Ministry of Children, Community and Social Services

Youth Violence and Human Trafficking Prevention Program

Call for Applications Guidelines

Strategic Policy Division (SPD)

Youth Justice Division (YJD)

Community Services Division (CSD)

Fall 2020

Contents

1. What You Need to Know Before You Apply

This Call for Applications package is issued by Her Majesty the Queen in right of Ontario as represented by the Minister of Children, Community and Social Services (the "Ministry").

Before completing your Youth Violence and Human Trafficking Prevention Program (YVHTPP) Application, please:

- Read the entire YVHTPP Call for Applications Guidelines
- Review the YVHTPP Frequently Asked Questions (FAQs) at ontario.ca/getfunding.

You may also submit questions about the YVHTPP program to the YVHTPP team at YVHTPP@ontario.ca. For information about the YVHTPP application process and Transfer Payment Ontario (TPON), please visit: https://www.ontario.ca/page/get-funding-ontario-government.

2. Overview

The **Youth Violence and Human Trafficking Prevention Program (YVHTPP)** supports community-based prevention initiatives that seek to address key factors that put youth (ages 12-29) and their communities at increased risk of violence and victimization, including human trafficking.

These prevention-focused projects will contribute to the following outcomes:

- Decrease risk factors that contribute to youth violence and victimization, including human trafficking, and;
- Increase protective factors to build strengths, skills and resiliency in youth and families.

YVHTPP is the Ministry's contribution to Ontario's *Guns, Gangs and Violence Reduction Strategy* (GGVRS), a cross-government investment in local prevention, enforcement and prosecution efforts to reduce gun and gang violence and promote community safety. YVHTPP is part of the strategy's commitment to prevention through delivering initiatives that prevent criminal activity before it starts, address risk factors and support at-risk youth with alternatives to entering gangs.

YVHTPP will provide a total of $5.2 million over three years (2020-23) and is targeted to five cities in Ontario identified as having a high prevalence of risk factors for youth violence and victimization: **Hamilton, London, Ottawa, Thunder Bay, City of Toronto** and neighbouring Indigenous communities.

To be eligible to apply from a neighbouring Indigenous community, Indigenous-led organizations or Indigenous communities outside the target cities must demonstrate:

- Youth interaction with target cities (e.g., use of services), and
- A prevalence of similar risks factors in their community.

A key priority for YVHTPP is to provide funding to targeted supports for Indigenous and Black youth, and other youth populations that are disproportionately impacted by violence and victimization, including human trafficking.

Indigenous-led and Black-led organizations[1] are encouraged to apply for funding through this initiative.

Community Engagements and What We Heard

In March 2020, the ministry undertook engagements with service providers in the five target communities to obtain community-level insights and feedback to support YVHTPP program design and ensure that the program is responsive to community needs. A Youth Perspectives Survey was also made available in the five YVHTPP target communities to provide an opportunity for youth to identify risk and protective factors that are important to them.

Service providers identified several important service principles for youth and families at risk of violence and victimization, including that supports and services be:

- Culturally-relevant
- Client and youth-centered
- Strengths-based and trauma-informed
- Holistic and address basic needs
- Inclusive of families
- Focused on creating positive opportunities for youth through education, training, employment and recreation

Service providers also highlighted a need for:

- Public education and awareness on youth violence and human trafficking
- Improved local service coordination
- Youth and community engagement and accessible programming

Youth also indicated the types of services they felt were needed (or needed to improve) in their communities to address youth violence and victimization, including:

- Acute crisis supports
- Mental health and addictions services
- Accessible, safe spaces for recreational, learning and "hanging out"
- Individualized case management
- Mentorship

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[1] Indigenous-led and Black-led organizations are defined as organizations that: (a) have a mandate to serve the Indigenous or Black community, (b) center identity in all services and all services are delivered through an Anti-Indigenous or Anti-Black racism lens; and (c) have Indigenous or Black leadership at all levels (i.e., staff, executive, governance, etc.).

Priority Services

Consistent with the feedback provided by service providers and youth, YVHTPP will address risk factors for youth violence and victimization by funding prevention projects that provide:

- Culturally-relevant youth violence and/or human trafficking prevention services (prioritizing services designed by and for Indigenous and Black individuals).
- Intensive mental health, addictions and crisis services.
- Supports to increase youth engagement and success in school and employment.
- Supports to help families respond to and support youth at risk of youth violence, victimization and human trafficking.
- Supports that enhance youth access to pro-social activities, relationships and positive role models (e.g., recreational activities, mentorship, leadership).
- Supports that address the basic needs of youth (e.g., safety, housing, transportation, food).
- Community-based crime, violence prevention and human trafficking education and awareness.
- Initiatives that enhance community partnerships and service coordination to improve community response to youth violence and victimization, including human trafficking.

Priority Populations

YVHTPP will prioritize funding to targeted supports for Black and Indigenous youth, and other youth populations that are disproportionately impacted by violence, victimization and human trafficking, including (but not limited to):

- Gang-involved youth and youth at-risk of gun and gang violence
- Youth in conflict with the law
- Youth involved with, or transitioning out of, child welfare
- Homeless and vulnerable youth
- NEET youth (Not in Education or Employment)
- LGBTQ2S+ youth
- Newcomer youth

Service Principles

YVHTPP will fund projects that integrate and utilize YVHTPP's *service principles*. Applicants should demonstrate how their proposed project aligns with one or more of these service principles.

- ***Best practices:*** The project draws on well-established service models and/or practices that are recognized as effective for supporting youth at risk of violence and victimization.

- **Culturally-relevant:** The project is culturally-relevant to youth and communities served through the project and helps strengthen one's ties to their community and culture.

- **Client-centered and youth engaged:** The project prioritizes youth engagement and the individual interests and needs of youth and families. Clients are at the center of all aspects of the project and the project uses strategies to involve and empower youth to address, plan and make decisions about issues that affect them.

- **Strengths-based and trauma-informed:** The project recognizes, supports and builds on the strengths, skills and protective factors of youth. The approach to service delivery reflects an understanding of trauma, and the impact traumatic experiences can have on human beings.

- **Family and community focused:** The project includes and integrates family and/or community support in addressing the needs of the youth and fostering strengths. The project facilitates and/or leverages community partnerships, and/or facilitates service coordination to provide effective services to youth.

- **Evaluation and knowledge dissemination:** The project seeks to evaluate the impact of the project and share knowledge and best practices across a wider community.

Funding

The funding for YVHTPP is a total of $5.2 million over three years (2020-2023):

- 2020-21- up to $1.5M
- 2021-22- up to $1.7M
- 2022-23- up to $2M

Maximum total funding per project is $500,000 over three years.

Multi-year funding can be requested for up to three years. Single-year funding can also be requested.

The ministry does not guarantee that selected applicants will receive the amount of funding requested. 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 will monitor and oversee funded projects for the duration of the funding.

As of March 31, 2023, all project activities must be completed, or have a plan in place to end services, or be sustained by other funding sources.

3. Eligible Applicants

The following organizations are eligible to apply for funding:

- Not-for-profit corporations, including not-for profit social enterprises and registered charities that are legal entities.
- Indigenous communities (inclusive of First Nations, Métis and Inuit communities) located adjacent or near YVHTPP target communities, that are legal entities.

An organization may submit more than one proposal. To improve collaboration and integrated services, organizations are encouraged to work in partnership with other organizations before submitting multiple proposals.

To be eligible for this funding, applicants must be located within the target cities or in neighbouring Indigenous communities.

To be eligible to apply from a neighbouring Indigenous community, Indigenous-led organizations or Indigenous communities outside the target cities must demonstrate:

- Youth interaction with target cities (e.g., use of services), and
- A prevalence of similar risks factors in their community.

If an organization is involved in more than one application, please provide the following information in **Section G - Project Information (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.

French Language Services (FLS)

Applicants applying to deliver projects in areas of the province designated under the *French Language Services Act* (FLSA) must demonstrate their capacity to provide direct services in French and facilitate the accountability and the active offer of services in French.

Ineligible Applicants

For-profit corporations, individuals and/or non-legal entities, and municipalities and/or District social services administration boards are not eligible to apply.

However, applicants that fall into these categories may collaborate with eligible members on a project or apply as a part of a collaborative that includes at least one eligible member. The eligible member will be the lead applicant and, if selected, is responsible for fulfilling the obligations outlined in the funding agreement.

4. Application Instructions

Deadline and Required Documents

Applications for YVHTPP, including supporting materials, must be submitted no later than December 10th, 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.

A complete application includes:

- Complete answers to all questions in the online application form on TPON (see Section 7: Completing the Application Form).
- A digital signature by the applicant's signing authority.
- All required attachments (see Section 7. Completing the Application form on p. 13).

Using Transfer Payment Ontario

The Government of Ontario's online grant management system, 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 visit www.ontario.ca/page/get-funding-ontario-government or 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 YVHTPP staff will be offering additional support to assist applicants. This includes answering program-specific questions at YVHTPP@ontario.ca and hosting webinars on how to apply through TPON.

For more information on how to register for these sessions and other updates, check the TPON portal.

5. Assessment of Application Criteria

Criteria	Weight
1. Proposed Approach • The project description outlines how YVHTPP priorities and principles will be addressed. • The target population and community serviced for the project is clearly outlined. • Key components and qualities of the project are clearly outlined, and examples are provided. • The project description includes clear activities, outputs and outcomes to demonstrate how the project will positively impact youth. • The proposal outlines how the project will meaningfully engage and include the voices and experiences of youth in both implementation and evaluation. • The proposal outlines the population served and how culturally-relevant services are considered/approached. • The proposal provides a clear rationale and evidence that there is a need in the community for the project.	**50%**
2. Reporting • The proposal includes a plan for collecting, assessing and reporting on ministry-identified outcomes. • The proposal includes an estimate of the number of clients that will be served during the duration of the project.	**20%**
3. Partnerships and Collaboration • The project creates, builds on or strengthens service partnerships and increases the capacity to serve and advocate for the needs of youth. • 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 and 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 the coordination of community services, without duplication.	**15%**
4. Project Delivery and Organizational Capacity: • 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 is reasonable and clearly outlines activities, activity outputs and outcomes, and plan to evaluate the impact of project activities. • The project includes community planning and capacity-building costs, where applicable. • The project identifies possible risks and appropriate mitigation strategies.	**15%**

Criteria	Weight
• 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.	

Please note that even if an application meets all the objectives and criteria outlined, there is no guarantee that funding will be approved. Funding decisions are made at the sole discretion of the ministry.

6. 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 project or service delivery costs directly related to the service/project proposed. Examples include:

- Project staff and other operating costs (including cell phones, computers, internet).
- Research, planning and development (e.g., costs related to determining how to develop and implement the project).
- Costs related to supporting the basic needs of the youth and family being served (e.g., safety, transportation, food, clothing, etc.).
- Production costs for resource development (e.g., graphic design, printing, translation into other languages, alternative formats for accessibility).
- Outreach (e.g., costs related to promotion, holding meetings or outreach events directly related to the project, costs related to participants attending events, etc.).
- Honoraria.
- Project costs as they relate to 'net new' or incremental activity for existing projects.

Allocated Central Administration (ACA) costs must not exceed 10 percent (10.5 percent in Northern communities) of the total budget. Central administration costs refer to those costs associated with governing and operating an organization. It does not include those project administrative functions that directly support service to the client. 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 projects.
- 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 YVHTPP staff.

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.
- 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.
- Any other costs deemed ineligible by MCCSS.

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 province 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 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.
- Report-back to the ministry 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. Completing the Application Form

The following sections of the YVHTPP application **must be completed** in the TPON System. The ministry reserves the right to not accept incomplete applications.

- Section A – Organization Information
- Section B – Organization Address Information
- Section C – Application Contact Information
- Section D – Organization Capacity
- Section E – Grant Payment Information
- Section F – Project Information
- Section G – Project Work Plan
- Section H – Budget
- Section I – Performance Measures
- Section J – Partnership/Collaboration Information
- Section K – Terms and Conditions
- Section L – Declaration and Signing

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

- A list of board members (where applicable)
- Incorporation Certificate of Status (where applicable)

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. Note that each question has a character limit as indicated in the application form.

Please remember that the Ministry reserves the right not to accept incomplete applications.

For instructions on filling out **Section A** – Organizational Information, **Section B** – Organization Address Information and **Section C** – Application Contact Information, please refer to the 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:

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

- What are your organization's key objectives and goals and who does the organization serve?
- Describe your organization's experience providing effective services that are relevant to this application.

Numbers of Staff and Volunteers

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

Accumulated Deficit at Most Recent Year-End

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

Accumulated Surplus at Most Recent Year-End

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

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

- What type of governance body does your organization have (e.g., Board of Directors, Board of Trustees, Advisory Committee, or First Nation Chief and Council)?
- 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).
- How does the composition of your Board represent the community it serves?

For instructions on filling out **Section E – Grant Payment Instructions**, please refer to TPON Application Instructions provided on ontario.ca/getfunding.

Section F – Project Information

Project Name (maximum of 250 characters)

- Provide a short descriptive name that clearly identifies the focus of the project.

Project Start Date

- Please indicate the planned start date for the project. The earliest date a project can start is January 1st, 2021.

Project End Date

- Please indicate the planned end date for the project. Projects must be completed by March 31st, 2023.

Requested Amount

- Input the total amount of funding requested. The total requested amount should be the same as the total requested amount in the budget section.

Total cost of the project

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

Project Summary (maximum of 1,000 characters)

- Provide a summary of your project. The summary should clearly list the project's goals, target population(s), activities and intended outcomes.
- Note: If your project is selected, the ministry may include this description on its website. The summary should include the main objective, who the project will serve and what it will accomplish.

Project Description (maximum of 5,000 characters)

Provide detailed information about the key features of the project and how it operates.

- Who is the project targeted to? What programs and services will be provided?
- Describe the project's service delivery model (i.e., intake, case plans, hours of service, etc.). How is the project delivered?
- How does the project incorporate and utilize the YVHTPP service priorities and principles?
- How will the project reach and foster engagement with target youth and families? What strategies will be used?
- What kind of supervision will be provided to project staff and cases (i.e., frequency of meetings and focus)?
- How will youth and service providers learn about the project? How will the project raise awareness of the supports and services?
- Describe how you will provide direct services in French, as per the requirements of the *French Language Services Act* (if applicable).

Rationale/Need (maximum of 2,000 characters)

Provide a rationale for why your project/initiative is needed:

- Describe the need in your community for this project or initiative. Include supporting information such as research, statistics and demographic information that demonstrates or supports the need for your project.
- What gaps does the project fill?
- Indicate the geographic scope of your project, the communities it will serve and how it will fit into ongoing care for youth in your community.

Culturally-relevant services

- If your project includes the provision of culturally-relevant services, explain the approach used in designing the services.
- Include information about who will be involved in providing these services.
- How was the need for the service determined?

Host Municipality/Community

- Please identify where the project will be provided.

Name of Community

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

Project Priority

- Identify which of the YVHTPP service priorities your project will address from the list provided. Please select all that apply. The priorities are:
  - Culturally-relevant: Culturally-relevant youth violence and/or human trafficking prevention services.
  - Mental health, addictions, crisis: Intensive mental health, addictions and crisis services.
  - Success in school and employment: Supports to increase youth engagement and success in school and employment.
  - Supports for families: Supports to help families respond to and support youth at risk of youth violence, victimization and human trafficking.
  - Pro-social activities: Supports that enhance youth access to pro-social activities, relationships and positive role models (e.g., recreational activities, mentorship, leadership).
  - Support basic needs: Supports that address the basic needs of youth (e.g., safety, housing, transportation, food).
  - Prevention and awareness: Community-based crime, violence prevention and human trafficking education and awareness.
  - Community partnerships: Initiatives that enhance community partnerships and service coordination to improve community response to youth violence and victimization, including human trafficking.

Section G – Project Work Plan

Project Work Plan

- Please complete the Project Work Plan provided. Indicate anticipated key milestones, activities, expected start and end dates and the expected result of each activity.

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.

- Provide a project budget that aligns with the project's activities and deliverables in the table provided.
- 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 no earlier than January 2021 (Note: this does not guarantee that the project will start in January 2021).
- Review "Eligible Costs" to ensure the expenses listed can be covered under YVHTPP.
- 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 and Outcomes

Program-Specific Outcomes and Performance Measures

Identify two or more immediate outcomes your project seeks to achieve. How will you measure these outcomes? Below is a list of potential outcomes identified by the ministry. Applicants may also report on additional outcomes they feel are important, but not captured below.

- Please describe how your project will collect, analyze data and report back on data illustrating the achievement of the ministry-identified outcomes.
- 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.

The ministry will require successful recipients to report back on the following performance indicators using the TPON portal. This is in addition to reporting specified in funding agreements.

Ministry Identified Program Outcomes

YVHTPP seeks to improve outcomes for youth at risk of violence and victimization, including human trafficking. Subsequently, the ministry has established project outcomes to affirm the intended goals and impacts of the funded initiatives.

YVHTPP's ultimate intended outcomes for youth, families and communities are:

- Decrease risk factors that contribute to youth violence and victimization, including human trafficking, and;
- Increase protective factors to build strengths, skills and resiliency in youth and families.

YVHTPP's immediate outcomes, include:

- Increased safety and feelings of safety
- Increased youth engagement and success in school and employment
- Increased youth and family engagement with mental health supports
- Increased supports for families
- Increased access to pro-social activities
- Increased opportunities to develop connections to positive peers and adults
- Increased access to culturally-relevant services
- Increased pro-social behaviors and attitudes
- Increased recognition of the impact of behaviours
- Increased effective partnerships among service providers
- Decrease in systemic barriers (e.g., racism, poverty, inter-generational trauma)

Section J – Partnerships and Collaboration

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

- Indicate the name of your 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. Indicate if any of your partnerships are supported with a Memorandum of Understanding (MOU).
- Describe how working/collaborating with these organizations will improve access and complement service delivery to prevent youth violence and victimization, including human trafficking.
- 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).
- Describe how the project builds and leverages partnerships to support implementation and service delivery. Describe how you will work with other relevant community resources/services (e.g., housing, education, employment, life skills, health and mental health, and legal services) to support youth and families in the project.

Section K – Terms and Conditions

- Selected applicants 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.
- Selected applicants will have a written service complaint and problem resolution process that will be made available to youth and families upon request.
- Selected applicants must have policies in place to protect personal information and privacy of their participants.
- Selected applicants are responsible to comply with all applicable legislation when delivering services (e.g. *Child, Youth and Family Services Act*; *Youth Criminal Justice Act*, *Human Rights Code*; *Ontarians with Disabilities Act*; *Freedom of Information and Protection of Privacy Act*, *French Language Services Act*).
- Successful applicants will be required to carry out the project and use the funds received from the ministry pursuant to the project 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 project and the use of the funds.

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

8. Further Information

Confidentiality

- The ministry will disclose any information collected in this application if required by the provincial *Freedom of Information and Protection of Privacy Act*.
- The ministry may also share application information with others for the purpose of evaluating applications, assessing eligibility, and administering YVHTPP.

Privacy and Personal Information

- Applicants are responsible for ensuring appropriate confidentiality, privacy and security of information they collect from youth and families 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 YVHTPP team 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.

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.
- Does not guarantee funding even if an application meets all YVHTPP 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 costs or expenses incurred by any applicant, including any costs or expenses associated with preparing and submitting responses to this Call for Applications.
- Will require selected applicants to execute a Funding Agreement outlining the terms and conditions relating to any funding as a condition of and prior to receiving funding.