

c) **Date your organization was incorporated:** _____

4. Your organization is a/an (check one):

- Aboriginal government/Band or Tribal Council
- Aboriginal voluntary organization
- Community coalition/network
- Education-related institution or association (e.g. school board, university, parent or teacher association)
- Non-profit business/private sector organization, association or society)
- Non-profit professional organization, association or society
- Non-profit voluntary organization, association, society or group
- Other (please specify) _____

5. Your organization is active at which level(s)?

- Neighbourhood/Local Provincial/Territorial Inter-Provincial/Territorial
- Municipal/City-wide National International
- Regional

6. What need does your organization fulfill in the victim community you serve? *(For example: do you serve victims who are culturally, geographically or physically isolated; is there a lack of victim services in your location or for the victims you serve?)*

7. Describe the programs and services your organization provides to victims of crime. *(Include information on your organization's mission, mandate and objectives.)*

8. Describe how your organization supports the objectives of the Victims Fund and the Federal Victims Strategy.

9. Describe the expertise, skills, interest and experience that your organization brings to your work with victims of crime.

10. Explain your organization's capacity to manage Time-Limited Operational Funding. *(For example: describe your governance structure, including Board of Directors, and over-sight mechanisms, human resources, and any partnerships that help fulfill the mandate of your organization.)*

11. Financial Management:

a) Have you ever received funding from the Department of Justice Canada?

- Yes – Please provide following information: No

Date	Project Title	Amount	Results Achieved

--	--	--	--

b) On projects previously funded by the Department, was a final report submitted?

Yes No – Why? _____

c) Provide a copy of a current audited financial statement.

d) Provide a copy of your organization’s Strategic Plan, Business Plan and/or Work Plan, as applicable.

e) Amount requested:

a. Year One \$_____ (maximum \$75,000)

b. Year Two \$_____ (maximum \$75,000)

f) Provide a complete budget for all revenues and operating expenses incurred by your organization. Include all sources of funding: federal, provincial/territorial, corporate, charitable or private funders:

Total Budget	Year One	Year Two
Revenue	Amount	Amount
Expenditure	Amount	Amount
Total		

12. Explain your organization’s plan and capacity for sustained operations at the end of the Time-Limited Operational Funding period.

(For example: Refer to partnerships that are/will be developed and other sources of funding you will pursue)

13. Describe the success and positive impact on victims your organization will achieve with the assistance of Time-Limited Operational Funding.

14. Explain how your organization takes into consideration the following:

- a. Sensitivity to diversity and gender equality issues. *(For example: Your proposal should show how your organization would address the needs and experiences of participants/beneficiaries who come from different social and cultural groups, equity groups and diverse communities.)*

- b. Sensitivity to the principles of sustainable development and environmental awareness. *(For example: Your proposal should indicate how your organization will conduct its operations in ways that promote the sustainability of the environment.)*

- c. Sensitivity to the needs of the French-speaking Canadians outside Quebec or English-speaking Canadians in Quebec. *(For example: Your proposal should indicate how you would address the needs and experiences of these Canadians. Ex: Are there groups or organizations that represent these Canadians that would know about their needs and that you could partner with?)*

15. For Quebec organizations only

- a) Are the majority of your members from the Québec public sector, that is, appointed by the Government of Québec, a minister, a government agency, a municipal body, a school board or another public agency?
 Yes No

- b) Is your personnel appointed in accordance with the *Public Service Act* (of Québec) (chapter F-3.1.1)?
 Yes No

- c) Is more than half of your financing derived from Québec public funds, that is from the consolidated revenue fund, a government agency, a municipal body, a school body or another public agency?
 Yes No

- d) If you have answered “yes” to one of the above, you **must** enclose a copy of the Order in Council allowing your organization to negotiate and enter into an agreement with the Department of Justice Canada.
Enclosed