

# THE REGIONAL MUNICIPALITY OF YORK POLICE SERVICE BOARD

## PUBLIC RELATIONS FUND APPLICATION ELIGIBILITY CRITERIA AND GUIDELINES

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### Policy Statement

It is the policy of The Regional Municipality of York Police Service Board (Board) that the Public Relations Fund (PR Fund) be used to support and encourage the active engagement of the Board and York Regional Police (YRP) with the York Region community and its various stakeholders to cultivate and promote positive relationships and cooperative partnerships that recognize the diversity of the York Region Community and enrich the quality of life in York Region.

It is the policy of the Board that all expenditures related to requests for funding be made within the limits of its PR Fund, and satisfy the Eligibility Criteria and Funding Guidelines outlined in this document in compliance with [Board Policy No. 08/08 Public Relations Reserve Fund](#) as amended.

### 1) Statutory Authority

- a) Sections 258 (2) and 259 (3) of the Community Safety and Policing Act, S.O. 2019 (Act) give police service boards the authority to use the proceeds from the sale of unclaimed personal property and money found and seized by the police service for any purpose that it considers in the public interest.
- b) In accordance with this statutory authority under the Act and any successor legislation or regulation, the Board established the PR Fund to be used in compliance with this policy to:
  - i) Support the active participation of the Board, YRP, and the York Region community with initiatives and activities that increase public understanding of community-based policing and police understanding of the community's needs; and
  - ii) Build effective partnerships between the Board, YRP, community partners and other stakeholders in the justice sector in Ontario and across Canada.
- c) Any unused monies in the Public Relations Fund shall be carried forward in the Board's budget to the next fiscal year.

### 2) Objectives

- a) To evaluate all funding requests equitably and consistently.
- b) To provide limited funding to eligible applicants.
- c) To ensure value for funding that creates a positive impact for the community through service, education, and governance programming.
- d) To recognize the continual efforts of the Board, YRP, and the community at large to improve the quality of life in York Region.

### 3) Eligibility Criteria

- a) Priority will be given to requests that directly support the delivery of programming and services consistent with the following areas of focus:
  - i) Community Partnership: Agencies or organizations that work with YRP to provide a variety of interventional support and support services throughout York Region,

including but not limited to programs that are provided by: shelters, food banks and victim support.

- ii) Governance and Justice: Activities and initiatives that grow the knowledge, skills, and capacity of police service boards, police services, and members of the justice community to better serve their communities. This includes educational conferences and events, activities that support the sharing and collective development of best practices in governance, and the engagement of community stakeholders to support improvements in community policing and governance.
- iii) Special Events: Activities where the Board and/or YRP are the host, are active organizing participants, or visibly demonstrate support for the Board, YRP, and community partners through fundraising or recognition initiatives.

#### **4) Applicant Competencies and Attributes**

- a) Applicants should be able to demonstrate many of the following competencies and attributes in the application:
  - i) Proven ability to carry out the activity and achieve the desired results.
  - ii) Significant need for Board funding.
  - iii) Capacity to manage the requested funds in accordance with sound financial management policies and practices.
  - iv) Provides programming and opportunities that increase community safety and equitably supports the needs of the diverse communities within York Region.
  - v) Supports co-operative initiatives between the Board, YRP and the wider York Region community.
  - vi) Supports public awareness and knowledge of community policing and justice initiatives locally, provincially and nationally.
  - vii) Involves multiple community stakeholders in planning and implementing the activity.
  - viii) Recognizes the work of members of the Board, YRP and their community partners.

#### **5) Funding Deadlines and Application**

- a) All requests for funding must be made to the Board through the:
  - i) Completion of the application form
  - ii) Provision of all supplementary information required in the application and
  - iii) Additional information that strengthens the merit of the request for funding.
- b) The Board will consider applications at the public meetings as set out in the below table:

<b>Application Deadline</b>	<b>Board Meeting</b>
2 <sup>nd</sup> Monday in November	January
2 <sup>nd</sup> Monday in March	April
1 <sup>st</sup> Monday in May	June

2 <sup>nd</sup> Monday in September	October
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- c) Recipients of funding will only use funds for the purpose approved by the Board.
- d) Funding is conditional upon the applicant agreeing to submit a report to the Board on the use of the funds consistent with their authorized purpose and the return of any unexpended monies to the Board within 60 days following completion of the event/activity.
- e) The financial contribution of the Board must be acknowledged in marketing, and promotional materials including any media communication that may be used to promote the program, project, or event that has received Board funding. The Board requests it be provided prior notice of any media and marketing information to be circulated.

#### **6) Limitations of Public Relations Fund**

- a) The Fund will not be used for:
  - i) Any item funded through the current or capital budget of the Board or York Regional Police;
  - ii) To cover an accumulated deficit;
  - iii) To support political events or activities;
  - iv) For capital costs; and
  - v) Under normal circumstances, as additional support of any group or organization that has received funding from the Regional Municipality of York in the current fiscal year.
- b) The Board does not commit to ongoing funding of or recurring donations to any community program or activity. Recipients cannot expect that subsequent requests for funding will be approved by the Board.

#### **7) Funding Approval**

- a) The Board is responsible for approving all requests for funding from the PR Fund.
- b) The Board will not commit to a single disbursement over \$10,000.00 without considering the effect of such a disbursement on the balance of the PR Fund.
- c) The approval of funding over \$10,000.00 for a particular purpose shall not be considered a binding precedent on the Board.

#### **8) Fund Administration/Reporting**

- a) The Manager of Financial Services or designee, York Regional Police, shall facilitate the disbursement of the funds to a successful applicant upon receipt of the Board's approval including the application and supporting documents from the applicant.

**Please return the completed application to:**

The Regional Municipality of York Police Service Board  
17250 Yonge Street, 3rd Floor  
Newmarket, ON L3Y 6Z1

Phone: 1-866-876-5423 Ext. 3011

Email: psb@yrp.ca

To ensure that your application is complete, please take a moment to review this checklist:

- ☐ Has the application been completed in full?
- ☐ Have you attached a copy of your organization's Annual Audited Statements for the current year?  
*\*For organizations required by the CRA to provide audited annual statements*
- ☐ Any additional information in support of your application is attached.

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## THE REGIONAL MUNICIPALITY OF YORK POLICE SERVICE BOARD PUBLIC RELATIONS FUND REQUEST

### APPLICANT INFORMATION

Name of Organization

Name and Title of Contact

Address (Street, Suite/Unit)

City

Province

Postal Code

Tel and Extension

Email Address

Alternate Contact and Title

Tel and Extension

Email Address

CRA Registered Charity or Ontario Not-For-Profit: ☐ Yes ☐ No ☐ N/A

If yes, Registration #

Is your organization required to provide annual audited statements? ☐ Yes ☐ No

### DESCRIPTION OF ORGANIZATION (Please attach additional pages if necessary.)

### PURPOSE OF APPLICATION (Please attach additional pages if necessary.)

Amount Requested: \$	Annual Audited Statements Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>ELIGIBILITY CRITERIA:</b>          Having reviewed the attached funding criteria, please explain how your funding request meets the eligibility criteria of the York Regional Police Service Board.</p>	
<p><b>ORGANIZATION FUNDING DETAILS:</b>          Please provide a summary of how your organization allocates its funding and which operating area this request would be allocated to.</p>	

Please provide details of any other funding that has been applied for to support the program or activity for which Board funds are being requested (specify if the request(s) have been approved, denied, or no decision made as of date of this application)
Other Fundraising Activities underway or to be undertaken:
<p><b>APPLICANT DECLARATION</b></p> <p>The Applicant understands, accepts and certifies that:</p> <ul style="list-style-type: none"> <li>(a) They have read and understands the information contained in the Application Form and its criteria and guidelines;</li> <li>(b) The information provided in this Application is true, correct and complete in every respect;</li> <li>(c) Any funding commitment will be provided by way of an approval letter signed by the Board's Executive Director and will be subject to any additional conditions, above those in this application, included in such a letter;</li> <li>(d) The Applicant is not in default of the terms and conditions of any grant, loan or transfer payment agreement with either a municipal or provincial funding agency</li> <li>(e) It will comply with the Ontario Human Rights Code and all other applicable laws and regulations;</li> <li>(f) The Applicant is aware that the information contained in this Application will be used for the assessment of funding eligibility, for statistical reporting and is subject to Ontario's <i>Municipal Freedom of Information and Protection of Privacy Act</i>, RSO 1990 (MFIPPA).</li> </ul>
<b>ORGANIZATION NAME</b>

Signature: \_\_\_\_\_

Name:

I have the authority to bind the organization.

**FOR YORK REGIONAL POLICE SERVICES BOARD USE ONLY**

**DISBURSEMENT INFORMATION**

Amount:     \$ \_\_\_\_\_

Transfer/Cheque No: \_\_\_\_\_

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