

Application Guidelines and Instructions

Grant Program: Ontario Closed Circuit
Television (CCTV) Grant Program

Grant Cycle: 2021-2022 (one year)

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INTRODUCTION

The Ministry of the Solicitor General (Ministry) is pleased to announce that the Ontario Closed Circuit Television (CCTV) Grant Program for the 2021-2022 fiscal year is now open for application submissions. This one-year grant intends to expand CCTV systems in more municipalities, as part of the Ontario Guns, Gangs and Violence Reduction Strategy (GGVRS).

The GGVRS is being implemented in a manner that balances the government's policy objective to deliver a comprehensive and effective solution to guns and gangs, with the government's fiscal priorities and commitments. As part of the GGVRS, investments have been made to fight gun and gang violence through enforcement, intervention and prevention. The Ontario CCTV Grant Program will further support police services and the communities they serve to increase community safety.

The Ontario CCTV Grant Program will be available to all municipal and First Nations police services as well as the Ontario Provincial Police (OPP) and will provide **one-time** funding to successful applicants in 2021-2022.

IMPORTANT

Applicants applying for the Ontario CCTV Grant Program will be required to pay for 50 per cent of the project costs and the Ministry would cover the other 50 per cent. For example, if your total project cost is \$100,000, the applicant must commit \$50,000 of their own funds towards the project and the Ministry would cover the remaining \$50,000 (50 per cent).

These application guidelines and instructions outline the grant process and contain important information on eligibility criteria, outcomes and performance indicators, the application review process, selection criteria and more.

ELIGIBILITY CRITERIA

Who is Eligible?

- Municipal and First Nations police services and OPP contract locations.
- OPP non-contract locations are eligible to apply for one application per region (Central Region, East Region, North East Region, North West Region, and West Region) and must submit applications through OPP headquarters (i.e., a total of 5 applications max).
 - All OPP non-contract locations must submit their application(s) to Stacey Whaley at Stacey.Whaley@opp.ca.

What is Eligible?

- CCTV cameras and associated costs. This could include:
 - Purchasing of CCTV cameras to be installed in communities/business areas.
 - CCTV installation costs.
 - CCTV associated supplies/software.

Funding Amounts:

- Applicants can submit only **ONE** application per police service or for OPP non-contract locations, **ONE** application per region.
 - The maximum funding request from the Ministry for each project is \$200,000 for one year.
 - **As noted above, applicants applying for this grant will be required to pay for 50 per cent of the project cost. For example, if your total project cost is \$400,000, the applicant must commit \$200,000 of their own funds towards the project and the province would cover the remaining \$200,000 (50 per cent).**
 - Police services may want to consider using their financial contribution towards the following budget items to support their CCTV project:
 - Community consultations and communications relating to placement/installation of CCTV cameras.
 - Training on equipment (i.e., training to support video review, etc.).

Outcomes/Performance Measures:

- Applicants must track and collect the required provincially-identified outcomes as well as identify your own local performance measures (see Outcomes and Performance Indicators section below).

What is NOT Eligible?

- Funding that requests offsetting current policing operating budgets (e.g., cameras on police cars, body worn cameras, etc.).

OUTCOMES & PERFORMANCE INDICATORS

Successful grant recipients will be required to report to the Ministry on both locally-identified and provincially-identified outcomes.

Provincially-Identified Outcomes:

The Ministry will require successful recipients to report back on the mandatory provincial outcomes and the associated indicators outlined in the chart on page 4. **Please ensure you build this into your application under question 5.**

Provincial Outcome	Indicator
Decrease in violent crime	<ul style="list-style-type: none"> Decrease in number of reported violent crimes in identified areas.
Decrease in gun and gang activity	<ul style="list-style-type: none"> Decrease in number of shootings in identified areas.
	<ul style="list-style-type: none"> Decrease in number of gang-related activities in identified areas.
Increased use of CCTVs to address crime	<ul style="list-style-type: none"> Number of cameras installed to date.
	<ul style="list-style-type: none"> Increase in number of potential suspects, victims or witnesses identified by CCTVs post-incident.
	<ul style="list-style-type: none"> Total number of downloads from designated cameras for investigative purpose.
	<ul style="list-style-type: none"> Increase in total number of charges laid for cases in which there is CCTV video footage.

Locally-Identified Outcomes:

In addition to the above provincially-identified outcomes, applicants will also be required to identify **at least two** local outcomes and associated performance indicators that reflect your specific initiative(s). **Please ensure you build this into your application under question 5.**



TIP: Expected **Outcomes** are the positive impacts or changes your activities are expected to make in your community.

Additional Information:

- A performance **indicator** is an observable, measurable piece of information (i.e., numeric result) about a particular outcome, which shows to what extent the outcome has been achieved.
- **Quantitative** indicators are numeric or statistical measures that are often expressed in terms of unit of analysis (e.g., frequency of, percentage of, ratio of, variance with).
- **Qualitative** information is non-measurable information that describes attributes, characteristics, properties, etc. It can include descriptive judgments or perceptions (e.g., program participants' verbal or written feedback) measured through an open-ended questionnaire or an interview.
- **Target** is the planned result to be achieved within a particular time frame. Along with the baseline, this provides an anchor against which current performance results can be compared. Reasonable targets are challenging but achievable.
- **Baseline** data is information captured initially to establish the starting point against which to measure the achievement of outcomes.

APPLICATION REVIEW AND ASSESSMENT CRITERIA

The Review Committee's primary mandate will be to review and evaluate applications to ensure that eligibility criteria are met and that applications have clear objectives, specific activities to achieve those objectives, an evaluation strategy, and performance measures that track the successes of the project.

The Review Committee will make recommendations for funding to the Solicitor General. Below is the Selection Criteria that the Committee will use to score applications, where indicated each bullet will be scored out of 3, as follows:

- 3** – Application meets all eligibility criteria
- 2** – Application meets most eligibility criteria
- 1** – Application meets eligibility criteria to some extent
- 0** – Application does not meet eligibility criteria

SELECTION CRITERIA

Please review the following Selection Criteria carefully. It outlines important information that must be addressed for each question and must be followed when completing your application. Please ensure you answer each component of every question.

1. Project Summary (3 points total):

- Provide a brief description of your project and how CCTVs will help to address gun and gang crime in your community.

2. Demonstrated Need/Objectives (6 points total):

- How/why did you determine that there is a need for this equipment for your organization? Provide current and reliable statistics and evidence of gun and gang crime in your community or specific to the area where you are looking to use this equipment, as appropriate **(3 points)**.
- What is the overall objective(s) of the project and what steps will be taken to achieve these objective(s)? **(3 points)**.

3. Project Work Plan/Activities (9 points total):

- Complete the chart outlined in the application:
 - Key Milestones: Indicate the key milestones for your project. **(3 points)**
 - Activities: Describe in detail all the activities that are associated with achieving the key milestones. **(3 points)**
- Timelines: Identify the start date and end date associated with your key milestones and activities. Please ensure that milestones and activities are reasonable to achieve/complete during the duration of this grant cycle. **(3 points)**

4. Project Budget (6 points total):

- Complete the chart outlined in the application. Indicate all your budget items that are associated with this request. **(3 points)**
- Described in detail the need/use for each budget item that requires Ministry funding. **(3 points)**
 - *Also, please confirm that you will be able to cover/pay for 50 per cent of the total project costs.*

5. Performance Measures (6 points total):

- Complete the chart outlined in the application for both:
 - 1) Provincially-identified Outcomes. **(3 points)**
 - 2) Locally-identified Outcomes. **(3 points)**

Both Provincially-identified and Locally-identified performance measures should include the following:

- **Metric:** Indicate your Performance Metrics, linking them with the Project Work Plan/Activities. Complete this column based on the performance indicators identified in question 3 (Project Work Plan).
- **Description:** How is this metric collected and what is the purpose of collecting it?
- **Goal:** Indicate the goal, linking it with project outcomes/objectives.

CONTRACTUAL AGREEMENT

The Ministry will enter into a contractual agreement with the Police Services Board (PSB) approved under the Ontario CCTV Grant Program. Funds will be released to the PSB after the contractual agreement is fully executed. The project funds must be used for the purposes described in the application and according to the terms of the contractual agreement.

Standard government procedures regarding grants will be followed. The contract will outline:

- Purposes for which the grant will be used;
- Commitments to be undertaken or specific activities to support the application;
- Interim and final reporting dates and requirements, including performance measures; and
- Funding disbursement schedule.

APPLICATION DEADLINE

All applications must be submitted through Transfer Payment Ontario (TPON) as well as via email to Ramanan.Thanabalasingam@Ontario.ca and Silvana.Burke@Ontario.ca by 4:00 p.m. Eastern Standard Time on July 23rd, 2021. Submissions that are late or incomplete will not be considered for funding. More details on the application process, including accessing the application and applying through TPON, are outlined below under “Instructions on Filling Out Application Form”.

MINISTRY CONTACTS

If you have any questions regarding the Ontario CCTV Grant Program or these guidelines, please contact Ram by email at Ramanan.Thanabalasingam@Ontario.ca or Silvana by email at Silvana.Burke@Ontario.ca.

INSTRUCTIONS ON FILLING OUT APPLICATION FORM

Transfer Payment Ontario (www.ontario.ca/GetFunding) is the Government of Ontario’s online transfer payment management system. It provides one window access to information about available funding, how to submit for funding and how to track the status of your submission.

Getting Started

- All organizations must be registered with Transfer Payment Ontario in order to submit the intake form to request funding for this program.
 - The form must be submitted online, in either English or French through Transfer Payment Ontario.

- **Existing Transfer Payment Ontario users:** If your organization is already registered with Transfer Payment Ontario, you do not need to do so again. Log in to Transfer Payment Ontario to access and submit an intake form.
- **New users to Transfer Payment (TP) Ontario:** If you are a new user of Transfer Payment Ontario, you will need to:
 1. [Create a ONE-key account](#) ;
 2. [Register your organization](#) or [Join an existing organization](#)
 3. [Request access to TP Ontario](#).

NOTE: Google Chrome web browser and Adobe Acrobat Reader DC are required to access funding opportunities and download required forms from TP Ontario. For more information and resources visit the [Get Help](#) section of our website.

Technical Support

For technical support related to the Transfer Payment Ontario including assistance with registration, and intake form please contact TP Ontario Client Care:

- Monday to Friday 8:30 a.m. to 5:00 p.m. Eastern Standard Time (EST).
- Toronto: 416-325-6691
- Toll Free: 1-855-216-3090
- TTY/Teletypewriter (for the hearing impaired): 416-325-3408 / Toll free: 1-800-268-7095
- Email: TPONCC@ontario.ca

NOTE: ALL APPLICATIONS MUST BE SUBMITTED ON-LINE AND A COPY OF THE APPLICATION MUST ALSO BE EMAILED TO THE MINISTRY CONTACTS LISTED ON PAGE 7.