrastructure etc.).

**Eligible budget items:**

- ❖ **Personnel:** salaries, benefits, overtime, and external consultants (i.e. third-party services). Please note that only **10%** of the police services boards' total funding request per fiscal year of the grant cycle may be used to pay external consultants. However, external consultant costs may be distributed across multiple initiatives/applications as needed, as long as the total does not exceed 10% of your services boards' total funding request per fiscal year of the grant cycle.
- ❖ **Engagement and Education:** costs associated with community engagement, awareness, and education.
- ❖ **Training:** costs associated with training for police services and their partners.
- ❖ **Research and Analysis:** costs associated with research into new/innovative policing techniques to support policing operations and activities, including evaluations of policing practices, tools and resources, or research and analysis of data into local risks to support community safety and well-being planning.
- ❖ **Equipment:** costs associated with purchasing equipment which supports police services in meeting the CSP Grant objectives. Please note that only **30%** of the police services boards' total funding request per fiscal year of the grant cycle may be used for equipment. However, equipment costs may be distributed across multiple initiatives/applications as needed, as long as the total does not exceed 30% of your services boards' total funding request per fiscal year of the grant cycle.
- ❖ **Other:** additional costs associated with the implementation of initiative(s) and the development of new/improved services (i.e., cell phone usage costs, office supplies, etc.).

*Note: funding can be utilized towards offsetting costs of external partners for the above budget items / activities related to the initiative.*

**What is not eligible** - the CSP Grant will not cover expenses related to:

- ❖ Out of province expenses (e.g., travel);

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- ❖ Non-police related initiatives;
- ❖ Facial recognition technology; and/or
- ❖ Body-worn cameras.

**Other Considerations:**

***(note: preference may be given to applications that address the following components as part of their initiatives).***

*Community Safety and Well-Being Planning*

When submitting applications for funding through the CSP Grant, police services should consider aligning with and leveraging local community safety and well-being planning efforts.

Consideration should be given to supporting initiatives that address priorities identified through the local community safety and well-being plan.

*Diversity Principle*

Initiatives should be developed through a diversity, equity and inclusion lens with consideration towards supports for communities who may be disproportionately impacted by any of the priorities that are prevalent in the local community. This may include taking into consideration how the initiative would serve and meet the unique needs of those who are, but not limited to:

- Indigenous;
  - Note: Applicants may consider The Report and Calls to Action from the Truth and Reconciliation Commission of Canada, as well as Ontario's Urban Indigenous Action Plan, to guide development of initiatives that support Indigenous populations.
- Francophone;
- racialized;
- newcomers, immigrants or refugees;
- members of specific ethno-cultural and religious backgrounds;
- children and youth;
- older adults;
- 2SLGBTQQIA+ (including: Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex and Asexual, and Plus persons);
- experiencing challenges with addictions and mental health;
- persons with disabilities;
- residents of Northern, rural and remote areas; or
- experiencing economic insecurity (i.e., homeless, marginally/under-housed, living in poverty).

Applicants should consider the diversity principle and include how it applies to the initiative in any or all of the following assessment categories:

- Demonstrated Need
- Activities
- Partnership

## FUNDING

Funding under the CSP Grant Provincial Priorities Funding Stream will be available for a three-year period (i.e., 2022-23 to 2024-25). Eligible police services/boards can submit applications for initiatives that will take place within the three-year grant cycle.

The Provincial Priorities Funding Stream will be a competitive application process and there is \$14 million available in funding annually. In order to maximize funding and ensure a proportionate distribution across police services, **the maximum funding for each project is \$1,500,000 over three years (up to \$500,000 per fiscal year)**. However, applications submitted in partnership with multiple police services/boards may request funds to a maximum of \$3,000,000 over three years (\$1,000,000 per fiscal year) for each project.

Please note that **total funding requests for each fiscal year must be spent within that fiscal year and cannot be carried over to the next fiscal year** (e.g., funding requested for 2022-23 must be spent on activities taking place between April 1, 2022, and March 31, 2023).

## LENGTH OF APPLICATION FORM & MULTIPLE APPLICATIONS

Application forms have character limits in each section. Please adhere to these limits.

Please do not include any attachments or website addresses as part of your responses. They will **not** be reviewed.

Police services/boards can submit a **maximum of two applications** under the Provincial Priorities Funding Stream. This will allow Ministry staff to streamline the review of applications and ensure that funding can be flowed in a timely manner.

## OUTCOMES & PERFORMANCE INDICATORS

To demonstrate that initiative(s) funded under the CSP Grant are focused on increasing public safety through preventing and reducing crime and complex social issues, successful CSP Grant recipients will be required to report to the Ministry on both local and provincial outcomes.

### **Provincially Identified Outcomes:**

In order to consistently demonstrate provincial outcomes, the Ministry will require funding recipients to report back on provincially identified outcomes and performance indicators. Specifically, the Ministry has identified one provincial outcome for each of the objectives of the CSP Grant as well as a list of associated performance indicators for each outcome.

- ✓ **Outcome for Objective #1:** Increase support for front-line officers
- ✓ **Outcome for Objective #2:** Increase community safety and well-being

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All successful recipients will be required to report on the outcome(s) associated with the CSP Grant objective(s) for their initiative. If the initiative focuses on one CSP Grant objective, recipients will be required to report on the corresponding outcome and select a **minimum of two indicators** from the pre-determined list for that outcome (see below). Alternately, if the initiative focuses on both CSP Grant objectives, recipients will be required to report on the outcome under both objectives and select a **minimum of one performance indicator per outcome** from the pre-determined lists (see below).

In addition to the above, recipients under this funding stream are also required to report on the provincially identified outcome specific to their chosen provincial priority and select a **minimum of one performance indicator** for this outcome from the pre-determined list (see below).

- ✓ **Provincial Priority #1 – Outcome:** Decrease in gun and/or gang violence
- ✓ **Provincial Priority #2 – Outcome:** Decrease in sexual violence and harassment
- ✓ **Provincial Priority #3 – Outcome:** Decrease in human trafficking
- ✓ **Provincial Priority #4 – Outcome:** Improved support/response to mental health and addictions crises
- ✓ **Provincial Priority #5 – Outcome:** Decrease in hate motivated crime

The outcomes and list of performance indicators for each CSP Grant objective and each provincial priority are as follows:

***Objective #1: Utilizing the necessary tools and resources to enable the deployment of front-line police officers when and where they are needed most to address provincial priorities.***

- ✓ **Outcome for Objective #1: Increase support for front-line officers**
- ✓ **Associated Performance Indicators:**
  1. Increase in the percentage of officers who reported having adequate resources (e.g., equipment, tools, training) to do their job
  2. Decrease in policing costs through effective resource allocation as a result of the initiative
  3. Increase in the number of officers dedicated to specific policing tasks/duties
  4. Increase in the percentage of participating officers who feel confident they can apply the skills and knowledge gained from training
  5. Increase in staff time saved from technological investment

***Objective #2: Implementing public safety and community policing initiatives that address provincial priorities***

- ✓ **Outcome for Objective #2: Increase community safety and well-being**
- ✓ **Associated Performance Indicators:**
  1. Decrease in police service calls for specific incidents as a result of the initiative (e.g., non-criminal incidents, mental health calls, etc.)

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2. Increase in time officers spend in the field as a result of implementation of the initiative
3. Increase in citizen satisfaction (%) with quality of support offered by officers as a result of the initiative
4. Increase in the percentage of individuals who are referred to the appropriate service provider(s) as a result of the initiative
5. Increase in the number of new partnerships between the police service and other sectors as a result of the initiative
6. Increase in the percentage of officers who reported enhanced knowledge of supports for community members (e.g., victim/survivor services)
7. Increase in the number of interventions that result in overall risk lowered for situations of acutely elevated risk (e.g., situation table interventions)

***Provincial Priority #1: Guns and gangs***

- ✓ **Outcome: Decrease in gun and/or gang related violence**
- ✓ **Associated Performance Indicators:**
  1. Decrease in rate of firearm and gang-related crimes
  2. Decrease in the number of firearm and gang-related homicides
  3. Increase in charges laid for gang or gun-related crimes because of implementation of the initiative
  4. Increase in hours of community patrol activity in identified high risk areas
  5. Percent increase in public awareness of available information and supports related to gun and/or gang related violence

***Provincial Priority #2: Sexual violence and harassment***

- ✓ **Outcome: Decrease in sexual violence and harassment**
- ✓ **Associated Performance Indicators:**
  1. Increase in percentage of officers trained in addressing sexual violence and harassment
  2. Increase in percentage of victims/survivors of sexual violence/harassment who felt supported throughout the investigation
  3. Percent increase in public awareness of available information and supports related to sexual violence and harassment
  4. Percent increase in the number of multi-sectoral partnerships established as a result of the implementation of the project
  5. Number of sexual violence and harassment calls
  6. Increase in the number of sexual violence and harassment charges laid

***Provincial Priority #3: Human trafficking***

- ✓ **Outcome: Decrease in human trafficking**
- ✓ **Associated Performance Indicators:**
  1. Increase in percentage of officers trained in addressing human trafficking
  2. Increase in percentage of victims/survivors of human trafficking who felt supported throughout the investigation
  3. Percent increase in public awareness of available information and supports related to human trafficking
  4. Percent increase in the number of multi-sectoral partnerships established because of the implementation of the project
  5. Number of human trafficking calls
  6. Increase in the number of human trafficking charges laid

***Provincial Priority #4: Mental health and addictions***

- ✓ **Outcome: Improved support/response to mental health and addictions crises**
- ✓ **Associated Performance Indicators:**
  1. Decrease in the number of mental health or addictions related calls for service
  2. Percent increase in clients with improved / positive mental health or addictions outcomes
  3. Increase in the number of community members who are aware of mental health/addictions services
  4. Number of clients who are referred to by police to appropriate mental health or addictions agencies/resources in the community
  5. Percentage of police officers who report improvements in their knowledge of resources to meet the unique needs of mental health or addictions clients
  6. Number of new formal collaboration mechanisms or partnerships between police services and local agencies and communities serving clients with mental health or addiction issues.
  7. Decrease in readmission rates (e.g., hospital or emergency room visits) for mental illness or addiction

***Provincial Priority #5: Hate motivated crime***

- ✓ **Outcome: Improved support/response to hate motivated crime**
- ✓ **Associated Performance Indicators:**
  1. Increase in the percentage of police officers who attended/completed education and/or training opportunities provided to address and prevent hate motivated crime
  2. Increase in the number of supports for victims of hate motivated crime
  3. Percentage increase in the uptake of services offered to community members and victims of hate motivated crime
  4. Increase in community members' feeling of safety as a result of the initiative

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5. Increase in the number of public awareness campaigns in the community to address and prevent hate motivated crime
6. Number of new formal collaboration mechanisms or partnerships between police services and local agencies and communities serving victims of hate motivated crimes
7. Percentage increase in the data collection and reporting of hate motivated crime
8. Percentage increase in the number of online hate motivated crimes identified and prosecuted

**Note:** If the performance indicators listed above do not align with your initiative(s), please contact the Ministry to discuss alternative indicators.

Please note that **local data** should be used to demonstrate performance on provincially identified outcomes.

Where appropriate, police services are encouraged to include granular-level data related to their chosen indicators / outcomes (e.g., specific types of motivation for hate-motivated crime such as racism, religion, sexual orientation; specific types of human trafficking calls such as sex trafficking, labor trafficking, etc.).

**Locally identified Outcomes:**

In addition to the provincially identified outcomes, applicants will be required to identify local outcomes and performance indicators that reflect your specific initiative(s). For local performance indicators, police services/boards may choose from the list of performance indicators under the outcomes/objectives listed above. However, they may also identify their own locally specific performance indicators.



**TIP:** *Expected **Outcomes** are the positive impacts or changes your activities are expected to make in your community.*

*Additional Information:*

- A performance **indicator** is an observable, measurable piece of information (i.e., numeric result) about a particular outcome, which shows to what extent the outcome has been achieved.
- **Quantitative** indicators are numeric or statistical measures that are often expressed in terms of unit of analysis (e.g., frequency of, percentage of, ratio of, variance with).
- **Qualitative** information is non-measurable information that describes attributes, characteristics, properties, etc. It can include descriptive judgments or perceptions (e.g., program participants' verbal or written feedback) measured through an open-ended questionnaire or an interview.
- **Target** is the planned result to be achieved within a particular time frame. Along with the baseline, this provides an anchor against which current performance results can be compared. Reasonable targets are challenging but achievable.
- **Baseline** data is information captured initially to establish the starting point against which to measure the achievement of outcomes.

## ASSESSMENT CRITERIA

Please review this section carefully as it includes important information that must be addressed in your application. Ensure you answer each component of every question in as much detail that is required and do not leave any questions blank.

The criteria for each section are outlined below, as well as the associated weighted percentage for scoring. All eligible applications will be assessed and scored based on the following:

**1) Demonstrated Need: Indicate the need for your initiative(s) and Ministry funding. (20%)**

- ✓ Identify your chosen provincial priority.
- ✓ Identify which CSP Grant objective(s) are/is being addressed by your initiative(s) and why.
- ✓ Indicate the need for your initiative(s) in the community and how your initiative(s) will address this need including brief statistical data that demonstrates the need (e.g., # of mental health calls).
- ✓ Identify factors limiting your police service's ability to implement the initiative(s). Explain why funding is beyond current local capability.
- ✓ Identify who will benefit from the initiative (e.g., vulnerable groups, the community, police service).

**2) Activities: Provide a comprehensive outline of the activities that will be implemented in each fiscal year as part of the initiative(s). (25%)**

- ✓ Describe in detail all the activities that you will implement during the initiative(s).
- ✓ Clearly indicate the year your activities will be taking place (i.e., 2022-23, 2023-24 or 2024-25) as well as approximate timelines for your activities within each fiscal year.
- ✓ Indicate the resources that will be dedicated for each activity (e.g., personnel, equipment, etc.).
- ✓ Describe if your initiative(s) is a best/promising practice and/or describe how it is new and/or innovative to your service.

**3) Partnerships: If applicable, provide an overview of the different partnerships that will be utilized during your initiative(s). (10%)**

- ✓ Identify who you will be partnering with (e.g., victim services, local government).
- ✓ Describe each partner's role, how they will contribute to the success of your initiative(s), and, if applicable, how they will be supported through the project budget/funding.
- ✓ Describe how these partnerships will support your identified CSP Grant objective(s).
- ✓ **Note:** Police services/boards are strongly encouraged to collaborate with multi-sectoral partners in the development/implementation of their community and policing initiative(s). **As part of the scoring criteria for applications, preference may be given to applications with strong multi-sectoral partnerships.**

**4) Equipment: If applicable, advise what equipment you will be purchasing and how it will support activities related to combatting gun and gang violence, sexual violence and harassment and/or human trafficking activities, or support community safety and well-being planning. Please provide details. (10%)**

Note: If equipment is not applicable for your initiative, please insert N/A, and the weight of the score for this section will be distributed evenly across the other sections (i.e., 2% added to each section).

- ✓ Indicate if your service currently has the equipment for which you are requesting funding. If yes, indicate why additional equipment is required.
- ✓ Advise how the equipment will help police services combat crime and keep Ontario communities safe.
- ✓ **Note**: Only **30%** of the police services boards' funding request per fiscal year of the grant cycle may be used for equipment.

**5) Outcomes: Indicate the expected outcomes and associated performance metrics for each of your initiative(s). (20%)**

- ✓ Select the outcome(s) that corresponds with the CSP Grant objective(s) for your initiative.
  - If the initiative focuses on one CSP Grant objective, select a **minimum of two indicators** from the pre-determined list for the outcome under that objective.
  - If the initiative focuses on both CSP Grant objectives, select a **minimum of one performance indicator per outcome** under each objective.
- ✓ Select the outcome that corresponds with your chosen **provincial priority** and select a minimum of one performance indicator for that outcome.
- ✓ Outline your locally identified outcomes for your initiative(s).
- ✓ Outline your locally identified performance indicators – qualitative and/or quantitative – that will demonstrate that local outcomes have been achieved.
- ✓ Indicate the targets you will use to assess achievement of provincially identified and locally identified outcomes.
- ✓ Indicate the baseline data from which you will be able to assess change.
- ✓ Identify which partner will collect each indicator and how often.
- ✓ **Note**:
  - Please refer to the “Outcomes and Performance Indicator” section of the guidelines (page 6-9) for helpful tips on developing appropriate performance measures.
  - If the pre-determined lists of performance indicators do not align with your initiative(s), please contact the Ministry to discuss alternative indicators.
  - Where applicable, ensure that outcomes and performance indicators reflect input from partners.
  - Please note that **local data** should be used to demonstrate performance on provincially identified outcomes.
  - If you are requesting funding for an existing program, the baseline data for each performance indicator would be when data started to be consistently collected, as long as the indicators align with the Ministry outcomes.

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- If you are requesting funding for a new program, the baseline would be when the project is implemented and data begins being collected (e.g., after year one of implementation).
- If baseline data is not available when completing the application form, please indicate this by writing N/A on your application. However, police services/boards will be required to identify baseline data at the time of the Interim Report.

**6) Budget (separate excel spreadsheet): Using the Budget Sheet provided, clearly itemize all expenditures associated with the initiative(s) for each fiscal year of the grant cycle. (15%)**

- ✓ Clearly itemize all expenditures under the appropriate category.
- ✓ Include a description for each budget item in the corresponding column.
- ✓ **Note:**
  - Budget items without an associated description/explanation may not be funded.
  - Only **10%** of the police services boards' total funding request per fiscal year of the grant cycle may be used to pay for external consultants and only **30%** may be used for equipment.

## EVALUATION REQUIREMENTS

Applicants will also be required to complete an evaluation of their initiative(s) based on their predetermined outcomes as part of the Interim and Final reports submitted to the ministry throughout the two-year grant cycle.

Evaluations will include:

- ✓ Quantitative analysis – Applicants will be required to submit data regarding baselines, targets and on-going progress to date for the defined measures under each applicable objective(s).
- ✓ Qualitative analysis – Applicants will be required to provide details on their progress in working towards their identified outcomes (e.g., SWOT analysis).

Further details on the evaluation requirements in the Interim and Final reports will be outlined in the contractual agreement between the Ministry and successful applicants.

## APPLICATION REVIEW

The Provincial Priorities Funding Stream is a competitive applications process. Applications that qualify under the eligibility criteria will be reviewed by a CSP Grant Review Committee. The Review Committee's primary mandate will be to evaluate applications based on eligibility and assessment criteria. Recommendations for funding to the Solicitor General based on the strength of the applications and ability to meet grant objectives/priorities.

## CONTRACTUAL AGREEMENT

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As part of the terms of funding, the Ministry will enter into a contractual agreement with the police services boards approved for CSP Grant funding. Agreements will be for a three-year period – from 2022-23 to 2024-25. Funds will be released to the police services boards annually after all the applicable documentation has been submitted and the contractual agreement has been signed by all parties. The funds must be used for the purposes described in the application and according to the terms of the contractual agreement. As part of the contractual agreement, recipients will be required to complete and submit Interim and Final reports to the Ministry.

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

- ✓ purposes for which the grant funding will be used;
- ✓ commitments to be undertaken or specific activities to support the application;
- ✓ interim and final reporting dates, including performance indicators; and
- ✓ funding disbursement schedule.

### APPLICATION SUBMISSION

The 2022-23 – 2024-25 CSP Grant cycle will be administered through the Transfer Payment Ontario (TPON) system, including the call-for-applications process (see TPON Instructions for Application Submission below).

While applications will be submitted and processed through TPON, please also **provide confirmation of your submission** including a copy of the completed application form and budget sheets via email to [James.Y.Lee@Ontario.ca](mailto:James.Y.Lee@Ontario.ca).

### APPLICATION DEADLINE

Completed application forms and budget sheets must be received by **4:00 p.m. (Eastern Standard Time) on Thursday January 6, 2022.**

### GENERAL AND TECHNICAL ASSISTANCE

For questions about the grant or application process or for technical assistance, please contact James Lee, Community Safety Analyst, at [James.Y.Lee@Ontario.ca](mailto:James.Y.Lee@Ontario.ca) or (416) 325-6039.

### TPON INSTRUCTIONS FOR APPLICATION SUBMISSION

Applications for the 2022-23 – 2024-25 CSP Grant must be submitted electronically through Transfer Payment Ontario (TPON) at [www.grants.gov.on.ca](http://www.grants.gov.on.ca). In order to apply, applicants must have a TPON account.

If you do not have a TPON account, please follow these steps:

- 1) **Create a ONE-key account** at <https://www.iaa.gov.on.ca/iaalogin/IAALogin.jsp>.

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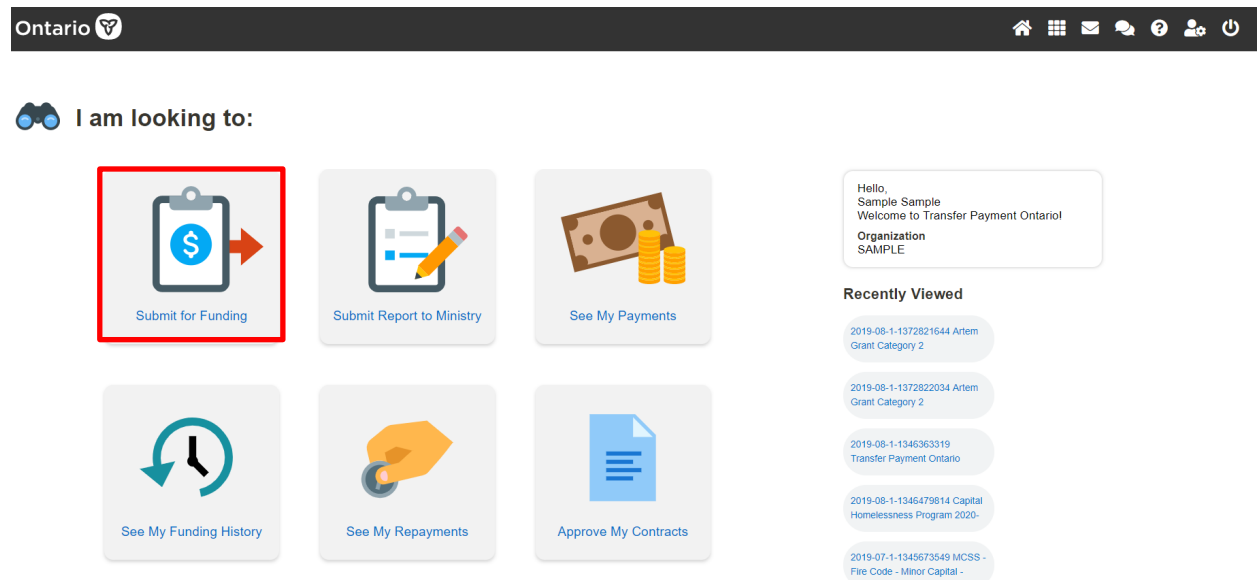
One-key gives you secure access to Ontario government programs and services, including Transfer Payment Ontario.

- 2) **Register your organization in TPON.** For instructions, please refer to the “**Registering an Organization in Transfer Payment Ontario**” user guides at <http://www.grants.gov.on.ca/GrantsPortal/en/TransferPaymentCommonRegistration/HowtoRegister/index.htm>.
- 3) **Request Access to See Funding Opportunities in TPON.** For assistance, please refer to “**Requesting Access to See Funding Opportunities**” at <http://www.grants.gov.on.ca/GrantsPortal/en/OntarioGrants/HowtoApply/index.htm>. Please allow sufficient time as confirmation of TPON access may take up to two business days. The application form can only be accessed once you are registered for the TPON.

If you have any questions or are experiencing technical difficulties, please contact TPON Customer Service at (416) 325-6691 or 1-855-216- 3090, Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time, or by email at [TponCC@Ontario.ca](mailto:TponCC@Ontario.ca).

Once the request has been approved, your organization will be listed under Transfer Payment Service within the See Funding Opportunities Menu Card. Click on your organization name to be redirected to TPON.

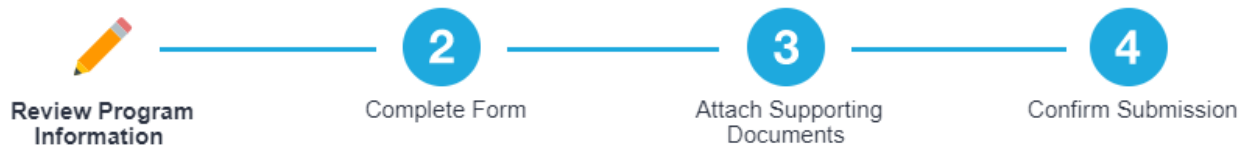
Once you have been redirected into the TPON Home Page, select ‘Submit for Funding’.



Within the “Invitational Programs for my Organization”, select ‘Community Safety and Policing Grant 2022-23 to 2024-25’ under Ministry of the Solicitor General (SOLGEN) and click ‘New’.

The application has four steps:

COMMUNITY SAFETY AND POLICING GRANT – APPLICATION INSTRUCTIONS AND GUIDELINES  
 PROVINCIAL PRIORITIES FUNDING STREAM – 2022-23 to 2024-25 GRANT CYCLE



- 1) Review Program Information – this includes any Program Documentation and Required Attachments.
- 2) Complete Form – this is where you download the form and upload the completed/validated form. Note: After downloading the form, save it to your computer. You can work on it offline.
- 3) Attach Supporting Documents – this is where you attach any required or supporting documents.
- 4) Confirm Submission – this is where you submit the entire application.

**STEPS ON HOW TO FILL OUT THE DOWNLOADED CSP GRANT PROVINCIAL PRIORITIES FUNDING STREAM APPLICATION FORM:**

Once you open the CSP Grant Provincial Priorities Funding Stream Application Form, the first page should look like this:


Case No.: null
**Community Safety and Policing (CSP) Grant – Provincial Priorities Funding Stream 2022-23 to 2024-25**

Instructions and guidelines	A - Organization Information	B - Organization Address Information
C - Application Contact Information	D - Grant Payment Information	E - Project Information
F - Equipment section	G - Partnership/Stakeholders Information	H - Declaration and Signing

- 1) Click Expand to show all section of the application, and please complete all the mandatory fields.
- 2) Section A – Organization Information  
Please ensure all fields in the Organization Information section is completed.

A - Organization Information	
<p><b>This section is not editable</b> and displays information from your Transfer Payment Ontario (TPON) registration. The TPON system is a one-window self-serve registration system for submitting and updating organization profile information. All organizations receiving transfer payments from the Government of Ontario must register in the TPON system. If changes are required in Section A of your application, please make them in the TPON system. Once your information is revised, all future downloaded forms will include the updated information</p>	
Organization Name:	Organization Legal Name:
Website URL:	CRA Business Number

COMMUNITY SAFETY AND POLICING GRANT – APPLICATION INSTRUCTIONS AND GUIDELINES  
 PROVINCIAL PRIORITIES FUNDING STREAM – 2022-23 to 2024-25 GRANT CYCLE

3) Section B – Organization Address Information

Please ensure all fields in the Organization Address Information section is completed.

**B - Organization Address Information**

This section is not editable and displays information from your Transfer Payment Ontario (TPON) registration. The TPON system is a one-window self-serve registration system for submitting and updating organization profile information. All organizations receiving transfer payments from the Government of Ontario must register in the TPON system. If changes are required in Section B of your application, please make them in the TPON system. Once your information is revised, all future downloaded forms will include the updated information.

**Business Address**

Unit Number:	Street Address 1:
Street Address 2:	City/Town:
Province:	Postal Code:
Country:	

**Mailing Address**

Unit Number:	Street Address 1
Street Address 2	City/ Town
Province	Postal Code
Country	

4) Section C – Application Contact Information

- a. This section you may add as many contact person you wish, but please note the ministry will be in touch with the first person on this list as the primary contact person for this project/grant.

**C - Application Contact Information**

Please provide contacts for this application, including whether or not they have signing authority. Contacts with the Applicant role will receive email notifications regarding case submission, reports due, and payments. Contacts with the Payee role will receive notifications regarding payments.

Contacts with signing authority will be prompted to digitally sign this form in Section H.

		<input type="button" value="Add"/>	<input type="button" value="Remove"/>
Salutation:	First Name: *	Last Name: *	
Primary:	Role: *	Email Address: *	
Title:	Department:	Phone Number (Work): *	
Phone Number (Mobile):	Fax Number:	Signing Authority	

5) Section D – Grant Payment Information:

- a. This section is what the ministry will set-up once your application has been approved.
- b. Payments will be issued using the information from this section.

COMMUNITY SAFETY AND POLICING GRANT – APPLICATION INSTRUCTIONS AND GUIDELINES  
PROVINCIAL PRIORITIES FUNDING STREAM – 2022-23 to 2024-25 GRANT CYCLE

- i. NOTE: payments are made through **Electronic Fund Transfer** (EFT) Payment.

**D) Grant Payment Information**

Should your application be successful, this information will be used to make payments.

**Payment Address**

Should your application be successful, this information will be used to make payments.

Payment Organization Name (max 250 characters) \*

Street Address 1 *	Street Address 2	City/Town *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Province *	Postal Code *
<input type="text"/>	<input type="text"/>

Method of Payment \*

**Electronic Fund Transfer**

6) Section E – Project Information:

- a. This section is where you will provide the detail of your project including project name, requested amount, summary, description, etc. Please ensure to select the appropriate Project Objective, as well as the Provincial Priority(s) that this project will be addressing.

**E - Project Information**

Project Name (maximum 250 characters) \*

Project Start Date (mm/dd/yyyy) *	Project End Date (mm/dd/yyyy) *
<input type="text"/>	<input type="text"/>

Requested Amount: *	Total Cost of the Project: *
<input type="text"/>	<input type="text"/>

Provincial Priority \*

Project Summary (2,000 max characters): \*

Project Description (5,000 max characters): \*

COMMUNITY SAFETY AND POLICING GRANT – APPLICATION INSTRUCTIONS AND GUIDELINES  
PROVINCIAL PRIORITIES FUNDING STREAM – 2022-23 to 2024-25 GRANT CYCLE

Project Objective:

Providing police services with the necessary tools and resources to enable the deployment of front-line police officers when and where they are needed most. \*

Supporting police services as they implement public safety and community policing initiatives. \*

Demonstrated Need: Indicate the need for your initiative(s) and Ministry funding (5,000 max characters). \*

Activities: Provide a comprehensive outline of the activities that will be implemented in each fiscal year as part of initiative(s) (5,000 max characters). \*

7) Section F – Equipment Section

- a. Please answer the question on this section. If your project is not requesting funding for equipment, please put “N/A” in this section (do not leave blank).

**F - Equipment section**

Equipment: If applicable, advise what equipment you will be purchasing and how it will support your police service in combatting crime and keeping communities safe (3,000 max characters) \*

8) Section G – Partnerships/Stakeholders Information:

- a. In this section please provide information for all partners involved with the project, including their name and their role.
- b. Please use the Add button to include more partners and their roles.

**G - Partnership/Stakeholders Information**

Name *	Type *	Role/Address: *	Description: *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



9) Section H Declaration/Signing

- a. This section will require the person authorized to sign off on this application.
- b. This section is based on which person was indicated in Section B Application Contact Information under Confirmation of Signing Authority.

**COMMUNITY SAFETY AND POLICING GRANT – APPLICATION INSTRUCTIONS AND GUIDELINES  
PROVINCIAL PRIORITIES FUNDING STREAM – 2022-23 to 2024-25 GRANT CYCLE**

**H - Declaration and Signing**

Applicants are expected to comply with the Ontario Human Rights Code (the "Code") and all other applicable laws (<http://www.ohrc.on.ca/en/ontario-human-rights-code>). Failure to comply with the letter and spirit of the Code will render the applicant ineligible for a grant and, in the event a grant is made, liable to repay the grant in its entirety at the request of the Ministry. Applicants should be aware that Government of Ontario institutions are bound by the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31 (<https://www.ontario.ca/laws/statute/90f31>), as amended from time to time, and that any information provided to them in connection with this application may be subject to disclosure in accordance with that Act. Applicants are advised that the names and addresses of organizations receiving grants, the amount of the grant awards, and the purpose for which grants are awarded is information made available to the public.

**Declaration**

The Applicant hereby certifies as follows:

- (a) the information provided in this application is true, correct and complete in every respect;
- (b) the Applicant understands any funding commitment will be provided by way of an approval letter signed by the responsible Minister and will be subject to any conditions included in such a letter. Conditions of funding may include the requirement for a funding agreement obligating the funding recipient to report on how the funding was spent and other accountability requirements;
- (c) the Applicant has read and understands the information contained in the Application Form;
- (d) the Applicant is aware that the information contained herein can be used for the assessment of grant eligibility and for statistical reporting;
- (e) the applicant understands that it is expected to comply with the Ontario Human Rights Code and all other applicable laws;
- (f) the Applicant understands that the information contained in this application or submitted to the Ministry in connection with the grant is subject to disclosure under the Freedom of Information and Protection of Privacy Act;
- (g) the Applicant is not in default of the terms and conditions of any grant, loan or transfer payment agreement with any ministry or agency of the Government of Ontario;
- (h) I am an authorized signing officer for the Applicant.

Please validate your application by clicking the Validate button before submitting the form back to Transfer Payment Ontario.

**When you are finished with all the sections, please ensure to click the "Validate" at the top of the page to confirm that there are no information missing in the application form.**

<input type="button" value="Expand"/> <input style="border: 2px solid red;" type="button" value="Validate"/>		
Instructions and guidelines	A - Organization Information	B - Organization Address Information
C - Application Contact Information	D - Grant Payment Information	E - Project Information
F - Equipment section	G - Partnership/Stakeholders Information	H - Declaration and Signing

**H - Declaration and Signing**

Applicants are expected to comply with the Ontario Human Rights Code (the "Code") and all other applicable laws (<http://www.ohrc.on.ca/en/ontario-human-rights-code>). Failure to comply with the letter and spirit of the Code will render the applicant ineligible for a grant and, in the event a grant is made, liable to repay the grant in its entirety at the request of the Ministry. Applicants should be aware that Government of Ontario institutions are bound by the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31 (<https://www.ontario.ca/laws/statute/90f31>), as amended from time to time, and that any information provided to them in connection with this application may be subject to disclosure in accordance with that Act. Applicants are advised that the names and addresses of organizations receiving grants, the amount of the grant awards, and the purpose for which grants are awarded is information made available to the public.

**Declaration**

The Applicant hereby certifies as follows:

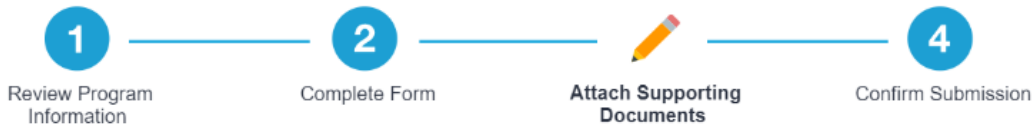
- (a) the information provided in this application is true, correct and complete in every respect;
- (b) the Applicant understands any funding commitment will be provided by way of an approval letter signed by the responsible Minister and will be subject to any conditions included in such a letter. Conditions of funding may include the requirement for a funding agreement obligating the funding recipient to report on how the funding was spent and other accountability requirements;
- (c) the Applicant has read and understands the information contained in the Application Form;
- (d) the Applicant is aware that the information contained herein can be used for the assessment of grant eligibility and for statistical reporting;
- (e) the applicant understands that it is expected to comply with the Ontario Human Rights Code and all other applicable laws;
- (f) the Applicant understands that the information contained in this application or submitted to the Ministry in connection with the grant is subject to disclosure under the Freedom of Information and Protection of Privacy Act;
- (g) the Applicant is not in default of the terms and conditions of any grant, loan or transfer payment agreement with any ministry or agency of the Government of Ontario;
- (h) I am an authorized signing officer for the Applicant.

Please validate your application by clicking the Validate button before submitting the form back to Transfer Payment Ontario.

**10) Budget**

- a. The budget sheet is required as a separate attachment under "Attach Supporting Document" section.

COMMUNITY SAFETY AND POLICING GRANT – APPLICATION INSTRUCTIONS AND GUIDELINES  
 PROVINCIAL PRIORITIES FUNDING STREAM – 2022-23 to 2024-25 GRANT CYCLE



### Step 3 - Attach Supporting Documents

#### Review Supporting Attachments

Review this list to make sure that you've gathered the proper supporting attachments to upload. Note that each attachment is identified as either mandatory or optional. For more information about the supporting attachments, please refer to the program documentation that you downloaded in Step 1.

- b. Please complete the excel budget sheet for all three years (in separate tabs), including the budget item, description and funding amounts. Please include all budget items associated with the project regardless of if it is being requested for funding through the CSP Grant. If it is, please ensure to complete the “Ministry \$ Requested” column to show how much is being sought through the CSP Grant funding.

**COMMUNITY SAFETY AND POLICING (CSP) GRANT  
 PROVINCIAL PRIORITIES FUNDING STREAM  
 DETAILED PROJECT BUDGET**

YEAR 3: APRIL 1, 2024 - MARCH 31, 2025						
Name of Police Services Board:						
Initiative Name:						
<b>Instructions:</b>						
1. Please complete all two tabs of the budget sheet for the each fiscal year (e.g., 2022-23, 2023-24).						
2. Do not create your own budget sheet in another format - it will not be accepted.						
3. Please refer to the CSP Grant Application Instructions and Guidelines - Provincial Priorities Funding Stream for allowable budget items. Please ensure that any costs associated with external consultants is captured in the "EXTERNAL CONSULTANT" section.						
4. Please include a description of each budget item in the Description column.						
5. Please note that total funding for each fiscal year must be spent within that fiscal year (e.g., funding allocation for 2022-23 for activities taking place between April 1, 2022, and March 31, 2023 must be spent in 2022-23 and cannot be carried over to the 2023-24 fiscal year).						
6. Once your budget sheet has been approved, all changes must be approved by the Ministry of the Solicitor General.						
#	Budget Item	Description	Contribution from other sources		Ministry \$ Requested	Total
			Other Government Funding	In-Kind Donation		
<b>PERSONNEL (e.g., salaries and secondments)</b>						
1			\$0.00	\$0.00	\$0.00	\$0.00
2			\$0.00	\$0.00	\$0.00	\$0.00
3			\$0.00	\$0.00	\$0.00	\$0.00
4			\$0.00	\$0.00	\$0.00	\$0.00

COMMUNITY SAFETY AND POLICING GRANT – APPLICATION INSTRUCTIONS AND GUIDELINES  
 PROVINCIAL PRIORITIES FUNDING STREAM – 2022-23 to 2024-25 GRANT CYCLE

- c. Once the excel budget sheet is completed, please upload the form and select “Budget” in the Attachment Type field.

**Upload Supporting Attachments**

Below is a list of all attachments that have been uploaded to support your submission, including the form completed in Step 2. You can upload additional documents by clicking the **New** button (+ New). After choosing a file to upload, you'll need to identify the file's **Attachment Type** by clicking on the search icon box (🔍), located in the **Attachment Type** cell in the table below.

Name	Attachment Type
Step 2	Please Select...
21-10-1-1639040777 Application_1634760419324	Budget Outcomes and Performance measures

First Previous Next Last

11) Outcomes and Performance Measures

- a. Similar to the budget sheet, the outcomes and performance measures sheet (pdf) is also required as a separate attachment under “Attach Supporting Document” section.
- b. Please complete both “Provincially-identified Outcomes”, as well as “Locally-identified Outcomes” following the instructions outlined under the “Outcomes & Performance Indicators” section on page 7.



COMMUNITY SAFETY AND POLICING (CSP) GRANT  
2022-23 - 2024-25 APPLICATION  
Provincial Priorities Funding Stream (Three-Year Grant Cycle)

5) Outcomes: Please complete the Provincially-identified Outcomes tables below.			
<b>Provincially-identified Outcomes:</b>			
Expected Outcomes			
Performance Indicators			
<i>Baseline</i>	<i>Target (expected future performance)</i>	<i>Responsibility (who will collect the data)</i>	<i>Frequency (how often data will be collected)</i>
<i>Comments</i>			

COMMUNITY SAFETY AND POLICING GRANT – APPLICATION INSTRUCTIONS AND GUIDELINES  
 PROVINCIAL PRIORITIES FUNDING STREAM – 2022-23 to 2024-25 GRANT CYCLE

Locally-identified Outcomes:						
Expected Outcomes	Performance Indicators	Baseline	Target (expected future performance)	Responsibility (who will collect the data)	Frequency (how often data will be collected)	Comments

- c. Again, similar to the budget sheet, once the outcomes and performance measures sheet (pdf) is completed, please upload the form and select “Outcomes and Performance measures” in the Attachment Type field.

**Upload Supporting Attachments**

Below is a list of all attachments that have been uploaded to support your submission, including the form completed in Step 2. You can upload additional documents by clicking the **New** button (+ New). After choosing a file to upload, you'll need to identify the file's **Attachment Type** by clicking on the search icon box (🔍), located in the **Attachment Type** cell in the table below.

<span style="float: right;">+ New   Delete   Query</span>	
Name	Attachment Type
Step 2	Please Select...
21-10-1-1639040777 Application_1634760419324	Budget Outcomes and Performance measures

First   Previous   Next   Last