



ProAction Cops & Kids Toronto *MAJOR* Program Application

— *Please complete this form if request is \$10,000 or more* —

INSTRUCTIONS & APPROVAL PROCESS:

1. Officers requesting grants of \$10,000 or above are required to call the Grants Coordinator before submitting an application.
2. Requests should be submitted at least **TWO MONTHS** in advance of when program funding is needed– It takes two months to receive, review, deliberate, approve or decline funding and issue a cheque.
3. Fill out the application in its entirety and send it to your Unit Commander who will forward it to ProAction’s Grants Coordinator.
4. ProAction’s Grants Coordinator will then have it signed-off by the Unit Commander of Divisional Policing Support Unit – ProAction’s Police Liaison.
5. The application will then be processed and sent to ProAction’s Grants Committee for review.
6. Applicants will be notified by email if the Application has been Approved, Declined or Deferred. For approved programs, a cheque will generally be issued within two months of receiving the application.

FUNDING CRITERIA AND REQUIREMENTS

1. Applicants must be an officer of the Toronto Police Service and the youth participants must reside within the City of Toronto.
2. Programs must be developed, managed and driven by officers. Police officers may partner with community agencies or schools who may provide administrative support, referrals to youth and/or in-kind contributions to the program.
3. The expected ratio should be no greater than 20 youth to 1 officer for programs or events.
4. Programs must influence youth who are at risk, in the short or long term, from developing an undesirable lifestyle and help to promote pro-social attitudes through skills development, positive social interaction, mentoring, etc.
5. ProAction funds programs that take place within the province of Ontario.
6. Grants may cover costs such as facility rentals, equipment, snacks, awards, materials, and fees for youth and Toronto Police officers to take part in programs. ProAction does not fund salaries, honourariums, administration, or compensation for individuals – police or civilian. Capital equipment funding will only be considered for programs clearly initiated and managed by officers and where the equipment will remain property of the police.
7. Awards and trophies are limited to \$25 per unit. Medals are limited to \$5 per unit. Prizes are limited to \$60 per unit. T-shirts if not available by ProAction are limited to \$10 a t-shirt.
8. Officers must complete and submit final program reports for prior programs before a new program application can be considered.

REQUIRED PROGRAM FOLLOW-UP

Within one month of the program end date, program officers must complete and forward the Program Report with all receipts and any left-over funds, as well as digital photographs (with release forms) and any media coverage to their division’s Unit Commander who will then forward it to ProAction’s Grants Coordinator.

FEEL FREE TO CONTACT US FOR ANY QUESTIONS OR IDEAS

Neelofer Samaroo - Grants Coordinator
ProAction Cops & Kids - 40 College Street, 6th Floor, Toronto, ON M5G 2J3 Tel. 416-222-7011



ProAction Cops & Kids Toronto MAJOR Program Application

Officer Name:

Rank:

Badge#:

Unit / Division:

Direct Phone #

E-mail:

Signature:

Date:

DD-MMM-YY (eg. 01-Sep-11) or click arrow for calendar

Program/Event Information

Name of Program:

Start Date:

End Date:

DD-MMM-YY (eg. 01-Sep-11) or click arrow for calendar

Frequency:

Day(s) of Week:

Start Time:

Su M Tu W Th F Sa

End Time:

Location:

(complete address)

Youth Participants per Session:

Police Participants per Session:

Total Youth Participants for Program:

Total Police Participants for Program:

Amount Requested:

NOTE: — DO NOT COMPLETE THIS LINE —

The amount will be filled-in automatically after you complete the program budget in Section D

Unit Commander, Divisional Policing Support Unit – Review (Required)

Comments: _____

Signature: _____ Date: _____

Unit Commander, Your Division – Review (Required)

Comments: _____

Signature: _____ Date: _____

Grant Approval – ProAction Cops & Kids (Office Use Only)

Approve: _____ Decline: _____ Amount Approved: _____

Comments: _____

Signature: _____ Date: _____

Section A: The Program

1. Using the attached workplan (Page 8), describe the purpose and objectives for running the program. *Refer to workplan instructions and examples for guidance (Page 7).*
2. Why are you running a program?
3. Describe your program:
 - A. Please list the activities that will occur in the program, what will a session entail?

 - B. What is the role of the police in the above listed activities? **E.g. lead, participate, coach, observe?**
4. Please describe how police will stay in touch with the youth. Is there a plan to keep youth engaged after the program has concluded? If so, please provide details:
5. Does the program have a religious aspect? If so, will youth be informed prior to the start of the program?
6. Please explain why this program is important to the community and/or the youth participating in the program?

7. If this program has run in the past, please describe any major challenges and successes that were experienced. How were the challenges addressed? (Please attach any information if space is not sufficient).

8. If this is the first time you are applying for this program, please answer the following questions:

a) What plan do you have in place if you can no longer run the program? **E.g. get transferred, go back on rotation**

b) How would you define success for the program?

NOTE: Please include a schedule or itinerary with this application.

Section B: The Youth

1. Please describe the youth for which this event/program is being run.

Age Range:

Gender:

2. What high priority neighbourhood or hot spot are the kids from?

3. Are there specific issues facing the youth?

4. Are you the parent or guardian of a child who is involved in this program? Yes: No:

5. How will youth be identified (*e.g. educators, community workers, probation officer*) and become involved? (*E.g. drop-in; sign up in advance*)

Section C: Community Partners

1. a) Are any community agencies, schools, businesses or others involved? Yes: No:
- b) If so, please identify the partner(s) and their role before, during and after your program?

Partner	Contact Name/Phone#	Role	Details of Contribution

2. a) ProAction Cops & Kids encourages you to seek media attention for your program as all ProAction funding is raised from private donors. The more donors hear about your program in media, the more likely it is they will continue to support ProAction. Please ensure that ProAction’s role in supporting your program is part of your message and that any and all of your partners fully understand ProAction’s recognition guidelines. ProAction is happy to support your media effort, please contact us.

- b) Do you, or any of your partners in the program, intend to seek media attention for your program?
- Yes: No:

- c) Does or will your program have a social media presence via Facebook, Twitter or Instagram?

If yes, please provide details below of all accounts and hashtags that will be used to post information about this program — this includes accounts and hashtags set up specifically for the program itself, or set up more generally at the Division level or in the name(s) of the Officers involved.

	Program	Division	Officers Involved
Facebook Link(s)			
Twitter Handle(s)			
Twitter Hashtag(s)			
Instagram Account(s)			
Instagram Hashtag(s)			

Section D: Budget

1. Please list the budgetary items on this form. Feel free to contact the Grants Coordinator should you require assistance.

(Should you require more space than provided below, please attach an appendix to the back of this form.)

Item	Units	Cost per Unit Including 13 %Tax	Total Cost
Total Budget:			
Funding received from other sources:			
Total Budget Less Other Funding:			

2. If this project was held before, what was the total budget and how was it funded?
Final Expenses (Estimate):

Funding Source	Amount

3. **Name of account to which the cheque should be issued** (please indicate the full name of the account recognized by the bank – we do not require the account number): Please note, you may open an account in the program name or use an existing account at your division, ProAction is not responsible for opening an account for your program.

Below are descriptions of the Objectives, Activities and Performance Indicators and examples to assist you in filling out your workplan. Please use this reference when filling out your workplan. Do not hesitate to contact the Grants Coordinator or Executive Director if you have any questions.

REFERENCE TOOL

Objectives	Activities	Performance Indicators
<p>What do you want to achieve?</p> <p>Describe your objectives by using words that demonstrate change or show a result.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Improve • Decrease • Increase • Reduce • Prevent 	<p>How will you achieve your objectives?</p> <p>List the activities by using words that describe the activity.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Provide • Promote • Establish • Coordinate • Develop 	<p>How will you know that you have achieved your objectives?</p> <p>Identify the aspects of your program that you wish to measure which will show that you are achieving the program objectives.</p> <p>Examples of measurable evaluation methods:</p> <p>Qualitative</p> <ul style="list-style-type: none"> • Changes in perceptions • Changes in feelings • Changes in attitudes <p>Quantitative</p> <ul style="list-style-type: none"> • Numbers • Percentages • Number of testimonials <p><i>*Please provide exact numbers when using quantitative indicators as part of the evaluation.</i></p>

EXAMPLE WORKPLAN:

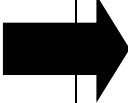

Program Objectives	Activities	Performance Indicators
<ul style="list-style-type: none"> • Increase access to recreational activities for at-risk youth. → • Improve relationships between officers and at-risk youth → • Enhance community youth involvement → • Increase officer volunteer involvement → 	<ul style="list-style-type: none"> • Provide an after school sports program free of charge. → • Promote the friendly side of policing by getting more colleagues to participate in program. → • Establish connections with local partners to help out with sports. → • Coordinate work schedules with off-duty officers. → 	<ul style="list-style-type: none"> • (#) of youth attend sports program on a weekly basis • (#) of police participating in program has increased before program end • Secured (#) of community partners to help out with sports • (%) of off-duty hours increased

It is expected that the identified performance indicators will be actively measured throughout the program. *Please ensure that the choice of performance indicators will be reflective of the various activities taking place within the program. What evaluation tools will be used to track your performance indicators?* (e.g. surveys, individual anecdotal stories, group discussions).

Program Workplan

Goal(s): (long-term impact)

***Please note that you may fill out the workplan in bullet point format; however please ensure that the points are clear, concise and follow the directionality as shown in the examples.**

Program Objectives	Activities	Performance Indicators
<p>What do you want to achieve? <i>(Purpose/objectives of the program.)</i></p>	<p>How will your objectives be achieved? <i>(What is going to be done during the program that will assist you in achieving the program goals?)</i></p>	<p>How will you know that the program objectives have been achieved? <i>(Performance indicators do not directly measure quality of performance but should relate to the intended outcomes of the program. The results will be describable or measureable.)</i></p>
		

**Please print the application and send to:
 ProAction Cops & Kids, Grants Coordinator
 40 College Street, 6th Floor
 Toronto, ON M5G 2J3**