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# **Communities at Risk: Security Infrastructure Pilot Program**

## **Application Guide**

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**Canada**

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Application guide for funding from the

# Communities at Risk: Security Infrastructure Pilot Program

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# Introduction

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**Public Safety Canada** was created in 2003 to ensure coordination across all federal departments and agencies responsible for national security and the safety of Canadians. In particular, Public Safety Canada plays a vital role in the enhancement of community safety and security.

This application guide has been developed to assist interested parties to develop project proposals and complete applications for the **Communities at Risk: Security Infrastructure Pilot Program (SIP Program)**. This document has four main components.

- Part 1 provides a general overview of the Program. This part is intended to outline the main elements of the Program.
- Part 2 outlines the application project assessment process.
- Part 3 outlines application requirements and instructions.
- Part 4 is the Application form.

Before applying, we encourage you to:

Read this document carefully to clearly understand the Program and the required components of the application and project proposal.

Contact the Communities at Risk: SIP Program staff with any questions that you may have about the Program and/or the application process. Program officers are available to provide advice and guidance to assist your organization in completing an application.

Consult the Crime Prevention Through Environmental Design (CPTED) strategy so that, if appropriate, some of these elements can be incorporated into your project. A link can be found on the SIP Program web-site.

For more information, please visit [www.publicsafety.gc.ca](http://www.publicsafety.gc.ca) (Law Enforcement Section), e-mail [SIP@ps-sp.gc.ca](mailto:SIP@ps-sp.gc.ca), or call 1-866-788-8156.

# Overview of Communities at Risk: SIP Program

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## PART 1

### **Program objectives**

Canadians have expressed concern about the vulnerability of communities to hate-motivated crime. Certain communities have been targets of threats, vandalism, fire-bombings and physical violence. Public Safety Canada's Communities at Risk: Security Infrastructure Pilot Program (SIP Program) has been established to help make Canada safer for all Canadians. In particular, this pilot program's overall objective is to improve the security of communities at risk of hate-motivated crime through the enhancement of their security infrastructure.

This pilot program allows us to work in partnership with Canadian communities to ensure the safety of those institutions most central to any community: provincially recognized educational institutions, places of worship and community centres.

It is important to provide a clear demonstration of how the project site is at risk of hate-motivated crime. It is commonly understood that some communities have been, and continue to be, particular targets of this type of crime. For the purposes of this pilot program, it is important to be as **site specific** as possible about incidents because:

- A clear demonstration of the nature and extent of the hate-crimes that have been committed against your site and the impact on the safety of the communities using your facilities will strengthen your application;
- It will help explain why you have proposed certain security measures;
- It will help your organization and the Government of Canada to measure the impact of your project and of this pilot program.

### **Why a pilot program?**

The Communities at Risk: SIP Program is intended to:

- respond to particular security concerns of communities at risk of hate-motivated crime; and
- provide a better understanding of the broader phenomena of hate crime, particularly the links between security measures and the prevention of hate-motivated crime.

The Program will continue until March 31, 2010. In 2009-2010, it will be reviewed and evaluated to determine its long-term viability. The evaluation will examine the impact of the program on public safety and, in particular:

- the deterrent effect on hate-motivated crime; and
- the increased sense of safety in communities at risk of hate-motivated crime.

### **Who can apply?**

Funding is available to three types of not-for-profit organizations linked to a community with a demonstrated history of being victimized by hate-motivated crime, to help defray the costs of security infrastructure for a site previously targeted by hate-motivated crime:

1. **places of worships:** a place of worship or house of worship is a building or other location where a group of people comes to perform acts of religious praise, honour, or devotion – such as, temples, mosques, synagogues and churches.
2. **provincially recognized educational institutions:** including primary and secondary schools and early childhood education centres.

3. **community centres:** a centre where members of a community can gather year-round for social or cultural activities – such as community drop-in centres, and aboriginal friendship centres.

Although umbrella organizations may assist in, or coordinate the submission of an application on behalf of a specific project site, all information in the application must be specific to the proposed project site to enable the assessment and evaluation of the proposal. Assessments of security needs and training conducted by an umbrella organization are considered ongoing administrative costs and will not be eligible for SIP funding. The organization that occupies the project site is considered the applicant, and if funded, enters into an agreement and is accountable to the Department.

Project proposals from all geographic locations in Canada will be considered; however, projects from areas with a higher frequency of hate-motivated crime will be a particular focus of the pilot.

## Funding Criteria

Approved projects may receive up to 50% of total project costs with a maximum funding contribution from the Program of \$100,000 per project. This means that applicants must demonstrate that the project has at least 50% of the project costs funded by other non-governmental sources when the application is submitted.

In-kind contributions include labour, equipment and expertise. In-kind contributions can constitute a part of an organization's funding commitment to the project, but must be detailed in the project proposal.

All approved projects must be completed by **March 31, 2010**.

### IMPORTANT NOTE

Projects will not be eligible for support through this Program if funding is available through other municipal, provincial, or federal government funding sources.

## Eligible for funding

Under the Communities at Risk: SIP Program, funding is provided for security infrastructure, such as:

- security equipment and hardware, such as alarm systems, closed-circuit televisions, digital video recorders, fences, gates, lighting, security film for windows, intercom systems, hedges, etc.;
- security assessments conducted by private security firms (not to exceed 25% of total project costs). Please note that most security assessments fall into a range of \$500-\$5000 depending on the size of the project. Security assessments, and their associated costs, will be evaluated on a case-by-case basis by the Project Review Committee. Please also note that many local police services offer security assessments free of charge.
- minor construction costs related to the project (contractor fees, labour, equipment rental, installation fees); and
- training costs directly related to the new security infrastructure.

## Not eligible for funding

Under the Communities at Risk: SIP Program, funding is not provided to Crown Corporations, public institutions, for-profit organizations and individuals. Funding is not provided for:

- capital costs, such as land, construction or renovation of buildings unrelated to the proposed project, and vehicles;
- hospitality;
- core or on-going operating expenses related to the project, including administrative and project management expenses (including evaluation and monitoring), and maintenance;
- travel; and
- profit (defined as an excess of revenues over expenditures).

All elements of the proposed project will be reviewed by a Project Review Committee who will assess the proposed equipment against incidents, deterrent value, as well as sound security practices.

## **Application deadlines**

All completed applications must be received on, or before, **June 17, 2009**.

## **How to apply?**

Organizations are encouraged to contact SIP Program staff for assistance in completing an application. Program Officers can be reached at:

Mailing address:  
269 Laurier Avenue West  
Ottawa, Ontario  
K1A 0P8

E-mail:  
**SIP@ps-sp.gc.ca**

Telephone:  
1-866-788-8156 or 613-991-7076

Fax: 613-949-3189

It is recommended that you review your application with a SIP Program Officer in advance of the application deadline. All proposals will be considered based on the material provided on or before the application deadline date.

Completed applications should be submitted to the Communities at Risk: SIP Program office by mail, by fax, or by email, and must be post-marked on, or before, the application deadline date of June 17, 2009.

## **PART 2**

### **Project assessment process**

Proposed projects will be reviewed and assessed using the following process:

1. Program staff screen all proposals to ensure that the applicant and the project are eligible for funding under the Communities at Risk: SIP Program.
2. Programs staff screen all applications to verify that all necessary documentation and material has been provided and prepare an initial analysis of all proposed projects.
3. All eligible and complete applications are then considered by the Program's Project Review Committee using a defined set of assessment criteria and the analyses of the Program staff.
4. Based on this review, the Project Review Committee will provide recommendations to the Program administration on a package of project proposals that will be offered funding.
5. The Program administration will contact the applicants of approved projects to arrange funding agreements and review the terms and conditions of project funding.

### **Project assessment criteria**

Projects will be reviewed against the following selection criteria:

- the extent to which the project is in keeping with, and directly supports and/or advances the objectives of the pilot program;
- a history of hate-motivated crime against the project site;
- the capacity of the applicant to develop, implement, manage, monitor, document and evaluate activities within the specified timeframe and budget;
- the capacity of the organization to maintain any equipment or infrastructure proposed under the project;
- the level of support from the community;

- the project's overall viability, including whether expenses outlined in the proposal are reasonable, and the period of time required to undertake the project (although a statement of support from local law enforcement is not mandatory, it may assist in the assessment of a project's overall viability);
- the quality and scope of the evaluation component; and
- an overall assessment of all of the proposed projects to ensure that a diversity of organizations and types of projects are chosen, as well as a number of projects from areas with a higher frequency of hate-motivated crime. *Please note, this particular criterion was established to assist in the Program's review and evaluation. By ensuring that a diversity of projects and organizations are selected, the relevance of the Program to a variety of Canadian communities will be more clearly assessed and more detailed information will be available to evaluate the Program.*

## PART 3

### **Application Requirements and Instructions**

To apply, you may:

- fill in the attached application form (using extra paper if needed), or
- request an electronic version of the application form from the SIP Program Office, or
- download an electronic version from our website at [www.publicsafety.gc.ca](http://www.publicsafety.gc.ca)

The Communities at Risk: SIP Program application form is organized into six parts.

Parts 1 and 2 require general information about the applicant and the organization requesting funding.

Part 3 requires information about your project site. Additional information has been imbedded into the application form to outline the requirements of each question.

Part 4 requires information about the project details. It will require the most work to complete. It is strongly recommended that you contact the Communities at Risk: SIP Program Office to receive advice and guidance to assist with this component of the application.

Part 5 is a declaration that must be read and signed by an authorized representative of the organization submitting the application.

Part 6 is an application checklist, to verify that all the necessary materials are submitted.

**Please submit only one application per project site.** If you are applying on behalf of more than one project site, each project site will require an application containing detailed information for that specific site.

# Application Form

## Communities at Risk: SIP Program

For Sections that require more detail, please attach additional pages as necessary

### PART 1: APPLICANT INFORMATION

1. In which official language do you wish to communicate? English:  French:   
*Please note that this will be the language in which you wish to communicate with SIP Program Staff*

#### 2. Project site information:

2.1. Organization name:

2.2. Street address:

2.3. Mailing address (if different):

2.4. City/Town:

2.5. Province/Territory:

2.6. Postal code:

2.7. Website:

#### 3. Please identify the GST or Canada Revenue Agency business number (if applicable):

3.1. GST #:

3.2. CRA business #:

#### 4. Project site contact person: (up-to-date)

*Please be sure to include the latest, up-to-date contact information. If this information changes during the course of your project, please inform the SIP Program Office.*

4.1. First and last name:

4.2. Position:

4.3. Mailing address:

4.4. Daytime Telephone:

4.5. Cellular Telephone:

4.6. Fax:

4.7. E-mail:

**5. Project costs:**

---

5.1. Total cost of project: \$ \_\_\_\_\_

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5.2. Amount requested from the Communities at Risk: SIP Program: \$ \_\_\_\_\_  
*up to a maximum of 50% of total project costs with a maximum  
funding contribution of \$100,000 per project.*

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5.3. Amount to be funded by your organization (financial): \$ \_\_\_\_\_

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5.4. Amount to be funded by your organization (in-kind contribution) \$ \_\_\_\_\_

**PART 2: ABOUT YOUR ORGANIZATION:**

**6. What is the mandate of your organization?**

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**7. Who is involved in your organization?**

*Include the names and addresses of your organization's board of directors or governing body. If your organization is an ad-hoc committee, please provide the names and contact information of all of the committee members. If your organization is a coalition, please provide the organization's representatives.*

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8. How long has the site at your organization been in operation?

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9. If your organization is incorporated, please indicate the date of incorporation (d/m/y):

\_\_\_\_/\_\_\_\_/\_\_\_\_

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10. Describe your organization's experience in leading and managing projects (including undertaking, monitoring and evaluation).

*Include details if an umbrella organization is assisting with this component of the project.*

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11. Describe your organization's relationship with the community that will benefit from this project

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11.1. Describe how you involved the community in the development of your project proposal.

*Please include a **minimum of three (3) letters of support** for the project from local community groups/organizations.*

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## PART 3: ABOUT YOUR PROJECT

### 12. Type of project site (choose only one box):

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- Provincially recognized educational institution *(Please provide documentation/accreditation that confirms the institution is provincially recognized).*
- Place of worship
- Community centre

### 13. Provide an overview of your project site:

*A clear understanding of what your project site looks like is required.*

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#### 13.1. Describe your project site:

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13.1.1. Submit a detailed description of the interior of the project site including size of the structure in square footage, the number of rooms, number of storeys, etc. Floor plans, sketches and/or pictures are very helpful.

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13.1.2. Submit a detailed description of the project site exterior, including parking (shared/private/accessible to the public) and other neighbouring buildings, structures or features in close proximity to the project site. Floor plans, sketches and/or pictures are very helpful.

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13.2. Where is the project site located? On a busy street? In a remote location? Please describe.

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13.3. Who makes use of the building? Is it for use by the general public or for private membership? Is it primarily frequented by youth, the elderly, or people of all ages? Please describe.

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13.3.1. Provide details around any other uses of the building, tenants, rental agreements, etc. *It is important to note whether the proposed security infrastructure will be used by, or will accommodate, other building tenants.*

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13.4. Provide a description of the security measures already in place at the project site.

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## **PART 4: THE PROJECT DETAILS**

### **14. Demonstrate the need for this project:**

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14.1. You must include an itemized history of **site-specific** hate-motivated crime against your project site with supporting documentation (e.g. police reports, insurance claims, private security reports, newspaper clippings, photographs, etc).

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14.2. If available, provide a statement of support from the local police authorities and attach to application.

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### **15. Provide an overview of the project:**

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15.1. Briefly describe each proposed security measure, including its overall purpose, and how each security measure is expected to prevent or decrease the number of incidents of hate-motivated crime at the project site

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15.2. Provide a detailed description of the security infrastructure to be implemented in relation to the description of the building (e.g., Where will each camera be installed?) and the feasibility of the security infrastructure in relation to the type of facility. For example, if you are proposing card-access control and your building is open to the public, be sure to describe how this security feature will function. Please indicate on floor plans or sketches already provided where the proposed security infrastructure will be installed.

---

15.3. Complete the Work Plan template provided below.

---

| Project Activity                | Description | Target Completion Date |
|---------------------------------|-------------|------------------------|
|                                 |             |                        |
|                                 |             |                        |
|                                 |             |                        |
|                                 |             |                        |
| <b>Project completion date:</b> |             |                        |

16. Outline how this project meets the overall objectives of the program (refer to Part 1 of the Application Guide).

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17. Detail how infrastructure acquired or installed through this Program will be maintained. *Funding provided through this Program does not cover the maintenance cost of the infrastructure that is acquired or installed. As a result, outlining a plan for how this infrastructure will be maintained is a key project assessment criterion. Please indicate who will be responsible for the maintenance of the security infrastructure, how the resources to support this maintenance will be secured, as well as any other relevant information.*

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**18. Provide a detailed budget for the project.**

*The detailed budget should include a breakdown of each budget item, a list of all contributions from all sources (including financial and in-kind donations), and the SIP Program funds requested. Complete the Budget template provided below. Add additional lines or pages if necessary.*

| <b>Detailed Eligible Expenditures</b>  | <b>Cost per unit</b> | <b>Number of units</b> | <b>SIP Funding</b> | <b>Recipient Funding – Financial</b> | <b>Recipient Funding – In-Kind Contribution</b> | <b>Total</b> |
|--|----------------------|------------------------|--------------------|--------------------------------------|---|--------------|
| <b>SECURITY ASSESSMENT BY SECURITY FIRM (not to exceed 25% of total project costs)</b> |                      |                        |                    |                                      |   |              |
|  |                      |                        |                    |                                      |   |              |
|  |                      |                        |                    |                                      |   |              |
| <b>SECURITY EQUIPMENT AND HARDWARE</b>   |                      |                        |                    |                                      |   |              |
|  |                      |                        |                    |                                      |   |              |
|  |                      |                        |                    |                                      |   |              |
| <b>CONSTRUCTION COSTS</b>  |                      |                        |                    |                                      |   |              |
|  |                      |                        |                    |                                      |   |              |
|  |                      |                        |                    |                                      |   |              |
| <b>TRAINING</b>  |                      |                        |                    |                                      |   |              |
|  |                      |                        |                    |                                      |   |              |
|  |                      |                        |                    |                                      |   |              |
| <b>OTHER (please specify and provide a breakdown if necessary)</b>                     |                      |                        |                    |                                      |   |              |
|  |                      |                        |                    |                                      |   |              |
|  |                      |                        |                    |                                      |   |              |
| <b>TOTAL</b>   |                      |                        |                    |                                      |   |              |

**19. Outline how you will monitor and evaluate the success of your project.**

19.1. Complete the Monitoring and Evaluation Plan template provided below. If your organization plans to measure different outcomes and indicators, and use different tools for collecting information, modify the table below and outline how your organization intends on monitoring and evaluating the success of your project.

19.2. As part of the evaluation process, you will be required to provide pre and post project surveys that aim to measure the incident ratio of hate crimes, the sense of safety and increase in awareness of users to determine what effect the security infrastructure has had on the community that uses your facility.

| Intended outcomes  | Indicators   | Sources/methods  |  |   |
|--|--|--|--|---|
|  |  | Sources of information used                                      | Tool/instrument  | Frequency of collection   |
| Hate-crime deterrence  | Number of incidents, property damage, vandalism and/or graffiti does not increase year over year and shows a reduction in the amount of time spent on responding to specific incidents. Reduction in the number of insurance claims, reports to police, etc. | Private security, police, media, building users and staff        | Incident reports, community alert reports, media reports                                   | Quarterly   |
| Increased sense of safety in communities at risk of hate-motivated crime | Building users, staff and community members report feeling safer. Less time spent on debriefing incidents or following up with police and insurance companies as a result of specific incidents  | Staff, building users, community members, private security firms | Suggestion boxes, surveys (Pre and Post Project), questionnaires, private security reports | At outset of the project, after project completion, and thereafter annually |
| Other  |  |  |  |   |

## PART 5: DECLARATION

### As a representative of the organization named below, 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 named below with its full knowledge and consent.
- No funding from any level of government (municipal, provincial or federal) is available to support security infrastructure at the proposed project site.
- Public Safety Canada, its agents or contractors, may audit any books and records that may be relevant to the verification of any information or statement made in this application form and the attached supplementary materials.
- The organization agrees to respect and comply with the *Conflict of Interest and Post-Employment Code for Public Office Holders*, the *Lobbyists Registration Act* and the *Parliament of Canada Act*.

### And understand that:

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- The information provided in this application may be accessible under the *Access to Information Act*.
- 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 (Please contact the Communities at Risk: SIP Office for further information about agreement terms and conditions).
- If this project is approved, and it is provided with funding, the organization agrees to undertake the project evaluation component as described in Section 19 of the application form.

### Project signing authority

Name and Title

---

Organization name

---

Signature

---

Date

---

## PART 6: APPLICATION CHECKLIST

To ensure that applications are complete before they are submitted, please use the following checklist to verify that all of the mandatory information has been provided:

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- A completed application form (with additional pages where necessary)
- For project proposals involving educational institutions, documentation confirming that the institution is provincially recognized
- Supporting documentation detailing the history of hate-motivated crime **against your project site** (e.g. police reports, insurance claims, private security reports, etc).
- A minimum of three letters of support for the project from local community groups/organizations
- Floor plans for your project site
- Supporting documentation concerning your project site (e.g. floor plans, sketches, pictures)
- A statement of support for the project from local police authorities (if available)
- A detailed budget for the project as set out in Section 18 of the application form
- A project monitoring and evaluation plan as set out in Section 19 of the application form
- A signed declaration



