



# ProAction Cops & Kids

## Toronto *CAMPING* Program Application

**OBJECTIVE:** ProAction supports programs that are designed and delivered by police officers and engage at risk young people in healthy skill building activities. These programs provide youth with the opportunity to build positive relationships with officers who mentor and lead them to better life choices.

### **INSTRUCTIONS & APPROVAL PROCESS:**

1. Officers requesting grants of \$10,000 or above are required to call ProAction before submitting an application.
2. Camping requests should be submitted by **February 28<sup>th</sup> 2018**. 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 Division Unit Commander who will forward it to ProAction's Program Manager.
4. ProAction's Program Manager 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 Toronto Grants Committee for review.
6. Applicants will be notified by email if the Application has been Approved, Deferred or Declined and a cheque for approved programs 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 financial/in-kind contribution to the program.
3. The expected ratio should be no greater than 20 youth to 1 officer.
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 city of Toronto, province of Ontario. Program's that are delivered outside of Toronto and within Ontario may be considered with proof of insurance for participants.
6. Grants may cover costs such as facility rentals, equipment, snacks, awards, materials, and registration 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 the 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 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 Program Manager. Testimonials from the stakeholders of the program (e.g. teachers, parents, youth) are encouraged to be submitted with the program report to help ProAction build awareness and more support for our programs.

### **FEEL FREE TO CONTACT US FOR ANY QUESTIONS OR IDEAS**

Neelofer Samaroo – Program Manager  
ProAction Cops & Kids - 40 College Street, 6<sup>th</sup> Floor, Toronto, ON M5G 2J3 Tel. 416-222-7011



# ProAction Cops & Kids Toronto *CAMPING* 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:

Time of Day:

Su M Tu W Th F Sa

Hours per Session:

Location:

*(complete address)*

Total Youth Participants:

Total Police Participants:

Youth Participants per Session:

Police Participants per Session:

**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 9), describe the purpose and objectives for running the program. *Refer to workplan instructions and examples for guidance (Page 8).*

2. Why are you running a camping program? Please check all that apply.

Leading a pre-existing program that belongs to the division

Tasked to run a new program with the community

Running a program in response to recent criminal activity

Approached to run a program by a community organization or member

Running a program to reach out to a specific group of youth

Other:

3. Describe your program:

a) Is this your camping program OR is the campsite run by another organization? If so, please provide contact details.

b) Please provide a detailed agenda for each camping day and describe the activities that will take place.

c) What is the role of the police in the above listed activities? i.e. Teach, Participate, Coach, Observe.

d) What is the role of community partners?

4. List any risk training or certification that participating Officers have such as Wilderness First Aid, ORCKA, Search and Rescue AND/OR Threat Assessment.
  
5. Is there insurance or liability coverage for your program?  
Yes:      No:
  
6. Is there a plan to keep youth engaged after the program has finished? If so please provide details.
  
  
  
  
  
  
  
  
  
7. Does the program have a religious aspect? If so, will youth be informed prior to the start of the program?
  
  
  
  
  
  
  
  
  
  
8. Please explain why this program is important to the community and/or youth participating in the program?
  
  
  
  
  
  
  
  
  
  
9. 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).

10. How would you define success for the program?

## Section B: The Youth

1. Please provide age and gender information for the youth participating in this event/program.

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*)

6. Will there be any related activities prior to the actual camping trip(s)?

7. What barriers would prevent youth from participating in the program (geographic, cultural, economic, social etc.)? How are you addressing them?

8. Do all participating youth have valid health cards that have not expired?

## 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 Program Manager should your require assistance. Please note that supplementary applications for additional funding beyond the original application are not normally accepted:

*(Should you require more rows for additional budget items, please attach an appendix to the back of this form.)*

Item	Units	Cost per Unit Including 13 %Tax	Funding Received from other Sources for each Item (If N/A put 0)	Total Cost
<b>Total Budget:</b>				

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 Program Manager or Executive Director if you have any questions.

## REFERENCE TOOL

Objectives	Activities	Performance Indicators
<p><b>What do you want to achieve?</b></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"> <li>• Improve</li> <li>• Decrease</li> <li>• Increase</li> <li>• Reduce</li> <li>• Prevent</li> </ul>	<p><b>How will you achieve your objectives?</b></p> <p>List the activities by using words that describe the activity.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Provide</li> <li>• Promote</li> <li>• Establish</li> <li>• Coordinate</li> <li>• Develop</li> </ul>	<p><b>How will you know that you have achieved your objectives?</b></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><b>Qualitative</b></p> <ul style="list-style-type: none"> <li>• Changes in perceptions</li> <li>• Changes in feelings</li> <li>• Changes in attitudes</li> </ul> <p><b>Quantitative</b></p> <ul style="list-style-type: none"> <li>• Numbers</li> <li>• Percentages</li> <li>• Number of testimonials</li> </ul> <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"> <li>• Increase access to recreational activities for at-risk youth. →</li> <li>• Improve relationships between officers and at-risk youth →</li> <li>• Enhance community youth involvement →</li> <li>• Increase officer volunteer involvement →</li> </ul>	<ul style="list-style-type: none"> <li>• Provide an after school sports program free of charge. →</li> <li>• Promote the friendly side of policing by getting more colleagues to participate in program. →</li> <li>• Establish connections with local partners to help out with sports. →</li> <li>• Coordinate work schedules with off-duty officers. →</li> </ul>	<ul style="list-style-type: none"> <li>• (#) of youth attend sports program on a weekly basis</li> <li>• (#) of police participating in program has increased before program end</li> <li>• Secured (#) of community partners to help out with sports</li> <li>• (%) of off-duty hours increased</li> </ul>

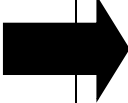

It is expected that the identified performance indicators will be actively measured throughout the program. *Please ensure that the choice of performance indicators will be reflective of the various activities taking place within the program. What evaluation tools will be used to track your performance 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><b>What do you want to achieve?</b> <i>(Purpose/objectives of the program.)</i></p>	<p><b>How will your objectives be achieved?</b> <i>(What is going to be done during the program that will assist you in achieving the program goals?)</i></p>	<p><b>How will you know that the program objectives have been achieved?</b> <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, Program Manager  
 40 College Street, 6<sup>th</sup> Floor  
 Toronto, ON M5G 2J3**