



Department of Justice

Grants and Contributions Policy

1. Statement of Policy

The Department of Justice will assist individuals and non-profit organizations that direct their efforts to the enhancement of the administration of justice, provision of justice services and improved public understanding of the justice system in the Northwest Territories.

2. Principles

This Policy is based on the following principles:

- (1) Enhanced public awareness and understanding of the administration of justice results in better access to justice within the jurisdiction of the Northwest Territories.
- (2) Participation in national organizations gives the Government the benefit of research and information, which can be adapted to the Northwest Territories setting.
- (3) Enhanced participation by the public, communities and victims of crime in the administration of justice improves the effectiveness of the justice system.

3. Scope

This Policy applies to individuals and non-profit organizations that direct their efforts to enhancing the administration of justice, delivering justice services, improving public understanding of the justice system in the Northwest Territories and as detailed in the attached schedules.

4. Definitions

(1) Non-Profit Organization

Means organizations registered under the Northwest Territories *Societies Act* as non-profit in nature, or other non-profit local, territorial or national associations recognized by the Department.

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(2) Grants

An unconditional transfer of funds or assets where the recipient's eligibility and entitlement to it may be verified.

(3) Contribution

A conditional transfer of approved funds to a third party to fulfil a statutory obligation or other Government objective within a specified time frame.

5. Authority and Accountability

(1) General

This Policy is issued in accordance with Financial Administration Manual Policy Interpretation Bulletin 805.04.

(a) Minister

The Minister of Justice is responsible for establishing and publishing this Policy.

(b) Deputy Minister

The Deputy Minister of the Department of Justice is accountable to the Minister and responsible to the Minister for the administration of this Policy.

(2) Specific

(a) Minister

The Minister may:

- (i) approve changes to this Policy; and
- (ii) approve grants and/or contributions according to the terms and conditions outlined in this Policy and attached schedules.

(b) Deputy Minister

The Deputy Minister has the following authority and accountability, which he or she may delegate to the Director responsible:

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- (i) accept and review applications for grants and/or contributions made under this Policy; and
- (ii) make recommendations to the Minister with respect to applications reviewed under this Policy.

6. Provisions

(1) Eligibility

Eligibility is restricted to those individuals and organizations that come within the scope of this Policy, and as detailed in the attached schedules.

(2) Financial Conditions

Schedule A lists contributions and Schedule B lists grants. The financial conditions as detailed in the attached schedules apply.

In all cases, provisions for the review of the “Accountability Requirements” detailed in Schedule A Contributions will be further defined in a contribution agreement between the Department of Justice and the organization or individual.

(3) General Conditions

The general conditions as detailed in the attached schedules apply.


7. Financial Resources

Financial resources required under this Policy are conditional on approval of funds in the Main Estimates by the Legislative Assembly and there being a sufficient unencumbered balance in the appropriate activity for the fiscal year for which the funds would be required.

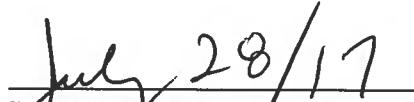
8. Prerogative Of Minister

Nothing in this Policy shall in any way be construed to limit the prerogative of the Minister to make decisions or take actions respecting grants or contributions to individuals and organizations who direct their efforts to the enhancement of the administration of justice, provision of justice services and improved public understanding of the justice system in the Northwest Territories outside of this Policy.

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Minister,
Department of Justice



Date

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GRANTS

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Schedule A-1

CONTRIBUTIONS

COMMUNITY JUSTICE INITIATIVES

1. Purpose

The Department of Justice issues contributions for community justice initiatives that promote and encourage the participation of communities in the justice system and the development and implementation of community-based alternatives to the formal justice system. Proposals must have as a goal the development or implementation of culturally relevant community justice initiatives involving both victims of crime and offenders.

2. Eligibility

Funding is primarily available to community-based agencies supporting Community Justice Committees. Funding to address local justice issues may also be available to other non-profit organizations, and community and regional organizations whose efforts directly benefit the people of the Northwest Territories.

3. Submission Process

Proposals are submitted to the Director, Community Justice and Policing, or designate in the Department of Justice.

To enhance community justice initiatives, communities are encouraged to seek funding from other government agencies and other community resources.

4. Supporting Data

Submissions for funding should include the following information:

- (a) description of the Community Justice Committee or organization making the application;
- (b) description of the initiative(s) or project(s) being proposed; and
- (c) detailed budget including all other actual or potential funding sources.

5. Accountability Requirements

The individual or organization will be required to submit a work plan at the beginning of the project as well as ongoing evaluation data and interim and final narrative reports, including financial statements.

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6. Amount of Contribution

Funding levels are based on a per capita model. Additional funds, above and beyond the initial allocation, may be provided by the Department. Project proposals, with supporting documentation, will be required for each additional request.

7. Method of Payment

Funding allocation will be made in two payments. The first payment will be made on completion and approval of a work plan and upon signing of a Contribution Agreement. The second payment will be advanced once an interim report and financial statement have been submitted and approved.

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Schedule A-2

CONTRIBUTIONS

VICTIMS PROGRAMS AND PROJECTS

1. Purpose

The Department of Justice issues contributions for the development or enhancement of community-based programs and projects that support or directly benefit victims of crime by providing information, emotional support, practical assistance (including help to prepare Victim Impact Statements), court orientation and referrals to other supporting agencies.

2. Eligibility

Funding is available to non-profit organizations and community or regional organizations whose efforts directly benefit victims of crime of the Northwest Territories.

3. Submission Process

Proposals are submitted to the Director, Community Justice and Policing, or designate in the Department of Justice.

To enhance services to victims of crime, communities are encouraged to seek funding from other government agencies and other community resources.

4. Supporting Data

Submissions for funding should include the following information:

- (a) description of the organization making the application;
- (b) description of the initiative(s) or project(s) being proposed; and
- (c) detailed budget including all other actual or potential funding sources.

5. Accountability Requirements

The individual or organization will be required to submit a work plan at the beginning of the project as well as ongoing evaluation data and interim and final narrative reports, including financial statements.

6. Amount of Contribution

The maximum annual contribution is typically \$75,000.00. However, in some exceptional circumstances (and if the funds are available), the Department may provide

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additional funds above and beyond the initial allocation. A project proposal will be required for each additional request.

7. Method of Payment

Funding allocation will be made in two payments. The first payment will be made on completion and approval of a work plan and upon signing of a Contribution Agreement. The second payment will be advanced once an interim report and financial statement have been submitted and approved.

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Schedule A-3 CONTRIBUTIONS

CORRECTIONS WILDERNESS PROGRAM

1. Purpose

The Department recognizes the importance of wilderness programs to help offenders reconnect with the land.

The Department of Justice issues contributions to support organizations that provide wilderness programs for offenders. These programs must support the reintegration of offenders and address root causes of offender criminality.

2. Eligibility

The Department has developed a two-part approach to wilderness programming, including a correctional facility wilderness program and a community probation office-based reintegration wilderness program.

The land must always be treated with respect; stakeholders must ensure that the land used for Corrections Service programs has been returned to its natural state.

Contribution agreement funding is available to organizations that can support the Corrections Service wilderness program through addressing root causes of offender criminality or for the reintegration of offenders upon release within communities as well as those offenders on a community sentence. Non-profit organizations intending on applying for funding must submit proposals in partnership with a local correctional facility or probation office, nearest to the applicant.

Any costs related to the operation of wilderness programming maybe expensed from Corrections Wilderness Program funding as deemed appropriate by the Director of the Corrections Service.

3. Submission Process

Proposals are submitted to the Director, Corrections Service, or designate in the Department of Justice.

4. Supporting Data

Proposals must meet the following criteria:

- (a) Identified in the application is how the program will address the offender's

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criminality with specific focus on how the program will assist with rehabilitation and reintegration.

- (b) Funding is not to be used to purchase capital equipment.
- (c) There is a requirement that applicants obtain and maintain all licenses, permits and insurances required for the delivery of the program, and shall comply with all applicable legislation, policies and regulations of the Northwest Territories.
- (d) Identify and plan for potential hazards of the wilderness program.
- (e) Description of the program, daily activities, program intent, methodologies, operational plan and a budget for fees and expenses is included in the proposal.

5. **Accountability Requirements**

The recipient will report on wilderness program activities and outline all expenditures to the Director, Corrections Service, or designate in the Department of Justice.

6. **Amount of Contribution**

The maximum contribution for each wilderness program application will be determined on a case-by-case basis.

7. **Method of Payment**

Payment will be made upon completion and approval of a program description and budget and upon signing of a Contribution Agreement. Final processing of payment or funding is approved by the Director of the Corrections Service.

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Schedule A-4 CONTRIBUTIONS

PROTECTION AGAINST FAMILY VIOLENCE PROGRAM

1. Purpose

The Department of Justice issues contributions to assist organizations to fulfil their responsibilities as designates under the *Protection Against Family Violence Act (PAFVA)*.

2. Eligibility

Funding is available to an organization that is designated to apply on behalf of applicants for emergency protection orders pursuant to *PAFVA* Regulation Section 2(1)(b).

3. Submission Process

Proposals are submitted to the Director, Community Justice and Policing, Department of Justice.

4. Supporting Data

Requests for funding should include a description of the services to be provided, the equipment required to fulfil designate duties and the type and frequency of statistical and qualitative information that will be collected.

5. Accountability Requirements

The organization will be required to provide quarterly reports and a final report on the year, which will include statistics, qualitative information and financial statements.

6. Amount of Contribution

The maximum annual contribution to an organization will not exceed \$105,000.00. However, in exceptional circumstances (and if the funds are available), the Department may provide additional funding.

7. Method of Payment

Funding allocation will be made in two payments. The first payment (60%) will be made upon signing the Contribution Agreement. The second payment (40%) will be advanced once an interim (first quarterly report) has been submitted and approved.

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Schedule B-1

GRANTS

NATIONAL JUSTICE ORGANIZATIONS

1. Purpose

The Department of Justice provides grants to organizations that work towards improving the Canadian justice system.

2. Eligibility

Organizations that may be supported include, but are not limited to, the Uniform Law Conference of Canada, the Canadian Forum on Civil Justice, the Commercial Law Strategy, the Canadian Association of Chiefs of Police, the Association of Provincial Court Judges, the National Justice Institute or other organizations.

3. Submission Process

The Deputy Minister, Department of Justice, has the responsibility to review and authorize approval for these grants.

4. Supporting Data

Annual reports of the organization or project are submitted to the Deputy Minister for review.

5. Amount of Grant

Grants are determined on an equity basis with each province and territory.

6. Method of Payment

Grant allocation will be advanced upon approval of a request.