



# Local Crime Prevention Project Grant Program

## APPLICATION FORM

### **Opportunity:**

The Crime Prevention Association of New Brunswick (CPANB) is offering a Community Crime Prevention Grant. This funding opportunity is being provided in the form of a Grant of up to \$1,000 per project and it is available to eligible communities and community crime prevention initiatives in New Brunswick.

### **Terms of Reference:**

- Projects MUST follow the CPANB Social Value Statement by striving to: “build safe and healthy communities through cross sector partnerships to advance knowledge transfer, research and best practices”.
- The project MUST recognize its partnership with CPANB, either by visual logos or text on brochures, booklets, promotional materials, etc.
- The project MUST promote crime prevention initiatives within the province of New Brunswick.
- Requests for funding from individual sponsors will not be considered
- The project sponsor MUST submit a final report outlining the progress and outcomes of the project. The final report will be due no later than 2 months after the completion of the project and should be sent to CPANB at the address noted below.
- All promotional items, ads, scripts, visuals etc, MUST be submitted to CPANB for approval prior to their use.
- CPANB reserves the right to use the project and or items created for future marketing and promotional purposes.
- The project sponsor MUST indemnify and save harmless the CPANB from all claims, demands, actions and causes of action of third parties that may arise from this project.

### **Application Process:**

- Applications are to be filled out completely with all details relevant to the project
- Applications are to be submitted to the CPANB Grant Program via email or regular mail.
- Applications must include one letter of support from a local organization endorsing the project activities.
- Applications are to be reviewed by the CPANB Grant Program committee.
- Recommended projects will be submitted to the CPANB Board for approval.
- CPANB will inform the applying Sponsor of approval or modifications required.



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**Project Name:** \_\_\_\_\_

**Project Sponsor:**

(Please provide Project Sponsor's name, contact person, address, telephone number, email address and fax number AND describe the sponsor organization's overall mission and goals)

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**Proposed Project:**

(Please describe how the project will address crime prevention issues; what project activities and/or items will be developed and delivered with the funding requested; and indicate whether this is a new or existing activity and how CPANB will be recognized)

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**Tools and Resources:**

(Please indicate what tools and resources will be developed. If you are using existing resources, please indicate these as well.)

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**Project timeline:**

(Please indicate what steps are needed to complete the project and associate a timeframe and anticipated dates on when these steps will be complete)

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**Projected Budget / Cost estimates:**

(On a separate sheet, please submit any cost estimates, quotes and financial breakdown relating to the creation, development & delivery of your project. Any other in-kind and funding partners for this project should also be identified in this section)

**Amount requested from CPANB: \$** \_\_\_\_\_

**Submitted by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

I am interested in becoming a member of CPANB

**Final Report:**

(A final report will be required at end of the project - the final report template is included on page 3)



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### FINAL REPORT

The project sponsor **MUST** submit a final report outlining the progress of the project no later than 2 months after completion of the project. No future funding request will be considered by CPANB unless the Final Report has been submitted. The following points outline the content of the various sections which constitute the final report.

- a) **Background:** Name of Project & Project Sponsor, contact person, address, telephone number, email address and fax number.
- b) **Terms of Reference:** A brief description of the situation leading to the establishment of the project; and a statement of the project's objectives as contained in the application form.
- c) **Results Achieved:** A description of the activities undertaken, success achieved, lessons learned and quantitative results.
- d) **Partner Recognition:** Please include examples of how/where the CPANB was recognized and provide all samples of materials where the CPANB logo was used.

**Final Reports MUST be completed within 2 months of project completion and forwarded by email to [lindapatterson100@gmail.com](mailto:lindapatterson100@gmail.com) or mailed to 47-100 Howe Court, Oromocto, N.B. E2V 2R3**