



# ProAction Cops & Kids Toronto 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 issue a cheque.
2. Fill out the application in its entirety and send it to your Division Unit Commander who will forward it to ProAction's staff.
3. ProAction's staff will then have it signed-off by the Unit Commander of the Community Partnerships and Engagement Unit, Toronto Police Service – ProAction's Police Liaison.
4. The application will then be processed and sent to ProAction's Grants Committee for review.
5. 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, for 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 the property of ProAction Cops & Kids.
7. Police-initiated one-day events (i.e., Division picnics, open houses, etc.) are normally eligible for up to \$750 in funding.
8. Officers must complete and submit final program reports for delivered programs before a new program application can be considered.

## **REQUIRED PROGRAM FOLLOW-UP**

Program officers must complete & forward the program report with all receipts and any left-over funds, 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.**

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

Grants Programs  
ProAction Cops & Kids - 40 College Street, 6<sup>th</sup> Floor, Toronto, ON, M5G 2J3 Tel. 416-222-7011



# ProAction Cops & Kids Toronto Program Application

Officer Name:	Rank:	
Badge #:	Unit / Division:	
Direct Phone #:	E-mail:	
Signature:	Date:	

## Program/Event Information

Name of Program:							
Type of Program:	Virtual	Hybrid	In Person				
Start Date:			End Date:				
<i>DD-MMM-YY (eg. 01-Sep-11)</i>							
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, Your Division – Review (Required)

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Unit Commander, Community Partnerships and Engagement Unit – 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. What is your motivation for running this program? What need will it address?
2. Please describe the activities that will take place during the program. What will happen during a typical session?
3. Will your program teach/provide youth with any of the following skills? (check all that apply)

<b>Cooking/Food Nutrition</b>	<input type="checkbox"/>	<b>Financial Literacy</b>	<input type="checkbox"/>	<b>Stress Management</b>	<input type="checkbox"/>	<b>Cover Letter &amp; Resume Writing</b>	<input type="checkbox"/>	<b>Digital Citizenship</b>	<input type="checkbox"/>
<b>Networking</b>	<input type="checkbox"/>	<b>Problem-solving</b>	<input type="checkbox"/>	<b>Communication skills</b>	<input type="checkbox"/>	<b>Time Management</b>	<input type="checkbox"/>	<b>Job Interview Skills</b>	<input type="checkbox"/>
<b>Other: (please provide details)</b>									

4. Will your program provide youth with any of the following certifications? (check all that apply)

<b>First Aid</b>	<input type="checkbox"/>	<b>Wilderness/ORCKA</b>	<input type="checkbox"/>	<b>Food Handling</b>	<input type="checkbox"/>	<b>Swimming/Water Safety</b>	<input type="checkbox"/>	<b>Lifeguarding</b>	<input type="checkbox"/>
<b>CPR</b>	<input type="checkbox"/>	<b>Basic Life Support (BLS)</b>	<input type="checkbox"/>	<b>AED</b>	<input type="checkbox"/>	<b>Babysitting</b>	<input type="checkbox"/>	<b>Naloxone Administration</b>	<input type="checkbox"/>
<b>Other: (please provide details)</b>									

5. What role will the officers play during the program and how will officers interact with the youth?

6. Please describe how police will follow up and stay in touch with the youth:

7. Does the program have a religious aspect? If so, will youth be informed prior to the start of the program?

8. Please describe in detail the COVID safety plan that will be implemented during the program to ensure the health and safety of all participants:

## 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 the 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, Instagram, or TikTok?

If yes, please provide details below of all accounts that will be used to post information about this program — this includes accounts 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.

<b>Instagram Account(s):</b>	
<b>Twitter Account(s):</b>	
<b>Facebook Account(s):</b>	
<b>TikTok Account(s):</b>	

## Section D: Budget

1. Please list the budgetary items on this form. Feel free to contact ProAction's staff 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.

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