



## Discretionary Grants-in-Aid Application Form

<b>Section A – Applicant/Organization Information</b>	
1. <b>Registered Non-Profit Organization No.:</b> S0010128	
2. <b>Project Title:</b> Police Based Victim Services	
3. <b>Applicant/Organization.</b> Must be an eligible applicant. <div style="margin-left: 20px;">           a) <b>Legal Name of Organization:</b> Summit Community Services Society            b) <b>Mailing Address:</b> 125 - 10th Avenue S            c) <b>City:</b> Cranbrook <span style="margin-left: 150px;">d) <b>Postal Code:</b> V1C 2N1</span>            e) <b>Main Contact for Application:</b> Heather Rennebohm, Executive Director            f) <b>Telephone #:</b> (250) 489-3114 ext. 221 <span style="margin-left: 50px;">g) <b>Email:</b> ed@summitfamily.ca</span> </div>	
4. <b>Sponsored Organization.</b> Only complete if applicable. <div style="margin-left: 20px;">           a) <b>Legal Name of Organization:</b>            b) <b>Mailing Address:</b>            c) <b>City:</b> <span style="margin-left: 150px;">d) <b>Postal Code:</b></span>            e) <b>Main Contact for Application:</b>            f) <b>Telephone #:</b> <span style="margin-left: 150px;">g) <b>Email:</b></span> </div>	

<b>Section B – Grant Request</b>	
1. <b>Enter the grant amount you are requesting from each electoral area.</b>	
Electoral Area A      \$ _____ Electoral Area B      \$ _____ Electoral Area C      \$ <u>1300.00</u>	Electoral Area E      \$ <u>1000.00</u> Electoral Area F      \$ _____ Electoral Area G      \$ _____
<b>Total Funding Request: \$ <u>2300.00</u></b>	
<b>Electoral Area Descriptions:</b> Area A: rural Elk Valley Area B: South Country Area C: rural Cranbrook, Moyie, Fort Steele, Bull River, Wardner	Area E: rural Kimberley, Wasa, Ta Ta Creek, Skookumchuck Area F: rural Canal Flats to rural Invermere Area G: Wilmer to Spillimacheen

Office Use Only					
EAAC Recommendations				Board Resolution	
A		E	1,000	Board Date:	
B		F		Resolution No:	
C	1,300	G		Approved/Denied (\$):	
Total EAAC Recommendation: <span style="color: blue; font-size: 1.2em;">\$ 2,300</span>				Funding changes at Board from EAAC recommendation:	

NOV 08 2019

**2. Purpose of Grant.**

Provide a clear description of the nature of the project and how the grant will be used.

Financial support from RDEK will allow the Kimberley and Cranbrook Police Based Victim Services (PBVS) programs to continue to provide emotional and practical support to area residents who have experienced trauma and or victimization.

The PBVS programs are committed to providing 7 days a week/365 days a year crisis intervention services with competent, well trained staff.

This grant will help cover the operating costs of providing these 7/365 crisis intervention services as well as assisting with staff training and administration. These after hours crisis intervention services, which cannot be provided without grant support, are based on identified community needs. The Kimberley PBVS and the Cranbrook PBVS programs provide direct service, in conjunction with the Kimberley and Cranbrook RCMP detachments, to members of these communities if and when their lives are affected by crime and traumatic events.

Services include, but are not limited to, the following;

Provision of supports and referrals to those affected by

a. suicide, sudden death and murder

b. motor vehicle accidents

c. sexual assault, physical assault and/or domestic violence.

Provision of support, guidance and system expertise to those dealing with;

a. next of kin notification and identifying deceased

b. the criminal justice and court system

PBVS workers volunteer their stand-by time when they are on call: charging only that time when they are called out to provide service. Their willingness to do this allows the Kimberley and Cranbrook PBVS programs to utilize funding to the greatest effect.

This after hours crisis intervention component is one of the features that makes these Police Based Victim Services programs unique, offering substantial benefit to the community while being greatly valued by the RCMP detachments in both Cranbrook and Kimberley.

**3. Areas Benefitting.**

List the specific areas that will benefit from the grant.

Summit Community Services Society is requesting support of our Police Based Victim Services program from Electoral Areas C and E because this program will be delivered to individuals living in rural Cranbrook, Moyie, Fort Steele, Bull River, Wardner, rural Kimberley, Wasa, Ta Ta Creek, Skookumchuk, and areas in between.

Budgets for both the Cranbrook and Kimberley PBVS programs are provided as attachments. While all RDEK funding is shown in the Cranbrook PBVS program budget, that is a function of our accounting software and funds are utilized to provide service in both areas.

**4. Benefits.**

Describe how the project will benefit the areas listed in section 3, including the residents of those areas, and how the project meets local needs.

The staff of our PBVS programs work closely with the RCMP to provide assistance and support to the individuals who have been victimized by crime and individual trauma. PBVS workers, in RDEK communities, across this country and around the world are dedicated to ensuring all those people impacted by crime and trauma are respected and supported. Because crime and victimization can happen at any time, our PBVS programs have adopted the mandate to provide justice services seven days per week, 365 days per year.

In the previous calendar year the Cranbrook and Kimberley PBVS programs have experienced an overall increase in number of persons served: while call-outs have remained steady, there has been an increase in numbers of both new and ongoing files. One reason for these higher service numbers over previous year, is that Summit was able to fill a vacancy of our second PBVS worker and thus the programs were at full staffing levels again.

For 2019, the total service numbers, for both Electoral Areas C and E, were;

- a. Call-outs = 35 (Cranbrook) plus 24 (Kimberley) = 59 in total
- b. New Files = 152 (Cranbrook) plus 95 (Kimberley) = 247 in total
- c. Ongoing Files = 450 (Cranbrook) plus 166 (Kimberley) = 616 in total

**Section C – Additional Information**

To assist with the review of your grant request, it is recommended to include the following additional information to support your application:

- **Project Budget**

Provide a budget showing the total funding required and identify which budget items would be funded by the grant. *Please see Page 1 of Budget Attachment.*

- **Funds Received from Other Sources**

Outline what efforts have been made to obtain additional funding and the amount of funding that has been secured. *See Budget Attachment (Page 1) for funding from RCMP (confirmed) and Page 2 for City of Kimberley funding (confirmed)*

- **Project Partners and Resources**

Identify any partners or resources which will be assisting you during this project.

*RCMP detachments are our primary partners.*

**Additional Information Attached:** ☒ **Y** or **N**

Up to six single-side pages or three double-side pages of additional information, including a cover, letter, may be attached to the application form. *Cover letter (1 page) attached.*

Proposals may be submitted by hand delivery, mail, facsimile, or email to:

Attention: Corporate Services  
Regional District of East Kootenay  
19 – 24 Avenue South, Cranbrook BC V1C 3H8

Facsimile: 250-489-3498

Email: [info@rdek.bc.ca](mailto:info@rdek.bc.ca)

Summit Community Services Society

CRANBROOK POLICE BASED VICTIM SERVICES

BUDGET BY SOURCE OF FUNDS

For the Period Ending March 31, 2020

UNAUDITED

	MoJ Annual	Cbk RCMP Annual	RDEK Annual	Budget Annual
<b>REVENUE</b>				
Ministry of Justice (MoJ)	\$ 63,730.00	\$ -	\$ -	\$ 63,730.00
MoJ Enhancement Funding - Note 1	-	-	-	-
Cranbrook RCMP (Call-Out)		3,810.00	-	3,810.00
Regional District of East Kootenay	-	-	2,300.00	2,300.00
<b>TOTAL REVENUE</b>	<b>63,730.00</b>	<b>3,810.00</b>	<b>2,300.00</b>	<b>69,840.00</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
Accounting	3,301.50	-	-	3,301.50
Administration	4,212.10	-	410.00	4,622.10
Clerical	660.30	-	-	660.30
Insurance	300.00	-	-	300.00
Review Engagement	600.00	-	-	600.00
<b>Total Administration</b>	<b>9,073.90</b>	<b>-</b>	<b>410.00</b>	<b>9,483.90</b>
<b>Operating Costs</b>				
Cell Phone	810.00	-	810.00	1,620.00
Depreciation Expense	110.66	-	-	110.66
GST	125.00	-	-	125.00
Memberships	100.00	-	-	100.00
Office Supplies & Miscellaneous	-	-	80.00	80.00
Professional Development	-	-	1,000.00	1,000.00
Transportation	-	600.00	-	600.00
<b>Total Operating Costs</b>	<b>1,145.66</b>	<b>600.00</b>	<b>1,890.00</b>	<b>3,635.66</b>
<b>Staffing</b>				
Wages	45,675.50	3,000.00	-	48,675.50
Wage Costs (CPP & EI)	3,334.94	210.00	-	3,544.94
Wages & Costs - Enhancement	-	-	-	-
Staff Benefits	4,500.00	-	-	4,500.00
<b>Total Staffing</b>	<b>53,510.44</b>	<b>3,210.00</b>	<b>-</b>	<b>56,720.44</b>
<b>TOTAL EXPENDITURES</b>	<b>63,730.00</b>	<b>3,810.00</b>	<b>2,300.00</b>	<b>69,840.00</b>
<b>SURPLUS (DEFICIENCY) FOR THE PERIOD</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Summit Community Services Society

**KIMBERLEY POLICE BASED VICTIM SERVICES**  
**BUDGET BY SOURCE OF FUNDS**  
For the Period Ending March 31, 2020

UNAUDITED

	MoJ Annual	City of Kimb Annual	Budget Annual
<b>REVENUE</b>			
Ministry of Justice (MoJ)	\$ 42,873.00	\$ -	\$ 42,873.00
MoJ Enhancement Funding - Note 1	-	-	-
City of Kimberley	-	4,886.00	4,886.00
<b>TOTAL REVENUE</b>	<b>42,873.00</b>	<b>4,886.00</b>	<b>47,759.00</b>
<b>EXPENDITURES</b>			
<b>Administration</b>			
Accounting	2,387.95	-	2,387.95
Administration	2,473.13	870.00	3,343.13
Clerical	477.59	-	477.59
Insurance	300.00	-	300.00
Review Engagement	600.00	-	600.00
<b>Total Administration</b>	<b>6,238.67</b>	<b>870.00</b>	<b>7,108.67</b>
<b>Operating Costs</b>			
Cell Phone	540.00	540.00	1,080.00
Depreciation Expense	20.94	-	20.94
GST	85.00	-	85.00
Memberships	100.00	-	100.00
Office Supplies & Miscellaneous	-	50.00	50.00
Professional Development	-	1,200.00	1,200.00
Transportation	-	300.00	300.00
<b>Total Operating Costs</b>	<b>745.94</b>	<b>2,090.00</b>	<b>2,835.94</b>
<b>Staffing</b>			
Wages	30,436.90	1,800.00	32,236.90
Wage Costs (CPP & EI)	2,451.49	126.00	2,577.49
Wages & Costs - Enhancement	-	-	-
Staff Benefits	3,000.00	-	3,000.00
<b>Total Staffing</b>	<b>35,888.39</b>	<b>1,926.00</b>	<b>37,814.39</b>
<b>TOTAL EXPENDITURES</b>	<b>42,873.00</b>	<b>4,886.00</b>	<b>47,759.00</b>
<b>SURPLUS (DEFICIENCY) FOR THE PERIOD</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



**SUMMIT COMMUNITY SERVICES SOCIETY**  
"promoting community well-being"

Cover Letter  
Attachment  
Page 1

November 8, 2019

Ms. Shannon Moskal, Deputy Manager of Administration  
Regional District of East Kootenay (RDEK)

Re: Discretionary Grant-in-Aid (DGIA) Application, Summit Community Services Society

Dear Ms. Moskal;

Please accept this application from Summit Community Services Society (Summit) as we are, again this year, requesting support of Electoral Areas C and E for our Police Based Victim Services (PBVS) programs. Summit is very appreciative of the support we have received from RDEK, in the past, for these vital programs. Continued municipal support is necessary to allow Summit to offer victim services in the many communities of Area C and E.

Staff of PBVS work very closely with the RCMP to provide assistance and support to individuals who have been victimized by crime and individual trauma. The PBVS programs are mandated to provide justice related services around the clock, every day of the year. These services include emotional and practical support, court support, information provision, and referrals to victims of all types of crime and serious trauma, if crimes have reported, or not.

In the past twelve months, the Cranbrook and Kimberley PBVS programs have seen an overall increase in service numbers over the 2018 volumes, as follows;

- a. Call-outs = 35 (Cranbrook) plus 24 (Kimberley) = 59 in total
- b. New Files = 152 (Cranbrook) plus 95 (Kimberley) = 247 in total
- c. Ongoing Files = 450 (Cranbrook) plus 166 (Kimberley) = 616 in total

The number of on-going files reflect another unique aspect of PBVS programs: the capacity to stay connected to victims throughout the court process even if it spans several years.

Of course, the PBVS programs continue to provide crisis response and intervention services to those affected by crime on a "around the clock" basis, 7 days a week, 365 days per year. The responsibility of this "On-Call" work is very challenging. PVVS workers volunteer their time while on stand-by and are only paid when they are called out. This highly unusual, and greatly valued, commitment by PBVS workers, allows these programs to provide 7/365 crisis intervention services as offered by experienced, competent and well trained staff. This comprehensive crisis intervention is the other feature that has made our programs unique, offering substantial benefit to community members, when they need it most. This unique aspect is also greatly appreciated by the RCMP detachments. Without grant funding such as this DGIA, these services could not continue.

It is our hope that Electoral Areas C and E will choose to continue their support of PBVS programs through a DGIA for 2020 as described in the attached application and budget. Should representatives wish to discuss our submission further, we would be pleased to meet at your convenience. I can be contacted at 250.489.3114 ext. 221 or at [ed@summitfamily.ca](mailto:ed@summitfamily.ca).

Thank you so much for your consideration of this application.

Sincerely,

  
Heather Rennebohm