



Frequently Asked Questions

Q. Are there any eligible and/or ineligible costs related to the budget?

A. Yes, the following relate to all three streams. Eligible costs are staffing, honourariums, administrative expenses, materials, transportation and, professional fees. Ineligible costs are costs for capital equipment/renovations, minor renovations to existing buildings, construction or development of new facilities, land maintenance, financing of deficits and/or debts and, for-profit ventures.

Q. Is there a cap on what portion of the budget can go towards staffing costs or administrative expenses?

A. No, but if staffing or administrative expenses make up most of your budget, you would need to justify your reasoning. We suggest you add a rationale to better your chances of receiving funding.

Q. When will organizations find out they are receiving funding?

A. We plan to let organizations know by the first week of April by email.

Q. When will organizations receive funding if they have been approved?

A. We plan to release the funds at the latest, end of May. Prior to releasing the funds, we need to work with organizations on their contract agreement with CPO.

Q. Is there a possibility that the proposed project would be partially funded, i.e., an organization asks for \$60,000 and are funded \$40,000?

A. Yes. If we feel that certain things can be adjusted, we may partially fund. A conversation will be had with the applicant to ensure that the project is still feasible if it is partially funded.

Q. Is there a percentage of funding that is required to come from the applying organization? If so, would in-kind contributions be considered part of that percentage?

A. There is no requirement. We feel it's great to see that there's efforts from organizations to obtain support. Our main concern is to understand that the project is still feasible. If the project is one that is longstanding, we would like to know that you are still obtaining in-kind grants. If you do have in-kind contributions, please include that in your budget.



Q. What type of insurance is required of organizations in order to apply?

A. Organizations are required to have commercial general liability insurance of 2 million. If your organization has been approved for funding, you will need to add Crime Prevention Ottawa as an additional insured.

Q. How does CPO define 'youth'. Can that be children and youth, say 6+?

A. CPO defines 'youth' as anyone ages 25 and under.

Q. Are there certain amounts being slotted for each of the three streams, or will funding go to the projects most aligned with CPO's vision and mission?

A. Microgrants make up to 25% of our funding envelope, non-renewable grants make up to 40%, and multi-year systems level/collaboratives make up to 30% of our funding envelope. Also, ED directed funding for urgent funding needs that do not fall within funding cycle make up to 15% of our funding envelope.

Q. Do multi-year applications need to be a collaborative? If not, would we simply answer 'no' to the question (3a) asking about collaboratives?

A. No, multi-year applications do not need to be collaboratives, therefore you would not need to answer question 3a). Multi-year applications can either be systems-level or collaboratives. You have the option of choosing which one based on your project.

Q. Can a multi-year grant have a program delivery aspect to it?

A. Yes, it would just need to align well with CPO's outcomes, and you would need to include a rationale. If you are developing a project that you would like to share, it would need to have more systemic shifts. If you are trying out a project pilot/model you would like to share, it would need to involve program delivery.

Q. Are organizations able to submit multiple proposals to different streams or is CPO only accepting one application from each organization?

A. Organizations can apply multiple times for separate projects, even in the same stream. There is no limit.

Q. When do projects need to start and end?

A. Projects under the microgrant stream and the non-renewable stream need to begin in May 2023 and be completed by April 30th, 2024. Projects under the multi-year systems level/collaboratives stream need to begin in May 2023 and be completed in either April 30th, 2024, or April 30th, 2025 (dependant on if they've been approved for two-year funding).



Q. What does 'non-renewable' mean?

A. CPO is not a core funder. Therefore, we are offering funding to organizations for research, to direct program delivery, or to enhance current services for a year. You can re-apply to the non-renewable stream next year but not for the same project.

Q. Please elaborate more on what CPO is looking for in terms of developing and implementing a strategy.

A. CPO would like to see a collaborative piece integrated into this such as how organizations plan to tackle things together. Organizations might find that they need more resources to work together or want to try an approach. We would like to see things such as these mentioned in your application.

Q. If we put in a grant for research, can we apply in another year for multi-year for a project based on that research?

A: Yes, you can. For example, if you've received funding from our non-renewable stream on research and would like to apply for multi-year funding to create community best practice, you can!

Q. Do you have to chose only one of these three choices for project type, or could we use the funds for say program delivery with a research component attached?

A. You're asked to choose one in the form, but your project can have more than one component to it.

Q. How many years is the multi-year application for?

A. Because CPO will be doing its strategic plan this year, the Board wants to ensure funding isn't locked up for multiple years. Therefore, we have capped multi-year funding at 2 years. Guaranteeing a 2nd year grant will be for exceptional circumstances only. You would really need to make a case as to why the initiative simply wouldn't work if you only had 1 year of funding.

Q. Would we map out a 2-year timeline in the work plan if applying for two year funding?

A. Yes. We would like to see what your work plan is for each year of funding you are requesting.

Q. Should we build evaluation into our budgets to measure the progress?

A. CPO will assist you in doing the evaluation. We are working on securing an external evaluator.



Q. Is there any disadvantage to working with experts and/or professionals based outside of Ottawa?

A. No. As long as your main service is delivered in Ottawa, you're free to work with experts and/or professionals based outside of Ottawa.

Q: Are theories of change and logic models necessary?

A: No, they are optional.

If you would like more clarification pertaining to questions in this document or if you have a question that was not answered, please contact us at cpo@ottawa.ca.