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REPORT TO VICTORIA FAMILY COURT AND YOUTH JUSTICE COMMITTEE MEETING OF THURSDAY, SEPTEMBER 29, 2022

SUBJECT 2022-2023 Grant Process Decision and Direction

ISSUE SUMMARY

To obtain approval on a grant process for the 2022-2023 Victoria Family Court and Youth Justice Committee term.

BACKGROUND

Under Bylaw No. 4453, "Victoria Family Court and Youth Justice Committee Commission Bylaw No. 1, 2022", the Committee is delegated the ability to make grants of its funds to eligible youth and family causes. Previously, these funds have been used for smaller projects with intakes occurring as-requested or twice per year. CRD staff have worked with existing Committee grants and priorities sub-committee materials, and met with Priorities Sub-Committee Chair Marcie McLean to take input. The Committee has approximately \$27,000 in funds, plus a budgeted amount of approximately \$15,000 for 2023.

Decisions are necessary to determine the Committee's goals for the 2022-2023 grant intake, and to identify which Committee members will steward the grant program's administrative tasks. The resolutions proposed are meant to be voted on individually and may be amended by the Committee.

ALTERNATIVES

Alternative 1

1. That the 2022-2023 grant intake be conducted on the following schedule:
 - a. advertisement beginning in November 2022;
 - b. application deadline of February 2023;
 - c. Priorities Sub-committee review in March 2023; and
 - d. Awards made in a public meeting in April 2023;
2. That the 2022-2023 grant allocation be set at \$7,500;
3. That the 2022-2023 annual maximum for an individual grant is \$2,500;
4. That, subject to demonstrated community need and a majority of Committee members in favour, the Committee may choose to grant more than the grant limit of \$2,500;
5. That, due to the nature of the school year and youth justice projects, for 2022-2023, \$1,500 be reserved for student-led youth and family justice projects, accessible throughout the year, outside of the 2022-2023 grant process;
6. That eligible projects are those which can be completed in 12 months from the date of the grant;
7. That minors, supported by a competent adult, may apply for the 2022-2023 grant program;
8. That final project reports are to be required within 30 days of completion of the project;
9. That the Committee will invite grant applications from organizations its members believe would be well-suited for such grants;
10. That the Chair and Vice-Chair be permitted as volunteers to complete administrative tasks

associated with the grant program, including reviewing and approving any communications or advertising materials; reaching-out to community organizations to solicit applications; approving modification to forms or templates; posting and updating social media and online materials, and other minor administration.

Alternative 2

1. That the Committee not proceed with a 2022-2023 grant program.

IMPLICATIONS

Grant Schedule & Solicitation of Applications: A schedule is proposed for one grant-intake a year, beginning with solicitation in November and award in April. Former grants were on an ad hoc or when received basis.

A single annual intake may result in school groups not being eligible for certain funding because of the nature of youth projects, which tend to be smaller and on shorter timelines. It is an option to reserve some funding for youth-and-school led projects, accessible outside the 2022-2023 grant process but bound by the same terms.

The process set out follows the former process, which includes a review of eligibility and a recommendation by the Priorities Sub-Committee, with a final decision made by the Committee on the grant as a whole.

Individual Grant Limit: An individual grant limit is proposed. This limit may or may not be necessary and is up to the discretion of the Committee.

Youth Grants & Minor Applicants: Priorities Sub-committee Chair McLean has raised the issue of whether or not the Committee should provide grants to youth. Given it has done this before, CRD staff see no reason why grants should not be pursued for youth projects.

Project Eligibility: During discussions, Ms. McLean raised the issue that 12 months from the grant date is a long time for project completion. The ultimate timeline is up to the Committee. It is proposed that final project reports be due within 30 days of the completion of the project. These reports are minor updates on the success of the grant program and should be easily completed. This timeline could also be adjusted by mutual agreement of the grantee and the Committee's representatives.

Solicitation to Prior or Potential Applicants: CRD staff proposed the Committee invite grant applications from organizations it has received applications from in the past, or identify community organizations that may be well-suited to the grants in advance of the advertisement period, in order to ensure a successful grant process for 2022-2023. Ms. McLean stated the Committee may not be interested in soliciting grant applications. This is for the Committee to decide.

Minor Administrative Approvals: In reviewing the sample materials, attached to this report as Appendices, Ms. McLean raised the issue that the current secretarial contract did not include collection of grant applications, answering inquiries about the grant program, or preparing grant materials. In other CRD committees, such tasks would normally be done by volunteers (such as the Committee members themselves), staff, or contractors. These could be included in a future secretarial contract's scope of work.

The documents presented are merely templates, and are intended to be changed as necessary. It is recommended to resolve that the Chair and Vice-Chair be appointed volunteers for the purposes of the 2022-2023 grant intake to approve minor administrative matters outside of a meeting, which is the case with many other delegated CRD Commissions. If the burden proves too much, the Committee can solicit additional volunteers or contracted support.

CONCLUSION

The Victoria Family Court and Youth Justice Committee is required to make certain decisions about its 2022-2023 grant program. Resolutions are presented for consideration and approval.

RECOMMENDATION

1. That the 2022-2023 grant intake be conducted on the following schedule:
 - a. advertisement beginning in November 2022;
 - b. application deadline of February 2023;
 - c. Priorities Sub-committee review in March 2023; and
 - d. Awards made in a public meeting in April 2023;
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5. That, due to the nature of the school year and youth justice projects, for 2022-2023, \$1,500 be reserved for student-led youth and family justice projects, accessible throughout the year, outside of the 2022-2023 grant process;
6. That eligible projects are those which can be completed in 12 months from the date of the grant;
7. That minors, supported by a competent adult, may apply for the 2022-2023 grant program;
8. That final project reports are to be required within 30 days of completion of the project;
9. That the Committee will invite grant applications from organizations it has received applications from in the past;
10. That the Chair and Vice-Chair be permitted as volunteers to complete administrative tasks associated with the grant program, including reviewing and approving any communications or advertising materials; reaching-out to community organizations to solicit applications; approving modification to forms or templates; posting and updating social media and online materials, and other minor administration.

Submitted by:	Steven N. Carey, B.Sc, J.D., Senior Manager, Legal Services & Risk Management
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ATTACHMENTS

- Appendix A Sample Grant Application Form and Terms
- Appendix B Sample Call for Submissions
- Appendix C Sample Successful Applicant Letter
- Appendix D Sample Unsuccessful Applicant Letter

Appendix A



Project Number

GRANTS AND PRIORITIES FORM AND APPLICATION

- Carefully read the attached application and terms. You will attest that you have read and understood these by signing this form.
- The term “applicant” is used throughout to refer to an individual, society, or other organization.
- All fields are mandatory and must be completed by the applicant.
- In the event that the project does not proceed, all monies provided for the project are to be returned to the Victoria Family Court & Youth Justice Committee c/o CRD Legal Services, 625 Fisgard St., Victoria, V8W 1R7.
- A new application is required where the project is substantially changed.
- Where the applicant is a minor, a responsible adult must be identified.
- Submissions should be submitted to VFCYJAdmin@crd.bc.ca for distribution.

PART A - CONTACT INFORMATION			
Date of Application:		Legal Name of Applicant / Organization	
Address		Telephone Number	Website
Name of Contact Person		Telephone Number of Contact Person	
Email Address of Contact Person			
Alternate Contact Person		Telephone Number of Alternate Contact Person	
Email Address of Alternate Contact Person			
PART B – ORGANIZATION DETAILS (If applicable)			
Is the Organization a Registered Society in BC? YES <input type="checkbox"/> NO <input type="checkbox"/> NA <input type="checkbox"/>		Registered Number under the BC <i>Society Act</i>	
Is the Organization a Registered Charity? YES <input type="checkbox"/> NO <input type="checkbox"/>		Is the Organization a Business? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Legal or Tradename of Organization or “NA” if individual		Date the Organization was Created (yyyy/mm/dd)	
Mandate and main activities of the organization or applicable history of related projects:			
Experience/qualifications of personnel responsible for and participating in the project (including volunteers):			

PART C - PROJECT DETAILS	
Project Name:	Project Location:
Start Date (yyyy/mm/dd):	Completion Date (yyyy/mm/dd):
Amount of Grant Requested:	Proposed Use of Grant Funds:
Is the grant request for a one-time or recurring project: ONE-TIME <input type="checkbox"/> RECURRING <input type="checkbox"/>	List of previous grant requests made to VFC&YJC, and indicate if Awarded:
Needs/problems to be addressed through the project work:	
Catchment area served – Target population	
Please indicate goals and objectives of the project and its relevance to the VFC&YCJ mandate, including how Project will educate and raise awareness to youth and families, thereby reducing risks and involvement with judicial court systems:	
Statement of intended outcomes (deliverables, goods and services to be provided):	
Timeline for project delivery (if applicable). Please list stages and anticipated outcomes.	
PART D – BUDGET DETAILS	
Budget: to include clear accounting with potential line items and accompanying narrative, please include funding from other sources (Feel free to attach a spreadsheet if needed):	
Other funding avenues/partners being explored:	
Evaluation framework (How will you know if your project has been a success, and how will VFC&YJC know?)	
Are you willing to present to the Committee upon completion? YES <input type="checkbox"/> NO <input type="checkbox"/>	

TERMS AND CONDITIONS

Eligibility

Applicants must:

- be an individual or organization operating in the capital region; and
- if an organization, the Board of Directors or shareholders must not receive remuneration of any kind from the VFC&YJC funds.

Individuals or organizations in arrears with any local authority, are bankrupt, seeking creditor protection, are insolvent, or under court supervision of any kind are ineligible.

Eligible Expenses

- travel expenditures that are necessary to the successful completion of the Project;
- costs associated with contractors engaged to undertake the Project activities, such as website developers or researchers;
- venue bookings;
- materials and supplies expenditures;
- equipment rentals;
- vehicle rental, lease, and operation expenditures;
- communication and printing, production, advertising, and distribution expenditures;
- costs associated with management and professional services required to support a Project; and
- other direct costs necessary for the completion of the Project that may be agreed to in writing by VYC&YJC from time to time.

Ineligible Expenses

- equipment purchases or other capital expenditures;
- salaries, business purposes, contest prizes, or competition sponsorship; and
- expenses for activities that have already taken place.

General

- Applicants may apply only once per calendar year.
- The maximum grant awarded is \$2,500. Approvals may be whole or in part. There is no obligation on VFC&YJC to make any awards.
- Upon completion of the project, the applicant must provide a brief written summary report on the project's outcomes and may be required to present this in person at a meeting of the VFC&YJC.
- The VFC&YJC title, name or logo will not be used without the prior written consent of the Committee.
- Funds are granted on these conditions. They must be used for the Project or returned in full within thirty (30) days of the oral or written demand.
- Grants may not be used to generate revenue for the Applicant or for purposes outside the project's scope.
- The maximum liability of CRD and VFC&YJC is limited to the provision of grant funds. The CRD and VFC&YJC will accept no liability whatsoever to any applicant, organization, or third party for any costs, claims, damages or losses however incurred relating to, occurring, or arising from the provision of grant funds or the Project. The applicant shall not be or be deemed to be, an agent of the CRD or the VFC&YJC and shall not present itself as such.

Application Requirements

- In the delivery of the program, the Applicant will conduct themselves in a professional and orderly manner, consistent with good public citizenship. Should, in CRD's opinion, this not occur, CRD may

demand repayment of grant funds or request that the applicant appoint different staff or volunteers who will behave in a manner keeping with good public behaviour.

- The box titled “Revenues or Expenses” should equal zero. Ensure both columns in your budget are balanced, and the overall budget is balanced.
- A complete application consists of **two copies** of the completed application form and any attachments, signed by the person authorizing the application;

Assessment

- applications are assessed by the VFC&YJC Grants Subcommittee;
- notification of awards may take up to 90 days following submission; and
- the VFC&YJC will notify the applicant in writing of the Committee’s decision.

Budget

	Item	Detail	Cost	Total Funds
Revenues				
Expenses				
TOTAL				

Conditions of Funding

- a grant must be used for the activity for which it was intended;
- activities must be completed within 12 months of receipt of funding;
- submission of a final report within two months of activity completion;
- Applicant must comply with all laws applicable to the undertaking of the Project;
- Applicant must provide and maintain at their expense any insurance that they are required to provide by law or that is reasonably necessary to insure against any risks they may assume as a result of undertaking the project, including coverage for any employees as required by the *Workers Compensation Act*; and
- if the activity is not completed or a final report is not submitted, the VFC&YJC may request the return of the grant and refuse future applications.

Submitting an Application

- Completed applications must be submitted to the VFC&YJC Grants Subcommittee Chair and the Secretary in February each year. Applications received outside of this month will not be considered.

Application Checklist

What to submit:

- Completed and signed application form;
- Budget for the current year;
- Copy of the previous year’s financial statements (if applicable);
- List of current Board of Directors with full names, residential addresses and Board positions (if applicable); and
- Copy of the organization’s BC society registration certificate, incorporation certificate, or otherwise (if applicable).

Eligibility and acceptance of your application do not guarantee funding. Funding does not guarantee future support.

If you have questions about the application or eligibility of your project, contact VFCYJAdmin@crd.bc.ca

I HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS AND THE VICTORIA FAMILY COURT & YOUTH JUSTICE COMMITTEE MANDATE (<https://www.victoriafamilycourt.ca/>) . I DECLARE THAT ANY UNUSED FUNDS WILL BE RETURNED TO THE VICTORIA FAMILY COURT & YOUTH JUSTICE COMMITTEE VIA CHEQUE WITHIN SIXTY DAYS OF THE CONCLUSION OF THE PROJECT. I REPRESENT I HAVE THE AUTHORITY TO BIND THE ORGANIZATION. (Check box)

Name of applicant/representative
Name (Print)
Signature
Position Title
Date (YYYY/MM/DD)

This personal information is collected by the Capital Regional District (CRD) under section 26(c) of the Freedom of Information and Protection of Privacy Act and will be used to [enter purpose for collection, i.e. administer information access requests under the Freedom of Information and Protection of Privacy Act]. Should you have questions about the collection of this information, please contact Kevin Kim, Manager, FOI and Privacy, (kkim@crd.bc.ca or (250) 360-5673).

Appendix B



CALL FOR SUBMISSIONS:

VICTORIA FAMILY COURT & YOUTH JUSTICE COMMITTEE GRANTS AND PRIORITIES

The Victoria Family Court & Youth Justice Committee (VFC&YJC) provides funding for community projects educating and assisting youth and families who are at risk or may come into contact with the criminal or family legal systems, with a focus on prevention, education, and diversion.

Deadline: <Date>, 2022>. Email submission to VFCYJCAdmin@crd.bc.ca, and use the Grants and Priorities Application Form. If an organization, the Executive Director or Chief Executive Officer (or designated signatory) must sign all submissions. (The next call for submissions will be held for <Date>, 2023).

Description: This grant is intended to fund projects related to educating the public about the juvenile justice system, reviewing family and youth legislation, advocating to legislative bodies, and monitoring court hearings and custody facilities. Proposals may be funded up to a maximum of \$XXX per calendar year, excepting unique circumstances.

Eligibility: We encourage those with an interest in advocating for better outcomes for young people and families to apply.

Previously successful applicants will have lower priority for funding than new applicants.

Application Process: Applications must clearly define how the proposed project will enhance the quality of public education and youth advocacy, improve services for youth, reduce negative interactions with the justice system, and include strategies for measuring and assessing the project's impact.

Proposals must include: (i) Application Form, signed by a designated signatory; (ii) Financial Statement for the most recently completed financial year, if applicable; (iii) List of Board Members with positions, if applicable; (iv) Copy of your BC Society Registration Certificate, if applicable; and (v) Budget.

Selection Criteria & Process: Proposals are reviewed by the Victoria Family Court & Youth Justice Committee Grants Subcommittee according to the following criteria: (a) Innovation, (b) Strategies for Assessment, and (c) Impact on VFC&YJC.

Inquiries: All inquiries related to this call for submissions should be directed to the person named below (the "VFC&YJC Representative"). Information obtained from any person or source other than the VFC&YJC Representative may not be relied upon.

Eligibility and acceptance of your application do not guarantee funding. Funding does not guarantee future support.

Name: <Name>

Email: VFCYJCAdmin@crd.bc.ca

Visit: <https://www.victoriafamilycourt.ca/> for more information.

Appendix C

File No.

<Date>

<Name>

<Address Line 1>

Victoria, BC <Post Code>

Dear:

Re: <Project Name>

Thank you for submitting an application under the **March/December** intake of the **2022/2023** Victoria Family Court Grants and Priorities Program. I am pleased to inform you that your application has been approved for funding in the amount of **<\$2,500>**. A representative of the Capital Regional District will contact you shortly regarding the disbursement of the funds.

On behalf of the Victoria Family Court and Youth Justice Committee, I would like to congratulate you for responding to this opportunity to further educate the public about the juvenile justice system and advocate for the youth and families of the capital region.

If you have any questions, please contact **<name, email>**.

Sincerely,

<Name>

Committee Chair, Victoria Family Court and Youth Justice Committee

Cc: **<Name>**, Senior Manager, Legal Services and Risk Management
<Name>, CRD Finance
<Name>, Victoria Family Court & Youth Justice Committee Grants Subcommittee Chair
<Name>, Victoria Family Court & Youth Justice Committee Grants Subcommittee
Secretary

Appendix D

File No.

<Date>

<Name>

<Address Line 1>

Victoria, BC <Post Code>

Dear:

Re: <Project Name>

Thank you for submitting an application under the **March/December** intake of the **2022/2023** Victoria Family Court Grants and Priorities Program. On behalf of the Victoria Family Court and Youth Justice Committee, I regret to inform you that after thorough consideration, your grant application has been declined support.

Selecting grant recipients from an outstanding and varied group of applicants is always challenging. Unfortunately, the Committee does not have sufficient funds to support all proposals submitted for consideration.

Thank you for the time and effort you committed to submitting your application. We hope you continue to pursue your project and encourage you to submit another application for consideration at a later date. Our grant cycles occur each **March and December**.

On behalf of the Victoria Family Court and Youth Justice Committee, I would like to wish you every success in accomplishing your program goals.

Sincerely,

<Name>

Committee Chair, Victoria Family Court and Youth Justice Committee

Cc: <Name>, Senior Manager, Legal Services and Risk Management
<Name>, CRD Finance
<Name>, Victoria Family Court & Youth Justice Committee Grants Subcommittee Chair
<Name>, Victoria Family Court & Youth Justice Committee Grants Subcommittee
Secretary