

VICTIMS ASSISTANCE COMMITTEE

of the Northwest Territories

VICTIMS ASSISTANCE FUND APPLICATION GUIDELINES

VICTIMS ASSISTANCE COMMITTEE

The Victims Assistance Committee of the Northwest Territories is a three-member advisory body appointed by the Minister of Justice under the *Victims of Crime Act* to promote:

- courteous and compassionate treatment of victims;
- redress (restitution) for victims for the harm that they have suffered;
- information to a victim about
 - the progress of the prosecution of the offence in which he or she was a victim,
 - the role of the victim in the court proceeding,
 - available social, legal, medical and mental health services and how to access them, and
 - reporting the crime and co-operating with law enforcement agencies;
- assistance to victims in bringing their views and concerns to the attention of the court;
- measures to minimize inconvenience to victims and to ensure the safety of victims;
- training for police, health, social service and other personnel as to the needs and concerns of victims; and
- research about services to victims and the needs and concerns of victims;

The mandate of the Committee is to make recommendations to the Minister on:

- disbursements from the Victims Assistance Fund;
- the development of policies respecting services to victims; and
- any other matter that the Minister may refer to the Committee.

Committee members serve three-year terms and presently include:

Gail Cyr	Chair	North Slave Region
Harriet Geddes	Member	South MacKenzie Region

VICTIMS ASSISTANCE FUND

The *Victims of Crime Act* also establishes a Victims Assistance Fund, which generates its revenue from victim fine surcharges imposed on offenders at the time of sentencing. It is a *special purpose fund* separate from the Department of Justice victim programs budget and is not used to provide direct financial compensation to individual victims.

The Minister may authorize disbursements from the Fund for community-based projects and activities which support or benefit victims of crime through:

- *training* geared towards sensitizing and informing community resource workers as to the needs and circumstances of victims of crime;
- *direct services* which assist victims through crisis response, personal support, follow-up assistance, victim information, and systems referrals;
- *public awareness and information* on the rights and responsibilities of victims, available services, the criminal justice system and its procedures, and any issues relating to victims of crime; or
- *research* into and the distribution of information about services to victims and the needs and concerns of victims.

Training & Development for Non-Profits

The Victims Assistance Committee recognizes that employees and volunteers are essential elements of a non-profit's ability to achieve its mission and that non-profits should invest in their training as a means to ensure quality management and services.

The Committee will support the efforts of non-profits to build their capacity for effective management and leadership through education, training and development of their volunteers, staff and boards.

The Committee may recommend funding for non-profits to attend territorial or national training and development events such as conferences, symposiums, seminars, courses or workshops directly related to victim issues.

The Committee may recommend one or more of the following cost items:

- ✈ transportation (e.g., economy airfare; gas & mileage)
- 🏠 reasonable accommodation rates (except when the event location dictate the use of a specific accommodation); and / or
- 📄 registration fee.

APPLICATION PROCESS

1. Guidelines and Forms

Interested individuals, groups or organizations should contact the:

Victims Coordinator, Community Justice Division

GNWT Department of Justice, at (867) 920-8951 or 6911 (collect)

to determine if their project or event is eligible to be considered for a disbursement.

Funding guidelines and an application form will be forwarded to those individuals, groups or organizations who express an interest in applying for funding.

2. Eligibility

Any person, group or organization may submit an application for funding. *Priority and preference* will be given to non-profit groups or organizations that are supported by their community or region to advocate for access to justice, fair treatment, and provision of services to victims (including secondary victims).

3. Application Deadlines

Applications for funding are expected to be received at least *EIGHT (8) WEEKS* prior to the commencement of the project or the training event to allow for:

- the departmental review and decision processes; and
- the applicant to take advantage of lower project or travel costs.

4. Review of Applications

The Victims Coordinator will first review the application for clarity, completeness and eligibility. Applicants may be contacted and on-site visits may occur.

The Committee meets on the **first Tuesday of each month** to review applications and make recommendations based on *project merit* and the following factors:

- geographical area / population density (distance, remoteness, costs to be incurred for travel and training);
- unique logistics (additional costs to access specialized services, winter roads, air service only);
- potential for community or regional financial support;
- available community, regional or territorial support or specialized services;
- other special circumstances that may be identified by the applicant; and
- available revenue in the Victims Assistance Fund.

Committee recommendations are submitted to the Minister for decision.

5. Notification of Decisions

Letters are forwarded to applicants informing of the decisions made respecting the application submitted.

- The Minister notifies successful recipients in writing.
- In cases where an application is denied or deferred by the Committee, the Chairperson will notify the applicant in writing.

6. Conditional Funding Agreements

Applicants approved for a disbursement must enter into a funding agreement that will outline terms and conditions to be met.

Some conditions outlined are requirements to:

- submit reports respecting progress of the project or event;
- make the best possible effort to ensure the safety of victims during the project;
- obtain liability insurance; and
- submit a financial statement when the project ends.

The recipient and a representative of the Department of Justice (Director, Community Justice Division) sign funding agreements (three copies) and/or amendments.

7. Financial Accountability

The levels of financial accountability and project reporting are as follows:

- A. \$10,000 or less
 - a report approved by the project coordinator
 - an itemized financial statement endorsed by the principal financial officer of the applicant
- B. over \$10,000 but less than \$20,000
 - a project report approved by the senior administration officer
 - an itemized financial statement endorsed by the principal financial officer of the applicant and approved by the senior administration officer
- C. \$20,000 or more
 - a project report approved by the signing authority of the

- Governing Body of the applicant
an audited financial statement prepared by an independent professional accountant

8. Payments

Disbursement cheques are issued after funding agreements have been signed and witnessed by both parties. The disbursement may be paid:

- in either a lump sum or installments; and
- at the times specified in the agreement.

9. Public Acknowledgement

Recipients are required to adequately acknowledge in any communication or information released to the public that *"Funding for the project / event was made possible by a disbursement from the Victims Assistance Fund by the Minister of Justice on a recommendation from the Victims Assistance Committee of the NWT."*

Please forward completed application form and supporting material to:

Victims Assistance Committee of the NWT
c/o Victims Coordinator
Community Justice Division
GNWT Department of Justice
PO Box 1320
YELLOWKNIFE NT X1A 2L9

For further information, contact the Victims Coordinator at:

Telephone: (867) 920-8951 or 6911 collect
Facsimile: (867) 873-0299

