

# Guidelines and application

## Guidelines

### IS THIS THE RIGHT FUND FOR MY PROJECT?

Before applying, make sure you read through this package to ensure your project fits the criteria. Contact the fund coordinator at **1-800-661-0408** or **867-667-8746** with any questions. Go to our [website](#) for more information.

### WHO CAN APPLY?

- Yukon First Nations governments.
- Yukon non-profit organizations in good standing under the Yukon Societies Act.
- Yukon municipal governments.
- Yukon school councils or boards.

Note: Funding is intended for Yukon entities.

### The following are not eligible for funding:

- Individuals and businesses.
- Organizations with overdue reporting or financial obligations to the Government of Yukon.  
*If you are unsure of your status, please call the fund coordinator.*
- Projects duplicating areas of responsibility or existing government programs.
- Profit-making ventures.
- Fundraising events.
- Projects/proposals that have already taken place.

Note: The CPVSTF is not intended to provide funding for any permanent project or program.



The Board regularly receives more funding applications than available funding. Each application is considered individually and must also be weighed against the other applications in terms of their:

- link to the fund objectives;
- reasonableness of budget; and
- clarity of the project.

[Visit our website](#)

## WHAT IS THE PURPOSE OF THE FUND?

The purpose of the fund is to support projects that fulfill one or more of the following objectives:

- To promote and provide services intended to reduce the incidence of crime.
- To promote and provide services intended to prevent gender-based violence and violence against women and children.
- To promote and provide services intended to address the root causes of criminal behaviour.
- To provide, publicize and promote information on:
  - how crime can be prevented;
  - how people can protect themselves from being victimized by crime;
  - the needs of victims; and
  - services offered to victims.
- To promote and provide services for the victims of offences.

Effective projects have multiple benefits, are collaborative where possible, have clear priorities and target specific risk factors.

### Definition of crime prevention

Projects that address the “root causes of criminal behaviour” aim to reach individuals who may be vulnerable to becoming involved in the criminal justice system by seeking to address or reduce risk factors for individuals, families and communities to decrease the chances of criminal acts and/or victimization.



Contact the fund coordinator at  
**1-800-661-0408**  
extension **8746**  
or **867-667-8746**  
with any questions.

[Visit our website](#)

The following are some examples of risk factors:

- **Individual:** impulsiveness; alienation; rebelliousness; substance abuse; aggressiveness; anti-social beliefs, attitudes and behaviour; cognitive issues that can affect behaviours, such as FASD.
- **Family-related:** substance abuse; violence; physical, sexualized or emotional abuse; family breakdown; harsh or inconsistent discipline; low parental support; parental or sibling criminal history.
- **Peer-related:** anti-social/delinquent friends/peers; gang membership; peer rejection; bullying.
- **School-related:** not fitting in; poor school performance; truancy/suspensions; dropping out.
- **Community/neighbourhood-related:** lack of meaningful employment opportunities; poverty; high levels of substance use; high levels of violence; lack of community engagement and collaboration; community history of trauma.

Protective factors are characteristics or conditions that help reduce the negative effects of risk factors. Crime prevention projects may include protective factors as well as addressing risk factors. The following are some examples of protective factors:

- **Community/neighbourhood-related:** participation in traditional healing and cultural activities; positive role models, coaches and mentors; community engagement; strong social supports; availability of services (e.g., social, recreational, cultural).
- **School-related:** success at school; positive role models, coaches and mentors.
- **Peer-related:** positive support and communication with peer group/friends.
- **Family-related:** strong family bonds; parental supervision; positive role models.
- **Individual:** positive attitudes, beliefs and values; conflict resolution and problem-solving skills; positive lifestyle choices; good mental, physical, spiritual and emotional health.

## WHAT COSTS ARE ELIGIBLE?

Categories	Includes	Restrictions
<b>Administrative costs</b>	Items such as printing, photocopying, office supplies and materials	<b>Actual costs only</b> <ul style="list-style-type: none"> <li>no percentage mark-ups</li> <li><b>up to 10%</b> of the total request from CPVST</li> </ul>
<b>Program supplies and materials</b>	Actual costs	
<b>Equipment</b>	Purchase or rental may include computers, photocopiers, fax machines, audio-visual, furniture, sport, playground or recreational equipment	<ul style="list-style-type: none"> <li>Purchase of equipment <b>up to \$500</b></li> <li>Rental of equipment <b>up to 10%</b> of the request from CPVST to a maximum of \$1500</li> </ul>
<b>Travel within Yukon</b>	Covers actual costs of gas, accommodations and airfares for travel or to bring in an expert when equally qualified persons are unavailable locally	<b>Meal costs</b> and mileage rates per current Government of Yukon rates. Visit <a href="http://yukon.ca/travel-rates">yukon.ca/travel-rates</a> for the latest rates.
<b>Wages, salaries, honoraria, professional and trades fees</b>	Actual costs	<b>Up to \$300</b> per day per individual
<b>Rental or lease of dedicated premises to support the project</b>	Actual costs	
<b>Utilities related to the project</b>	Actual costs of Phone, electricity and fuel	
<b>Advertising and promotion of the project</b>	Newspaper, social media, posters and radio	
<b>Production of written/digital materials</b>	Design, materials, printing of pamphlets, posters, manuals or other educational or informative materials	

## WHAT COSTS ARE NOT ELIGIBLE?

- Capital equipment purchases
- Travel outside of Yukon
- Projects duplicating areas of responsibility or existing government programs
- Retroactive funding for projects/proposals that have already taken place
- Profit-making ventures
- Fundraising events

## HOW DO I SUBMIT MY APPLICATION?

### By mail

Crime Prevention and Victim Services Trust Fund  
Box 2703 (J-7)  
Whitehorse, Yukon Y1A 2C6

### By fax

867-393-6240

### By email

[crime.prevention@yukon.ca](mailto:crime.prevention@yukon.ca)

### In person

212 Main Street  
Suite 210, Second Floor  
Whitehorse

Applications must be typed or clearly printed and must include the following:

- The completed application form.
- Proof of revenues from other sources.
- Letters of support and/or Letter of support form(s).
- Partnership declaration form(s), if applicable.
- Video submission, if desired. Instructions can be found on the next page.



**NEW!**

Submit a video as part of your application.

[Find out more!](#)

### What are the deadlines?

- Spring applications must be submitted by **February 15 at 11:59 p.m.**
- Fall applications must be submitted by **August 15 at 11:59 p.m.**

*If the date falls on a weekend or statutory holiday, the deadline will be the following business day.*

**Late applications will not be considered.**

### WHAT HAPPENS AFTER I APPLY?

- The fund coordinator will review your application. You may be contacted to provide clarification or further information about parts of your application. It is important you provide prompt responses to these questions.
- The Crime Prevention and Victim Services Trust Board will review your application and make a decision.
- You will be contacted within six to eight weeks after the deadline regarding the status of your application. Projects cannot begin until after notification of approval. Make sure to plan your proposed project start date accordingly.

## VIDEO SUBMISSION INSTRUCTIONS

We are providing all applicants with the option to submit a short video with their application if they choose to do so.

### The video must:

- be no more than 5 minutes long; and
- be uploaded to YouTube.

**This video will be considered only in addition to your completed application.** Applicants who do not submit a video will not be at a disadvantage. The objective of submitting a short video in addition to the usual application process is to provide applicants with another means to describe or demonstrate their project.

Your video will be viewed by the Crime Prevention Victim Services Trust funding session attendees, which will include the Secretariat and the Board of Trustees. Your organization must use an “Unlisted” privacy setting as detailed below.

**Including a video link on your application is not a requirement. The deadline for submission of a video is the same as the deadline for applications.**

### Need help?

- [upload videos to YouTube](#)
- [change video privacy settings](#)

If you have any questions, please email [crime.prevention@yukon.ca](mailto:crime.prevention@yukon.ca) and note **CPVST Video Submission Question** in the subject line.



### How to upload a video to YouTube

1. Sign into [YouTube Studio](#).
2. **Click on the Upload button** located at the top right corner of the YouTube homepage.
3. **Select the video file you want to upload** from your computer or drag and drop the file into the upload area.
4. **Choose the visibility settings for your video.** Select “unlisted”
5. **Click on the Publish button** to upload your video to YouTube.
6. Under the video thumbnail is the video link. **Copy this URL.** If you are unable to find this once the upload is complete, open the video on YouTube and copy the URL link from the address bar of your web browser.
7. **Paste the URL** in the field provided on the application form ([page 6](#)).

# Application form

**Before applying, read through the CPVSTF Guidelines to ensure your project fits the criteria.**

Call the fund coordinator at **1-800-661-0408** or **867-667-8746** with any questions.

Go to our [website](#) for more information.

## Application checklist

**Ensure the following are attached to your application:**

- Completed application form
- Proof of revenues from other sources
- Letters of support and/or [Letter of support form](#)
- [Partnership declaration form](#) (if applicable)
- Optional video submission link (paste link):

*Applications must be typed or clearly written and contain sufficient detail.*

## How to submit

### By mail

Crime Prevention and Victim  
Services Trust Fund Box  
2703 (J-7)  
Whitehorse, Yukon Y1A 2C6

### By fax

867-393-6240

### By email

[crime.prevention@yukon.ca](mailto:crime.prevention@yukon.ca)

### In person

212 Main Street  
Suite 210, Second Floor  
Whitehorse

## Deadlines

*If the date falls on a weekend or statutory holiday, the deadline will be the following business day.*

**Late applications will not be considered.**

### Spring

February 15 at 11:59 p.m.

Spring project funding is available  
for projects starting **after April 15**

Please plan your project accordingly

### Fall

August 15 at 11:59 p.m.

Fall project funding is available  
for projects starting **after October 15**

Please plan your project accordingly

## Applicant information

Name of group/organization

Name of project

Mailing address

Postal Code

Contact person

Position/title

Phone number

Email

**Type of organization** (only choose one)

- |   |   |
|---|---|
| <input type="checkbox"/> Yukon First Nations government         | <input type="checkbox"/> Yukon non-profit society (non-First Nations) |
| <input type="checkbox"/> Yukon First Nations non-profit society | <input type="checkbox"/> Yukon municipality                           |
| <input type="checkbox"/> Yukon school council/board             | <input type="checkbox"/> Other:                                       |

**Where the project will take place** (check all that apply)

- |                                       |  |  |
|---------------------------------------|--|--|
| <input type="checkbox"/> Beaver Creek | <input type="checkbox"/> Burwash Landing | <input type="checkbox"/> Carcross        |
| <input type="checkbox"/> Carmacks     | <input type="checkbox"/> Dawson City     | <input type="checkbox"/> Destruction Bay |
| <input type="checkbox"/> Faro         | <input type="checkbox"/> Haines Junction | <input type="checkbox"/> Mayo            |
| <input type="checkbox"/> Old Crow     | <input type="checkbox"/> Pelly Crossing  | <input type="checkbox"/> Ross River      |
| <input type="checkbox"/> Teslin       | <input type="checkbox"/> Watson Lake     | <input type="checkbox"/> Whitehorse      |
| <input type="checkbox"/> All of Yukon | <input type="checkbox"/> Other:          |  |

## Project description

Describe your project in detail.

If you need more room to provide details of your project, please include an appendix.

**What do you plan to do?** *Include as much detail as possible.*

**Who is the target group?** *(maximum 400 characters)*

*Provide a plan to ensure their emotional, psychological and physical safety, and indicate approximately how many participants you are planning for and how they will be selected.*



**What difference are you trying to make? What needs or gaps is this project addressing?**  
(maximum 400 characters)

**How do you plan to provide project oversight?** (maximum 400 characters)

**How do you plan to provide financial oversight?** (maximum 400 characters)

**Describe the qualifications of the core people who will deliver your project.** (maximum 400 characters)

## Project objectives

Your project may fit into one or more of the following categories.  
Select all that apply and describe how your project will meet these objectives.

NOTE: this question will be asked again upon final reporting.

**Promote and provide services intended to reduce the incidence of crime.**

**Promote and provide services intended to prevent gender-based violence and violence against women and children.**

**Promote and provide services intended to address the root cause of criminal behaviour.**  
*Make sure you review the description for this objective provided in the CPVSTF guidelines.*

**Provide, publicize and promote information on the following:**

- How crime can be prevented.
- How people can protect themselves from being victimized by crime.
- The needs of victims.
- Services offered to victims.

**Promote and provide services to the victims of offences.**

## Timeline

Provide a proposed timeline for your project.

**EXAMPLE:**

<b>Time Frame</b>	<b>Activities</b>
May 1 – June 15	<ul style="list-style-type: none"><li>• Develop and plan information sessions.</li><li>• Confirm information session dates and venues.</li><li>• Confirm information session presenters.</li><li>• Advertise information sessions.</li></ul>
June 15 – August 31	<ul style="list-style-type: none"><li>• Host information sessions.</li><li>• Collect feedback from participants.</li><li>• Evaluate feedback.</li><li>• Prepare final reporting.</li></ul>

<b>Time frame</b>	<b>Activities</b>

## Project budget

What will your project cost and how will it be funded?

Expenses	Requested from CPVST	Other funding	Total cost
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### Administrative costs

Actual costs (maximum 10% of request)

### Program materials and supplies

#### Equipment (attach quotes)

- Maximum \$500 for purchase
- 10% of CPVSTF request for rental to a maximum of \$1,500

#### Travel

- Use current Government of Yukon mileage rate when estimating (xx cents CAD per kilometre)
- Visit [yukon.ca/travel-rates](http://yukon.ca/travel-rates) for the latest rates

### Wages/honoraria

Maximum \$300/day

### Rental/lease

### Utilities

### Advertising

### Production of written/digital materials

#### Other

(provide details)

**Total CPVSTF request**

**Total project expenses**

Revenues (if applicable)	Amount	Source	Confirmed (Y/N)
Fundraising			
Donations/contributions			
Participation fees			
Grants from other sources			
In-kind (describe type and details)			
Revenue (other)			
CPVSTF request			
<b>Total revenues</b>			

**Note:** Total Project Expenses must equal Total Project Revenues.

<b>In-kind contribution(s)</b>			
An in-kind contribution is a non-cash input that can be given a cash value.			
Contribution source	Estimated dollar value	Contribution details (facility, time, etc.)	Confirmed (Y/N)
<b>Total in-kind contribution</b>			

Provide detailed information of **all expense items** you are requesting funding for from the CPVSTF.

Expense item

Amount requested from CPVSTF

Expense details

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Expense item

Amount requested from CPVSTF

Expense details

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Expense item

Amount requested from CPVSTF

Expense details

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Expense item

Amount requested from CPVSTF

Expense details

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Expense item

Amount requested from CPVSTF

Expense details

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## Project evaluation

How will you evaluate this project and whether it met the fund's objectives?  
What information will you collect (e.g. participant surveys, statistical data collection, consultation with stakeholders)? If you are uncertain, please consult with the fund coordinator.

**What activities will you complete to determine whether this project met CPVST's fund objectives?**

## Declaration

In making this application we, the undersigned, declare to the best of our knowledge the information contained in this application is correct and all items of required information are enclosed. Further, should our request be accepted in part or in whole, that the funds granted will be used for the above stated purpose and that we will comply with all terms and conditions as outlined.

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**Signature**

(authorized representative of the organization)

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**Print name**

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**Date**



Providing funding for Yukon community projects aimed at preventing crime and supporting victims.

[Visit our website](#)