

AFRICAN-CANADIAN CHRISTIAN NETWORK

FUNDING GUIDELINES

TORONTO CHURCH/COMMUNITY PROJECTS

TO REDUCE AND PREVENT YOUTH VIOLENCE

With financial support from the Province of Ontario, the African-Canadian Christian Network (ACCN) invites applications for funding from Black churches in the Toronto area, working in partnership with other churches or community organizations, to assist Black youth lead violence free and productive lives.

Program Goal and Areas of Focus

The goal of the organization is to encourage and support Black Christian churches, either singularly or in partnership with other Christian churches and / or community organizations to develop and implement programs aimed at Black youth who face systemic barriers in their lives. Many of these young people have been affected by crime and violence within neighbourhoods across Toronto. The program aims to strengthen on-going communication and collaboration between church and community organizations, and to foster Black leadership in cooperative community efforts to support Black youth and families in the following four areas:

1. **Family** - Strengthening the Family
2. **Education** - Focusing on Education
3. **Employment** - Creating Employment Options and Opportunity
4. **Justice** - Crime Prevention, Justice and Rehabilitation

Key Objectives

The following are some key objectives of the organization:

- Involve community organizations, workers, artists, arts organizations, churches, educators and other professionals to work for the betterment of the youth in joint effort
- Foster leadership and ownership of the problems and solutions by the Black community
- Maximize on Toronto's Black Christian community's unique capacities – safe gathering places and communities of caring people whose actions directly influence the lives of Black youth
- Build the Black community's capacity to address community priorities
- Expand on good work already being done in neighbourhoods
- Break down silos in communities and open up avenues for ongoing communication
- Increase the engagement of Black youth in the community to prevent crime and to rehabilitate first time offenders
- Improve relations between the Black community and the Police

**ACCN FUNDING PROGRAM
AREAS OF FOCUS AND EXAMPLES OF ELIGIBLE ACTIVITIES**

* NOTE: The following lists of examples are provided only to illustrate the type of activities that will be considered under each area of focus.

This is not a complete list of eligible activities.

1. STRENGTHENING THE FAMILY

We will consider projects that support stronger Black families. For example:

- Family matching programs
- “Surrogate father” or “big brother” programs
- Life style and parenting courses for young people
- “Rites of passage” programming
- Initiatives to encourage the participation of youths and their parents in community and cultural activities

2. FOCUSING ON EDUCATION

We will consider projects that encourage, protect and model the value of education among Black youth. For example:

- Homework clubs
- Camps, sports and recreational activities which emphasize skill development, deportment and pro-social behaviour
- Artistic and creative activities
- Leadership programs
- Efforts to enable students to obtain post-secondary education
- Initiatives such as advocacy that ensure the continued educational success of youth facing suspension or expulsion from school

3. CREATE EMPLOYMENT OPTIONS AND OPPORTUNITY

We will consider projects that increase employment and economic opportunity for Black youth. For example:

- Job skills training, job search training or financial management training opportunities
- Efforts to expose Black students to a variety of career paths
- Outreach efforts to promote hiring of Black youth
- Mentoring of youth by Black positive role models in a variety of professions
- Business development resources for Black entrepreneurs
- Apprenticeships and co-op placement opportunities

4. CRIME PREVENTION, JUSTICE AND REHABILITATION

We will consider projects that encourage Black young people's understanding of their civic responsibilities as well as initiatives that build bridges between Black youth, police and justice authorities. For example:

- Civic education programs
- Community/Police relationship-building activities
- Restorative Justice and diversion programs
- Efforts to successfully reintegrate Black youth who have been convicted of a crime into society
- Prison chaplain initiatives

Eligibility: Who will we fund

The program is open to applications from Black churches that may apply singularly or in partnership with another Christian church or community organization who meet the project criteria.

The ACCN Grants Program is open to applications from:

1. A Black Christian Church with registered charitable status as a single applicant
 2. A Black Christian Church with registered charitable status in partnership with one or more Christian Church(es) or faith group(s), with the Black Church being the Lead Applicant
 3. A Black Christian Church with registered charitable status in partnership with one or more Community Organizations. The Black Church must be the Lead Applicant.
- Project assessment will consider the extent to which the Black churches and community organizations are engaged in collaborative efforts to shape and contribute to the successful implementation of the project.
 - The project must operate within neighbourhoods in the Toronto area.
 - The focus of the leadership of the projects proposed must be demonstrably identifiable with and committed to resolution of the problems confronting Black youth.
 - The Lead Applicant is the designated financial management partner who will be required to sign a Contractual Agreement with the ACCN.

Ineligibility: Who will we not fund

- Individuals
- For-profit organizations
- Private or Public Foundations
- Organizations whose purpose is lobbying government or involved in political activities as defined by Canada Customs and Revenue Agency

What we will fund

The ACCN will fund reasonable project costs related to administration and evaluation, which may include items such as:

- Personnel costs that is within current market rates. Applicable job descriptions must be included.
- Dedicated project space. If the church facility will be used for programming, the ACCN looks favourably at projects that offer such rental cost as “in-kind” contribution.
- Honoraria for volunteers involved in the project.
- Refreshments, transportation and supplies for project recipients.
- Delivery and materials costs.
- Some hardware and software costs that are within current market rates. Applicants are required to provide 3 price quotations with the budget. We encourage you to purchase desktops as opposed to laptops as it may be challenging to secure them in a community space. Loss of your hardware may impact your program and the ACCN will NOT authorize the replacement.

Project administration costs are offered to increase the likelihood that funded projects will have the administrative and management support they need for successful implementation. These costs should not exceed 15% of direct project expenditures.

What we will not fund

The applicant must demonstrate that the activity for which funds are sought will be discharged without financial gain for any of the organizations involved in the project, its members and directors. ACCN Grants Program will not fund:

- Regular Church Programs
- Capital Expenditure e.g. Purchase of land, building, etc.
- Expenses not related to the project
- Expenses incurred before approval of the application
- Projects outside of the City of Toronto
- Project deficits
- 100% of total project cost

Criteria for Project Selection:

The ACCN will fund projects within its pre-determined budget that are best aligned with its goals and objectives. While the ACCN funds projects in four areas of focus, the organization is encouraging churches to design projects and submit proposals in the areas of Crime Prevention / Justice and Employment.

Each funding cycle, preference will be given to projects with the following criteria:

1. Completed applications.
2. Sound financial and operational planning as demonstrated in the audited or unaudited financial statements.
3. A balanced and realistic budget that is completed using the spreadsheets included on the website.
4. Financial and in-kind investment in the project by the lead applicant and its partners
5. Evidence of skilled and experienced leadership reflective of and sensitive to the needs of the Black community.
6. Compelling evidence of the organization(s) ability to implement and complete the project.
7. Clearly articulated and realistic work plans with attainable goals and measurable project outcomes.
8. Persuasive rationale and potential for benefit to the youth and community.
9. Clear articulation of how the project will help reduce youth violence with identifiable behavioural change(s).
10. Ability to offer the program:
 - a. to attract and retain clients from the broader community (external of the church)
 - b. free of charge or at a nominal rate

Funding Period

The projects for this funding cycle will be awarded to the grantees for a period of no more than 1 year.

Grant Size

Grants will generally not exceed \$50,000.

Before you submit your application:

Read the section entitled, “COMPLETING THE APPLICATION FORM”. This section gives you some insight as to what we are looking for in the completed application.

- Have someone who is not familiar with your project review your application. The ACCN grant reviewers are depending on you to tell them everything they need to know about your project to inform their decision. When you are very close to the project, you may not recognize the gaps in articulating the project description.
- Answer every question on the application form.
- Do not append an application that you may have submitted elsewhere, including what you may have submitted to the ACCN in an earlier Call For Proposals. Take the time to format the information as required in the application form available on the website. If the reviewer cannot find the information that they need to score your proposal, you will be putting your organization at a disadvantage.
- Ensure that there is a flow in your information. Your objectives; your activities, your budget must all be cohesive and consistent. This tells the reviewer that you know what you want to do in your project and that you have thought through the process.
- Review your budget and ensure that it is correct. If you are approved, you cannot make changes to the budget. We are looking for a “zero” based budget. Your revenue should be equal to your expenses.
- If you have “in-kind” income, remember to reflect as a corresponding expense.
- Go through your checklist and ensure that you have included all applicable material.
- We ask for 5 signed copies of the application, including the supporting material. Please ensure that they are all there before you submit your application.

If You Are Approved For Funding

- We will contact all applicants by e-mail advising them of the status of their grant applications. For those projects not selected for funding, we will endeavour to provide you with feedback from our grant review team.
- If your project has been approved for funding, you will sign a contractual agreement with the ACCN. We will release funds based on your submitted budget. You will receive your grant in instalments as specified in your contract. You will be required to provide reports on the progress of your project at specified intervals, along with your successes, so that we can celebrate them.
- All successful applicants will complete capacity building training as determined and provided by the ACCN.
- Failure to satisfy the reporting requirements stated in the contract, and as outlined in the reporting template, will result in the ACCN not disbursing the next grant instalment payment.
- The ACCN reserves the right to require additional information to assist us in monitoring your project.

- Public acknowledgement must be made on your publications and material indicating that the project was funded by The African-Canadian Christian Network (ACCN). Our logo must be placed on all material associated with your project.

Deadline for Applications

Applications must be received by 4:00 p.m. on February 12th, 2008.

How to Apply

Application is by submission of five (5) completed copies of the application forms along with all required attachments. Incomplete submissions will not be reviewed.

Signed applications with required attachments must be submitted in a sealed envelope and addressed to:

**The African-Canadian Christian Network
The ACCN Fund
60 Signet Drive, 3rd Floor
Toronto, ON, M9L 2Y4**

Submissions will not be accepted by fax or e-mail.

COMPLETING THE APPLICATION FORM

(If you have further questions, please feel free to send us an e-mail at info@accntoronto.com or call the office at 416-744-3084)

SECTION B - ORGANIZATIONAL OVERVIEW

Please note that ACCN’s preference for communication is by e-mail. Please include an e-mail address that you regularly check. Also include a phone number at which you can be easily reached.

This section also allows you to tell us about your experience in community programming.

Partner Information

This section gives us insight about your partner’s experience in community programming.

SECTION C- PROJECT DETAILS

Project Overview

- Consider Question number 2 (Your 60 words or less summary) your executive summary. Complete this question last. It should encapsulate the essence of your project. If your project is approved for funding, this description will be published.
- Conduct an environmental scan and list what other organizations are offering a similar program. It is not effective to have 10 funded after school programs on one block. If you believe that your program is needed when there are similar programs, you need to provide a compelling reason as to why the ACCN should fund yours.

Project Objectives

Whatever you include in the proposal will be determined by your project objectives. This is a “High Level” description of what you want to accomplish. Your objectives must be SMART – Specific Measurable, Achievable, Realistic and Timed.

Here are some questions that you need to ask and answer as you state your objectives:

Specific	Measurable	Achievable	Realistic	Timed
• What exactly are we going to do, with or for whom?	• How will we know that the change has occurred?	• Can we get it done in the proposed timeframe?	• Do we have the resources available to achieve this objective?	• When will this objective be accomplished?
• What strategies will be used?	• Can these measurements be obtained?	• Do we understand the limitations and	• Is it possible to achieve this objective?	• Is there a stated deadline?

Specific	Measurable	Achievable	Realistic	Timed
		constraints?		
• Is the objective well understood?		• Can we do this with the resources we have?		
• Is the objective described with action verbs?		• Has anyone else done this successfully?		
• Is it clear who is involved?		• Is this possible?		
• Is it clear where this will happen?				
• Is it clear what needs to happen?				
• Is the outcome clear?				
Will this objective lead to the desired results?				

Example of a SMART objective for a Crime Prevention Program:

“We will reduce the rate of recidivism from 10% to 5% by the end of the first year of programming”

An example of an objective that is **NOT** SMART

“We will reduce youth violence”

- The client, the community and your organization should benefit from your project. Describe how all three will benefit.

Project Needs Assessment

- It is important to understand the needs of the community. Designing and offering a program based on secondary research does not mean that the clients will come. Talk to your community. Ask them:
 - What do they need?

- What challenges are they experiencing?
- What do they perceive to be the solution(s) based on the challenges they experience?
- What is preventing them from overcoming these challenges?
- Are they willing to pay for the service offered?
- If so, what is the threshold for the associated cost?
- What will prevent them from coming to your program?

Secondary research

List and attach the other support material for the identified needs of the community, and relate the association to the identified need.

If you have successfully completed a similar program and have an evaluation, please list and attach with your application.

Project Model and Design

Here you have an opportunity to tell us all the details about your project. Everything that you do should align with your objectives. Your project is a solution to an identifiable challenge in the community. Describe how the solution addresses the challenge. The success of the program will not be measured solely on the numbers, but most importantly on the behaviours of the participants that will be improved.

Have you done this project before?

If you have delivered a similar project, tell us about your successes and challenges.

Take the time to tell us about your organization's capacity. Should your project be approved for funding, it gives the ACCN some insight into the support that we need to provide for the funded projects.

Your Project Activities

Itemize the things that you have to do for this project. Should you receive funding, you should have the manpower in place to support your timetable.

Example of an activity

If you have to hire a project coordinator, some of your activities will be to post the job, conduct interviews, do reference checks, and make the offer. Determine who will complete the tasks and when. Such activities will have to be completed before you open your doors to offer your program. Your program start date will be subsequent to the above activities.

Evaluation

Evaluation is a process that begins with the program. Do not leave this for the end. Having a third party complete this is preferable. A good evaluation can be used as a marketing tool when you seek other sources of funding.

Volunteers

Volunteers are your greatest resource. Challenge them to contribute, but don't forget to recognize them. Set up the systems up front to measure their hours. Your ability to mobilize and retain your volunteers, keeps your program cost down as well as sends a great signal to potential funders. Strong interest and participation by volunteers suggest long-term sustainability of your efforts. Volunteers also help to raise the visibility of your program in the community.

Marketing To Your Community

Designing and implementing successful church programs are quite different tasks from offering community programming. Church programs can rely on a captive pool of clients from their membership.

To attract and retain young people from the community, churches have to be creative in the way they market to their target population. Your programs must be relevant to their needs and most importantly, your service deliverers must be non-judgemental. Your literature must be inviting, not condemning. Flyers are not the most effective ways of marketing to this audience. Devise a creative marketing plan to reach and retain your clients in tune with what is appealing and reassuring to the target audience.

SECTION D – Partnership

One of the goals of the ACCN is to foster partnerships between churches and community groups. We encourage you to ensure that the terms of the agreement are clearly pre-determined and documented. Please see the “The Sample Collaborative Agreement” on our website that you may want to customize for your use. The document must be signed by the partners before submission. We strongly urge you to have this document reviewed by your legal counsel.

SECTION E – Financials

Let the accountant for your church assist with this part of the application.

We ask for audited, if available or unaudited financial statements for the last 2 years to give us some frame of reference for the church's financial management. The ACCN does not look favourably at financials with deficits.

Remember that your expenses cannot exceed your revenue as your program will fail. Your revenue cannot exceed your expenses as the ACCN will determine that you do not need all the funds that you are requesting.

The numbers in your budget cannot change after you have been approved, so please be comfortable with what you have stated. The ACCN monitors the budget to actual expenditure.

When you prepare your budget, consider the amount of unconfirmed funding that you have listed to support your program. If these funds are not confirmed at the time of approval, the ACCN will not disburse money to you until these sources have been confirmed.

We will NOT review your application if you have not completed the budget in the templates entitled Appendix B and Appendix B1.