

Anti-Human Trafficking Community Supports Fund
Call for Applications Guidelines
Provincial Anti-Human Trafficking Coordination Office

June 2020

[Ontario.ca/humantrafficking](https://ontario.ca/humantrafficking)

Contents

1. What You Need to Know Before You Apply	3
2. Overview	3
3. Eligible Applicants	7
4. Application Instructions	9
5. Assessment of Application Criteria	10
6. Funding	12
7. Projects Focused on Services for Children and Youth	15
8. Completing the Application Form	17
9. Further Information	28
Appendix	31
TABLE I: Theory of Change	31
TABLE II: Project Work Plan	32
TABLE III: Budget	32
TABLE IV: Partnership/Collaboration Information	33

1. What You Need to Know Before You Apply

Before completing your Community Supports Fund Application, please:

- Review the Anti-Human Trafficking Community Supports Fund Frequently Asked Questions (FAQs) posted on the web at ontario.ca/getfunding.
- Read the entire Call for Applications Guidelines.
- Email enquiries may be directed to antitraffickingoffice@ontario.ca or by telephone at 416-327-7010.

2. Overview

In March 2020, the Ontario government released a new, five-year strategy to combat human trafficking and child sexual exploitation across the province. The new strategy prioritizes prevention and intervention initiatives targeted to children and youth, as well as supports for survivors of human trafficking. The strategy is focused on four key pillars:

- Raising Awareness of the Issue
- Protecting Victims and Intervening Early
- Supporting Survivors
- Holding Offenders Accountable

As a key initiative under the strategy, the Ontario government furthered its commitment to support survivors of human trafficking, announcing additional new funding for the Community Supports Fund of up to \$3M in 2020-21 and \$6M per year beginning in 2021-22.

The Anti-Human Trafficking Community Supports Fund (CSF) provides funding to community-focused anti-human trafficking organizations to address the short and long-term needs of survivors of human trafficking.

The strategy was informed by a series of community roundtables on sex trafficking hosted by the Ontario government in summer 2019. Participants included survivors of

human trafficking, anti-human trafficking service providers, Indigenous organizations and communities, municipal and provincial police services, victim-serving agencies, child and youth- serving agencies, women’s shelters and women/youth empowerment agencies, and sex work advocates. The feedback gathered from these sessions, along with findings from other engagements and related reports,¹ helped the ministry identify priority areas to better respond to service needs.

In addition, the ministry completed a gap analysis that identified a lack of dedicated services for children and youth who have been trafficked/and or sexually exploited. This gap analysis demonstrated that most ministry-funded anti-human trafficking programs focused on adults. Research finds that adolescent girls are among the highest targeted groups for sex trafficking.² The average age of recruitment is 13-14 years old.³ Studies have also shown that early intervention ensures better long-term outcomes for children and youth who have been sexually exploited.

By intervening early, targeting groups such as children/youth and using proven service delivery methods, the ministry will ensure that different ages and stages of a survivor’s healing are supported.

Feedback from the roundtables helped the ministry modify the CSF application process to support the different needs and capacities of prospective service providers, including offering supports to applicants during the application period to strengthen their applications (See ‘Supports for Applicants’).

Here is a summary of what the ministry heard:

- survivors of human trafficking should not only be consulted in program design; they must help lead program design, development and implementation.
- specialized, trauma-informed programs for child and youth victims of human trafficking are needed.
- culturally-relevant, Indigenous-designed and specific services are critical to support the healing and recovery of Indigenous survivors of human trafficking.

¹ Related consultations and reports include MCCSS’ engagement with CSF and ILIF funded service providers and Indigenous organizations and communities; MCCSS’ Child Welfare Modernization Engagements (with targeted focus on human trafficking); Ontario’s Human Trafficking Lived Experience Roundtable; [Federal Consultation Report with Survivors of Human Trafficking](#); [Because Young People Matter: Report of the Residential Services Review Panel](#) and the Office of the Chief Coroner’s Expert Panel: Safe with Intervention.

² “Trafficking in Persons”, Statistics Canada. 2016. <https://www150.statcan.gc.ca/n1/pub/85-005-x/2018001/article/54979-eng.htm>

³ “No More”, Canadian Women’s Foundation. https://www.canadianwomen.org/wp-content/uploads/2017/09/CWF-TraffickingReport-Auto-1_0.pdf

- the application process must be streamlined and accessible with dedicated capacity-building for Survivor-led organizations during the application process.

Priorities

The priorities for the 2020 CSF Call for Applications align with two key pillars in Ontario's new Anti-Human Trafficking Strategy, focusing on protecting victims and early intervention, and supporting survivors.

The 2020 CSF will prioritize projects that:

- are designed, informed and led by survivors of human trafficking
- provide services for children and youth who have been sexually exploited through sex trafficking such as:
 - residential treatment
 - peer mentoring programs; and
 - employment training, apprenticeship and educational incentive programming

Additional types of programs the ministry is seeking from applicants include:

- dedicated and specialized programming for targeted groups who have been sexually exploited, including boys; children and youth involved in or transitioning out of child welfare and the youth justice system; children, youth and adults with developmental disabilities; individuals at risk of victimization in the correctional system; and LGBTQ2S, Indigenous, racialized and newcomer populations

Applicants may submit proposals for other types of anti-human trafficking programs, however, the ministry is currently focusing on proposals for child and youth and survivor-led programs to build a more comprehensive service network.

Definitions

Ministry definitions for the Anti-Human Trafficking CSF:

- a **survivor-led organization** is an organization that:
 - has survivors of human trafficking in leadership positions at any level (that is, staff, executive and governance) **and**

- uses survivor-informed program design (for example, seeks, includes and recognizes the ideas and feedback of survivors) **and**
- operates from a survivor-centered lens (for example, prioritizes and respects the rights, needs and wishes of survivors in their healing journey)
- **child and youth programming:** any programs or projects designed for children and youth under the age of 18.

Principles

Applicants should demonstrate how their proposed program aligns with one or more of the guiding principles listed below. If the project does not reflect one or more of the principles, applicants need to clearly explain why in their proposal and address how the quality and integrity of services will be ensured.

1. Drawing on Well-Established Models

How will the project build on well-established programs for survivors of human trafficking that have operated in other jurisdictions (examples could be educational incentive programming, residential care and/or treatment models, specialized education and employment programs)?

2. Survivor-Engaged

How will the project engage survivors of human trafficking in design and implementation, advocate for the achievement of survivors' objectives and ensure that their strengths and contributions are recognized throughout the project? What opportunities will it provide for survivors of human trafficking to share feedback on their experiences at different stages of the program? How will this feedback be respectfully acknowledged and addressed to help improve the project?

3. Strengths-Based & Trauma informed

How will the project recognize and build on the strengths of survivors, families and communities to deliver and address service needs? How will it ensure that all aspects of service delivery are trauma-informed?

4. Recognizing the Full Continuum of Harm Reduction Approaches

Describe the strategies or service model you will employ to address any substance addiction issues of survivors of human trafficking (i.e. from active substance use, to harm reduction strategies, to abstinence). How will these strategies and services limit or enhance supports and/or impact the needs of human trafficking survivors in your community?

5. Recognizing the Life Cycle of Trauma

How will the project recognize the cycle of trauma experienced by survivors of human trafficking throughout their lives? How will programs support healing from historical, current and intergenerational trauma in the immediate and long term?

6. Supporting Community Partnerships

How will the project build, support and maintain community partnerships over time and across boundaries (e.g. service sectors, geographic area jurisdiction)? How will it fit within a broader range of care? How will your organization ensure a community-based network across sectors of care is in place once the need for immediate support has been met and/or the project funding has ended?

7. Family and Community-Focused

How will the project support family and community healing and wellbeing? How will it address the needs of families impacted by human trafficking? How will it empower communities to define and manage services to help survivors rebuild their lives and continue their healing journey?

3. Eligible Applicants

Eligible Applicants

The following organizations may apply for funding:

- not-for-profit corporations, including not-for profit social enterprises and registered charities
- Indigenous organizations that are legal entities

- Indigenous communities (inclusive of First Nations, Métis and Inuit communities)
- for-profit corporations
- municipalities and/or District social services administration boards

An organization may submit more than one proposal. However, organizations should consider working together before submitting multiple proposals. If an organization is involved in more than one application, please provide the following information in Section G- Project Information (Question 8: Project Description):

- the roles and responsibilities of the organization for each project that it is involved in or leading and where possible, how the applications are distinct from each other, as well as any links between the projects.

Organizations that received funding under the 2017 Anti-Human Trafficking CSF or the Indigenous-led Initiatives Fund (ILIF) Call for Applications are eligible to apply for this funding. However, they must clearly outline how their proposals meet the new 2020 Anti-Human Trafficking CSF priorities. They should also clearly describe how their proposed program for the 2020 CSF is different from currently funded programming and allows for a more complete service system.

The 2020 CSF application must describe:

- service needs that have not been met
- evidence of ongoing need if program expansion is being proposed; and how program expansion will address priorities identified in the 2020 Call for Applications
- steps that will be taken to ensure fiscal accountability and avoid duplication of services

Indigenous organizations and communities are eligible to apply for **both** the Anti-Human Trafficking CSF and the Anti-Human Trafficking ILIF.

Ineligible Applicants

Individuals and non-legal entities are not eligible to apply.

Applicants may, however, collaborate with such organizations on a project or apply as a part of a collaborative or collective that includes **at least one** eligible member. The

eligible member would be the lead applicant and, if selected, would be responsible for fulfilling the obligations outlined in the funding agreement.

4. Application Instructions

Deadline and Required Documents

Applications for the Anti-Human Trafficking CSF 2020-25, including supporting materials must be submitted no later than **July 30, 2020 5:00 p.m.** Eastern Standard Time (EST). **The ministry reserves the right to not accept late or incomplete applications.**

All applications, including required attachments must be submitted through the Transfer Payment Ontario system located on the Transfer Payment Ontario (TPON) portal at ontario.ca/getfunding.

Applicants who cannot complete an online application must inform the Provincial Anti-Human Trafficking Office by **July 16, 2020** by email at antitraffickingoffice@ontario.ca or by telephone at 416-327-7010.

Other Required Documents (where applicable)

A complete application includes:

- complete answers to all questions in the online Transfer Payment Ontario Application Form (see Section 8: Completing the Application Form)
- a digital signature by the applicant's signing authority
- all required attachments (where applicable)

Using Transfer Payment Ontario

The Government of Ontario's online grant management system, Transfer Payment Ontario (TPON), provides one-window access to information about government grants, how to apply for grants and how to check the status of your application. For information on using TPON please contact TPON Client Care, available Monday to Friday from 8:30 a.m. to 5:00 p.m. at:

Telephone: 416-325-6691 or 1-855-216-3090

TTY/Teletypewriter (for the hearing impaired): 416-325-3408/Toll free 1-800-268-7095

Email: TPONCC@ontario.ca

Supports for Applicants

The Provincial Anti-Human Trafficking Coordination Office will be offering additional support to assist CSF applicants. This includes answering program-specific questions at antitraffickingoffice@ontario.ca or by telephone at 416-327-7010 and hosting webinars on how to apply, as well as answering questions about ministry-identified performance measures, data collection and reporting.

For more information on how to register for these sessions and other updates, check the Transfer Payment Ontario (TPON) portal.

5. Assessment of Application Criteria

Criteria	Weights
1. Proposed Approach <ul style="list-style-type: none"> The project description outlines how application principles and priorities will be addressed. The project draws from already-established anti-human trafficking program models that have shown success. The project meaningfully engages and includes the voices and experiences of survivors of human trafficking. Key components of the project are outlined, and examples are provided. The Theory of Change includes clear activities, outputs and impacts to demonstrate how the project will help decrease pressure on other government services (for example, healthcare). The proposal provides a rationale and evidence that there is a need in the community for the project. 	40%
2. Reporting <ul style="list-style-type: none"> The proposal includes a plan for collecting, assessing and reporting on ministry-identified performance measures. 	10%

<p>3. Partnerships and Collaboration</p> <ul style="list-style-type: none"> • The project creates, builds on or strengthens service partnerships and increases the capacity to serve and advocate for the needs of survivors. • Roles and responsibilities of all partners are clearly listed along with an outline of how they are expected to impact service outcomes. • A range of partnerships are included, not concentrated only to a specific sector. • The project considers how partnerships and collaboration will be maintained over the course of the project. • The project includes partnerships that enhance community services, without duplication. 	<p>20%</p>
<p>4. Project Delivery and Organizational Capacity:</p> <ul style="list-style-type: none"> • The application demonstrates capacity and experience in delivering projects of similar scale and cost in this service area. • There is evidence of sound leadership/governance structures and financial management. • The implementation plan includes realistic timelines. • The project includes community planning and capacity-building costs, where appropriate. • The project identifies possible risks and appropriate mitigation strategies. • The budget is reasonable and aligns with project description, activities, deliverables and expenses. • There is a plan to ensure the project is sustainable after funding ends. 	<p>30%</p>

Please note that even if an application meets all the Fund’s objectives and criteria, there is no guarantee that funding will be approved, as there may be other projects that, in the sole opinion of the ministry, more effectively meet the CSF’s objectives and criteria, such as:

- meeting needs in target geographical communities
- addressing program gaps/needs required to achieve goals of Ontario’s Anti-Human Trafficking Strategy
- serving target populations

6. Funding

The funding for the Anti-Human Trafficking CSF is approximately **\$27 million** over five years (2020-2025):

- 2020-21- \$3M
- 2021-22- \$6M
- 2022-23- \$6M
- 2023-24- \$6M
- 2024-25- \$6M

The CSF has no fixed limit on funding per project. However, all applicants are expected to provide a clear rationale to support the amount of funding requested, including the populations served and regional coverage provided. In addition:

- multi-year funding can be requested for up to 5 years.
- individual funding amounts will depend on the scope and size of the project; the anticipated number of people using the services, and the duration of the project.
- the ministry does not guarantee that selected applicants will receive the amount of funding requested.
- the ministry will monitor and oversee funded programs for the duration of the funding.
- as of March 31, 2025, all project activities must be completed, or have a plan in place to end services, or be sustained by other funding sources.

Eligible Costs

Eligible costs are budget items directly related to the project. Costs must be reasonable and necessary for the project's successful completion and implementation.

The ministry may consider funding activities such as program or service delivery costs directly related to the service / project proposed. Examples include:

- project staff and other operating costs

- research, planning and development (for example, costs related to determining how to develop and implement the project)
- production costs for resource development (for example, graphic design, printing, translation into other languages, alternative formats for accessibility)
- outreach (for example, costs related to promotion, holding meetings or outreach events directly related to the project)
- honoraria
- program costs as they relate to 'net new' or incremental activity for existing programs

Allocated Central Administration (ACA) costs should not exceed 10 percent (10.5 percent in Northern communities) of the total budget.⁴ Examples of central administration costs include:

- salaries/benefits of the Executive Director or other management staff who spend all or a portion of their time dedicated to administrative functions. If the Executive Director or other management staff spend a portion of their time providing direct care or clinical support/consultation, the salary should be pro-rated accordingly
- costs of administrative functions that are not fully dedicated to specific programs
- costs of all human resources, finance, information systems and legal staff

Start-up or time-limited costs, directly related to the project that are not already accounted for through other sources of funding may also be approved by the Provincial Anti-Human Trafficking Coordination Office.

Ineligible Costs

The following expenses will not be covered, even if they are related to the project:

- annual general meetings, budget deficits, and/or membership fees
- fundraising activities, committee and political meetings, or religious activities

⁴ Central administration costs refers to those costs associated with governing and operating an organization. It does not include those program administrative functions that directly support service to the client.

- costs covered by other government funding
- contingency or unexplained miscellaneous costs
- costs not specifically related to the project
- activities that take place outside of Ontario
- portion of Harmonized Sales Tax (HST) costs that are refundable

Accountability

Each application must be submitted by a single eligible applicant. If an application is selected for funding, this single legal entity will be the signatory to the funding agreement with the ministry and will be identified as the grant recipient.

If an application contains any partnerships or collaborations, a lead applicant must take full responsibility for the application and, if selected, will be responsible for fulfilling all obligations set out in the funding agreement.

Granted funding would be subject to a funding agreement that will set out the terms and conditions governing the grant, reporting, performance and accountability requirements.

Successful applicants will:

- be accountable to the ministry for all monies and project components, and will be the final decision-making authority among partners for the project under the funding agreement
- manage their project plan to meet financial and accountability reporting requirements and milestones, as identified in the funding agreement
- be responsible for the receiving, administering, and allocating funds to any participating organizations in accordance with the requirements of their agreements with participating organizations
- be responsible for measuring results and reporting their performance as required by their funding agreement
- submit regular reports that will be used by the ministry to assess the progress of the project, as well as compliance with financial and auditing requirements, as required by the funding agreement

Funding will be paid in installments per a specific payment schedule in phases. Payment will depend on the grant recipient meeting all requirements under the funding agreement with the ministry.

7. Projects Focused on Services for Children and Youth

Overview

The Anti-Human Trafficking CSF will help support projects that specifically focus on services for children and youth who have been sexually exploited through sex trafficking. Please refer to this section when completing Question 8 in the Online Application.

Definitions

For the purposes of the Anti-Human Trafficking ILIF, the ministry defines:

- **children and youth** as individuals younger than the age of 18
- **child and youth programming** as any program or project designed for children and youth under the age of 18

Program Expectations

Services (for example, housing and residential supports, counselling services, drug and alcohol rehabilitation, etc.) should:

- be provided to children and youth who have been sexually exploited through sex trafficking
- be evidence-based (for example, based on practices which have been found to be effective in other projects or jurisdictions, etc.)
- include case management and advocacy built into the programming
- outline protocols in place about children receiving their services and/or in their care

- have a framework or model for their child and youth programming
- have a robust referral and intake process; offer referrals to a key resource where not available in-house (for example, to a nurse, counsellor, psychiatrist, etc.) that is qualified for children and youth care programs have specific programming activities (for example, recreational and social activities etc.) and/or offer educational programming
- provide key services or supports in partnerships with at least one other local service provider (such as police, schools, children's aid society, residential licensee, other anti-human trafficking organizations, etc.)

Examples of services and/or supports for children and youth include:

Licensed residential services

Licensed residential services for children might include:

- stable, safe and high-quality residential placements that meet the individual needs of children while improving their outcomes
- recreational, social, cultural, educational and health-based activities targeted towards the interests, preferences and treatment goals of children
- specialized mental health residential treatment and/or complex special needs treatment
- specialized residential treatment for child victims of human trafficking through sex trafficking

Educational programming

Working in partnership with their local School Board, programs offering services for children and youth might offer:

- educational programs that support skill development and create opportunities for children and youth to participate in mainstream education in the future (such as opportunities to interact in a positive manner in a classroom, using trauma-informed approaches, where they can build listening and other skills in an environment that promotes regular attendance)

- life skills programs which will enable children and youth to build similar skills to children in mainstream school systems, with the goal of supporting the continuation of primary, secondary and possibly college or post-secondary education
- emotional and cultural programs to help children and youth build healthy coping mechanisms to deal with the trauma of being sexually exploited so that they can live healthy lives
- financial (cash) incentives for children and youth who attend and/or complete an educational program

Health and Wellness programming

In consultation with local public health staff, or nurse/practitioners and counsellors, programs designed for children and youth will include:

- providing referrals for addictions and mental health issues
- nutrition and healthy diets
- participating in community activities
- mentorship opportunities

8. Completing the Application Form

The following sections of the CSF **must be completed** in the Transfer Payment Ontario System. The ministry reserves the right to not accept incomplete applications.

- Section A- Organization Information
- Section B- Organization Address Information
- Section C- Organization Contact Information
- Section D- Organization Capacity
- Section E- Grant Payment Information
- Section F- Application Contact Information

- Section G- Project Information
- Section H- Budget
- Section I- Performance Measures
- Section J- Partnership/Collaboration Information
- Section Y- Terms and Conditions
- Section Z- Declaration/Signing

In addition to completing sections above, applicants must also submit **all** the following attachments:

- audited financial statements
- a list of board members (where applicable)
- annual report from the preceding year (where applicable)
- Incorporation Certificate of Status
- Certificate of Insurance

Applicants who choose to submit any other documents (in addition to the documents above) must label their attachments and pages.

Please complete the following sections, addressing the questions in each section. Please note that each question has a character limit as indicated in the application form. **Incomplete applications will not be reviewed for funding.**

For instructions on filling out Sections A– Organizational Information; B- Organization Address Information and C- Organization Contact Information, please refer to TPON Application Instructions provided on ontario.ca/getfunding.

Section D- Organizational Capacity

Section D of the Application asks for information about the organization which is applying.

Please provide information about your organization:

Question 1: Describe your organization's core business or field of activity (Maximum 2,000 Characters)

- What is your organization's primary purpose and population groups / communities / sectors served?
- Where applicable, demonstrate experience and expertise in providing services to survivors of human trafficking.
- Where applicable, describe your organization's experience in delivering effective projects with comparable scope on time and within budget.

Questions 2 - 4: Numbers of Staff and Volunteers

- Please provide the number of full-time staff, part-time staff and volunteers.

Question 5: Accumulated Deficit at Most Recent Year-End

- Please note your accumulated deficit in the space provided. If your organization has a zero balance or surplus, please put "0" in the space provided.

Question 6: Accumulated Surplus at Most Recent Year-End

- Please note your accumulated surplus in the space provided. If your organization has a zero balance or deficit, please put "0" in the space provided.
- Please note that the surplus or deficit figures provided in Questions 3 and 4 must match those indicated in your organization's financial statement and be included as an attachment to your application.

Question 7: Describe your governance body (maximum of 2,000 characters)

- Explain the type of governance body you have in place (e.g. Board of Directors, Board of Trustees, Advisory Committee, or First Nation Chief and Council).
- Explain, if applicable, how the composition of your Board represents the community it serves.
- List the key roles and responsibilities of board members and Executive Director (or equivalent). Explain how these are defined and documented in writing and

communicated to all Board members (or senior management, if you do not have a Board) and Executive Director (or equivalent).

- Describe what changes, if any, there have been to your Board (or senior management if you do not have a Board) in the last two years. If applicable, describe how these changes affected the organization.
- Indicate how your leadership/governance structure is organized and how often it meets, reviews, monitors and reports on your organization's finances, human resources policies, and activities/outcomes (including to sponsors and funders).

For instructions on filling out **Sections E – Grant Payment Instructions and F- Application Contact Information**, please refer to TPON Application Instructions provided on ontario.ca/getfunding.

Section G- Project Information

Question 1: Project Name (maximum of 250 characters)

- Provide a short descriptive name that will easily identify the project.

Question 2: File Number

- Provide the File Number generated by your registration in TPON.

Question 3: Project Start Date

- Please indicate the planned start date for the project. Projects should start in the 2020/21 fiscal year. The earliest date a project can start is October 1st, 2020.

Question 4: Project End Date

- Please indicate the planned end date for the project. Projects must be completed by March 31, 2025.

Question 5: Requested Amount

- This will be automatically populated from the budget page.

Question 6: Total cost of the project

- If the total cost of the project exceeds the requested amount, please identify other sources of funding in budget.

Question 7: Project Summary (maximum of 1,000 characters)

- Please give a summary of your project. If the project is selected, the ministry may include this description on its website.

Question 8: Project Description (maximum of 5,000 characters)

- Briefly describe your organization's current or previous programming and projects that would be relevant to this application.
- Explain how your project will be informed, designed and led by survivors of human trafficking (wherever possible) and how lived experience in program design and implementation will contribute to restorative healing in a respectful way.
- Explain how your project will reach one or more targeted groups who have been sexually exploited, including boys; children and youth involved in or transitioning out of child welfare and the youth justice system; children, youth and adults with developmental disabilities; individuals at risk of victimization in the correctional system; and LGBTQ2S, Indigenous, racialized and newcomer populations (if applicable)
- Explain how the project program will understand and respond to the unique service needs of survivors of human trafficking.
- Explain how the project is modelled or prototyped after a successful program model (for example, in other jurisdictions).
- Explain how the project will contribute to the ministry's objectives for this funding.
- Describe the distinguishing features and/or linkages between previously or currently funded programming and the proposed project.
- Explain how new funding will improve upon previously achieved service delivery outcomes.

If the project offers a licensed residential setting for children or young persons or a residential setting for adults who have been sexually exploited through human

trafficking, please explain how the following services will be customized to meet the unique needs of each population:

- holistic treatment and safety planning
- consistent and high-quality staffing models and 24/7 coverage
- secure exit and transition plans which address those who may leave and return multiple times
- partnerships with other social service and health agencies, educational institutions, and child welfare, youth justice and police services, as necessary, to support client, family and community-centred responses and continued care
- how your project replicates or builds on other successful programs in Ontario and/or other jurisdictions

Note, if you are a survivor-led organization, please do not include any personal information in your response. Personal information is very broadly defined under the *Freedom of Information and Protection of Privacy Act* and includes any information that can be used to identify an individual.

Question 9: Rationale/Need (maximum of 2,000 characters)

Please provide a rationale for why your project/initiative is needed:

- Please provide a description of how your project will address your community's needs and priorities on human trafficking. Where applicable, indicate the geographic scope of your project, the communities it will serve and how it will fit into ongoing care for survivors in your community.
- If available, please include any supporting information such as research, statistics and demographic information that demonstrates or supports the need for your project and/or identifies it as a promising model or practice.

Question 10: Theory of Change

Applicants are expected to complete a Theory of Change template (see Appendix: Table I) which describes and outlines the linkages between the:

- problem or issue the project is seeking to address

- activities your organization will undertake to respond to the problem or issue
- products or services produced through these activities (outputs)
- outcomes or impacts on the populations served
- how the project aims to help offset costs for the government and/or reduce reliance on other government services and support the improved wellbeing of survivors (if applicable)

Applicants may choose to use and upload another format to present the Theory of Change, such as a diagram or other visual representation of the program, if all the required elements (activities, outputs, outcomes) are included. Please note that all applications require a Theory of Change to be considered for funding.

Sample Theory of Change

Problem Definition	Activities	Outputs	Impact (Outcomes)	Reduced reliance on other government services
<p>Example 1</p> <p>Human trafficking can have severe consequences on the mental and emotional health of victims and survivors. This program provides intensive mental health supports to help individuals process their trauma and learn ways of coping.</p>	<ul style="list-style-type: none"> - Advocacy - Crisis supports - Preventative supports - Licensed residential services 	<p>Examples:</p> <ul style="list-style-type: none"> - # of shelter beds provided - # of individuals served - # counselling/therapy sessions provided - # of safety plans created 	<p>Examples:</p> <ul style="list-style-type: none"> - Services and supports meet the needs of survivors - Improved staff ability to identify victims of human trafficking - Survivors experience improved mental health 	<p>The supports and learned strategies will prevent the need for ER visits for severe mental health episodes. (include examples of evidence from research or past work)</p>

<p>Example 2</p> <ul style="list-style-type: none"> - This program provides supports to help survivors graduate high school. 	<ul style="list-style-type: none"> - Advocacy - Tutoring classes - After school activities - Mentoring 	<ul style="list-style-type: none"> - # of individuals served - # of tutoring sessions per week - # of after school activities by type 	<ul style="list-style-type: none"> - Decreased instances of human trafficking for at-risk groups - Survivors are graduating from high school - Survivors are finding and maintaining stable employment 	<ul style="list-style-type: none"> - Evidence shows that individuals who complete high school are more likely to get and keep jobs, reducing the need for other forms of government financial assistance. (include examples of evidence)
---	--	--	---	---

Sample Theory of Change Plan

When completing the Theory of Change, applicants are encouraged to consider how the initiative is making a difference in the lives of specific populations who have been sexually exploited through human trafficking, including children and youth in or transitioning out of residential care, child welfare or justice sectors, individuals at risk of victimization in the correctional system, and LGBTQ2S, racialized or newcomer populations (where applicable).

Using the expandable table provided, please describe specific activities, outputs and expected impacts to demonstrate how your program will make a difference in the lives of individuals, families and communities and (if applicable) decreasing demand for other types of government services.

Question 11: Host Municipality/Community

- Please identify where the project will be managed.

Question 12: Name of Community

- Specify the name of the community if it is not included in the dropdown box.

Question 13: Project Priority

- Select the main priority your project addresses from the dropdown list provided. Choices are:
 - survivor-led programs
 - child/youth supports

Question 14: Project Work Plan

- Please complete the Project Work Plan provided. Please indicate anticipated activities, approximate start and end dates for implementation and expected result of each activity.

Question 15: Project Risk Management (maximum 2,000 characters)

- Describe any risks, challenges or obstacles that you anticipate while running this project and planned mitigation strategies you will apply to ensure successful outcomes.

Section H- Budget

For definitions of budget lines, please see TPON online application.

- Complete the table provided for the project's budget.
- For multi-year projects, include your requested amount per year (costs can be equal across years).
- Pro-rate the budget for 2020-21, with a projected start date of October 2020 (Note: this does not guarantee that the project will start in October 2020).
- Review "Eligible Costs" to ensure the expenses listed can be covered under the Fund.
- List any funding for this project from other sources (already planned or through a different initiative).
- Identify financial partners that are contributing to this project.
- Note how this project will be sustainable at the end of the funding period.
- Applicants may be asked to adjust the scale of their budget, as a condition of funding.

Section I- Performance Measures

Question 1: Ministry-identified Performance Measures (maximum 2,000 characters)

The ministry has also established performance indicators to help measure the impacts of responses to human trafficking on the lives of sexually exploited children and youth, survivors of human trafficking, their families and communities.

The ministry will require successful recipients to report back on the following performance indicators using the TPON portal. This is in addition to regular reporting on client volumes and characteristics as specified in service contracts.

Ministry performance measures for the CSF are as follows:

Ministry-identified Performance Measures

Outcome	Performance measures
Survivors of human trafficking are able to rebuild their lives.	<ol style="list-style-type: none"> 1. Number of unique trafficked individuals who have used the program/service from the agency in the fiscal year 2. Number of unique trafficked individuals who are actively participating in the program/service as of the end of most recent reporting period 3. Number of unique trafficked individuals who have achieved the stated goal(s) of the program or service they were accessing and/or have demonstrated measurable progress toward the goal(s), as agreed upon with the ministry, at end of most recent reporting period 4. Number of unique trafficked individuals who have exited the program/service without achieving their goal at end of most recent reporting period

- In the textbox provided, please describe how your program will collect, analyze data and report back on data illustrating the achievement of the ministry-identified outcomes and performance indicators.

- If your organization already collects this information, please outline the tools used, and if not, outline how your organization would go about collecting this information.
- Also note if you plan to share any lessons learned positive or unexpected outcomes or tools which have been developed to work with survivors, in your reporting, or with other interested organizations or communities.

Following the CSF application process, successful applicants who have been awarded funding will, in collaboration with the ministry, refine the measures of success under Performance Indicator #3 and the data collection plan outlined in this section.

Section J- Partnerships and Collaboration

Question 1: Partnerships and Collaboration (maximum 2,000 characters)

Using the table provided, please describe the partners that you will work with in this project, including their roles, responsibilities and contributions:

- Indicate the name of partner organizations and contact information.
- Identify different partners that your organization will work with and their roles in the planning, development and implementation stages of your project and how these partnerships will be sustained. These can include partnerships within or outside of your community.
- Describe how working/collaborating with these organizations will improve access and complement service delivery for survivors of human trafficking and how partnerships will be sustained.
- Include whether these are existing partnerships/collaborations or new partnerships that will be developed as a result of this new funding (letters of support may be attached to the application but are optional).
- The ministry recognizes that not all communities have a range of possible partners to choose from, particularly in rural and remote communities. If there are a limited number of organizations, private businesses or individuals you could work with as part of the project please note this in your answer.

Section Y- Terms and Conditions

- Transfer payment recipients delivering services in French-designated areas, or delivering services to someone from a designated area, shall provide an “active offer of services” in the French language.
- Transfer payment recipients will develop appropriate referral criteria and mechanisms with local anti-human trafficking service providers, mainstream and/or Indigenous children’s aid societies (CAS) as appropriate and suitable children, youth and adult services in order to maximize the effectiveness of services for survivors.
- Transfer Payment Recipients providing services for children and youth (including licensing for residential services) must comply with applicable provisions of the *Child, Youth and Family Services Act, 2017* and related regulations.
- Transfer payment recipients will have a written service complaint and problem resolution process that will be made available to survivors or persons who have been sexually exploited through sex trafficking who use services upon request.
- Transfer payment recipients are expected to comply with the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act, and all other applicable laws.
- Transfer payment recipients must have policies in place to protect personal information and privacy of their participants.

For instructions on filling out **Z- Declaration/ Signing**, please refer to the TPON Application Instructions provided on ontario.ca/getfunding.

9. Further Information

No Commitment to Fund

The ministry:

- makes no commitment to fund all applicants or any one applicant.
- may choose which applicants to fund, if any, at its sole and absolute discretion.

- even if an application meets all the Fund's objectives and criteria, there is no guarantee that funding will be approved, as there may be other projects that, in the sole opinion of the ministry, more effectively meet the CSF's objectives and criteria.
- does not guarantee that the total amount of funding requested by a successful applicant will be approved.
- shall not be responsible for any cost or expenses incurred by any applicant, including any costs or expenses associated with preparing and submitting responses to this Call for Applications.

Conflict of Interest

Successful applicants will be required to carry out the program and use the funds received from the ministry pursuant to the program without an actual, potential, or perceived conflict of interest.

A conflict of interest may include a situation where an applicant or any person who has the capacity to influence the applicant's decisions, has outside commitments, relationships or financial interests that could, or could be seen to, interfere with the applicant's objective, unbiased and impartial judgment relating to the program and the use of the funds.

Confidentiality

Please note that the ministry is subject to *the Freedom of Information and Protection of Privacy Act* (Act). The Act provides every person with a right of access to information in the custody or under the control of the ministry, subject to a limited set of exemptions.

Section 17 of the Act provides a limited exemption for third party information that reveals a trade secret, or scientific, commercial, technical, financial or labour relations information supplied in confidence where disclosure of the information could reasonably be expected to result in certain harms. Any trade secret or any scientific, technical, commercial, financial or labour relations information submitted to the ministry in confidence should be clearly marked. The ministry will notify you before granting access to a record that might contain information referred to in Section 17 so that you may make representations to the ministry concerning disclosure.

Section 15.1 of the Act provides that information that could reasonably be expected to prejudice the conduct of relations between a First Nation and the Government of

Ontario, or reveal information received in confidence from a First Nation, may be protected from disclosure by the ministry.

Applicants are advised that the names and addresses of funding recipients, their partnered organizations, the amount of funding provided, and the purpose for which funds are provided is information that the ministry may make available to the public.

Additionally, the ministry and the Office may share application information with others for the purpose of evaluating applications, assessing eligibility, and administering the Anti-Human Trafficking CSF.

Privacy and Personal Information

Applicants must be mindful of their obligations under relevant legislation when preparing and implementing their grant applications to ensure they are complying with all requirements of law.

Applicants are responsible for ensuring appropriate confidentiality, privacy and security of information they collect from the survivors of human trafficking and all other individuals that they serve when carrying out the project.

Rights of the ministry

In applying, the applicant is deemed to have acknowledged that the ministry or the Provincial Anti-Human Trafficking Office may:

- communicate directly with any applicant or potential applicants
- at its sole discretion, accept applications for consideration that are not strictly compliant with the requirements outlined above
- verify with any applicant or with a third party any information set out in an application
- at any time, and from time to time make changes, including substantial changes, to this guide and related documents including the application form by way of new information on the designated website
- cancel this application and call for applications process at any stage of the application or evaluation process
- reject any or all applications in its sole and absolute discretion
- fund legal entities for similar projects regardless of whether these entities have applied in response to this guide

Appendix

TABLE I: Theory of Change

Problem Definition	Activities	Outputs	Impact (Outcomes)	Reduced reliance on other government services

TABLE II: Project Work Plan

Order	Key Milestone	Activities	Start Date	End Date	Responsibility
1.					
2.					
3.					

TABLE III: Budget

Budget Item	Project Description	Amount *
Expenditure		
Staffing		
Salary		
Staff training		
Building occupancy		
Travel & Communication		
Supplies and Equipment		
Others Program/ Service		
Allocated Central Administration		
Total Funding Requested		

Funding from other sources		
Federal Government Funding		
Other Provincial Government Funding		
Other funding sources		
In-kind donation		
Total funding from other sources		

TABLE IV: Partnership/Collaboration Information

Partner organization name	Contact information	How will this partner contribute? (Please note financial or in-kind contribution)	Describe how working/ collaborating with these organizations will improve service access and delivery for trafficked individuals