

ENDING  VIOLENCE
Association of BC

EMERGENCY SEXUAL ASSAULT RESPONSE SERVICES

GRANT PROGRAM

General Services Stream

Application Guide

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1. BACKGROUND AND CONTEXT

The Emergency Sexual Assault Response Services Grant program is funded by the Province of BC through a one-time expenditure of \$10 million in funding that is administered by the [Ending Violence Association of BC \(EVA BC\)](#). The grant program was developed in consultation with the Ministry of Public Safety and Solicitor General (PSSG), the Minister's Advisory Council on Indigenous Women (MACIW), the Ministry of Finance's Gender Equity Office (GEO) and the Ministry of Health (MoH).

The Emergency Sexual Assault Response Services Grant program will support the delivery of coordinated community-based emergency sexual assault response services from November 16, 2020 to March 31, 2023. Funding will support culturally relevant, culturally safe, and trauma-informed services that meet the needs of sexual assault survivors in communities across the province, including the unique needs of Indigenous communities and survivors.

Funding will be granted to organizations that have experience providing coordinated emergency sexual assault response services to diverse populations in their region, or that are well positioned to build the capacity and develop the partnerships needed to provide these services.

Services provided with this funding will focus on the coordination of services such as practical and emotional support, access to medical care and forensic exams, criminal justice system information and support, safety planning, and other supports (e.g. counselling, Elders), and ensuring coordination of responses in the community.

The grant program recognizes the substantial need for locally relevant and culturally safe supports for sexual assault survivors in Indigenous communities in BC through establishing an Indigenous-specific grant stream that will be equal to approximately half of the total available funding for this initiative.

Applicants will be eligible to apply for funding as follows:

- Year 1: November 16, 2020 to March 31, 2021 = \$47,500 to \$105,000
- Year 2: April 1, 2021 to March 31, 2022 = \$95,000 to \$210,000
- Year 3: April 1, 2022 to March 31, 2023 = \$95,000 to \$210,000

Program Evaluation

An external evaluator will be hired for an overall evaluation of all the funded projects. This is a unique opportunity and there is hope that we can learn as much as we can from these projects so that we can determine how to build a foundation of effective programming. One way we can learn is by engaging in an evaluation process that will help us celebrate what is going well, identify challenges, and ways to improve. It will be helpful to learn more about who is being served by programs and who is not and how we can create programming that will serve survivors in the best way possible. We want to thank organizations in advance for your participation in the evaluation process. The evaluation team will be in contact with successful applicants about how you can confidentially share your knowledge and wise practices.

2. KEY DATES

Application period opens	August 24, 2020
Instructional Webinar	August 31, 2020, 10:00 – 11:30 am
Applications due	September 30, 2020, 4:30 pm
Successful applicants notified and Year One funding distributed	November 16, 2020

3. ELIGIBLE RECIPIENTS

Applicants must meet at least one of the following criteria:

- Organizations that currently deliver sexual assault response services that can demonstrate immediate readiness and capacity to deliver an emergency sexual assault response service (examples of service models):
 - Sexual Assault Centre
 - Community-based Victim Service Program
 - Sexual Assault Response Team
 - Sexual Assault Clinic
 - Other _____

OR

- Organizations that have experience delivering services to victims /survivors or other vulnerable populations who have experienced sexual assault but do not currently provide coordinated sexual assault response services, and require grant funding to develop, implement and deliver this type of service delivery model.

Preference may be given to:

- Organizations that currently deliver an emergency sexual assault response service and/or have past experience delivering these services.

4. INELIGIBLE RECIPIENTS

- Hospitals, health care clinics, post-secondary institutions, health authorities, health foundations, local/municipal governments, restorative justice programs and police are ineligible for this funding.

5. REVIEW AND SELECTION PROCESS

- A committee review process will be undertaken to assess all eligible applications

received.

- Applications will be individually reviewed and assessed against the criteria outlined in the application form.
- Geographic distribution will be considered in the selection process.

6. ELIGIBLE EXPENDITURES

- Staff: Eligible expenditures for service delivery positions include victim service workers (which could include coordinators, program managers, outreach/community-based victim service workers and support workers) are the only service delivery positions eligible under this grant process. A detailed breakdown of wages, benefits, hours per week and number of weeks worked should be included in this section of the budget for each staff member.
- Consulting/Professional fees include honoraria for a task performed and/or knowledge contributed to the project, and professional services of an individual (who is not a member of the applicant organization, such as a contractor) or a company with the expertise needed to carry out specific project activities.
- Staff participation in evaluation includes the specific allocation of staff time (outside of frontline service delivery staff costs) in the evaluation process, up to a maximum of 4% of the project budget.
- Materials/Supplies include general office materials and supplies such as postage, paper, photocopying and/or printing, resource materials, printer cartridges, fax cartridges, etc.
- Transportation costs include project-related ground or air transportation for salaried or contract staff within BC. The cost of meals and accommodation during travel time is also an eligible expense. Local transportation costs for participants (i.e. bus tickets) are eligible expenses as well.
- Equipment costs may include items such as phones, computers, technology, or furniture that are not already owned by the organization but are required by new or expanding programs in order to deliver the services.
- Rent/utilities is an eligible expense if new staff are hired and/or more space is needed.
- Training includes costs of staff training if applicable.
- Administrative costs may include, for example, Executive Director oversight, reception, bookkeeping, and audit costs, and must not exceed 15% of the proposed budget.

- Other may include refreshments or other costs not included in the other categories.
- Ineligible Expenditures:
 - Expenditures relating to health care professionals providing medical care at a hospital or health clinic (or towards any aspect of the provision of this medical care) or police personnel are ineligible.

7. APPLICATION PROCESS

Please ensure you read through the entire application guide prior to completing the application form. For additional information about the grants, please review our Frequently Asked Questions section (see page 9).

Completing the Application Form

- Complete all sections of the application form. Incomplete sections will adversely affect your score and may result in your application being unsuccessful.
- There are text limits for each application section; please ensure to provide concise responses within your application.
- Do not provide any additional information in appendices and/or provide any external links in application form textboxes as these will not be considered. Do not provide attachments. Please provide all the information in the relevant application form section.
- Assume that whoever is reviewing your application has little to no knowledge of your proposal's focus area.
- Ensure to spell out all acronyms when first introducing a term in your proposal.

If you have any problems opening the application form on your mobile device and/or web browser:

- Click on the PDF link to save it on your computer
- Launch Adobe Reader (Available at: <https://get.adobe.com/reader/>)
- Open the PDF from within Adobe Reader. You can now fill and save your form.

If you experience any technical difficulties while using the fillable PDF application form, please contact sagrants@endingviolence.org.

***NOTE:** Please ensure that you complete all fields in the application. Leaving sections blank will affect your score and reduce the likelihood of receiving a grant.

Section A – APPLICANT INFORMATION

- Provide accurate, up-to-date contact information (including an email address).
- Provide an alternate contact in the event of any administrative/staff changes throughout the year; this ensures the communication about the results of your application will not be delayed.
- Update your contact information if there are changes after the application has been submitted by emailing sagrants@endingviolence.org with your updated contact information.

Section C - BUDGET

- Considerations when determining a funding amount to request from within the available range:
 - The geographic size and population of your service delivery area
 - Demographic factors and other unique considerations of your community/region
 - The anticipated number of victims/survivors that your programs will serve per year and
 - The nature, scope and complexity of the services in your program.
- Applicants may allocate up to 4% of their budget expenditures (over and above frontline service delivery costs) to participate in evaluation activities. Evaluation is an important component of the grant program. We want to thank successful applicants in advance for your participation in the evaluation of this grant. Please see the FAQ Section for more information on anticipated activities.
- Proposals must contain a reasonable and detailed budget, and outline steps to account for and report on how funds will be spent.
- Consideration will be given to the scope and reach of the project in comparison to the amount of the budget (e.g. value for money).
- Consideration will be given to the need to accommodate increasing costs for service delivery over the funding period (e.g. wage increases).
- Eligible and ineligible expenses are described in Section 6.
- Double-check to ensure calculations in your budget are correct.

The Budget should:

- Correspond to the proposed project activities.
- Round budget item totals up to the nearest dollar.
- Be sufficient to perform the tasks described.

When filling out the budget form:

- Provide a general description of the line item.
- Verify the cost of line items by describing how they were calculated. Provide enough information for reviewers to see how you arrived at the total (e.g. 2 desks @ \$250 = \$500).

Section D – COMPLETE THE DECLARATION

- The authorized signatory of your organization needs to provide a signature in this section. In the event you are awarded a grant, the signature is required before you are issued payment.
- Print the signature page of the application and obtain required signature(s).
- Scan and upload the signed signature page along with your application. Do not scan the entire application.

Submit your application

- Submit your application by email to sagrants@endingviolence.org by **4:30 p.m. (PST), Wednesday, September 30, 2020**.
- You will receive a confirmation message that the application has been received. Applications submitted after this deadline will **not** be accepted.

8. CONDITIONS OF APPLICATION

- Communication requirements will be included as part of the grant letter sent to successful applicants.
- Activities proposed in the application form undertaken before the application has received formal approval are not eligible for funding.
- Organizations will be required to provide annual activity and budget reports as a condition of ongoing funding.
- An evaluator will be engaged by EVA BC to help us learn as much as we can

from the project. Organizations will be required to participate in program evaluation over the duration of the project as a condition of ongoing funding.

Contact Information:

If you need assistance with your application or have questions, please contact sagrants@endingviolence.org.

The Emergency Sexual Assault Response Services Grant Program General Services Stream application form can be found here: [NEW Grant Program - Emergency Sexual Assault Response - Ending Violence BC](#).

9. FREQUENTLY ASKED QUESTIONS

1. How do I apply for grant funding?

Grant funding materials are posted to the Ending Violence Association of BC (EVA BC) webpage (link provided below). You must complete the designated application form for the stream you are applying to, submit a reasonable budget, and sign the application form to be considered for funding. **All applications must be received no later than 4:30 p.m. on Wednesday, September 30, 2020.**

Grant application materials are available at: [NEW Grant Program - Emergency Sexual Assault Response - Ending Violence BC](#).

Submit your completed application by email to sagrants@endingviolence.org.

2. Who is eligible to apply?

Please check the list of eligible applicants for each stream, as listed in the guidelines. Please note that private individuals who are not part of a qualifying organization are not eligible to apply.

3. Are there restrictions on how the funds can be used?

Funding is intended for direct project related expenses only. This may include staffing, supplies, resource development, operational support, and honoraria.

4. When will applicants know whether they are successful?

All applicants will be informed by November 16, 2020.

5. I don't have Adobe Reader; can I apply using an application form in another

format?

Adobe Reader is available to download for free using the following link: <https://get.adobe.com/reader/>.

If technical assistance is needed, please contact sagrants@endingviolence.org.

6. I am not sure how to prepare a grant application. Is there a tutorial on what to do?

You are welcome to attend a webinar on August 31, 2020 (10:00 am to 11:30 am) that will provide an expanded overview of the application process and an opportunity to ask questions. Details will be sent out shortly.

If you are unable to attend the webinar, a recording of the webinar will be accessible after September 1, 2020 for viewing on the EVA BC website [NEW Grant Program - Emergency Sexual Assault Response - Ending Violence BC](#)

7. Can I apply under more than one funding stream?

No. We encourage you to apply in the stream that is the most relevant for your proposed services.

8. What documents should I include?

All information should be included in the application form. There is no need to provide additional documentation.

9. What is involved in the Evaluation?

An external evaluator will be engaged for the project. Anticipated tasks for organizations may include:

- Participate in the evaluation process as determined by the evaluator
- Compile and provide program information to the evaluator
- Provide input and feedback to the evaluator
- Participate in evaluation activities
- Support the implementation of the evaluation
- Review and provide input to the evaluator on the interim/final evaluation report.

10. Who can I contact if I have additional questions or need assistance with the application process?

If you have additional questions, please contact sagrants@endingviolence.org for assistance with:

- Clarifying criteria and additional requirements (e.g. letters of support)
- Identifying the level of detail required for specific applications

- Answering questions regarding specific sections of the application, such as the budget
- Providing information on the time lines and the proposal review process.