



## Auto Crime Prevention Funding Application

ICBC is interested in working with businesses and organizations to further reduce auto crime. We will consider cost sharing on auto crime prevention programs supported by research-based evidence. The success of these programs depends upon the involvement and funding of other businesses or organizations.

As part of the application for cost sharing, please read the terms and conditions and sign on page four. Please also include the following information about your project in a separate document:

- **Project Name:** Title of the Project.
- **Project Applicant:** Key contact person including telephone, fax, e-mail and address information.
- **Project Overview:** Identify the problem and be specific. Include any relevant research and statistics. Identify the project goal(s).
- **Project Plan:** Identify what action will be taken to achieve the project goal(s). Identify timelines and milestone dates. Provide any research and statistics to support the project plan. Explain how this will reduce auto crime and reduce costs.
- **Project Budget:** Detail the funding required for the project. Please be specific. Budget items titled 'miscellaneous' will not be considered.
- **Project Sponsors:** Identify other sponsors who will support this project or who you have requested support the project. Identify their contributions committed and/or being requested. Identify in-kind and financial contributions.
- **Project Term:** Identify the length of the project and if it is intended to be ongoing.
- **Project Evaluation:** Refer to project goal(s). How will the project be evaluated to determine success? What research and statistics will be used to support the evaluation? How will this project reduce auto crime?

Please mail the application to:

Attention: Program Manager, Auto Crime Prevention Program Funding

ICBC Road Safety Department

530-171 West Esplanade

North Vancouver, BC V7M 3J9



## Terms and Conditions

1. The Insurance Corporation of British Columbia ("ICBC") may provide funds to Police Organizations, Volunteer Groups or other organizations in the Province of British Columbia, to be awarded to the successful applicants under the ICBC Auto Crime Prevention Program (the "Program"), for projects aimed at reducing auto crime (individually, the "Project") that are supported by research based evidence.
2. Applications received will be reviewed to ensure that:
  - a) the application has been completed in its entirety; and
  - b) the application is for a project which is research based and aimed at reducing auto crime.
3. In the event that ICBC determines that the application is not for a project which is supported by research-based evidence and aimed at reducing auto crime, the application will be deemed ineligible to receive funding under the Program.
4. The ICBC Auto Crime Prevention Panel (the "Panel") will be responsible for reviewing all applications and awarding funds to successful applicants.

In the event that any Panel member has a direct or indirect interest in an application, that member will not be entitled to review or vote on that application.

The Panel will consider the following criteria when determining whether to award funds to an applicant:

- a) the likelihood that the goal of the Project will be achieved
- b) the value of the Project to the community where the Project is based
- c) the expected effect of the Project on reducing the number of vehicle thefts or break-ins
- d) whether the applicant has other funding sources to assist in funding the Project
- e) whether the funding sought is to pay for salaries or for existing programs
- f) whether the Project will create a new program
- g) applicant's proposed criteria and methods for evaluating the success of the Project
- h) the cost of the Project and, in particular, how much of the funds requested will be used for expenses
- i) the likelihood of the applicant being self-funding in future
- j) such other matters as the Panel in its discretion may consider

All decisions of the Panel will be final.

6. The Panel has the right in its sole discretion to refuse to award funds to an applicant, to award funds with respect to a portion of an application, to award funds of less than the total amount sought or to award funds as set out in an application. The Panel is not obligated to award the total amount of funds available in a funding year and may refuse to award any funds if no suitable applications are received.
7. Any applicant who has applied for or received funding from any other sources, including funds available under other ICBC programs, for the same project or portions of its Project must disclose the source and amount of funding in its application.



8. Applicants for funds may be required to make an oral presentation to the Panel at a date and time to be determined by the Panel.
9. Applicants may include in the applications request for funds covering any costs which are directly attributable and necessary to the Project, except for the following:
  - a) research and development of products related to auto crime
  - b) professional membership/dues
  - c) first class travel
  - d) entertainment
  - e) meals
  - f) bad debts
  - g) fines and penalties
  - h) contributions and donations
  - i) premium items
  - j) lobbying
  - k) any other expenses which the Panel, in its sole discretion, deems inappropriate
10. Funds will be awarded to the successful applicants (the "Recipient") for the Projects as set out in the applications on the following terms and conditions:
  - a) The Recipient will sign an agreement in the form prescribed by ICBC governing the use of the funds and any other terms and conditions the Panel deems necessary. Such an agreement will include the terms and conditions set out herein.
  - b) Funds will be awarded for a maximum term of 12 months from the date of the award.
  - c) If the funds are used for equipment or other tangible personal property (the "Equipment"), the Equipment will remain the sole property of the Recipient if the Recipient successfully completes the term of the Project. In the event that the award is cancelled before the end of its term, Equipment will become the sole property of ICBC and the Recipient will execute all documents and take all steps necessary to transfer the Equipment to ICBC.
  - d) Any Equipment must be used for the purposes of the Project only. For greater certainty and without limiting the generality of the foregoing, Equipment may not be sold, loaned, gifted, encumbered or traded at any time before the final completion of the Project.
  - e) The Recipient will carry out the Project in accordance with the operational plan submitted with the application and the information provided in the application. ICBC must be informed immediately in "writing if a change to the operational plan is necessary, and ICBC reserves the right, in its sole discretion, to cancel an award in the event of a change to the operational plan.
  - f) The Recipient will expend funds in accordance with the line item budget as submitted with its application and approved by the Panel. The Recipient may not, without the prior written approval of ICBC, spend funds allocated to a budget line item on a different budget line item.



- g) The Recipient will provide a written monthly report in the form prescribed by ICBC for each month during the term of the project.
  - h) The Recipient will allow ICBC to conduct site visits to inspect the Program on request. Site visits will include inspection of financial and program records and any Equipment purchased with program funds. Site visits may be unannounced on occasion. Upon request from ICBC, the Recipient will be responsible for having an independent audit of the fiscal policies, procedure, and practices employed by it in connection with its Project.
  - i) Within 60 days of the end of the term of the project, the Recipient will submit to the Panel a final program report in the prescribed form which includes, but is not limited to, the following:
    - i) Final financial status report
    - ii) Final program performance report
    - iii) Property inventory report
    - iv) Other required information
  - j) Funds will be paid in installments or as one lump sum as determined by the Panel, in the amounts (which may be unequal) to be determined by the Panel. At the end of each quarter, the Recipient will provide to ICBC all receipts with respect to expenditures from that quarter and such other financial reports as ICBC may require. ICBC will have no obligation to advance any further funds until all such receipts and reports are received by it.
  - k) Any unused funds at the end of the term of the program must be returned to ICBC within 15 days of the end of the term.
  - l) ICBC reserves the right to cancel an award, effective immediately, at any time in the event that the Recipient is in breach of any of the terms and conditions governing the award.
  - m) In the event that a Recipient's award is cancelled, any unused funds in the Recipient's possession must be returned to ICBC within seven (7) working days of the date of cancellation.
  - n) No activity performed during the Project will violate the laws of British Columbia or Canada.
  - o) The Recipient must allow ICBC to use Project results, information, statistics and other material in any Program advertising or publicity. ICBC has the right to pre-approve any Recipient advertising or publicity which refers to ICBC or the Program.
11. The applicant acknowledges that all funds under this Program are paid pursuant to and in accordance with these Terms and Conditions, which are deemed to form part of the application to participate in this Program. By making an application for the award of funds under this Program, the applicant acknowledges these Terms and Conditions and agrees to be bound by them.

\_\_\_\_\_ (the Applicant) hereby acknowledges that it has read and understood the foregoing Terms and Conditions and by making this application, agrees to be bound by the Terms and Conditions, in the event that it is awarded funds under the Program.

Dated \_\_\_\_\_

Signature \_\_\_\_\_