



CRIME  
PREVENTION  
& VICTIM  
SERVICES  
Trust Fund

## ***Crime Prevention & Victim Services Trust Fund*** **GUIDELINES**

### **IS THIS THE RIGHT FUND FOR YOUR PROJECT?**

⇒ Before applying please read through this package to ensure that your project fits the criteria. Please call the Crime Prevention Coordinator at 1-800-661-0408 ext. 5492, or 667-5492 with any questions or see our [website](#) for more information.

### **WHO CAN APPLY?**

- ⇒ Non-profit organizations
- ⇒ Municipal Governments
- ⇒ First Nation Governments
- ⇒ School Councils or Boards

**\*Individuals and businesses are not eligible.**

**\* Non-profit societies must be in good standing under the Societies Act.**

**\* Organizations with overdue reporting or financial obligations to the Government of Yukon are not eligible for funding. If you are unsure of your status please call the Crime Prevention Coordinator.**

## **WHAT IS THE PURPOSE OF THE FUND?**

**To fund projects which fulfill one or more of the following objectives:**

- ⇒ To promote and provide Yukon services intended to reduce the episodes of crime
- ⇒ To promote and provide services intended to prevent violence against women and children
- ⇒ To promote and provide services intended to address the root causes of criminal behavior
- ⇒ To provide, publicize and promote information on:
  - ✓ Crime prevention
  - ✓ Protecting oneself from victimization
  - ✓ The needs of victims
  - ✓ Services offered to victims
- ⇒ To promote and provide services for the victims of offences.

## **WHEN ARE THE DEADLINES?**

⇒ Applications must be received by:

- ✓ Spring deadline: February 15<sup>th</sup> @ 4:30 p.m.
- ✓ Fall deadline: August 15<sup>th</sup> @ 4:30 p.m.

(If these dates fall on a weekend the deadline will be the following business day)

⇒ Late applications will not be considered

## WHAT COSTS ARE ELIGIBLE?

Categories	What does this include?	Restrictions to the amount that can be applied for
Administrative costs	Includes items such as printing, photocopying, office supplies and materials	Actual costs only – no % mark-ups  Up to 10% of the total request from CPVSTF
Program materials and equipment		Up to 10 %of the total request from CPVSTF
Travel within the Yukon	Includes actual costs for gas, accommodation, meals, air fares to bring a facilitator or leader to the Yukon when equally qualified local persons are unavailable	Meal costs up to \$65.00 per day
Actual costs of wages, salaries, honoraria and professional and trades fees		Up to \$200 per day per individual
Rental or lease of dedicated premises to support the project		
Utilities related to the project		
Advertising and promotion of the project	Includes production of pamphlets, posters, manuals or other educational or informative materials	

## WHAT COSTS ARE NOT ELIGIBLE?

- ⇒ Travel outside of the Yukon
- ⇒ Projects duplicating areas of responsibility or existing government programs
- ⇒ Retroactive funding or projects/proposals that have already taken place
- ⇒ Profit making ventures
- ⇒ Fundraising events
- ⇒ The CPVSTF is not intended to provide permanent funding for any project

## WHAT HAPPENS AFTER YOU APPLY?

- ⇒ Your application will be reviewed by the Crime Prevention and Victim Services Trust Board.
- ⇒ You will be contacted within 4-6 weeks from the deadline regarding the status of your application.

## APPLICATION CHECKLIST

- ⇒ All applications must be typed or clearly printed.
- ⇒ Please ensure that the following are attached to your application:
  - ✓ Completed application form
  - ✓ Proof of revenues
  - ✓ Letters of Support
  - ✓ Partnerships/links with other organizations
- ⇒ Applications can be submitted:
  - ✓ By Mail:  
**Crime Prevention and Victim Services Trust Fund (J-7)**  
**Box 2703**  
**Whitehorse, YT Y1A 2C6**
  - ✓ By Fax: **1-867-393-6240**
  - ✓ In person:  
**Crime Prevention & Victim Services Trust Fund**  
**301 Jarvis Street (@ Third Avenue)**  
**Prospector Building (Second Floor)**  
**Whitehorse**