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| **APPLICATION INSTRUCTIONS** |

Please review the key information ICCI 2023 Call For Proposals - Solicitation Invitation Guide for Applicants to support you in completing the application. The deadline to submit your application is **June 12, 2023, 11:59pm, Pacific Standard Time (PST)**.

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| **NOTICE TO APPLICANTS** |

Applicants should not assume approval or incur obligations or expenses until such time as they have been notified of funding approval and have signed a funding agreement.

All funding agreements are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by the requirements of the [Policy on Transfer Payments.](https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=13525) Public Safety Canada may elect to enter into funding agreements for applications submitted under this solicitation in the future. These may be dependent on, among other considerations, the merit of the applications and on the future availability of appropriations. Please note that should you be awarded funding, you will be required to report on project data in a template provided by Public Safety Canada.

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| **CONFIRM YOUR ELIGIBLITY** |

The Indigenous Community Corrections Initiative (ICCI) Program Description, Objectives and Eligible Initiatives.

This program provides contributions to Indigenous organizations (on and off-reserve), Indigenous governments and municipalities in collaboration with Indigenous organizations and or communities to develop tailored approaches to community safety that are responsive to the concerns, priorities and unique circumstances of Indigenous communities. Becoming more responsive requires engaging Indigenous communities in identifying issues and developing solutions; building the capacity of Indigenous communities to develop and deliver projects; addressing funding issues; and ensuring that relevant programs are adaptable to the diverse needs of Indigenous communities.

The program contributes to the achievement of departmental legislative, policy development, and consultative objectives. Data collected will be used to determine the impact of the ICCI, and not individual programs, in order to improve its ability to meet the needs of Indigenous offenders. Data collection is important in this area not only to determine whether justice-involved individuals reoffend, but also to determine and share best-practices in the delivery of programs and services.

Please indicate which of the ICCI objective applies to your application (select one):

[ ]  supporting the development of alternatives to incarceration projects; or

[ ]  providing reintegration support.

**The program does not support core or ongoing operating expenses defined as financial support that covers basic (core) organizational and administrative costs including salaries, rent, equipment, utilities etc. that are not related to the project.**

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| **SECTION 1 OF 9 – PRIVACY STATEMENT** |

Information provided by applicants is subject to the *Access to Information Act (R.S.C., 1985, c. A-1)* and the *Privacy Act (R.S.C., 1985, c. P-21)*. Information provided is collected under the authority of the *Department of Public Safety and Emergency Preparedness Act (S.C. 2005, c. 10)* for the purpose of supporting the implementation of projects. The information collected in this application will be used, and may be disclosed, for the purposes of assessing the eligibility/merits of your application's evaluation. Information that you provide may be shared with external consultants, review committee members, officials in other Departments, Federal, Provincial and/or Territorial Governments or Members of Parliament. It may also be used and/or disclosed for policy analysis, research and/or evaluation purposes in order to conduct these activities.

Please note, these additional uses and/or disclosures of information will not impact the assessment of your application. Should you have questions regarding the manner in which Public Safety Canada handles your personal information, you may elect to contact the Director of Access to Information and Privacy (ATIP) at Public Safety Canada or The Office of the Privacy Commissioner of Canada.

1. **Do you accept the Terms and Conditions as identified in the Privacy Statement?**

[ ]  Yes

[ ]  **No**

**Please note that by selecting “No”, your organization is ineligible for funding.**

1. **Are you willing to report on your project to the Government of Canada?**

**Please note that should you be awarded funding, you will be required to report project data in a template provided by Public Safety Canada.**

**Note: You must be willing to report on the project to the Government of Canada in order to be awarded funding.**

[ ]  Yes

[ ]  **No**

**Please note that by selecting “No”, your organization is ineligible for funding.**

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| **SECTION 2 OF 9 – ORGANIZATION IDENTIFICATION** |

1. Organization's legal name:

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1. Organization's operating name:

**If different from legal name**

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1. Organization address/location:

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| Street address: |       |
| City: |       |
| Province/Territory: |       |
| Postal code: |       |
| Telephone number: |       |

**\* If the project is selected for funding, please note that organizations based in Quebec may need to provide their most recent audited financial statements prior to signing the contribution agreement to ensure compliance with the requirements of Act M30 - Act respecting the Ministère du Conseil exécutif.**

1. Organizational contact person:

|  |  |
| --- | --- |
| Given name: |       |
| Surname: |       |
| Position/Title: |       |
| Daytime phone number: |       |
| Cell or other phone number (optional): |       |
| E-mail address: |       |

1. Name of person with delegated signing authority on behalf of the organization:

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| --- | --- |
| Given name: |       |
| Surname: |       |
| Position/Title: |       |
| Daytime phone number: |       |
| Cell or other phone number (optional): |       |
| E-mail address: |       |

1. Please identify your type of organization *(select one):*

[ ]  Indigenous not-for-profit organizations\* (on and off-reserve, First Nation, non-status Indian, Métis, Inuit and urban);

[ ]  Municipal and other local governments working in collaboration with Indigenous organizations and or communities;

[ ]  Indigenous governments including:

* + A "council of the band" within the meaning of subsection 2(1) of the *Indian Act*, *R.S.C. 1985, c.I-5*; and
	+ A government of a First Nation, Métis, or Inuit community established or acknowledged by an act of Parliament or a legislature.

[ ]  Canadian universities and colleges.

**An Indigenous not-for-profit organization is one that has been designed and developed by Indigenous people or Indigenous governments.**

1. Please provide your Canada Revenue Agency (CRA) business number, GST/HST number, Federal and Provincial tax rebate percentage:

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| --- | --- |
| CRA business number: |       |
| GST/HST number: |       |
| Federal (CRA) tax rebate percentage: |       |
| Provincial tax rebate percentage: |       |

1. Has your organization received funding from the Government of Canada (grants or contributions) within the past 12 months?

[ ]  Yes

[ ]  No

If yes, complete the following for your project (inserting additional rows as needed):

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| Name of government department: |       |
| Funding program: |       |
| Contact: |       |
| Title: |       |
| Telephone number: |       |
| Email address: |       |
| Project start date: | Click or tap to enter a date. |
| Project end date: | Click or tap to enter a date. |
| Amount ($): |       |
| Project title: |       |

If you have more one project, please input the information here:

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1. Does your organization owe any monies to the Government of Canada?

[ ]  Yes

[ ]  No

If yes, complete the following:

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| --- | --- |
| Amount owing: |       |
| Nature of the amount owed (taxes, penalties, overpayments): |       |
| Nature of Government of Canada department or agency to which the amount is owed: |       |

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| **SECTION 3 OF 9 – PROJECT OVERVIEW** |

1. Project Title:

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1. Project Location(s):

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1. Type of project:

[ ]  Knowledge Building (36 months maximum)

[ ]  Knowledge Sharing (12 months maximum)

[ ]  Capacity building (24 months maximum)

[ ]  Implementation Readiness (24 months maximum)

[ ]  Project Implementation (60 months maximum)\*

**\*Data collection is a requirement for all contribution requests under the Project Implementation category.**

Description of the Project

Purpose and objective of project and how it links to program objectives:

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Proposed outcomes (short-term, medium-term and long-terms results):

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Scope:

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Roles & Responsibilities:

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1. Demonstrate the need for the project:

Describe the nature and extent of the priority issue to be addressed by the project, using the best available evidence, to establish a clear need for the project.

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1. Duration:

**Note: Applicants should not assume approval or incur obligations or expenses until such time as they have been notified of funding approval and have signed a funding agreement.**

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| Anticipated start date: | Click or tap to enter a date. |
| Anticipated end date: | Click or tap to enter a date. |
| # of months: |       |

1. Total Project Cost (CAD$):

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1. Total amount requested from Public Safety Canada (CAD$):

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**Note: Please consult the** [**Terms and Conditions - Aboriginal Community Safety Development Contribution Program (publicsafety.gc.ca)**](https://www.publicsafety.gc.ca/cnt/cntrng-crm/crrctns/cmmnt-sft-cntrbtn-prgrm-trms-cndtns-en.aspx) **to learn more about eligible expenses, stacking limits and maximum project amounts.**

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| **SECTION 4 OF 9 – ORGANIZATION INFORMATION WITH RESPECT TO THE PROPOSED PROJECT** |

1. Please describe the mandate, mission, and objectives of your organization:

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1. Describe your organizational structure and how it will support the delivery of the project (i.e. human resources, partnerships etc.):

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1. Will your organization be working with partners to implement the project? (Correctional Service of Canada, provincial institutions etc.)

 [ ]  Yes

 [ ]  No

If yes, please identify your partners:

1.

2.

3.

If you have other partners, please attach a separate document listing them.

1. Have you already engaged your partners with respect to potentially working on this project?

 [ ]  Yes

 [ ]  No

If “yes”, please describe the working relationships?

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If “no”, how will you engage with these partners in project activities?

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1. Please describe the state of readiness of your proposed partners to support this project as well as their roles and responsibilities:

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1. Describe any potential project risks and mitigation strategies (i.e. Potential challenges in delivering project and proposed solutions to overcome):

**Identify potential project risks such as staffing/COVID/access to clients in correctional facilities. If no risks are identified, provide a rationale to demonstrate the project has no potential risks. If risks are identified, analyze their potential impact, and identify the strategies that will be implemented to mitigate the risk.**

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1. Have you included sustainability planning activities in your project work plan.

 [ ]  Yes

 [ ]  No

If “yes”, please describe:

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| **SECTION 5 OF 9 – PROJECT TARGET POPULATION** |

1. If your project is designed to respond to a specific sub-population\*, please indicate below:

 [ ]  Women-centered

 [ ]  2SLGBTQI+

 [ ]  Other

If other, please indicate:

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**\*an identifiable fraction or sub-division of a population**

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| **SECTION 6 OF 9 – BUDGET, WORKPLAN AND OTHER ATTACHMENTS** |

The completed application must include the documents listed below and incomplete submissions will not be considered.

1. Budget (template provided by Public Safety Canada):

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| ***Include completed budget template with your submission*** |

1. Workplan (template provided by Public Safety Canada):

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| ***Include completed workplan template with your submission*** |

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| **SECTION 7 OF 9 – OFFICIAL LANGUAGES AND DISCLOSURE** |

1. Will the project have an impact on Official Language Minority Communities (OLMCs) and does the project offer an opportunity to foster the full recognition and use of English and French in Canadian Society?

[ ]  Yes

[ ]  No

☐ This project exclusively targets an Indigenous community

If yes, describe how the needs of the official language group will be addressed:

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If none to be considered, provide a rationale as to why:

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1. Will this project include the services of a former public servant either as an employee or as a member of the Board of Directors who left the Federal Government in the last twelve months? If yes, please provide assurance that the public servant (or former public servant) is in compliance with the Values and Ethics Code for the Public Sector, and the *Conflict of Interest Act* (*S.C. 2006, c.9*) or the *Parliament of Canada Act* (*R.S.C., 1985, c. P-1.01*)?

[ ]  Yes

[ ]  No

If yes, please provide assurance:

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1. Will this project include the services of a lobbyist?

[ ]  Yes

[ ]  No

If yes, please provide assurance that, where lobbyists are used, they are registered in accordance with the *Lobbying Act* (R.S.C., 1985, c.44 (4th supp.)) and that no commissions or contingency fees have or will be paid directly or indirectly to any person for negotiating or securing this request for funding?:

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1. Will a Federal official participate on an advisory committee or board?

[ ]  Yes

[ ]  No

If yes, please describe the role of the Federal official:

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| **SECTION 8 OF 9 – DECLARATION & SIGNATURE** |

As a representative of the organization submitting this application, I declare that:

* The information in this application and the attached supplementary materials are complete and accurate;
* The application is made on behalf of the organization and named signing authority with their full knowledge and consent;
* The organization agrees to respect and comply with all relevant municipal codes, by-laws and Provincial/Territorial laws and regulations;
* The organization agrees to respect and comply with the *Lobbying Act (R.S.C., 1985, c.44 (4th supp.))*, the Values and Ethics Code for the Public Sector, the Policy on Conflict of Interest and Post-Employment, and the *Conflict of Interest Act (S.C. 2006, c. 9, s. 2)*; and
* The organization will disclose any role of a departmental official participating on an advisory committee or board. Such involvement must not be seen to be exercising control on the committee or board or on the use of the funds

And understand that:

* Project applications can be shared with other Federal Departments, Provincial and Territorial governments, and relevant stakeholders;
* The information provided in this application may be accessible under the *Access to Information Act (R.S.C., 1985, c. A-1)*; and
* If this project is approved, and it is provided with funding, the organization will be required to comply with the terms and conditions set out in an agreement.
* The applicant has not paid or agreed to pay, directly or indirectly, and agrees that in shall not pay, directly or indirectly, any contingency fees for the solicitation, negotiation or acquisition of funding for the purposes of this application.
* Should this funding request be approved, funding will be conditional upon the applicant signing a written agreement with PS.

Declaration:

[ ]  I acknowledge that I understand and agree with the statements above.

[ ]  I acknowledge that I understand and **do not** agree with the statements above. (If you do not agree your application will not be considered for funding.)

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| Signature |  | Date |

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| **SECTION 9 OF 9 – FEEDBACK** |

1. Would you like to provide any feedback with regards to this application tool (i.e. technology, questions, length, etc)? Please note that feedback is optional and will not impact the assessment of your application.

[ ]  Yes

[ ]  No

1. Thank you for assisting Public Safety Canada in improving its products. Please provide feedback below:

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1. Is there anything else you would like to share / special consideration we should take into account with respect to the application process?

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