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# How to apply

## Communities at Risk: Security Infrastructure Program

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#### **⚠ Returning Applicants**

Please review the [recent administrative changes below](#) as the application requirements and templates have changed.

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## Getting started

The purpose of this guide is to assist interested organizations in completing funding applications under the *Communities at Risk: Security Infrastructure Program (SIP)* for an annual Call for Application or via the Severe Hate-Motivated Incident Support (SHMIS) stream offered by the program. This guide also provides you with a walkthrough of each section of the application form.

**i** If you intend to submit a request via the SHMIS, please review the information provided in the [dedicated section on the SHMIS stream](#) as initial application requirements differ from regular applications.

## How to use this guide

The SIP Application Guide has been designed to be read in chronological order, as you work through your project proposal and complete your online application. You may use the table of contents at the beginning of this guide to quickly reference a particular section as needed.

Carefully review the information in this application guide, noting all of the requirements and supporting documentation needed.

You can review the [program definitions and terminology section](#) if you are unsure about how to interpret a particular term used in this guide.

## Recent administrative changes

Application requirements have been simplified as of 2023 Call for Applications:

- **Comparable quotes are now optional and no longer mandatory**, although strongly recommended to ensure you receive fair-market value for your project. They may still be requested by Public Safety Canada at any time during the process.
- **Removed the Mandatory Quote Template** to allow vendors to supply applicants with their own quotes using official letterhead. Please ensure all required information is present (e.g. full address and GST/HST information).
- **Simplified the Mandatory Budget Template**, which now includes user-friendly features and real-time feedback.
- **Reduced the Letter of Support requirement** from two (2) letters to only one (1) and a support letter template is now available to help community members who will be asked to complete one. The use of the template is optional.
- **Removed the Supporting Documentation requirement** for showcasing your community is at risk of hate-motivated crime. Organizations will now simply explain their circumstances in the application form and only submit documentation if their organization experienced a hate incident.

These changes have been implemented to help streamline the processing of applications, to make the SIP more responsive to the needs of the communities and to provide funding as quickly and efficiently as possible.

## Application package requirements

As part of your application, you will need to submit additional documentation to support your project proposal. Your application is only considered complete if it includes all mandatory documentation. Completed documents are to be attached in your application form in their respective sections.

**⚠** Ensure that all applicable sections of your application form are completed and all required documentation is submitted. Incomplete applications, including submissions missing the mandatory documentation or submitting documentation with insufficient information (e.g. blanks), will not be considered for funding.

**i** You must submit one (1) application per project site. Organizations are limited up to five (5) project sites per Call for Applications.

## Supplementary documentation required to be included as part of an application submission under the Security Infrastructure Program

Documentation	Description	Required?
<p><b>Letter of support</b></p>	<p>A signed letter from a community member or organization supporting the proposed project and/or acknowledging the existing security challenges at your site.</p> <p>The letter cannot originate from the applying organization, including its staff.</p> <p>See <a href="#">section 4 of the application walkthrough</a> for more information on specific requirements.</p>	<p>Yes</p>
<p><b>Quotes for security equipment, minor renovations and security assessment</b></p>	<p>Minimum of one (1) quote. Each quote must be completed by and originate from a legitimate vendor(s) offering goods and services related to eligible project activities. Ensure the submitted quote(s) encompass all elements of your project and all required information is present.</p> <p>It is a best practice to obtain more than one other quote to compare costs and services.</p> <p>See <a href="#">section 5 of the application walkthrough</a> and the <a href="#">SIP Quote Information Checklist</a>, to ensure the quote contains the required information. Only goods and services that are present in the quote(s) will be considered for funding.</p>	<p>Yes</p>
<p><b>Budget</b></p>	<p>A completed budget for the proposed project using the <a href="#">mandatory budget template</a>. The items listed in the budget template must match the items exactly as listed in the submitted quotes.</p> <p>See <a href="#">section 5 of the application walkthrough</a> for more information on specific requirements.</p>	<p>Yes</p>

<p><b>Floorplan</b></p>	<p>A floor plan marking the exact location of all proposed interior and/or exterior security equipment to be installed. A legend must be included.</p> <p>Photographs and sketches with clear markings of where the proposed security equipment will be installed can also be submitted as supplemental documentation in addition to the required floorplans.</p> <p>See <a href="#">section 5 of the application walkthrough</a> for more information on specific requirements.</p>	<p>Yes</p>
<p><b>Documentation confirming that the institution is recognized at the Provincial or Territorial level</b></p>	<p>Only for applications submitted by private educational institutions.</p> <p>The documentation must confirm that your organization is recognized as an educational institution by the province or territory in which you operate, and that it is valid at the time of application and valid for the current/upcoming academic year. Incorporation papers are not accepted as recognition of educational institution status.</p> <p>See <a href="#">section 1 of the application form walkthrough</a> for more information on specific requirements.</p>	<p>Yes (if applicable)</p>
<p><b>Quote(s) for training on responding to a hate-motivated event</b></p>	<p>Only for applications including this type of expense.</p> <p>A quote from a certified security professional or qualified person which provides relevant training.</p> <p>See the <a href="#">Training on responding to a hate-motivated event section</a> for more information on specific requirements.</p>	<p>Yes (if applicable)</p>
<p><b>Security Assessment</b></p>	<p>Only for applications including landscaping as a project activity. <u>The security assessment must be a CPTED.</u></p> <p>Submitting a copy of a previously completed security assessment is always encouraged if available.</p>	<p>Yes (if applicable)</p>

## SHMIS stream application requirements

Organizations who apply under the SHMIS stream must still meet the same minimum program eligibility requirements as those who apply under an annual Call for Applications. The SHMIS lowers the initial application requirements to the following:

1. Organization and Project Site Information
2. Contact Information
3. Severe Incident Information
  - a. Copy of the police report regarding the severe incident. If you are unable to obtain one, you may submit a letter of support from your local police service (required)
  - b. Media articles attachment about the severe incident (optional)
4. Demographic Information

Any additional information needed to fulfill obligations stipulated in the Terms and Conditions of the program and the Policy on Transfer Payments would be completed during the Development Phase with the assistance of a dedicated Program Advisor.

## Application deadlines

Please refer to the Apply page for the current Call for Applications deadline. Your application under a regular Call for Applications must be submitted by the deadline to be considered for funding.

Applications submitted under the SHMIS stream are accepted year-round, however the application must be received within six (6) months from the date of the qualifying severe incident.

## Planning your project proposal

If you intend on applying for more than one (1) project site, please note that each project site requires a separate application. The information in each application must be unique to its respective project site.

## Determining your organization's needs

In your application, you will need to outline how your proposed project will meet your project site's security needs in relation to the threat of hate-motivated crime/incidents. Understanding vulnerabilities at the project site will help determine your needs and ensure that your project makes a real difference in improving your facility's safety and security.

Vulnerabilities are the gaps or weaknesses that undermine an organization's safety and security. A threat will exploit a vulnerability in order to inflict harm. For example, a lack of surveillance cameras and anti-graffiti spray on the facility walls will leave it particularly vulnerable to the threat of hateful graffiti.

## 1. Professional security assessments

Although not a requirement, applicants are encouraged to apply for a professional security assessment as part of their project to better understand and address their unique security needs. A professional security assessment can help you identify vulnerabilities at your facility and how they could be addressed. Security assessments are best conducted by a vendor independent from the ones who you select to install the equipment to ensure an objective and impartial assessment.

Crime Prevention Through Environmental Design (CPTED) assessments are often offered by local police services at no financial cost to you. A private security firm can also provide security assessments at a cost, and can help inform your project and specific needs. Please note that a CPTED is required if landscaping activities will be part of your proposed project.

Note that CPTED assessments are not the only type of security assessments you can receive - many others exist such as the:

- Security Vulnerability Assessment;
- RCMP Harmonized Threat Risk Assessment (RCMP HTRA);
- SAFE Design Standard®;
- ASIS International General Security Risk Assessment; and,
- Threat and Hazard Identification and Risk Assessment (THIRA).

Please note that although you may apply for funding for a security assessment from a security firm as part of your project, the assessment can only be conducted once a funding agreement is signed with Public Safety Canada.

In these instances, applicants would propose a security infrastructure project for their facility but also include a security assessment as part of their project activities. The assessment would be conducted first once a funding agreement is signed. Once your assessment is completed and submitted to Public Safety Canada, we would work with you to adjust your project to meet the report's recommendations if necessary.

**⚠** If a security assessment is completed prior to applying or signing a funding agreement, it will not be reimbursed and will be at the applicant's own expense.

## 2. Vendors

You may design a project without an independent security assessment by seeking a quote from a vendor that installs security infrastructure. The vendor will usually conduct a site visit first and then design a security project that fits the facility.

Please be mindful that as for-profit businesses who sell security solutions, it may be difficult to determine if their assessment of your needs was made objectively. It is recommended that applicants seek out multiple quotes from different companies for comparison to ensure fair pricing

and scope. If it seems excessive to you, it probably is. We encourage you to consult the [scouting and selecting vendors section](#) for some important tips and considerations when choosing the right vendors for your project.

Note that projects are not limited to selecting only one (1) vendor. SIP projects are often multifaceted and involve more than a single vendor to realize the project.

## Scouting and selecting vendors

As part of the application for funding under the SIP, applicants are required to select the vendors who would be responsible for the realization of their proposed project. Applicants must request and [submit detailed quotes](#) from these vendors along with their application.

This section aims to help applicants in selecting the most appropriate vendors and avoid potential issues.

**i** Please note that as a public institution, Public Safety Canada cannot endorse or recommend private vendors for your project. Vendors selected by the applicant **must** have a [valid GST/HST number](#).

### Know who you're working with:

- Seek recent references, testimonials, and reviews online.
- Verify the vendor's [Better Business Bureau \(BBB\)](#) rating and determine if the business is 'BBB Accredited'.
- Ask the vendor for their relevant certifications.

You will need a security vendor with the resources and experience to deliver on your project. Depending on the size of your project, you should be confident that the vendor you select will have the adequate means to complete your project within a reasonable timeframe.

### Know what you're paying for:

- Research common security system components, pricing, and consult a glossary of security terms.
- Ask questions about any product or service you are unsure of.
- Consider scalability as security needs can change over time. Ask about the proposed system's ability to adapt to your future needs.
- Have all costs broken down and itemized – avoid large "miscellaneous" items.
- Pay attention to the quoted labour hours, and compare them to other vendors, to determine if they are reasonable for the size of your project.



- ❗ Public Safety Canada strongly advises against signing a contract or paying a deposit at this stage as your project is not guaranteed to be selected. Doing so would carry financial risks for your organization.

## Ask about the "fine print":

- Are there additional fees not included in the quote (e.g. shipping, transportation, hospitality)?
- What are the ongoing monitoring and maintenance costs?
- Are contracts required? For how long, and with whom?
- What is covered, and for how long, in product warranties?

## Make sure your quotes include:

- Uses company letterhead
- Legal business name and business number.
- GST/HST number and other tax information.
- Vendor's complete business address and contact information.
- A detailed breakdown of goods and services, to ensure both you and Public Safety Canada know exactly what is being proposed and costs are properly calculated:
  - Goods must be broken down in 'cost per unit' and 'number of units'.
  - Services must be broken down in 'cost per hour' and 'number of hours'.
  - The number of technicians/labourers must be indicated.

A printable [Quote Information Checklist](#) has been created to help you when requesting and examining a quote from a vendor.

Please note that although comparable quotes are no longer required, Public Safety Canada may request that you seek out and submit a comparable quote or price certification at any time during the process.

## Choose the right vendor for you:

It is recommended to follow these important steps when determining whether a vendor will be right for your project and budget:

1. Write a list of specific criteria you are looking for.
2. Invite more than one (1) vendor to review the space and suggest solutions.
3. Do not share quotes with other vendors to ensure unbiased pricing, unless you wish to price match after they have already provided you with their quote.
4. Compare each vendor and their quotes (i.e. their security solutions) against each other and your own criteria.
  - Does the vendor use proven technologies?

- Does the equipment make sense for my security needs?
  - Can I easily expand my system with more equipment if I wanted to in the future?
5. Choose the vendor(s) which appear(s) most trustworthy, fairly priced, and meet your needs.

## Additional things to consider:

- Seek out quotes with comparable project activities to ensure fair market prices and the most appropriate vendor for the project.
- Core or ongoing operating expenses related to the project, including maintenance, are not eligible for reimbursement under this program.
- Evaluate the equipment's ease of use and its relevance to your initial security objectives. Ensure the system is easy to use, does not deviate from your criteria and the equipment appears to be reputable, with long-term software and technical support to keep it secure and up-to-date.
- Beware of security vendors that offer a "one size fits all" solution. Each facility is unique with its own various security vulnerabilities. A security vendor should have enough knowledge and expertise to be able to offer tailored solutions.
- Think about the longevity of the equipment being purchased, such as purchasing a reputable and easily scalable system. For example, you may want a small camera installation now, but in the future want to scale to dozens of cameras, without having to replace the whole system again.
- Outdated equipment may be cheaper but likely no longer offers software updates, which may put your facility at greater risk of a cyber-attack. Ensure your vendor offers equipment that is well supported by up-to-date software.
- Ensure the equipment you wish to install is eligible under the program. Ineligible equipment may still be part of your project but will not be financially supported, including equipment with biometric capabilities.
- You can find some additional information on the Canadian Security Association (CANASA)'s website. It provides some general information on security systems and vendors which you may find helpful.

If your application is selected for further development, you are encouraged to communicate with your vendor for an updated quote and to discuss this with your assigned Program Advisor. You may otherwise try to negotiate an understanding with your vendor to maintain the original pricing over the course of the process.

- ❗ Please note that organizations who make a deposit with the vendor(s) run the risk of not being reimbursed for the deposit if the project proposal:
  - Does not reach a signed funding agreement; or,
  - Project activities are incomplete by the time the signed agreement expires.

## Completing your application

This section will walk you through each section of the application form. The application is comprised of seven (7) sections in total, and will take approximately 120 minutes or more to complete if all your mandatory documentation is ready to be attached. You can complete your application over multiple sessions by saving your progress and returning to it at a later time during the application period.


**⚠** Fill out all sections and ensure that all mandatory and supplemental documentation has been uploaded prior to submitting your application. If your application is incomplete, it will not be considered for funding.


## Navigating your application form

To navigate through this application, you must use the navigation buttons at the bottom of your browser window.

Using the web browser's navigation buttons (usually in the top left of a browser window) will result in the loss of unsaved progress.

## Saving your progress

Please note that your progress is not saved automatically. To save your progress, press the button with a floppy disc icon (). You may save the application and come back to it at any point in time.

We encourage you to save your application regularly and print copies () to safeguard your progress.

By clicking the save button, you will be provided with a hyperlink which can be saved into your favorites on your web browser. You can also have the system send you an email with your specific application information. To continue with your application right after saving, you can click the provided hyperlink to re-access your form.

**⚠** Do not lose your unique hyperlink, as you will be unable to access your application form. The hyperlink provided upon saving is needed to re-access your application form. It is recommended to email yourself the hyperlink at least once to ensure it is not lost.

Should you choose to have the system send you an email, please ensure you check your "junk" folder if it seems as though the email has not gone through. You will receive an email from "[ps.donotreply-external-snap-externe-nepasrepondre.sp@ps-sp.gc.ca](mailto:ps.donotreply-external-snap-externe-nepasrepondre.sp@ps-sp.gc.ca)" with a link to your specific application information. Please note that your email address will not be stored on our system.

## Tip bubbles and responsive feedback

This application form contains helpful tip bubbles (🗨️) to help you through the process. Be sure to hover your cursor over them to view its helpful tip, definition or other important information.

As you complete the application form, you may receive a yellow message box from a response you have provided. These include warnings and important considerations or reminders. The application form has been designed to give you as much real-time feedback as possible to help you through the process. Be sure to review these carefully as they only appear when they apply to your circumstances.

## Open-ended questions

A character limit is set for each open-ended question found within the application form. You are not obligated to reach this limit to complete the question. Provide as much information as necessary to answer the question. We encourage you to be as concise as possible with your responses. Responses provided in bullet form are accepted.

## Technical difficulties

If you experience any unforeseen technical issues as you complete your application, please [contact us](#).

## Application form walkthrough

This walkthrough is for the application form version associated with the regular annual Call for Applications. If you are applying for the SHMIS, some of the sections in this walkthrough will still be relevant to you, including Section 1, 2, 3, and 6.

All section requirements must be fulfilled to be considered for funding. If the information or documentation provided is incomplete or irrelevant, your application will be deemed ineligible and will no longer be considered for funding. Should you have any questions regarding this section, please [contact us](#).

- ❗ Please submit only one (1) application per project site. If you are applying for more than one (1) project site, each project site requires a separate application. The information in each application must be unique to its respective project site.

If applying on behalf of another organization, ensure you are inputting the organization information of the intended recipient. Failure to do so will result in the application being deemed ineligible. Please revise your previous responses if necessary. An organization or individual may apply on behalf of another organization only if they are authorized to do so.

If successful, funding will be distributed directly to the intended ultimate recipient and not the organization that applied on their behalf. The intended ultimate recipient will be required to engage with Public Safety Canada in the completion of their project and the signature of a funding agreement.

An [accessible copy of the application form questions](#) is available for your reference. Note that only applications submitted through our online application portal are accepted.

## Section 1 of 7: Verify your eligibility

In this section, you are asked to confirm if the statements apply to your organization to determine if your organization and project site meet the minimum program eligibility requirements to receive the SIP funding. All statements must apply to your organization to proceed, except Question 1.4, which asks if your organization has been a recent victim of a severe hate-motivated crime.

Ensure to hover over the tip bubbles for more information on each statement, so you are responding accurately to the questions.

Please note that the successful completion of this section does not guarantee your eligibility or that you will be selected.

If you are unable to proceed, as you did not confirm all statements as being true for your organization and/or project site, you will be deemed ineligible to apply. Should you have any questions or concerns for this section in particular, please do not hesitate to [contact us](#).

### For Provincially/Territorially Recognized Private Educational Institutions only

If your facility identifies itself as a Provincially/Territorially Recognized Private Educational Institution, you are required to attach supporting documentation which confirms your organization as being recognized by the province or territory in which you operate. The documentation must indicate that it is an educational institution, and that it is valid at the time of application and valid for the current/upcoming academic year.

**⚠** Failure to provide satisfactory evidence of provincial or territorial recognition will render your application ineligible. Note that incorporation documentation is not accepted as confirmation of educational institution status.

## Section 2 of 7: Organization and contact information

In this section, you are asked to provide information about your organization. Please ensure the information in this section is accurate and complete. This information is requested to identify you as the applicant.

► Why are we asking for this information?

## Section 2.1: Organization identification

In this subsection, you are asked to provide identifying information about your organization.

As you complete this section, please note that:

- Your organization's corporate name is your organization's legal name. This name identifies your corporation, and it must be used in all contracts and invoices and can be alphanumeric, e.g. "12345678 Canada Inc."
- Your organization's operating name is the name your organization uses for day-to-day activities and advertising. Providing the operating name is only necessary if it is different from your legal name. For example, Canada 12345678 Inc. could be known as 'Learning Faith Canada' and the "Department of Public Safety and Emergency Preparedness Canada" is known and operates simply as "Public Safety Canada".
- Your business number (BN) is a unique number issued by a government entity at the time of incorporation. This number is the standard identifier for businesses which is unique to a business or legal entity. If your organization is registered federally, the number is issued by CRA. If not, the business number is provided by the province or territory where the incorporation was registered.
- Your GST/HST number is a 9-digit number issued to you by the CRA for tax purposes, which allows you to collect GST on behalf of the Government of Canada. If incorporated federally, your organization's GST number is identical to your business number.

## Section 2.2: Designated organizational contact

In this subsection, you are asked to provide the contact information for the individuals who will be the liaison for your organization with Public Safety Canada for the duration of the process. Only the *Designated Organizational Contact* will receive communications regarding this application.

Should this contact change once your application has been submitted, please [contact us](#) as soon as possible. Please be sure the individual designated as the *Designated Organizational Contact* check their junk/spam folders regularly so communications are not missed.

## Section 3 of 7: Project site information

In this section, you are asked to provide more information about your project site. The project site is the physical location where your organization intends to install the proposed security measures. Please ensure the information in this section is accurate and complete.

► Why are we asking for this information?

### Section 3.1: Project site location

In this subsection, you are asked to identify the project site's location. Please provide the complete address of the facility. The facility must be currently used by the organization. This is only required if your project site differs from the organization's address provided in Section 2 of your application.

A permanent building or structure is required to receive funding and install security enhancements. If your facility at your project site is under construction, it must be at a point where security enhancements can be installed by the time your project is approved. Please consult the [project site currently under construction section](#) for more information.

### **Section 3.2: Project site information**

In this subsection, you are asked to describe the project site in relation to its usage, age and other circumstances.

If the building at your project site is shared with other tenants and businesses besides your organization, ensure you share enough detail for us to understand your circumstances. Please showcase which areas belong to your organization in the floorplan or sketches you submit as part of your application.

### **Section 3.3: Project site funding history**

In this subsection, you are asked to provide information on your project site's funding history as well as your organization's general funding history. This includes any funding provided by government entities that are not related to security or security infrastructure.

The information collected in this subsection is required but will not impact your application for funding, unless other public funding is being sought or has been received for the same project. Please ensure you review the program [Terms and Conditions](#) if you have received or plan to receive for security infrastructure from other sources beyond the SIP. Organizations cannot use other government sources to fund their project for the same eligible expenses.

## **Section 4 of 7: Community risk**

In this section, you are asked to demonstrate that your community and/or project site is at risk of being victimized by hate-motivated incidents/crime. This can include hate-motivated incidents/crime directly experienced at your project site (e.g. hateful graffiti).

This section requires you to:

- Provide documentation regarding a direct hate-motivated incident/crime against the organization (if applicable).
- Provide a letter of support from the community

► Why are we asking for this information?

## Section 4.1: Project site incident history

In this subsection, you are asked to provide information regarding the prevalence of hate-motivated incidents at your project site.

Please refer to the program definition of [hate-motivated crimes](#) and [hate-motivated incidents](#) to help you determine if your project site has ever experienced a hate-motivated incident/crime. If you are unaware of your organization experiencing any events that were motivated by hate against your community, please select 'No'.

An organization may still qualify for funding even if they have never experienced a hate-motivated crime or incident against their project site, as long as they [meet the minimum eligibility requirements](#).

## Section 4.2: Community threats and vulnerabilities

In this subsection, you are asked to identify the particular threats and vulnerabilities present at your project site. Although not required, a professional security assessment can help you identify the specific threats and vulnerabilities and how they could be addressed. Your project site's threats and vulnerabilities should relate to your risk of hate-motivated crime/incidents.

► Why are we asking for this information?

For the purpose of this program, a threat is an event that has the potential for negatively affecting the project site and those who occupy the space. For example, an organization may face a threat of hateful graffiti being sprayed on their facility's walls.

Vulnerabilities are the gaps or weaknesses that undermine an organization's safety and security. A threat will exploit a vulnerability in order to inflict harm. For example, a lack of proper lighting and anti-graffiti spray on the facility walls will leave the facility especially vulnerable to the threat of hateful graffiti.

A reminder that answers to the questions in this section can be provided in bullet form. However, please ensure that your responses include sufficient information to answer each question.

## Section 4.3: Community support

In this subsection, you are asked to provide one (1) letter of support signed by a member of the community. Examples of community members include:

- The local police service;
- Members of parliament or other elected government officials;
- Cultural or religious associations;
- Businesses or neighbors around the project site; and,
- Members of your congregation.



The letter from your community should show support for your proposed security project and/or acknowledge existing security challenges at your site to be considered for funding. The letter cannot originate from the organization itself, including its staff.

For your convenience, you may use the [optional support letter template](#) when requesting support from members of your community.

**⚠** Failure to provide a letter of support which meets the program requirements as part of your application will render your application ineligible.

## Section 5 of 7: Project activities, work plan and financials

In this section, you are asked to describe your project activities and protection measures to address the vulnerabilities you identified in Section 4 of your application. In addition, you are asked to outline project activities and associated costs through your work plan, quotes and your budget.

► Why are we asking for this information?

This section requires you to:

- Provide a minimum of one (1) quote which provides a cost estimate of your proposed project activities and/or each protection measures to be installed.
- Provide a project budget using the [Mandatory Budget Template](#).
- Provide a floorplan or sketches which have a clear visual overview of your project.

**i** Ensure your budget, quotes and floorplan match in terms of protection measures/project activities, costs and quantities. Discrepancies may cause delays or the exclusion of some sections of your project from consideration.

### Section 5.1: General project activities

In this subsection, you are asked to describe your project in general terms and how it relates to the threats you have identified. Your project should work to mitigate the risks from these threats by implementing specific protection measures to address the security vulnerabilities at your project site. For example, if you have noted poor lighting as a security vulnerability to the threats you face, additional lighting in the project area may be an element of your proposal.

Please ensure to describe, in brief terms, how your protection measures and other project activities will work for your facility. For example, if you are proposing a card-access control system and your building is open to the public, be sure to describe how this security feature will function effectively in that environment.

## Section 5.2: Workplan

In the table of this subsection, you are asked to outline your project activities/protection measures and how they will be addressing the vulnerabilities you previously identified throughout Section 4 of your application.

Your workplan is devised as a simple table with three separate columns. Each row in the table represents one element of your project (i.e. a project activity or protection measure).

**The first column (Project Activity)**, list each main elements of your project in general terms (e.g. "Surveillance Cameras", "Perimeter Fencing", "Access Control System", "First Aid Training" etc.).

**In the second column (Installation Location)**, indicate the general area in which the protection measure will be installed. This can be as general as simply indicating whether it is being installed in the interior or on the exterior of the facility. If it is a training or security assessment activity, simply put 'X' in the field. If the measure is to be installed both outdoors and indoors, please enter them as two separate protection measures as they will likely have separate security objectives.

**In the third column (Security Objective)**, describe the purpose/objective of the protection measure or activity, so Public Safety Canada can understand why you are proposing it and what your organization is expecting to get out of it; particularly in terms of mitigating your organization's risk to hate-motivated incidents/crime. In other words, your activities and protection measures should work to mitigate the threats and vulnerabilities at your project site you previously identified in Section 4 of your application.

**⚠** Ensure all elements of your project are represented in your workplan.

### Example scenario with workplan

An organization's facility has experienced frequent break-ins and their walls have been repeatedly vandalized with hateful obscenities. The facility already has an alarm system installed; however, it is very easy for anyone to access and it is not monitored at night. Given the threats and hateful messages left on their walls and the limited security at their facility, they also fear an intruder motivated by hate could show up during business hours to inflict harm on its members.

The following is an example of a workplan this organization could propose to address the threats and vulnerabilities they are facing and concerned about:

Project Activity	Installation Location	Security Objective
------------------	-----------------------	--------------------

Closed-Circuit Television	Interior – Hallways and lobby	Cameras will deter suspicious activity or threats inside the building. It will also support post-incident investigation.
Closed-Circuit Television	Exterior - Entry points and parking lot	Cameras will help identify persons of concern in the perimeter of the building and deter hateful graffiti on our walls and break-ins.
Iron Fencing	Exterior – Perimeter of the building	The Iron security fence will serve as a barrier to control unauthorized access to the school premises overnight to help prevent hateful graffiti on our walls and break-ins.
Aluminum Doors	Exterior – Main entrance and emergency doors	Retrofit aluminum security doors as they withstand more damage before breaking or bending. This will reduce the risk of forced entry by an unwanted individual that is adamant on committing a hate crime.
Security Window Film	Exterior – Ground floor windows	Window film will prevent shattering in case of thrown objects- keeping members safe. It will make it harder for an intruder to access building.
Armed Intruder Training	X	Staff will be trained to be able to recognize potential threats and how to respond appropriately in situations where there might be an armed intruder.

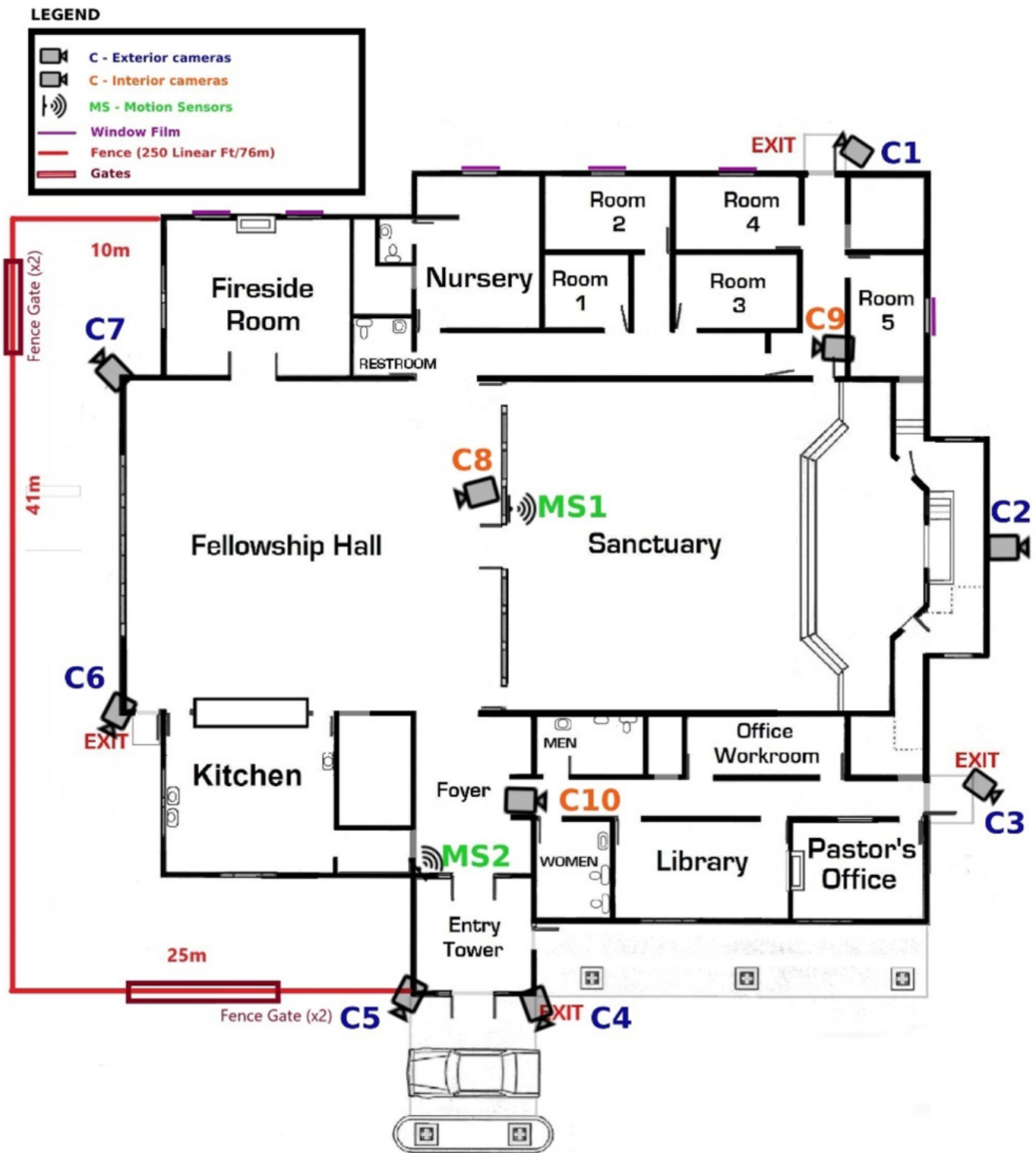
### Section 5.3: Project layout

In this subsection, you must provide floorplans which include a detailed visual overview of where your physical protection measures are proposed to be placed/installed both in the interior and exterior.

The floorplans must:

- Include a legend so your markers may be differentiated;
- Have all spaces clearly labeled according to their use;
- Showcase where all physical protection measures will be installed. Accessories and wiring do not have to be included;
- Match your budget and quote in terms of quantities and the type of equipment; and,
- If applicable, clearly differentiate old perimeter gates and fencing from the proposed fencing and include its measurements in feet or meters.

### Example of a floorplan with a legend of proposed security equipment



► Image description

Recent photographs (less than one (1) year) with clear markings of where the proposed security equipment will be installed can also be submitted as supplemental documentation in addition to the required floorplans.

**⚠** Failure to submit a floorplan which meets our requirements as part of your application may render your application ineligible.

## Section 5.4: Project estimates

In this subsection, you are asked to submit quotes (i.e. cost estimates) for the project activities identified in your Work Plan (Section 5.2). If submitting more than one (1) chosen quote, ensure all the proposed project activities (i.e. training, labour, security equipment etc.) mentioned in your work plan are included. A chosen quote is a quote from a vendor you have decided that you would like to work with to realize your project.

A minimum of one (1) quote, originating from a legitimate vendor which provides security infrastructure or related-services, is required as part of your application. The quote must be valid within the application period. The vendor must have a valid GST/HST number issued by the Canada Revenue Agency to be considered for your project.

Each quote must contain a detailed breakdown, with security equipment and associated costs itemized to a sufficient level.

For these requirements, please consult our [Quote Information Checklist](#). An example of a model quote is also provided for your reference.

When attaching each quote, it is important to know that:

- The vendor's corporate name is their legal name. This name identifies the vendor's corporation, and they must use it in all contracts and invoices and can be alphanumeric. For example, "12345678 Canada Inc."
- The operating name is the name used by the vendor for day-to-day activities and advertising. Providing the operating name is only necessary if it is different from the vendor's legal name. For example, "Ontario 1245678 Inc." operates and is known as "ABCD Security".
- The vendor's Business Number (BN) is assigned by the Government of Canada or by the government of the province or territory they are incorporated in.

Please note that quotes associated with training on responding to a hate-motivated event must also ensure the following information is present:

- On the company/consultant's official letterhead and demonstrating that they are a relevant security professional or other reasonably qualified person(s).
- the number of hours of training required;
- the number of participants to attend the training;
- the cost per hour or per participant;
- the total cost; and,

- A detailed curriculum (can be provided separately).

Please review the [What you can apply for section](#) for more information on what expenses are eligible and the [Scouting and selecting vendors section](#) for some tips on how to best find the right vendor for your project.

The proactive submission of comparable quotes is optional but strongly encouraged. Comparable quotes are quotes you obtained for similar services but decided to go with another vendor (chosen quote). Please see the [Planning your projects proposal section](#) for helpful advice when looking for vendors to undertake your security infrastructure project. Interested organizations should work to obtain quotes from multiple potential vendors to ensure they receive the best value for money, quality service, and trustworthiness of the vendor(s).

**i** Please note that Public Safety Canada reserves the right to request comparable quotes or price certifications at any time during the process.

**⚠** Failure to submit a minimum of one (1) quote which meets the [program requirements](#) as part of your application may render your application ineligible.

Additionally, project activities and/or protection measures listed in your workplan and budget which do not have an associated quote will not be considered for funding. Ensure all elements of your project are present in your quotes and they are attached in your application.

## Section 5.5: Overall project financials

In this subsection, you are asked to complete, attach your budget using the provided mandatory budget template, and report on the project's estimated cost to form an official funding request.

Download the [Mandatory Budget Template](#). The budget template offers many user-friendly features to help you complete it. For information on how to complete the budget, please review the specific instructions found within the template.

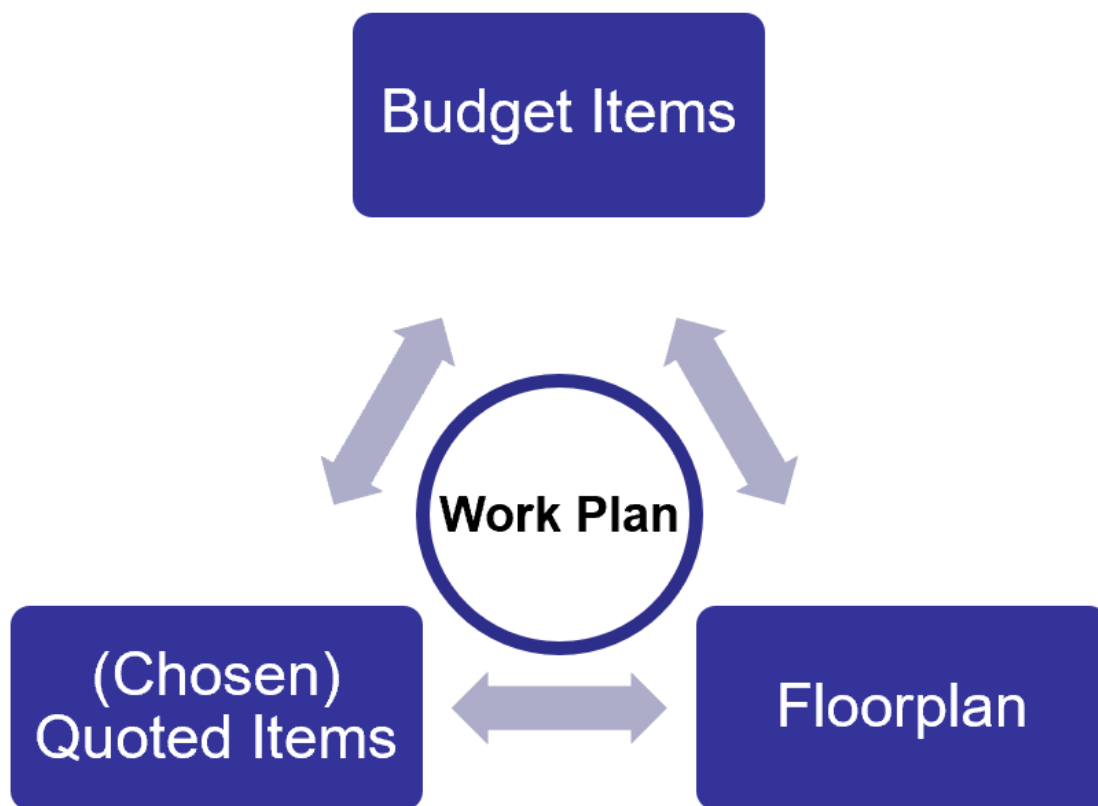
The expense (i.e. quoted) items listed in the mandatory budget template must match the items listed in your chosen quote(s). Your project costs should be based solely on the quote(s) from your chosen vendor(s).

Once your budget is completed, you are able to indicate the official amount of funding you are requesting through the SIP. Enter the financial information based solely on the calculated amounts in your completed budget. Carefully review your budget to ensure calculations are accurate and contain no errors or omissions. Your funding request must match what was calculated in your budget.

Public Safety Canada will require all recipients of contributions to disclose all sources of funding for a proposed project before the start and at the end of a project. Funding cannot be used in combination with any other federal/provincial/territorial/regional/municipal government assistance for the same purpose and eligible expenses.

► My budget spreadsheet is showing errors. What should I do?

**⚠ Before you finish section 5** ensure your budget, your chosen quotes and your floor plan all match in terms of item names, costs, totals, number of items etc. It must also match the scope of work for your project outlined in your work plan.



► Image description

## Section 6 of 7: Demographic information

In this section, you are asked to provide information regarding the communities your organization serves and/or represents. Information provided in this section is for statistical purposes only and will not impact your application. However, completion of this section is mandatory.

Please ensure your responses are based on the facility at the project site. Please respond to the questions as accurately as possible.

If you are unsure about a particular response, you can always hover your cursor over the helpful (🔗) bubbles for more information if they are present.

### Free Gender-Based Analysis+ (GBA+) Course

The Government of Canada offers a [free online gender-based analysis course](#), to better recognize how various identity and social factors can influence the experience of federal government initiatives. This course is not required to complete this section.

▶ Why are we asking for this information?

## Section 7 of 7: Disclosures and feedback

In this section, you are asked to disclose information about debts to the Crown, official language requirements and potential conflict of interests. You may also provide feedback on this application process and include any additional details or special circumstances you would like us to know about your application.

▶ Why are we asking for this information?

### Section 7.1: Declarations and disclosures

In this subsection, you are asked to disclose pertinent information regarding potential or known conflicts of interest as it relates to this application and any current outstanding debts to the crown. Please declare your circumstances as applicable.

It is important to declare any possible conflicts of interest in this section.

You are also asked to indicate if and how your project will respect *Part VII (section 41) of the Official Languages Act*. Every federal institution, including Public Safety Canada, has the duty to ensure that positive measures are undertaken to enhance the vitality of the English- and French-speaking minority communities in Canada, support and assist their development and foster the full recognition and use of English and French in Canadian society.

To respond to this question, here are some helpful questions to ask yourself in regards to your organization's project proposal:

- Does the project provide opportunities to encourage the participation and/or representation of the [Official Language Minority Community \(OLMC\)](#) (e.g. a cultural or heritage event in an area where there is a large official language minority population)?
- Does your organization provide services in both official languages or promote the learning of English or French as a second language?



- Does your organization represent OLMCs, is composed of individuals or groups belonging to both official language communities or exclusively to one official language community?
- If the project is local in scope, is it delivered in a region with a significant OLMC?
- Does the project bring significant historical, cultural or other symbolic relevance in relation to the official languages?

Please note this does not pertain to other linguistic minorities. If the project does not have an opportunity to address these factors, please provide a rationale as to why.

## **Section 7.2: Feedback**

Completion of this subsection is entirely optional.

In this subsection, you are given the opportunity to provide any feedback. We welcome any feedback you may have regarding the overall program, online resources and the application form. We read and take into careful consideration all the feedback we receive to further improve the program.

You are also provided with the opportunity to add any additional information which you feel may be necessary in regards to your application for funding. It is suggested you note any extraordinary circumstances which have impacted the quality or completeness of your application. This supplementary information is not guaranteed to weigh into the funding decisions.

## **Submitting your application**

Ensure that you have reviewed all of your responses for accuracy and completeness and that all required and supplemental documentation have been uploaded prior to submitting your application. Incomplete applications will not be considered for funding.

Once ready, follow the final instructions to submit your application and inform yourself on the [next steps in the process](#).

## **Program definitions and terminology**

We encourage organizations intending on applying to familiarize with the following terms, which have been defined by Public Safety Canada for the sole purposes of the administration of the SIP.

### **Regular gathering**

A gathering is considered as regularly occurring if it takes place at least once a week on average, with the exception of seasonal youth camps or pauses due to renovation work, or as determined by the Public Safety Canada for the purposes of this program.

### **Hate-motivated crime (i.e. hate crime)**

A hate-motivated crime is an unlawful activity (i.e. 1 of 5 possible criminal offences) committed to cause damage, harm, fear, intimidation, or threaten the security and property, of an identifiable individual/group, where motivation for the crime is based solely, or in part, because of their race, religion, nationality, ethnic origin, sexual orientation, language, gender or their physical or mental disability.

**Hate-motivated incident**

Activities with the same harmful intent as defined under "hate-motivated crime" but which do not meet the threshold of a criminal offence.

**Gender-based violence**

A form of a hate-motivated crime/incident, as motivation for the violence and abuse may be based solely because of the victim's gender.

**Protection Measure**

The security enhancement being put in place (e.g. cameras, fencing etc.).

**Project Activity**

An activity which will be performed as part of the realization of the project. This includes the installation of protection measures, security assessments, training etc.

**Project site**

The physical location where your project activities will occur (e.g. installation of security equipment).

**Vulnerability**

Gap or weakness that undermines an organization's safety and security. A threat will exploit a vulnerability in order to inflict harm. For example, a lack of surveillance cameras and anti-graffiti spray on the facility walls will leave the facility especially vulnerable to the threat of hateful graffiti.

**Threat**

An event that has the potential for negatively affecting the project site and those who occupy the space. For example, an organization may face a threat of hateful graffiti being sprayed on their facility's walls.

**In-Kind Contribution**

A contribution of goods or services which does not involve a monetary transaction (i.e. non-monetary goods and services) provided by third parties and/or the recipient to support the project. When a person or entity pays for goods and services on the recipient's behalf, the payment is also considered as an in-kind contribution. Vendors selected to realize the project cannot provide in-kind contributions.

**Recipient**

The organization identified as the recipient on the funding agreement. An applicant becomes a Recipient once the funding agreement is signed.

**Funding/Contribution Agreement (CA)**

The agreement that is signed by both the recipient organization and Public Safety Canada (on behalf of the Government of Canada), which confirms and outlines the terms and conditions of the SIP funding for your project.

**Program Advisor (PA)**

The departmental official from Public Safety Canada who will be assigned to your project proposal if selected, to help you realize your project and reach a funding agreement.

**Call for Applications**

A set period whereby Public Safety Canada solicits applications under one of the department's grants and contributions programs.

**Primary Activity/Purpose**

An activity or reasoning behind performing an activity which constitutes a distinctive and indispensable component of how an organization achieves its mandate, or as determined by the Public Safety Canada for the purposes of this program.

**Primary Mandate**

The foundation of what an organization must accomplish as a means to remain connected with the fulfillment of its vision and mission statements (public expectations).

**Religious and/or Spiritual Activity**

Related to a specific and comprehensive system of belief that governs one's conduct and practices and addresses ultimate questions of human existence, such as ideas about life, purpose, death, and the existence or non-existence of a creator and/or a higher or different order of existence, including the spiritual beliefs and practices of Indigenous cultures.

**Cultural Activity**

Related to the affirmation or celebration of cultural elements that are meaningful to the identity of a community or group of individuals (e.g. language, country of origin, race, ethnic or national customs and traditions, Indigenous beliefs and practices, gender or sexual identity).

**Date modified:**

2023-06-28