



ProAction Cops & Kids Niagara Program Application

INSTRUCTIONS & APPROVAL PROCESS:

1. 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 have a cheque issued to Niagara Regional Police Service – Finance Department.
2. Fill out the application to its entirety and submit the application to Sgt. Rich Gadreau. Niagara Regional Police Service – ProAction’s Police Liaison.
3. After review, the Niagara Police Liaison will forward the application to ProAction’s Grants Coordinator. The application will then be processed and sent to the Grants Committee for review.
4. Applicants will be notified by email if the Application has been Approved or Declined and a cheque will generally be issued to Niagara Regional Police Service – Finance Department within a month of receiving the application.

FUNDING CRITERIA AND REQUIREMENTS

1. Applicants must be an officer of the Niagara Police Service and the youth participants must reside within the Niagara Region.
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 Niagara 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. Police-initiated one-day events (i.e. Division picnics, open houses, etc.) are normally eligible for up to \$1,000 in funding.
8. Officers must complete and submit final program reports for prior programs before a new program application can be considered.

REQUIRED PROGRAM FOLLOW-UP

Program officers must complete & forward a copy of the program report with all receipts as well as digital photographs (with release forms) and any media coverage of the program to ProAction within one month of the program end date. Please forward a copy of the program report, all receipts, and any left-over funds to NRPS Finance Services as well so a refund can be issued back to ProAction. Please note that consideration for future funding will depend on the timely submission of program reports.

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 Niagara 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

NRPS Police Liaison – Review (Required)

Comments: _____

Copy sent to applicant's Unit Commander?

Yes:

No:

Signature: _____ Date: _____

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

Approve: _____

Decline: _____

Amount Approved: _____

Comments: _____

Signature: _____

Date: _____

Section A: The Program

1. Why are you running a program?
2. Please describe the activities that will take place, what role the police will take and how police and youth will interact. What will a session entail?
3. Please describe how police will stay in touch with the youth:
4. Does the program have a religious aspect? If so will youth be informed prior to the start of the program?

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 high crime area 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

The Cheque and a copy of the application will be sent to Niagara Regional Police Service – Finance Department. Please contact the Finance Department to arrange for the cheque to be released to you.

Thank you!