

**Section 1 – Information on the organization**

Name of the organization:	
Address:	
City:	Postal code:
Telephone:	Email address:
Mailing address, if different:	
City:	Postal code:
<b>PERSON RESPONSIBLE FOR THE APPLICATION<sup>1</sup></b>	
Name:	
Title:	
Telephone:	Email address:

**Section 2 – Summary of the project and context of the application for financial assistance<sup>2</sup>**

Summarize your project and the context of the application for financial assistance.

<sup>1</sup> The person in the organization designated to administer the memorandum of understanding and any documentation pertaining to accountability for the financial assistance.

<sup>2</sup> Please add pages in the appendix if you require additional space to answer the questions.

### Section 3 – Eligibility of the organization responsible for the project

All eligible organizations that wish to obtain funds under the program must undertake to directly offer such activities or conclude an agreement with a resource that offers services to families or young people in their territory. In either case, they must demonstrate that they possess a minimum of two years of expertise in the realm of social intervention.

Describe the organization that will carry out the project and its work experience with a vulnerable clientele.

Present the intervener responsible for the activities.

*(In the case of a position to be filled in your organization, indicate the recruitment process and the profile of the candidate sought.)*

The intervener must at least satisfy the following criteria:

- possess experience with delinquent or vulnerable young people;
- be able to support young people and refer them to the appropriate resources;
- have training relevant to the realization of the activities targeted. *(In the absence of relevant, recognized training, the intervener must be supervised by a resource person who ensures adequate supervision.)*

**Section 4 – Eligibility of the project**

**Only projects aimed at developing protective factors to prevent or mitigate delinquency-related problems, including street gangs, in a defined territory of Québec are eligible.**

Present the selection criteria of the at-risk young people that the project targets.

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Describe the young people and the territory that your project targets.

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Describe the consultation mechanism that underpins the project.

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**Section 5 – Project follow-up committee**

The project must provide for a follow-up committee comprising key community partners with a mandate to:

- select the young people that the project targets;
- provide supervision for the intervener, if need be;
- facilitate the referral of young people displaying specific needs to specialized resources;
- ensure follow-up to the project and, if necessary, adopt remedial measures.

Does your project have a follow-up committee?	Yes		No	
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Describe the member organizations of the follow-up committee and their contribution.

Demonstrate the follow-up committee's ability to refer young people displaying specific needs to the appropriate resources.

**Section 6 – Work plan and time frame (12 months)<sup>3</sup>**

**General objective:**

**First specific objective:<sup>4</sup>**

Activities (what)	Means (how)	Time frame (when)	Individuals responsible (who)	Indicators of success <sup>5</sup>

<sup>3</sup> For more information, please consult:  
<https://www.securitepublique.gouv.qc.ca/police/publications-et-statistiques/elaborer-projet-prevention-crime.html>.

<sup>4</sup> Fill out one table per specific objective.

<sup>5</sup> For more information, please consult:  
<https://www.securitepublique.gouv.qc.ca/police/publications-et-statistiques/evaluer-projet-prevention-crime.html>.

Second specific objective:				
Activities (what)	Means (how)	Time frame (when)	Individuals responsible (who)	Indicators of success

Third specific objective:				
Activities (what)	Means (how)	Time frame (when)	Individuals responsible (who)	Indicators of success



Fourth specific objective:				
Activities (what)	Means (how)	Time frame (when)	Individuals responsible (who)	Indicators of success

**Section 7 – Budget**

Indicate the financial contribution of the Ministère de la Sécurité publique (MSP), the members, the partners, or other funding sources.  
 If possible, explain in detail each budget item.

**The following expenses are ineligible:** rent, the cost or purchasing computer equipment or any capitalizable property and amortization expenses, bonuses, vehicle maintenance or repair costs, the organization’s ongoing operating expenses, expenses incurred before the funding agreement came into force, and expenses incurred for purposes other than those directly related to the project supported.

**To obtain additional information on eligible expenses,** please consult pages 10 and 11 of the *Guide de présentation d’une demande d’aide financière*.

Budget item	Contribution from the MSP	Income from other sources		Total budget
		Organization that receives the grant	Partners	
Intervener’s salary				
Activity-related expenses				
Training expenses (where applicable)				
Travel expenses				
Troubleshooting expenses				
Management fees				
<b>Total</b>				

### Section 8 – Documents to be submitted:

- a supportive resolution in respect of the project designating a person responsible for the application for financial assistance;
- a 12-month work plan accompanied by a time frame;
- the budget;
- letters from each of the member partners on the follow-up committee providing details of their contribution.

**For the intervener, if he is already on the job:**

- a copy of the first-aid certificate or a copy of the emergency protocol in the event of an accident.

**For the organization responsible for the project's implementation:**

- the most recent activity report;
- the most recent financial statements.

### Section 9 - Declaration

I, the undersigned, \_\_\_\_\_ (full name in block letters), confirm that:

- the information provided in this application and the documents appended is complete and truthful;
- I have consulted and acknowledge the rules, terms and conditions in the *Guide de présentation d'une demande d'aide financière*;
- all information necessary to analyze the application has been submitted to the MSP;
- the submission of this application for financial assistance will not necessarily lead to its acceptance.

\_\_\_\_\_  
Signature of the authorized person  
by resolution

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Information request:**

Please contact the Direction de la prévention et de la lutte contre la criminalité by email at: [prevention.criminalite@msp.gouv.qc.ca](mailto:prevention.criminalite@msp.gouv.qc.ca).