

December 4, 2009

VAN-E6576-1

To: Chief and Council  
Social Development Department

Re: 2010/2011 Family Violence Prevention Projects  
**Proposal due January 30, 2010**

The Family Violence Prevention Program provides funding for community-based projects aimed at addressing social and health problems related to family violence. In addition, the program allows First Nations people to establish and operate emergency shelters and to design and deliver violence prevention programs on reserves.

Please find attached the template to assist you with your Family Violence Prevention proposal. Additional information on eligibility, reporting requirements and funding can be found on the list of Questions & Answers. For all approved proposals received by January 30, 2010, your allocation may be transferred by April 1, 2010. Please note that **the deadline to submit a proposal is August 3, 2010. No further proposals will be considered for funding in 2010/11 after this date.** All proposals will be reviewed by INAC as per the Treasury Board Authority Guidelines.

**Please note that all outstanding Family Violence Prevention reports must be submitted before Family Violence Prevention funding for 2010/2011 will be released.** If your proposal is approved, the activities of this submitted proposal will be matched with the information provided on the 2010/2011 Family Violence Prevention Project Annual Report, due May 31, 2011.

If you require additional information or clarification of the proposal, please contact your Funding Services Officer at (604) 666-5171. All 2010/11 Family Violence Prevention project proposals may be faxed to (604) 775-7400, to the attention of the Funding Services Allocation Officer or email proposals to [bcfnitpreports@inac.gc.ca](mailto:bcfnitpreports@inac.gc.ca)

Christine Stahler  
Manager, Social Development, Child and Family Services  
Intergovernmental Affairs  
British Columbia Region  
600 - 1138 Melville Street  
VANCOUVER BC, V6E 4S3

c.c.: Vickie Whitehead, Manager, Program Implementation Unit, Funding Services  
Operations Managers  
Funding Services Officers  
Charlotte Haggart, Advisor, Intergovernmental Affairs

#1231601 v2

## 2010/2011 Family Violence Prevention Project Proposal

First Nation Name	Number
Project Name & Description:	<input type="checkbox"/> New or <input type="checkbox"/> Continuing from last year
Purpose of Project (include objectives):  Describe Activities:  Schedule of Activities (timelines):  Expected Accomplishments of Project (outcomes):	
Methods of Project Evaluation (in reference to the Family Violence annual report): <input type="checkbox"/> Face-to-face interviews <input type="checkbox"/> Written surveys / questionnaires <input type="checkbox"/> Focus groups <input type="checkbox"/> Telephone interviews <input type="checkbox"/> Participant evaluations <input type="checkbox"/> Other _____	
If your project is continuing, do you consider it as a best practice? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, why? _____	
TOTAL 2010/2011 Allocation	\$ _____
List Budget Items Here:	Anticipated Expenses: _____ _____ _____ _____
Total Projected Budget	Other funding sources & costs: _____ _____
Name of Contact (print): _____ Title: _____ Phone #: _____ Fax #: _____ Email: _____	
Name of Authorized Signatory (print): _____ Title: _____ Signature: _____ Date: _____	
Topic Code (See Attached Sheet for list of codes): _____ Target Group Code (See attached Sheet for list of codes): _____	

Submit through FNITP or Fax to: (604) 775-7400    Attention: Allocation Officer, RS, FS  
 Deadline: January 30, 2010

## 2010/2011 Family Violence Prevention Projects: Questions & Answers

- 1. Q. Who is eligible to apply?**

A. First Nations in BC are eligible. Funds may be allocated through a Band Council, Tribal Council or Administering Authority. Individual members are not eligible. First Nations with outstanding reports from previous years will not be accepted until all outstanding Family Violence Project reports have been submitted.
- 2. Q. What are Family Violence Projects?**

A. These culturally appropriate prevention projects must demonstrate that they promote a reduction in family violence and support a more secure environment for families on reserve through: promotion and public awareness, education campaigns, conferences and workshops, stress and anger management seminars, counselling, training, support groups and/or community needs assessments.
- 3. Q. What are Topic Codes and Target Group Codes?**

A. These codes are used when INAC BC Region sends the annual roll-up to Headquarters in Ottawa. See the attached sheet listing the codes and match them to your project.
- 4. Q. Can we have more than one project name?**

A. No, not on one template. Each project must be described on a separate proposal template.
- 5. Q. Can we have more than one project activity?**

A. Yes, you may have one or more activities as long as they do not exceed your total project budget. You could have two initiatives and would submit details for each on a separate proposal template. For example:

  - Conference on Spousal abuse (topic code 20 & target group code 30)
  - Healing Circle for Youth (topic code 46 & target group codes 20 & 21)
- 6. Q. How do we know when and how much money we will be getting for this program?**

A. Your proposal template sheet indicates your total budget. The Department will initiate the transfer of your allocation once your proposal has been approved.
- 7. Q. What costs are allowable for Family Violence Prevention?**

A. Costs may include: books, pamphlets and materials, office expenditures, travel, facilitator per diem and refreshments. Rent and maintenance costs for facilities located on reserve are not eligible expenditures.
- 8. Q. When must the project initiatives take place?**

A. Project initiatives must be completed between April 1, 2010 and March 31, 2011.
- 9. Q. When is the final report due?**

A. The Final Report for 2010-2011 is due May 31, 2011. Reports are a collaborative effort to maximize funding in the BC Region. Your final reports are used to determine funding for the next fiscal year.
- 10. Q. Must the report match the proposal?**

A. Yes, it must match the proposal or your First Nation may be in breach of the Funding Agreement. If revisions are required to your proposal, please check that the activity described remains within the financial authority, and then submit the changed proposal in writing for approval.
- 11. Q. If a report is deemed unobtainable in the FNITP system, what happens?**

A. If a report is not received at INAC and is deemed unobtainable, the total amount of funding will be recovered and will not be replaced.
- 12. Q. What if we do not submit a proposal by the deadline? What if we do not submit one at all?**

A. Proposals received after the deadline will be reviewed on an on-going basis up until August 3, 2010. If a proposal is not submitted by August 3, 2010, you will not be eligible for FV in 2010/11.
- 13. Q. Where can more information be found on the program?**

A. For easy reference, please refer to the INAC web site (<http://www.ainc-inac.gc.ca/hb/sp/fvp-eng.asp>) where details can be found on the Family Violence initiative, including the national manual.
- 14. Q. How do we apply?**

A. If you have access to the First Nations and Inuit Transfer Payment System, please submit your proposal electronically by January 30, 2010. Otherwise, fax your proposal to (604) 775-7400.

**15. Q. What if I have questions about the proposal?**

A. Please contact your Funding Services Officer at (604) 666-5171 if you have any questions.

**16. Q. Who is an authorized signatory?**

A. Examples of authorized signatories are: chief and council, band manager or finance manager.

**17. Q. Who may I contact if I want an electronic copy of the proposal template?**

A. Please contact Beth Nelson at: [Beth.Nelson@inac-ainc.gc.ca](mailto:Beth.Nelson@inac-ainc.gc.ca) or Caitlin Mischki at: [Caitlin.mischki@inac-ainc.gc.ca](mailto:Caitlin.mischki@inac-ainc.gc.ca). Please note that all proposals and reports must be submitted on the correct form. If you have any questions, please do not hesitate to contact us.

**Note:** Please keep a copy of your proposal in your records to refer to when writing your annual report.

**FAMILY VIOLENCE PROJECTS**  
**Topic Codes/Target Group Codes**  
**DEFINITIONS & CODES FOR VARIABLES**

<b>TOPIC CODES</b>		<b>TARGET GROUP CODES</b>	
10	Child Abuse and Neglect	10	Children
11	Child Sexual Abuse	20	Adolescent – Victims
12	Child Abuse – Ritual Abuse	21	Adolescent – Offenders
13	Child Abuse – Other	22	Adolescent – Other
20	Violence Against Women / Wife Abuse	30	Adult – Survivors
22	Dating Violence	31	Adult – Offenders
23	Adult Survivors of Sexual Abuse	40	Seniors
24	Sexual Assault	50	Males
26	Spousal Assault	60	Females
30	Elder Abuse (Senior Abuse)	200	Aboriginals – Off-Reserve
31	Seniors – Other	210	Aboriginals – On-Reserve
40	General Family Violence	220	Métis
43	Family Violence – Aboriginal People	230	Inuit
44	Family Violence – Northern / Isolated	240	Aboriginals – Other
45	Family Violence – Training	260	Families
46	Family Violence – Healing Circles	270	Community / Communities
900	Other – Topics	900	Other Target Groups – please specify
901	Elder Teachings		
902	Anger Management		