

Re: Priorities Grants write-up for Victoria Family Court & Youth Justice Committee (VFC&YJC) for future inclusion in the Committee's Orientation Manual, and, its Terms of Reference and/or, its Constitution.

This draft was prepared by Marcie McLean current Chair of the VFC&YJC Priorities Sub-committee and falls from existing procedures and the adopted recommendations from the Priorities Working Group which met in August 2021 to review the correspondence received from CRD Staff Steve Carey dated Feb. 26, 2021 in particular Appendix H to that letter and, also Steve Carey's letter of Aug. 23, 2021, both of these past letters were in regards to the Capital Regional District (CRD) Review of the VFC&YJC which included: mandate, finances, governance and communications. As mentioned above this paper speaks to the matter of granting for VFC&YJC and the Priorities Application form, Process and Policies.

It is intended that a draft of this write-up will go forward to the main VFC&YJC for their consideration in the near future and then, incorporated into the above noted VFC&YJC documents and the VFC&YJC website.

Priorities Applications: Process, Policies and Procedures

COMPOSITION of the PRIORITIES SUB-COMMITTEE (sub-committee):

The sub-committee will consist of up to 5 voting members of VFC&YJC, and shall include the duly appointed Chair, Treasurer, and the sub-committee Chair.

CONSIDERATIONS of PRIORITIES APPLICATION(S) for a GRANT: (Process, Procedure and Policies)

Grant application package information and the process, will be available in web-based format, and will include a detailed check list of the required information, deadlines and who to submit their applications to.

The Grant application must be submitted by the posted deadlines in duplicate to the attention of VFC&YJC, Chair of Priorities sub-committee and VFC&YJC Secretary. Applicants should allow 30-90 days for processing the application and will receive a letter from the Chair of VFC&YJC advising them of the Committee's decision.

There may be up to (2) two uptakes for grant applications in one calendar year and must be received by the end of March or December. The Application must be fully completed providing all of the requested information including the organization's financial statements for the previous year.

All fully completed Applications will be reviewed by the Priorities sub-committee. The sub-committee Chair will be responsible for inquiries and clarifications, and will circulate relevant information to sub-committee members electronically. Through their considerations the sub-committee will provide their recommendation for each application as well as, their rationale for each qualifying application in the form of a resolution to the main VFC&YJC for their considerations and their vote.

Please note: Approved grant applications might not receive the full amount of their requested grant amount.

Information requirements of applicants for potential grants:

Grant Application information requirements must include the following:

1.1. Required Information

- 1.1.1. Name of organization
 - 1.1.2. Address of organization
 - 1.1.3. Purpose of the organization
 - 1.1.4. Name of person applying
 - 1.1.5. Contact person's name, email address, and phone number
 - 1.1.6. Alternate contact person's information same as above
 - 1.1.7. Listing of Board of Directors names and positions
 - 1.1.8. Is your organization a registered society in BC?
 - 1.1.9. If yes, what is the name of your society and your number under the BC Society Act?
 - 1.1.10. Does your organization have charitable status registered with Canada Revenue Agency (CRA) under their Charitable Directorate?
 - 1.1.11. Is your organization a business?
- 1.2. Project name, location, start date, and completion date.
 - 1.3. Experience and/or qualifications of staff who will be responsible for the Project; history of similar or related projects. Include information on volunteers who will participate in the project.
 - 1.4. Financial Statement of the organization's previous year and their budget for the current year
 - 1.5. Total amount of grant being requested and proposed use of grant funds. Include information on funding requests made to other commissions, societies, governments, agencies, or other groups for this project.
 - 1.6. Indicate if the grant request is for one-time or recurring project.
 - 1.7. Provide any previous grant requests and amount made to VFC&YJC with their dates, and indicate if approved or not.
 - 1.8. Declaration that funds not used for the approved project will be returned to Victoria Family Court and Youth Justice Committee via cheque, within sixty days of conclusion of the project.

2. Criteria for qualifying expenses excludes salaries, capital items, not businesses other than not-for-profits but may include project website development, guest speaker(s), advertising, venue rentals, etc.

3. Objectives

- 3.1. The statement of intended outcomes within the application will be used to assess success of the project to accomplish goals.
- 3.2. Applicant's statement must demonstrate in some detail the service(s) that your proposal would provide for youth and families of the CRD that ties in with the mandate for VFC&YJC.
- 3.3. Applicant's statement must indicate how your proposal will help educate and bring awareness to youth and families living within the CRD about reducing risks and reducing potential involvement with the judicial court systems.

4. Reporting to Victoria Family Court & Youth Justice Committee at conclusion of project

- 4.1. The applicant must agree to provide a brief summary report on the outcomes of the project. The report will be submitted in written format, and, if warranted, there may be an expectation or request to present the summary report in-person at a meeting of the Victoria Family Court and Youth Justice Committee.

5. Other:

- 5.1. Applicant acknowledges it has reviewed Victoria Family Court & Youth Justice Committee mandate which will be attached to all grant applications.
- 5.2. Victoria Family Court & Youth Justice Committee title, name or logo will not be used without prior written consent of the Committee.
- 5.3. Grants may not be used for the purpose of producing revenue for the applicant, or for purposes that are outside of the scope of the project.

6. Uptake Dates for submissions

- 6.1. Completed applications must be submitted to the VFC&YJC Grants subcommittee Chair and the Secretary and be received in the months of March or December in each calendar year.
- 6.2. Application process is approximately 60-90 days.
- 6.3. The Chair of the Grants subcommittee will consult with CRD staff in regards to the process for issuing/distributing cheques to applicants following VFC&YJ Committee decision.

- 6.4. NOTE: The Priorities Working Group deferred discussion on threshold amounts of grants (not presently used).
- 6.5. Chair of Victoria Family Court and Youth Justice Committee will notify the applicant in writing of the Committee's decision. A template letter will be created for this purpose.
- 6.6. Process for distributing cheques will be coordinated with CRD.
- 6.7. NOTE: The Working Group's goal is that the future VFC&YJC grant application will be revised and improved, and the CRD will prepare a draft grant application for Priorities Subcommittee for review and input.

Please note: that it is understood by VFC&YJC that all approved Priorities Applications will be required to enter into an agreement with the Capital Regional District (CRD); therefore, time should be allotted by the applicant for that additional process.