



## **Lanark County Community Grants Program**

### **Definition**

“Lanark County Community Grants” is defined as taxpayer levied funds given to third party organizations that do not have a signed contract for service with Lanark County.

### **Purpose of Grant Program**

This purpose of the Lanark County Community Grants Program is to responsibly distribute County funds to support non-profit agencies and organizations who serve Lanark County.

Grants are awarded to local projects that have a direct impact on the people of our community or an indirect impact by increasing the capacity of organizations to initiate and sustain local projects. They will be evaluated on the basis of meeting the following objectives:

- Builds on existing community strengths and assets.
- Addresses service gaps.
- Responds to clearly identified local needs and provides demonstrated enrichment to the community.
- Uses resources efficiently and effectively.
- Involves meaningful partnerships.
- Strives for a significant and/or lasting impact.
- Benefits a wide audience.
- Shows innovation, creativity, and proactive thinking.
- Shows clear, measurable outcomes.
- Does not duplicate services.

This program will support those requests that address current unmet priorities identified within the community and that fall under 1 of the following 3 categories:

- Human Services
- Agriculture/Forestry
- Arts/Heritage/Tourism

Applications may be submitted for either a Project Grant or a Program Grant as defined in the table below:



### **Definition Term of Funding Grant Available**

<b>Definition</b>		<b>Term of Funding</b>	<b>Grant Available</b>
1. Project Grants	<ul style="list-style-type: none"><li>• Short Term Funding</li><li>• Supports a specific project</li><li>• Time limited (i.e. A project which has a beginning and an end, and can be completed in 12 months or less)</li></ul>	Annual	Maximum of \$10,000
2. Program Grants	<ul style="list-style-type: none"><li>• Longer term funding</li><li>• Requires ongoing funding to build sustainability</li></ul>	Council Term	Maximum of \$50,000

Grants will not be issued:

- to cover deficits or retire debts; to replace current program funding;
- to provide endowment funds; for sectarian, religious, or political purposes;
- to contribute to buildings (renovation, construction or purchase);
- to individuals; to provide money for fundraising activities.

### **Eligibility**

Applicants must provide services or programs to residents of Lanark County. Unincorporated individual/organizations must work in partnership with an incorporated organization that will share in the project and receive and manage the funds.

### **Submission Date**

Grant applications will be due September 15th of each year. The review process would take place in September/October with notification following budget approval.



## **Review Process**

Grant applications are reviewed by the Lanark County Community Services Committee of the whole.

## **Funding Agreements and Liability Insurance**

Applicants must submit the following **upon approval** in order to be considered for funding:

1. Proof of incorporation for their group or sponsoring group.
2. Proof of comprehensive general liability insurance.

Every individual/organization receiving funding from the Lanark County Community Grants Program must provide proof of comprehensive general liability insurance, acceptable to the County of Lanark, and subject to limits of not less than \$2,000,000 inclusive per occurrence. This is to protect the organization in case of bodily injury, including personal injury, death, and damage to property. Copies of insurance **must** be submitted with the grant application.

## **Reporting**

When the project is finished, the grant recipient must provide the following:

1. A completed project report and evaluation.
2. A statement of expenditures (invoices upon request).

***These must be submitted within 2 months following completion of the project. Future proposals will not be considered until the final project report is received and reviewed.***

## **Indemnification**

The grant recipient must agree to reimburse the Lanark County Community Grants Program if they fail to comply with the agreement.

## **Changes to the Project**

Funding provided will be solely for the purpose stated in your agreement. Grant recipients will be required to advise us immediately - in writing - before making any changes to the project description or planned activities.



### **Appeal Process**

Applicants accept that all grant applications may not be approved for funding and that there will be no opportunity for appeal.

### **Emergency Funding**

These funding requests can be brought before committee or council at any time during the year. In order to qualify, applicants must be at risk of closure or losing a matching funding opportunity from another agency or level of government.

### **Lanark Transportation Association**

The Lanark Transportation Association (LTA) is funded by Lanark County with a Community Grant. The LTA is exempt from this application process as their funding allows Lanark County to qualify for Provincial Gas Tax Funding. They are required to provide Lanark County with annual audited financial statements and Lanark County Council is represented on the board.



## Lanark County Community Grants Program Application

Please complete this application and attach it to your proposal.

Please mail to Lanark County, Clerk's Office, 99 Christie Lake Road, Perth, Ontario, K7H 3C6 or email to [cmunro@lanarkcounty.ca](mailto:cmunro@lanarkcounty.ca)

Project Contact Person/Organization	
Contact Person	
Title	
Street Address	
City/Town	
Postal Code	
Telephone	

Sponsoring Organization (if applicable)	
Name of Organization	
Street Address	
City/Town	
Postal Code	
Telephone	

Funding Request	
Select a type (check one)	
<input type="checkbox"/> Project Grant	
<input type="checkbox"/> Program Grant	

Select a category (check one)	
<input type="checkbox"/> Human Services	
<input type="checkbox"/> Agriculture/Forestry	
<input type="checkbox"/> Arts/Heritage/Tourism	

Funding History	
How long has your group been in existence?	
Are you or your sponsoring body incorporated?	
Have you applied for and received funding from any other source for this project? <i>(If yes, please attached a confirmation letter showing the amount)</i>	

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<b>Project Budget</b>		
Using this format please be specific under expenditures (ie. salaries - what are the positions and level of pay; purchase of service - what does this apply to, etc.).		
<u><b>Expenditures</b></u>	<u><b>Amount</b></u>	
Salaries & Benefits	Part time Program Coordinator \$25/hr 6 hrs week, Part time Executive Director \$26/hr .5 hrs week. No benefits	
Travel Expenses		
Printing/Postage/Office Supplies		
Rent/Utilities/Phone		
Advertising		
Program Supplies		
Purchase Services	Portion of Insurance, Audit, Bookeeping	
Equipment Lease		
Other (Please specify)	Training Expense for staff	
<u><b>Total Budget</b></u>		
<u><b>Less</b></u> Total funding requested/received from other contributors for this project (list below)	Amount Requested	Amount Received
Name of Organization:		
Contact Person:		
Phone #:		
<u><b>Total funding request from Enhancement Fund</b></u>		

*NOTE: The costs of your project must be kept separate from your group's everyday, ongoing expenses.*



**Proposal Format - Your proposal format must include the following information. Do not exceed 4 pages.**

**Background information**

**1. Mandate or Mission Statement of individual/group.**

*(Describe the general purpose of your group)*

Our Mission: To provide and promote the community use of restorative practices.

The primary focus for LCCJ is to provide court diversion services for youth and adults within Lanark County by means of Community Justice forums. A forum is a voluntary, confidential process that brings together victim/s, the accused, their respective support people and community members to have a structured conversation about what happened, who was affected, determine the impact on the community and how to make things right. Cases are referred to LCCJ by the Lanark County OPP or by the Crown Attorney's office. This forum process allows both the offender and the victim to speak to each other about what happened. It is a very powerful process and allows for the offender to take responsibility and it allows healing to come to those who were impacted. The result is a legally binding written agreement outlining the measures that will be taken (e.g. community service hours, school project, monetary compensation). In sum, LCCJ is a community response, using restorative practices to respond to crime and/or harm.

**2. Clients of the organization**

*(Who are the clients of the organization? Do you target your programs and services to any particular group(s)? How are you going to target this group to participate?)*

- a) Youth Diversion Program: Youth, ages 12-17 in conflict with the law
- b) Adult Diversion Program: Young adults and adults 18+ in conflict with the law (mostly ages 18-29)
- c) Restorative Families Program: Families experiencing ongoing discord with a youth (ages 18-29)
- d) Triple P Parenting of Teens Restorative Parenting Program

**3. Your experience working in the project area.**

*(Give examples of successful projects you have participated/completed in the past.)*

**4. Geographic area served.**

*(Describe the geographic area served by your group.)*



Project Description
<p><b>1. Project goals and objectives</b> (Describe your project goals and its specific objectives.)</p> <p>Our Mission: To provide and promote the community use of restorative practices. The primary focus for LCCJ is to provide court diversion services for youth and adults within Lanark County by means of Community Justice forums. A forum is a voluntary, confidential process that brings together victim/s, the accused, their respective support people and community members to have a structured conversation about what happened, who was affected, determine the impact, and how to make things right. Cases are referred to LCCJ by the OPP and The Smiths Falls Police Service or by the Crown Attorney's office. This forum process allows both the offender and the victim to speak to each other about what happened. It is a very powerful process and allows for the offender to take responsibility and it allows healing to come to those who were impacted. The result is a legally binding written agreement outlining the measures that will be taken (e.g. community service hours, school project, monetary compensation). It is a community response to crime and harm.</p>
<p><b>2. Outline the work plan and timeline of the project.</b> (Detail your work plan including the main activities. When will they start and how long will each one take?)</p> <p>April 1, 2022 to March 31, 2024 - Fiscal Year ongoing Case Management The average young adult/adult diversion case takes 106 days to complete. (It can take up to a year for similar cases to go through the traditional justice system) from the time of the referral, to the successful completion of the terms of the agreement. The time it takes to close a case is dependent upon the complexity of the case; and the presence of any mitigating factors, such as addiction or mental health issues. Main activities: Referral from Police, Crown or Community, Program Coordinator Interviews the Accused, Victim, Support Persons and others impacted by the crime and contacts police and crown for additional information. Conducts risk assessment, confirms accountability and makes any immediate referrals for additional support. The case is assigned to volunteer facilitators with program coordinator support, all participants are pre-interviewed and prepared for the community justice forum. The forum is facilitated with an average of 5-7 participants.</p>
<p><b>3. Who will be involved in this project?</b> (Identify specific target group(s). How many paid staff, volunteers? What will they be doing?)</p> <p><u>Program Coordinator</u> - intake, assessment, referral, support to facilitators, supervise and assist the successful completion of the agreement, communicate with referring source (police and crown). Provide ongoing support including referrals to long term support to program participants. 6 Hrs Week. <u>Executive Director</u> - financial management, bookkeeping, case management support, program management supervision, communications. .5 Hours Week. <u>Volunteer Facilitators</u>- There are 3-4 facilitators (Lead, Co-Facilitator, Observer, Tech Person for on-line) assigned to each case. They pre-interview all participants, prepare them for the Community Justice Forum, coordinate and deliver the forum. For the 7 cases there will be approximately 21 facilitators assigned. The volunteer facilitators will spend approximately 144 direct client service hours; and approximately 72 hours in indirect case preparation, meeting and training time.</p>
<p><b>4. Who will be reached by the project and who will benefit from the project?</b> (How many people will be served by your project?)</p> <p>Average of 5-7 participants per community justice forum = 42 participants <u>Lanark County and Criminal Justice System will benefit:</u> saving thousands of dollars on policing costs; responding to crime and wrongdoing in a fiscally and socially responsible way; reducing recidivism; repairing broken relationships; a healthier community where its residents are in right relationship with each other. <u>Accused will benefit by:</u> understanding the impact of their crime; having the opportunity to repair the harm done; being held accountable for their actions; apologizing to their victim; an opportunity to compensate the victim or community; not having a criminal record and the economic and social impact of a criminal record; receiving information and referrals to support services that may prevent future criminal activities; other. <u>Victims will benefit by:</u> having a voice in the criminal justice system and how the harm should be repaired; learning more about what happened which can reduce ongoing trauma; receiving a verbal or written apology and financial compensation; other.</p>
<p><b>5. The partners to be involved in the project.</b> (Provide information about the roles/responsibilities/contributions of your partners in this project.)</p>



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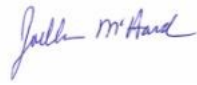
Lanark County OPP, or the Crown Attorney's Office determine that the accused and the incident would be appropriate for community justice diversion. A referral is made, and any additional information is gathered by LCCJ. Police are invited to attend the forum as a community member, or provide input into the terms of the legally binding agreement developed at the forum. The program coordinator communicates with the referral source on an ongoing basis as needed to let them know the status of the case. If an agreement is made and successfully completed, the police will be notified and they will not lay a charge and the Crown Attorney's office will withdraw or stay the charges. The community and other social service agencies are also partners in this project. It is very common for a victim or accused social worker, therapist, support person (spouse, parent, friend, child etc.) to attend a community justice forum. In sum, we work closely with our justice partners keep Lanark County a safe and restorative community.

## 6. Evaluation of your project.

(How will you know if you have been successful? What will you measure or assess to demonstrate this as related to Lanark County objectives? And How? Do you plan on sharing the results with others? Relate results of your target group. i.e. How many served? Did employment result?)

Project Evaluation: Every forum participant will fill out an evaluation at the end of every forum including the victim, accused, support persons, police and other community participants. Participants will be asked about their satisfaction with the program and whether they felt that using our program was better for them than the regular criminal justice process. Volunteer facilitators will debrief and share their learnings at facilitator meetings to continuously improve our standards.  
Results: We will track the number of cases and the number of people served as well as numerous other data points such as age, length of time, referrals made, type of charge, gender (etc. our client database is extensive. We will review the results of the participant evaluations to ensure we are meeting the expectations of our participants. We will share our annual statistics with our community partners, justice partners, funders, individual donors and service club donors in Lanark County, by posting them on our website; on our social media, radio interviews, news articles, fundraising events and in our annual report or reports to funders.

## Authorization

I am authorized to sign this application on behalf of:	<u>LANARK COUNTY COMMUNITY JUSTICE PROGRAM INC.</u>
Name:	<u>JOELLEN MCHARD</u>
Position:	<u>EXECUTIVE DIRECTOR</u>
Telephone:	<u>613-264-1558</u>
Signature:	
Date:	<u>OCTOBER 20, 2021</u>

***All required information must be submitted with proposals before consideration is given to projects.***

## Return Address:

County of Lanark  
Attention: Clerk's Office  
99 Christie Lake Road  
Perth, ON K7H 3C6

## To be provided upon approval

### Liability Insurance

1. Proof of comprehensive general liability insurance of not less than \$2,000,000 per occurrence

### Incorporated Status

1. Proof of incorporation for your group or sponsoring group

# LANARK COUNTY

INTERNAL USE ONLY	
Applicant Name:	
Date:	
Application Complete	

Lanark Community Grants Program		
Evaluation Matrix		
	Total Points	Applicant Score
Builds on existing community strengths and assets	10	
Addresses Service Gaps	10	
Responds to clearly identified local needs and provides demonstrated enrichment of the community	10	
Uses resources efficiently and effectively	10	
Involves meaningful Partnership	10	
Strives for a significant and/or lasting impact	10	
Benefits a wide audience	10	
Shows innovation, creativity and proactive thinking	10	
Shows clear, measurable outcomes	10	
Does not duplicate services	10	
Total Points	100	
Amount Requested		
Amount Recommended		
Amount Approved by Council		