

# GUIDE FOR SUBMISSIONS:

REQUESTING FINANCIAL SUPPORT

## *Aboriginal Justice Fund*



Department of Justice  
Canada

Ministère de la Justice  
Canada

Canada

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SUBMISSIONS:**  
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## **INTRODUCTION**

The Aboriginal Justice Directorate of the Department of Justice Canada administers a discretionary contribution fund called the Aboriginal Justice Fund. The Fund provides money for the development of programs and services, training and public legal education projects, the establishment of a resource centre function, cross-cultural training, consultations undertaken by national aboriginal organizations, as well as research studies related to aboriginal justice issues. Funding is available to individuals, groups and government agencies that are involved in aboriginal justice priority areas.

This guide is intended to help applicants understand the application procedure and eligibility criteria and to ensure that project submissions are complete.

More detailed information may be obtained by telephoning or writing to:

Aboriginal Justice Directorate  
Compliance and Aboriginal Justice Sector  
Department of Justice  
130 Albert Street, 8th Floor  
Ottawa, Ontario  
K1A 0H8  
(613) 957-4705



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## DEFINITIONS

The following definitions will help you to understand the terminology used in this guide.

**Applicant:** An individual, organization or agency that submits an application for funding.

**Audit:** An approach to verify compliance with the financial terms and conditions of a contribution agreement.

**Compliance:** Acting in accordance with the terms and conditions included in the contribution agreement.

**Contribution:** Conditional financial assistance which is subject to an audit.

**Contribution Agreement:** An agreement that binds the Department of Justice and a Recipient. It describes the legal obligations of both parties and the terms and conditions of payment.

**Discretionary Contribution Fund:** A fund that allows the Department of Justice to award contributions. Contributions can be awarded only by the Minister of Justice and Attorney General of Canada.

**Project Evaluation:** A review and assessment of a funded project to see if it has met all of its objectives.

**Program Manager:** A manager of the Department of Justice who has direct responsibility for a contribution program.

**Recipient:** An individual, organization, agency or province that receives contribution funds.

## OBJECTIVES OF THE FUND

The basic objective of the Aboriginal Justice Fund is to foster improvements in the responsiveness, fairness, inclusiveness, and effectiveness of the justice system as it affects aboriginal peoples. Other objectives include:

- the testing of innovative arrangements for greater aboriginal responsibility in the administration of justice;
- the promotion of a tripartite process (federal and provincial or territorial governments and aboriginal peoples) to strengthen the relationship between aboriginal peoples and the justice system;
- the strengthening of a partnership with aboriginal peoples by helping them to identify their justice problems and testing, through pilot projects, mutually acceptable solutions;

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- the facilitation of the establishment and the maintenance of an ongoing resource network;
  - the promotion, development and testing of multi-purpose information exchange and consultation mechanisms for the benefit of aboriginal peoples and communities at various levels of government;
  - the testing of new approaches and models in the delivery of legal services to aboriginal people;
  - the carrying out of consultations, independent socio-legal research and data collection and analyses on a broad range of issues;
  - the development, implementation and monitoring of pilot projects addressing aboriginal justice issues; and
  - the development and establishment of cross-cultural training for judges and justice officials.

**NOTE:** Project proposals submitted to the Department for consideration must fall within the existing constitutional framework and the justice system as a whole and must support stated federal policy objectives.

## **CATEGORIES AND PRIORITIES OF PROJECTS**

### **A) Categories**

Projects are divided into five major categories as follows:

#### **1. Policy Consultations and Coordination**

Project contributions will be made available to national aboriginal organizations in order to assist them in carrying out internal consultations, independent socio-legal research, and data collection and analyses on a broad range of issues of national concern to aboriginal peoples, and in consulting with various levels of government.

#### **2. Cross-Cultural Training**

Within existing structures, new and enhanced training courses and sensitization programs for judges and Justice officials will be funded.

#### **3. Public Legal Education and Information (PLEI)**

Project contribution funding will be made available to test current PLEI approaches for aboriginal peoples, to develop new and innovative ways of delivering PLEI to them, and to inform



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them about the legal system and their rights and responsibilities in a way that reflects and is consistent with their special cultural needs and aspirations.

#### **4. Resource Centre**

In order to provide information and assistance to organizations and communities involved and interested in aboriginal justice issues, financial support will be provided for a resource centre which will serve as a repository and clearing house for information and as a centre for the exchange of ideas related to new developments in this area.

#### **5. Pilot Projects**

The special cultural needs and aspirations of aboriginal peoples will be of the greatest importance in the funding of pilot projects. Pilot projects will reflect the need to foster improvements in the responsiveness, fairness, inclusiveness and effectiveness of the justice system as it affects aboriginal peoples.

#### **B) *Priorities***

Priorities for each of the components of the Aboriginal Justice Fund (i.e. categories of projects) will be established on a yearly basis. It is therefore advisable to contact a Department of Justice officer before developing a project proposal. This officer will be in a position to provide information on current priorities.

However, project contribution funding will be provided for projects that relate to the categories referred to above. Some of the substantive areas that may be subject to Departmental contributions are:

- comprehensive legal services;
- alternative dispute resolution;
- diversion;
- involvement of aboriginal people in the justice process;
- customary law;
- alternative approaches within the existing constitutional framework;
- crime prevention; and
- improved services to women, victims and youth.

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## **APPLYING FOR FUNDING**

An application form and a detailed proposal are required when applying for funding. The form may be obtained by contacting the Department of Justice.

In order to avoid unnecessary delays in the review of your proposal, please ensure it includes all the information outlined below. (For your convenience, a checklist is provided in Appendix I.)

The completed proposal should include the following information:

- **Name, Address, Telephone Number**

If you are applying on behalf of a group, you should include the name of your organization and the names of the people who would be involved in administering and carrying out the project. Applications must also name an individual project manager responsible for administering the project.

- **Description of your Organization** (if applicable)

Describe your organization, its history, activities and accomplishments. You may be required to submit proof of incorporation if your group is a voluntary or non-governmental organization. You should also explain how your organization would administer and monitor the proposed project.

- **Project Title**

The project's title helps Departmental staff to understand its objectives. The title should accurately reflect the goals and focus of your project. The process of choosing a title can also help you to clarify what you want to accomplish with your proposed project.

- **Identification of a Need or Problem**

State why your project is necessary – that is, the need or problem it addresses and the target group. Describe and analyze the problem, and state how long it has existed and how you came to define the need. Discuss how your project will help to meet the need and how your approach will differ from the work of others who may be trying to solve the same problem. The information you provide about the problem should be sufficient to justify the need for your project.

- **The Objectives of the Project**

Objectives are what you want your project to achieve. State them simply and keep your objectives realistic and attainable (e.g. "To recruit

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and train 10 volunteers in the first three months"). Explain how meeting your objectives will help to solve the problem or meet the need that your project addresses.

- **Project Description**

The description of your project should provide clear and detailed information. The Department's staff may not be familiar with your project, and they will rely on your description to tell them what it is about. Include basic information about the type of project (for example, a training workshop); the duration of your project (when it will begin and end); the scope of your project (international, national, provincial, or local); the centre of your activities (rural, urban, or both); and the group your project will serve (the general public or a more specific target group such as young offenders, native peoples, or women).

- **Workplan**

Describe what you will do and when you will do it and explain how these activities will help you meet your objectives. Provide a schedule. Your workplan, like your objectives, must be realistic. Make sure the schedule and tasks match the resources available, including the financial resources being requested from the Department.

- **Evaluation**

Develop a method of tracking the progress of your project. The results of an evaluation should tell you if you have met your objectives and the tasks included in your workplan. Decide on the ways you will measure your success, and schedule dates for evaluating your progress. Consider how you will measure the impact of your project on your target group. Because progress reports provide valuable opportunities to reflect on your accomplishments and make any necessary modifications to your workplan, it is important to plan for them in your project proposal.

- **Project Management**

Choose your project manager carefully. This person will be responsible for making sure that the project is supervised on a day-to-day basis, that accurate records are kept, that finances are properly administered, and that regular progress reports are submitted to the Department. In addition, you should provide information on how the project will be managed. For example, will there be a Board of Managers, an Advisory Board or a Steering Committee? How often would such a committee meet? What will its mandate be? Will there be any involvement of the funding agencies, the community or specialists in the subject matter?

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- **Follow-up Activities**

Outline the follow-up activities you will undertake to share the results of your project with other interested organizations and individuals who did not participate in the project. These activities could take the form of a separate publication such as a pamphlet, or could involve the development of networks to exchange information.

- **Budget**

Your budget should accurately reflect:

- a) all revenue, including "In kind" support;
- b) all expenditures associated with the project; and
- c) the amount you are requesting from the Department of Justice, with the costs it is expected to cover.

- a) **Revenue**

List all other potential sources of funding and "in kind" support for your project, including other federal government departments, provincial/territorial governments, municipal and local governments, and private foundations. The Department will not contribute 100 percent of the total costs of the project. State the contributions you have received or expect to receive from each source and, if possible, the name of a contact person. Indicate if these contributions are to be used for a specific item in your budget, such as the printing of a pamphlet. Some contributions may not be money but rather specific goods or services. Include any revenue your project is expected to generate, such as that earned through the sale of a publication.

If you have received previous contributions from the Department of Justice or other federal government departments, state the amount and the projects which were supported.

If you plan to continue your project after the Department's contribution ends, identify the expected sources of funding for ongoing activities.

- b) **Expenditures**

Your budget should accurately reflect all costs, including expenditures for staff, travel, office expenses (telephones, rent, utilities), support services (typing, photocopying, professional fees), equipment (rental or purchase) and necessary materials and supplies (such as videotapes).

If your project will be operating for more than six months, estimate your cash requirements for each three-month period.

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**c) Amount Requested from Department of Justice**

Your stated budget should clearly identify the amount you are requesting from the Department of Justice. Sample budgets are given in Appendixes II and III.

There are some conditions concerning the use of the Department's financial contribution. As a general rule, the Department will not fund entertainment expenses for participants in conferences, workshops or seminars, and only in exceptional circumstances will the Department fund honorariums for speakers at such events.

It is important to note that contributions made by the Department of Justice are always restricted to deficit funding of activities. This means that if your project is approved for a contribution of \$10,000, but in the end requires only \$8,000 to meet its expenses, the Department's contribution will be limited to the lesser amount.

**• Letters of Support**

Letters in support of your proposed project (from various levels of governments, tribal councils, private foundations and so forth) should also be submitted to Departmental staff along with your proposal.

## **REVIEW AND APPROVAL PROCESS**

Before your project can be approved for funding, your submission must undergo a thorough Departmental review. The most important consideration in this review is the project's relevance to the terms, conditions and priorities of the Aboriginal Justice Fund and to other Departmental responsibilities.

The Department may also consider:

- the nature of the project
- the target group for the project
- the scope of the project
- the duration of the project
- the experience and ability of the applicants to complete the project successfully
- endorsements from other organizations as indicated by letters of support
- the innovative nature of the proposed project
- financial contributions from other sources, including provincial, territorial, or municipal governments
- the level of the contribution requested from the Department
- the level of previous contributions from the Department
- available financial resources within the Department

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Decisions regarding funding may take eight to ten weeks after your completed submission has been received by the Department. If your submission is not complete, the decision will be delayed until the missing information has been provided.

The Department will notify you of its decision as soon as possible. If your project is not approved for support, you will be informed of the reasons.

## **IF YOU RECEIVE FUNDING**

Should your application be approved, you will have certain obligations to the Department. You will be expected to sign a **Memorandum of Agreement** that outlines the obligations of both parties. As part of the agreement you will be expected to:

- keep the Department informed about the progress of your project by submitting reports on the dates scheduled in your project workplan or agreed to between yourself and the Departmental program manager responsible for your file, by responding to requests for information about the status of your project, and by participating in Departmental evaluations of your project;
- submit written progress reports and a final report describing the accomplishments and outcome of your project once the funding period is completed;
- acknowledge the Department's financial support of your project in a form acceptable to you and to the Department;
- submit to the Department at least two copies of any materials produced during your project;
- keep accurate financial records to account for the handling of Department funds; and
- fulfil any other conditions included in the agreement.

Once the agreement with the Department has been signed, it generally takes several weeks before any payment is received. The manner in which payments are made is flexible and usually involves instalments.

## **MONITORING YOUR PROJECT**

As a financial contributor to your project, the Department wants your project to be a success. Program managers will be in touch with you to talk about the project's progress and to offer advice on how to complete your project successfully.

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If you require help in preparing your proposal, Departmental officials are available for assistance and consultation.





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# APPENDIX I

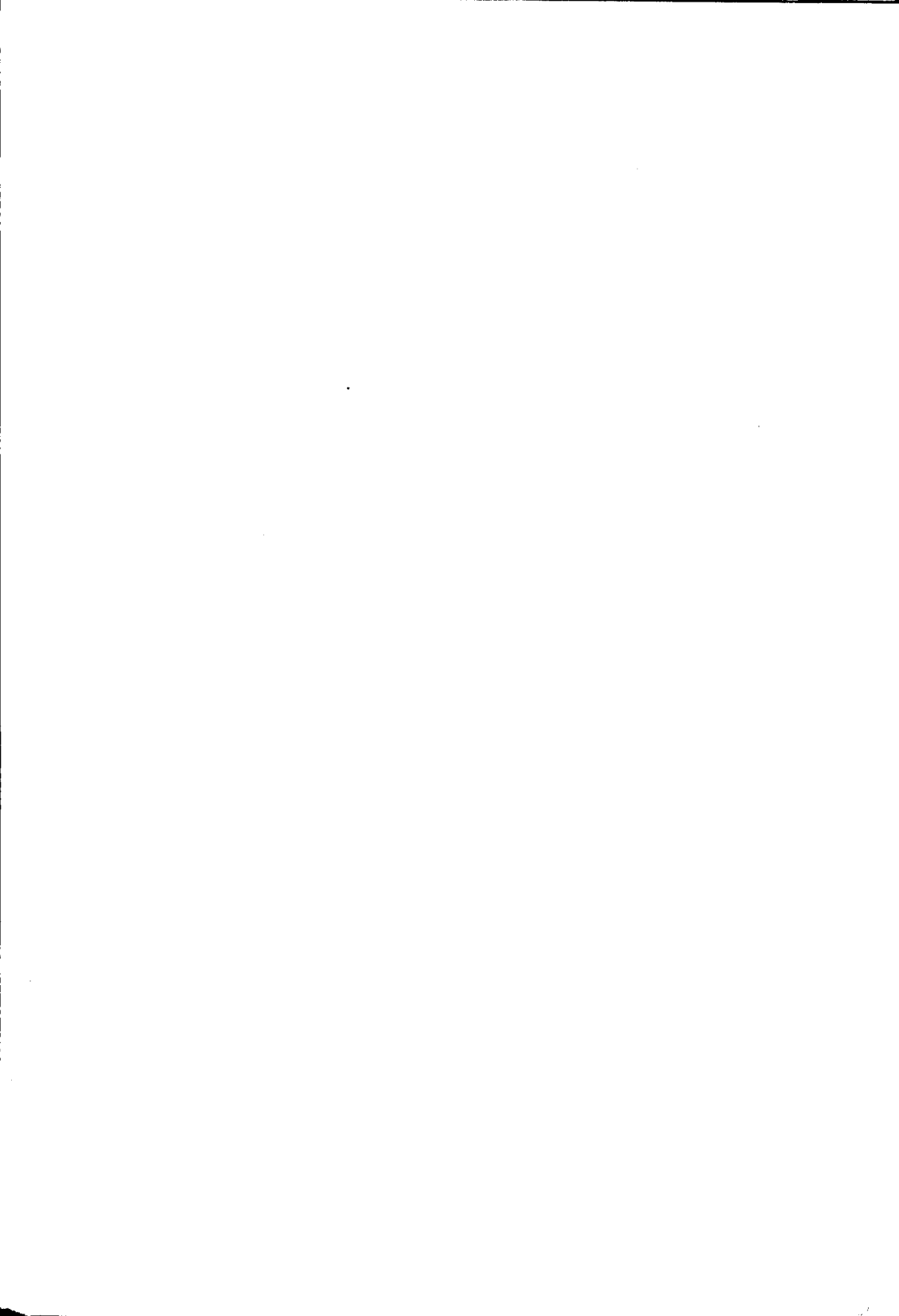
## Checklist for Complete Submission

**All applications should include the following:**

- Name, Address, Telephone Number \_\_\_\_\_
- Project Title \_\_\_\_\_
- Identification of a Need or Problem \_\_\_\_\_
- Project Objectives \_\_\_\_\_
- Project Description \_\_\_\_\_
- Project Workplan \_\_\_\_\_
- Evaluation Procedures \_\_\_\_\_
- Project Management \_\_\_\_\_
- Follow-up Activities \_\_\_\_\_
- Budget \_\_\_\_\_
  - Expenses \_\_\_\_\_
  - Revenue \_\_\_\_\_
  - Previous Contributions, if applicable \_\_\_\_\_
  - Other Funding Sources, if applicable \_\_\_\_\_
- Letters of Support \_\_\_\_\_

**Group applications should include as well:**

- Project Personnel \_\_\_\_\_
- Project Manager \_\_\_\_\_
- Organization Description \_\_\_\_\_
- Letters of Support \_\_\_\_\_
- Applicant's authority to request funding on behalf of organization (see sample conference budget in Appendix II for an example) \_\_\_\_\_



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## APPENDIX II

### Sample Conference Budget

Community Youth Workers Conference:  
The Volunteer's Role in Identifying Abused Children  
Osgoode Community Hall  
February 4 - 6

#### **Revenue**

Registration Fees of Participants	\$1,800.00
Cash Contribution from local Committee to End Abuse of Children	425.00
Cash Contribution from local Home and School Association	500.00
Cash Contribution from Group XYZ	500.00
Sale of Conference Proceedings	3,100.00
Refreshments for Participants (support in kind from volunteers)	155.00
Conference Rooms (support in kind from Company 123)	<u>500.00</u>
<b>Total Revenue from Other Sources</b>	<b>\$6,980.00</b>

#### **Expenses**

Stationery and Office Supplies	300.00
Postage	200.00
Long Distance Telephone Charges	225.00
Photocopying of Conference Materials	1,200.00
Audio Tapes (to record speakers)	600.00
Transcription of Tapes	600.00
Publication of Conference Proceedings	3,575.00
Refreshments for Participants	325.00
Rental of Videos on Detecting Abuse	300.00
VCR Rental	200.00
Conference Rooms	645.00
<b>Total Cost of Conference</b>	<b>\$8,170.00</b>

**Amount Requested from Department** **\$1,190.00**

I declare that I am authorized by the Community Youth Workers  
Association of ABC County to seek funding for this conference on their  
behalf.

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)



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## APPENDIX III

### Sample Program Budget

Central Interior Youth Services Division  
Diversion of Young Offenders Through Employment Program

#### ***Other Revenue***

Job Contracts	\$28,000
Local Fund-Raising	8,250
Provincial Government	
Youth Services Division	28,000
Corrections Division	<u>34,000</u>
<b>Total Revenue from Other Sources</b>	<b><u>\$98,250</u></b>

#### ***Expenses***

Salaries and Benefits	
Operational Management (3,200 hours)	\$45,000
Part-time Office Manager (1,000 hours)	13,500
One-third time Project Director (600 hours)	12,000
Youth Wages	14,500
Equipment and Supplies	3,250
Vehicle Expenses	8,000
Office Rent	3,900
Office Supplies	1,500
Postage	750
Telephone	2,000
Insurance/Licences	1,300
Professional Fees	1,100
Advertising	1,500
Bank Charges	<u>300</u>
<b>Total Cost of Program</b>	<b><u>\$108,600</u></b>
<b>Amount Requested from Department</b>	<b><u>\$ 10,350</u></b>

(N.B. Applicants should include an itemized budget for the Department's contribution)