



# Crime Prevention Fund



Cree Nation Government

301 Queen Street  
Mistissini, Quebec G0W 1C0  
Phone: 418 923 2661 Fax: 418 923 2560  
[crimeprevention@creejusticefunds.ca](mailto:crimeprevention@creejusticefunds.ca)  
[www.creejusticefunds.ca](http://www.creejusticefunds.ca)

## Overview

This Policy sets forth the criteria and procedures for project funding application under the Cree Crime Prevention Fund (“**Prevention Fund**”) administered by the Cree Nation Government Department of Justice and Correctional Services.

The application of this Policy is subject to the maintenance in place of the Prevention Fund and availability of funds, as well as any relevant conditions and requirements under applicable agreements, including the *James Bay and Northern Quebec Agreement* (1975) and the *Agreement concerning the Administration of Justice for the Crees* (2007).

The Cree Nation Government reserves the right to terminate the Prevention Fund and/or repeal or amend this Policy and the criteria and procedures therein at any time without prior notice.

The Director of the Department of Justice and Correctional Services is responsible for providing support in the interpretation and application of this Policy.

In this Policy, the masculine includes the feminine, the singular includes the plural, and vice versa.

## A. Context

1. It is now widely recognized that crime prevention is essential to the long-term protection of our communities. It is considered by the Cree-Quebec Judicial Advisory Committee as an important component of the administration of justice.
2. Crime prevention requires addressing the underlying causes of crime and developing and implementing culturally sensitive crime prevention programs and practices that reduce and prevent offending among individuals at risk.
3. It is also recognized that crime prevention programs and services contribute to creating safer communities, which is the purpose of this Policy and which constitutes a priority for the Cree Nation.
4. As regards the administration of justice, the Crees and Québec signed in 2007 the *Agreement concerning the Administration of Justice for the Crees* (“**Justice Agreement**”).
5. Through the Justice Agreement, Québec provides funding to the Cree Nation Government to facilitate and improve the administration of justice for the Crees and to be used for, among other things, initiatives related to the justice system, including any initiatives recommended by the Cree-Quebec Judicial Advisory Committee established pursuant to Section 18 of the *James Bay and Northern Québec Agreement* (“**JBNQA**”).
6. It is also one of the objects of the Cree Nation Government to promote the general

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welfare of the Crees and to promote and preserve the culture, values and traditions of the Crees.

7. It is in this context and with this funding that the Department of Justice and Correctional Services of the Cree Nation Government (“**Justice Department**”) established the Prevention Fund.

### **B. Objectives of Prevention Fund**

8. The primary purpose of the Prevention Fund is to prevent and combat crime and to support the creation of safer communities, in accordance with strategies and best practices in crime prevention and in a manner consistent with the provisions of the Justice Agreement discussed above.
9. Issues and areas of high priority for crime prevention projects include the following:
  - a. Violence, including family violence;
  - b. Alcohol and drug abuse and addiction;
  - c. Addressing trauma and mental health;
  - d. Building parental skills and encourage safe family and community environment;
  - e. Promoting alternatives to school suspensions and prevention of school-based bullying;
  - f. Promoting alternatives to criminal justice.
10. The Prevention Fund may provide contribution funding to successful applicants who develop initiatives and projects that focus on the priority areas identified in section 9 and that:
  - a. Create safer communities;
  - b. Reduce risk of individuals and youth of coming into contact with the justice and corrections system;
  - c. Address early risk factors to avoid harm to vulnerable families, children and youth at risk;
  - d. Employ evidenced based practices on crime prevention;
  - e. Raise education and awareness on priority crime issues in the communities, including gathering information and statistics on levels and incidence of criminal activity and issues;
  - f. Provide support for parenting skills for parents, and life skills for youth to make better choices countering impulsive and aggressive behaviour;

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- g. Create networks of support and change in community through partnerships and collaboration;
  - h. Prevent recidivism in high risk groups; and,
  - i. Other activities and initiatives related to crime prevention.
- 11. Proposed crime prevention projects should target one or more of the following types of crime prevention:
  - a. First-level (primary crime prevention) focusing on reducing opportunities by strengthening community and social structures by:
    - i. Social crime prevention focusing on people such as developing parenting skills, family support services, school programs for youth at-risk of dropping out of school or addressing school violence, and self help groups for alcohol and drug abuse;
    - ii. Situational crime prevention focusing on improving the physical environment in a community to reduce criminal activity.
  - b. Second-level (secondary crime prevention) focusing on changing people's behaviours of those already engaging in criminal activity or presenting behavioural problems in the community, and who can benefit from programs such as family crisis intervention and intervention with violent youths.
  - c. Third-level (tertiary crime prevention) focusing on gaining stability for those attempting to rehabilitate or reinsert into a community needing assistance with educational or employment programs, intervention, or support with addictions.
- 12. These projects must incorporate Cree values, way of life and culture while taking into account Cree circumstances. They should target, in particular, high risk individuals and youth identified within a community as increasing their likelihood of coming into contact with the justice and the correctional system.
- 13. Projects could help individuals and youth who have engaged in risky behaviour and who are facing significant barriers within their lives or circumstances so that they can stop their cycle of anti social behaviour and go on to lead productive lives.
- 14. Such projects should also aim at encouraging individuals and youth at risk or in difficulty to develop an awareness of the consequences of their behaviour and initiate a personal process focusing on developing their sense of responsibility and better decision making.

### **C. Eligible Applicants**

- 15. Eligible applicants include:
  - a) Cree controlled organizations;
  - b) Cree beneficiaries;

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- c) Partnerships between Cree controlled organizations and other organizations – Cree partner must have more than 50% control of the project;
- d) Community Justice Committees.

In the case of for-profit organizations, the nature and intent of the activity must be non-commercial and must not generate profits.

- 16. Partnerships with local and regional stakeholders are encouraged.
- 17. Representation from all Cree communities is encouraged, taking into account the size and need of each Cree community.

### **D. Admissible Project Proposals**

- 18. To be admissible, a project proposal must be submitted by an eligible applicant and shall, among other things:
  - a) Demonstrate how the project supports the objectives of the Prevention Fund, including how the project targets one or more of the types of crime prevention referred to in section 11;
  - b) Demonstrate the capacity of the applicant to administer the funds, including the implementation of the project and the submission of reports on activities and results;
  - c) Provide detailed description of proposed activities and anticipated results;
  - d) Contain educational and awareness components, as well as training and mentoring;
  - e) Be fully supported by the relevant community(ies), as evidenced by relevant band council resolution(s);
  - f) Demonstrate involvement of the community and/or a community justice committee;
  - g) Include clear and reasonable estimates of costs to be incurred, including any share to be borne by partner(s) and funding from other sources;
  - h) Include clear milestones and timelines (e.g. when key events will take place, when key deliverables will be completed);
  - i) Not duplicate existing projects, programs or services available for the same clientele;
  - j) Have a fixed duration and be non-recurrent – exceptionally, may be multi-year;
  - k) Demonstrate the capacity of the applicant to ensure confidentiality of project clientele;

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- l) Demonstrate the capacity of the applicant to ensure safety of staff and clientele;
- m) Contain measurement tools, including criteria to measure what would constitute successful outcomes;
- n) Incorporate recommendations for post-program follow-ups and after-care.

### **E. Eligible Expenditures**

19. Subject to the approval of the project and funding application by the Cree Nation Government, and the conditions and modalities of a relevant contribution agreement, eligible expenditures must be directly related to the approved project and may include:
- a) Salaries and employee benefits directly related to the delivery of the project;
  - b) Training directly related to the successful delivery of the project;
  - c) Rental costs for facilities specifically required for the project;
  - d) Equipment rental/service/purchase;
  - e) Project supplies and resource materials;
  - f) Photocopying/printing/translation directly related to project activities;
  - g) Communications directly related to project activities;
  - h) Honoraria for Elders, and professional services and consulting fees, but only as reasonable expenses for the project;
  - i) Travel within Québec related to the project;
  - j) Insurance directly related to project activities;
  - k) Administration (including office supplies, telephone, fax, postage).

### **F. Ineligible Expenditures**

20. Ineligible expenditures include:
- a) Capital expenditures;
  - b) Commission (“finder’s fee”);
  - c) Payment of fines and penalties;
  - d) Salaries and honoraria for a principal officer or members of the board of directors of the recipient of funding;
  - e) Costs incurred before the funding application is approved by the Cree Nation

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Government;

- f) Contingency and miscellaneous fees;
  - g) Deficit recovery;
  - h) Financial incentives to offenders to meet the conditions of their reintegration orders;
  - i) Financial compensation or restitution to victims of crime;
  - j) Entertainment costs.
21. No current or former employee of the Justice Department or member of a Community Justice Committee shall derive a direct or indirect benefit, including honoraria, compensation, remuneration, reimbursement of expenses or claims, from any funding contribution under the Prevention Fund or any related contribution agreement.

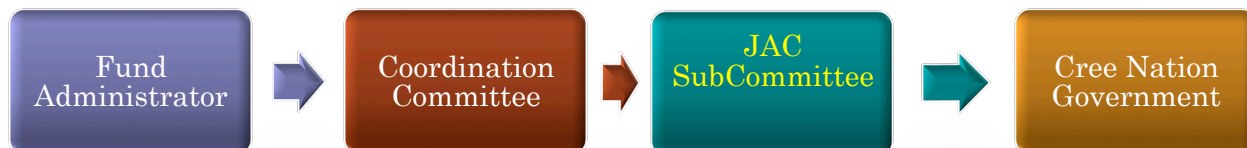
### **G. Review and Approval Process**

22. The Fund Administrator of the Justice Department shall be responsible for receiving all funding applications and for reviewing each funding application to ensure that such application:
- a) is submitted by an eligible applicant as defined in section 15;
  - b) is complete;
  - c) contains an admissible project proposal as defined in section 18, and otherwise meets all other criteria referred to in this Policy.
23. If a funding application is not complete, the Fund Administrator Administrator shall make reasonable efforts to contact the applicant and obtain the missing information and/or documents with a view to completing the application.
24. Once the Fund Administrator Administrator is satisfied that a funding application meets all the conditions referred to in section 22, he shall transmit such application to the Coordination Committee of the Justice Department ("**Coordination Committee**") for review and analysis, including in regard to any potential or actual conflict of interests, other uses of funding, discrepancies and past performance of obligations by an applicant.
25. The Coordination Committee shall transmit to the sub-committee of the Judicial Advisory Committee established for this purpose ("**Sub-Committee on Prevention Fund**") any funding application referred to in section 23 that it deems acceptable, accompanied by its own recommendations, if deemed appropriate.
26. The Sub-Committee on Prevention Fund shall review all funding applications submitted to it by the Coordination Committee and it shall make its own recommendations to the Cree Nation Government with respect to any funding application to be funded under the

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Prevention Fund, including any particular conditions, modalities or level of contribution to be provided to the applicant.

27. The Cree Nation Government shall review funding applications submitted to it by the Sub-Committee on Prevention Fund, including any relevant recommendations, and it shall make a final decision with respect to any application to be funded under the Prevention Fund, including any particular conditions, modalities or level of contribution to be provided to the applicant.



28. The Fund Administrator informs each applicant, in writing, of the final outcome of their application (e.g. approved by the Cree Nation Government or rejected by the Cree Nation Government, the Coordination Committee or the Fund Administrator), with reasons, as the case may be.

## H. Contribution Agreement

29. Any funding contribution to be provided to a recipient of funding (successful applicant), as approved by the Cree Nation Government, shall be subject to the conclusion of a contribution agreement between the Cree Nation Government and the recipient of funding, which shall define the level of contribution, payment schedule, the project, the conditions and modalities of funding, as well as the undertakings of the parties.
30. The contribution agreement will provide that the Cree Nation Government reserves its right to showcase good projects and initiatives to other applicants and/or communities.
31. The recipient of funding shall be responsible for ensuring that the project is implemented in conformity with the terms and conditions of the contribution agreement.

## I. Reporting Requirements and Monitoring

32. Under the contribution agreement referred to in section 29, the recipient of funding will be required to provide timely activities, evaluation and financial reports and other related information on a quarterly basis, in addition to any other information requested by the Justice Department.
33. In particular, the recipient of funding will be required to prepare a work plan in accordance with the instructions provided for in the contribution agreement prepared by



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the Justice Department. Such work plan will describe the actions and activities to be implemented by the recipient of funding. The recipient will also provide a report on any tools implemented to measure the effectiveness of the programming to the Justice Department.

34. The Justice Department reserves the right to audit and evaluate all projects during their implementation and after their completion.

# Appendix



## Crime Prevention Fund Project Funding Application

### 1. Project Information

**Project Title:**

<b>Applicant Name / Organization:</b> <i>(Must be eligible applicant as defined in Section C of the Policy)</i>
Address:
Phone:
Fax:
Email address:

<b>Primary Contact Information:</b> <i>(Project Manager/Primary contact person)</i>	
Name:	Title:
Address:	
Phone:	
Fax:	
Email address:	
Is this individual authorized to sign the funding agreement: Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>If no selected above:</b>	
The name of person authorized to sign agreement:	Title:

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**Project Scope:**       Regional               Community-based

If community-based, please indicate the communities involved:

- |                                    |   |  |
|------------------------------------|---|--|
| <input type="checkbox"/> Chisasibi | <input type="checkbox"/> Eastmain       | <input type="checkbox"/> Mistissini    |
| <input type="checkbox"/> Nemaska   | <input type="checkbox"/> Ouje-Bougoumou | <input type="checkbox"/> Waskaganish   |
| <input type="checkbox"/> Waswanipi | <input type="checkbox"/> Wemindji       | <input type="checkbox"/> Whapmagoostui |

**Band Council Resolution(s) provided**

## 2. Project Description and Results

### a) Project description:

Please provide a brief summary of the project. This should include information/context on the needs, i.e., the existing problem(s) the project aims to address.

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**b) Type of crime prevention targeted by the project:**

<p><b>First-level (primary crime prevention)</b> focusing on reducing opportunities by strengthening community and social structures:</p> <ul style="list-style-type: none"><li>i. Social crime prevention focusing on people such as developing parenting skills, family support services, school programs for youth at-risk of dropping out of school or addressing school violence, and self-help groups for alcohol and drug abuse;</li><li>ii. Situational crime prevention focusing on the improving the physical environment in a community to reduce criminal activity.</li></ul>	<input type="checkbox"/>
<p><b>Second-level (secondary crime prevention)</b> focusing on changing people’s behaviours of those already engaging in criminal activity or presenting behavioural problems in the community, and can benefit from programs such as family crisis intervention and intervention with violent youths.</p>	<input type="checkbox"/>
<p><b>Third-level (tertiary crime prevention)</b> focusing on gaining stability for those attempting to rehabilitate or reinsert into a community needing assistance with educational or employment programs, intervention, or support with addictions.</p>	<input type="checkbox"/>

**c) What age group is targeted by the project?**

**d) How many people do you plan to target/impact directly with this project?**

**e) What is the selection process for participants/individuals who will be impacted by this project?**

**f) Anticipated Results – What are the objectives pursued by the project?**

Anticipated project results must be linked to general Fund objectives as defined in Section B of the Policy.

**g) Specific elements and results that will demonstrate the success of the overall project:**

**h) Describe how membership or stakeholders will be Involved in this project:**

**i) Duration of the Project, Milestones, Costs and Deliverables:**

Project Start Date:

Total Project Cost:

Project End Date:

Total Amount Requested from the Fund:

### 3. Applicant / Organizational Capacity

**Applicant / Organizational Capacity Description:**

*(Must demonstrate capacity as prescribed in Section D of the Policy)*

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### Conflict of Interest:

Do you or any member of your immediate family have current business interests or activities (professional or personal) that can be related, by their nature, to the initiative that you propose?

Yes  No

Can these activities potentially be in conflict with, or interfere, by their nature, with the initiative that you propose? Yes  No

Can these activities adversely impact your ability to appropriately manage this initiative? Yes  No

If you answered yes to any of the above questions please briefly explain:

*Please note that any non-disclosure of conflict of interest may jeopardize the awarding of funding.*

## 4. Partners

Please provide a copy of the funding/contribution agreements or requests:

Partners	Role	Financial Contribution (\$)	In-Kind Contribution

## 5. Project Workplan

N	Project Milestone and Key Activities	Required Resources (human, material, financial)	Timeline	Deliverable
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

## 6. Expenses (estimate)

**Breakdown of overall project expenses (including additional funding sources, if any):**

### Salaries

Position title	# of people	# of hours	Hourly rate	Benefits if relevant	Costs, \$\$
Total amount for salary-related expenses					

### Travel and lodging (staff and participants travel, lodging and per diem)

Activity	Amount	# of people	Costs, \$\$
Total amount for travel and lodging expenses			

### Material resources (equipment, office supply, other materials)

Item name	Quantity	# of items	Costs, \$\$
Total amount for material resources expenses			



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**Infrastructure costs** (rent, insurance, electricity, etc.)

Description	Costs, \$\$
Total amount for infrastructure expenses	

**Other expenses**

Description of expenses	Costs, \$\$
Total amount for other expenses	

**Total cost of the project (including additional funding sources, if any)–**

**Amount requested from this Fund for the project:**

Categories of expenses	Costs, \$
Salaries	
Travel and lodging	
Material resources	
Infrastructure costs	
Other expenses	

**Total amount requested from this Fund for the project:**

## Appendix – Supporting Attachments

Below is a list of mandatory and recommended documents to include with your application.

**Mandatory:**

- Signed Band Council Resolution.
- Copy of any funding/contribution agreement with participating partners, if any.

**Recommended:**

- Professional credentials (e.g., professional associations, certification, diploma, etc.).
- Resume.
- Examples of similar projects conducted in the past or projects where the applicant demonstrated his/her project management capacity, with references (*maximum 2*).
- A written recommendation from a local Justice Committee member.
- Any other relevant documents or plans in support of the application.

**Project Code:**

*(For Administrator use only)*

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