This is an invitation to prospective applicants to submit applications for funding for the Stop Now and Plan (SNAP) Program. This application package is issued by Her Majesty the Queen in right of Ontario as represented by the Minister of Children and Youth Services (the “Ministry”).

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1. Program Guidelines

1.1 Background
To help reduce outcomes disparities for Black children, youth, and families, Ontario released the **Ontario Black Youth Action Plan (BYAP)** in March 2017. The BYAP is a four-year, $47 million commitment that, when fully implemented, will support 10,800 Black children, youth and their families annually.

The BYAP will increase access to supports and opportunities for Black children, youth and their families in Ontario across life stages, from early childhood to the transition to school and / or work. **New investments will only be available in communities across the Greater Toronto and Hamilton Area (GTHA), Ottawa and Windsor.**

All BYAP initiatives have been developed with input from the External Implementation Steering Committee (EISC) and feedback from community engagement sessions. The **External Implementation Steering Committee** is made up of Black community leaders, organizations and youth working together to inform the design and implementation of BYAP initiatives and ensure the Plan is responsive to the needs of Ontario’s Black children, youth and families.

**Initiatives under the Ontario Black Youth Action Plan will be delivered using the Collective Impact and Cultural Identity (CI²) Approach and Anti-Black Racism (ABR) Framework. To learn more about the CI² Approach and ABR Framework please see Appendix A.**

1.2 Program Overview
The Middle Years and the Stop Now And Plan (SNAP) Program Model

Emerging research has indicated that experiences in the middle years (i.e. ages 6 to 12) are critical predictors of adolescent adjustment and future success. The period is also a time of heightened risk that includes potential challenges such as disengagement from school, family and / or peers, and increase in risky experimentation, identity awareness, and the potential emergence of early signs of mental health issues and/or disorders. Interventions during this period support the achievement of key developmental milestones, including emotional regulation, self-control and pro-social behaviour (Augimeri, Walsh, Donato, Blackman & Piquero, 2017; Farrington, D.P. & Koegl, C.J., 2015).

The SNAP Program is a gender-sensitive, evidence-based program that teaches children with perceived disruptive behaviour problems, with support from their parents, how to stop and think before they act and make good choices “in the moment.” Developed by the Child Development Institute (CDI), the Program helps children between the ages of 6 and 12 to learn self-regulating, cognitive-behavioural strategies.
and problem-solving skills. Children who enter the program may have engaged in what would be seen as aggressive, antisocial behaviour, and / or have come into contact with authority figures at school or in the community.

1.3 Delivery of a Culturally Adapted SNAP Program

Research identifies that culturally relevant and responsive programs can lead to better outcomes for families. In particular, programs that are culturally relevant have been found to promote resilience for parents / caregivers and children and reduce early development of child antisocial behaviours (e.g., acting out at school or at home).¹

Culturally relevant and responsive programs are rooted in cultural identity, which is the identity or feeling of belonging to a group. It is part of a person’s self-conception / self-perception and is related to nationality, ethnicity, religion, social class, generation (i.e. age), locality or any kind of social group that has its own distinct culture. Cultural identity (refer to Appendix A for definition) is an important promotive factor in the context of normative development and a protective factor against the harmful effects of Anti-Black Racism (refer to Appendix A for definition). The Black Youth Action Plan as an initiative through a CI² and ABR framework is focused on ensuring interventions / strategies are culturally adapted.

Culturally relevant and responsive programs for the Black community move beyond surface modifications (e.g., language, racial makeup of frontline staff, visuals used in programming) and include:²

- Recognizing culture as a protective and promotive factor by prioritizing Black cultural traditions and perspectives in programming
- Understanding the Black community and addressing anti-Black racism
- Understanding and addressing systemic, cultural and historical oppression faced by members of Black communities
- Developing a culturally safe environment
- Delivering services and facilitation with a critical equity lens
- Hiring knowledgeable and culturally-representative staff

1.4 Desired Outcomes

For client children and their families who have completed the SNAP program:

Primary Outcomes

- Greater understanding of culture and ethnicity as a strength

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- Education around anti-Black racism within the school system, historical and systemic oppression
- Increase understanding around how to best navigate the school system to help support overall positive outcomes for children and their parents
- Increase understanding of their needs to help foster a culturally safe environment
- Increase in emotional regulation, self-control and problem-solving skills for middle years children and their parents
- Clinical reduction in the negative behaviour scales (e.g. aggression, rule breaking, conduct, externalizing) of the Child Behaviour Checklist (CBCL) for children
- Increase in social competency for local middle years children
- Increase management skills for parents
- Reduction in community or harmful school-related offences committed by children

**Secondary Outcomes**

- Develop children’s pride in their cultural and ethnic identities.
- Improve parents’ ability to advocate for a culturally safe environment for their children
- Improve children’s academic performance and participation in pro-social extracurricular activities
- Increase connection of children and parents to community-based resources.
- Other: The applicants may define broader local outcomes within their application.

1.5 Costing and Duration

While actual costs will be negotiated with each selected applicant, the maximum amount of funding available for each SNAP site is up to $471,400 per fiscal year. Activities / milestones must be completed by the end of the fiscal year (March 31st). Successful applicants will enter into agreements of up to three years, pending the results of ongoing program management and annual program reviews.

1.6 Beneficiary Population

The focus of SNAP is Black middle years children (ages 6-12) and their families.

Eligible applications will benefit Ontario’s Black children and families, specifically those living in communities within Hamilton, Windsor and Ottawa.

1.7 Collective Impact

BYAP initiatives will be delivered using the Collective Impact and Cultural Identity (Ci²) approach and Anti-Black Racism (ABR) Framework. Applicants must be knowledgeable of, willing to learn about and participate in this approach and framework in order to be
considered for funding. To learn more about the CI² approach and ABR framework please see Appendix A.

1.8 Eligibility
Applications should be completed by an individual organization or a partnership of organizations. Organizations unwilling to commit to participate in the BYAP guiding principles are ineligible for funding.

- The **lead organization** is the signing organization on the government contract to deliver the initiative with existing infrastructure to absorb additional staffing with minimal administrative costs.

- **Initiative partners** are the organizations responsible for working on one or many elements of the initiative. Initiative partners can play a co-leadership, sponsorship or collaborative role, outlined in a Memorandum of Understanding. Examples of relevant initiative partners include Black-led or Black-focussed agencies, community mental health agencies, social service agencies, non-profit / charitable organizations, post-secondary institutions, training providers, professional organizations, regulatory organizations or sector associations.

To be eligible for consideration, all applications must meet the following criteria:

1. The lead organization applying for funding must be a legal entity;
2. Preference will be given to agencies applying from target communities – Windsor and Ottawa.
3. A completed application form and two reference letters, must be submitted by the application deadline; and
4. All elements of the application (Appendix B) must be completed.

Please see Appendix C for a detailed checklist of requirements related to the submission of your application.
2. Application Process

2.1 Submitting an Application
All applications will include the following:
- One completed application template (Appendix B);
- Two reference letters.

All materials associated with your application must be received by the Youth Strategies Branch, Ministry of Children and Youth Services (the “Ministry”) no later than **Sunday May 6, 2018 at 11:59pm (EDT)**.

Applications should be emailed to Heather Kere Quelleng, Senior Policy Analyst, MCYS at heather.kerequelleng@ontario.ca

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**Note:** You should receive a confirmation email within one (1) business day of submitting your application. If you do not receive a confirmation, please follow-up by email to ensure your application was received.

2.2 Co-Design Sessions
The ministry will be hosting Co-Design Sessions in April 2018 for applicants in Windsor and Ottawa who are interested in submitting an application for the SNAP Program. The sessions are not mandatory, however, it will provide potential applicants with information that will help them to complete their applications. The details for these sessions will be emailed to the entire OBYAP distribution list and will be posted on the [Ontario Black Youth Action Plan website](http://www.ontario.ca).

2.3 Application Questions
If you have any questions about the application template, criteria, process etc. please email them to heather.kerequelleng@ontario.ca before **Monday April 23rd at 9:00 AM**.

All questions and responses will be summarized in writing and re-distributed via email and on the [Ontario Black Youth Action Plan website](http://www.ontario.ca) the week of April 23rd 2018.

2.4 Selection of Initiatives
An inter-ministerial committee will review and assess the applications against the eligibility requirements (Section 1.8) and the criteria below to make recommendations for project funding.
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weights</th>
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<tbody>
<tr>
<td><strong>Section 1: Organization Overview</strong></td>
<td>20%</td>
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<tr>
<td>• Applicant describes their leadership role as an agency and their</td>
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<td>success in providing services to children and/or youth.</td>
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<td>• Applicant indicates their ability to provide high quality programming</td>
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<td>to the Black community as part of the initiative.</td>
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<tr>
<td>• Applicant has assembled a coalition of partners and has articulated</td>
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<td>the distinct roles of each partner in the proposal.</td>
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<td>• Applicant demonstrates willingness to adopt a Collective Impact,</td>
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<tr>
<td>Cultural Identity and anti-Black Racism approach to working with</td>
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<td>partners.</td>
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<td>• Applicant and/or one of its partners clearly indicates awareness</td>
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<td>of the challenges and best practices in supporting improved</td>
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<td>outcomes for middle years children.</td>
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<td>• Applicant and/or one of its partners have demonstrated ability to</td>
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<td>provide wrap-around supports to ensure the success of participants</td>
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<td>(e.g., mentorship, counselling).</td>
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<td>• Applicant, and/or one of its partners, demonstrates experience and</td>
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<td>willingness to engage in data collection and program evaluation to</td>
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<td>measure effectiveness (e.g., conducting surveys, collecting race-</td>
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<td>based data, etc.).</td>
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<tr>
<td><strong>Section 2: Culturally Adapted SNAP Program Delivery</strong></td>
<td>25%</td>
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<tr>
<td>• Applicant, and/or one of its partners, demonstrates experience in</td>
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<td>ability to deliver a culturally adapted SNAP program (see section</td>
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<td>1.3)</td>
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<td><strong>Section 3: Capacity for Program Delivery &amp; Implementation Plan</strong></td>
<td>50%</td>
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<tr>
<td>• Lead applicant demonstrates how their existing infrastructure is</td>
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<td>suitable to administer the SNAP program and absorb additional</td>
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<td>staffing with minimal administrative costs.</td>
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<tr>
<td>• Applicant and its partners are located in one of the target areas</td>
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<tr>
<td>(Windsor or Ottawa)</td>
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<tr>
<td>• Lead applicant demonstrates how the goals, approach and strategic</td>
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<td>plan outlined will support the successful implementation of the</td>
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<td>SNAP Program, identifying how the planned delivery meets the</td>
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<td>evaluation criteria.</td>
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<td>Criteria</td>
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<td><strong>Section 4: Additional Information</strong></td>
<td>5%</td>
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<td>• Two letters of reference:</td>
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<td>o Demonstrates your organization’s connection to the Black community; and / or</td>
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<tr>
<td>o Outlines your organization’s capacity to benefit Black children, youth and families.</td>
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<td><strong>Section 5: Authorization</strong></td>
<td>N/A</td>
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<tr>
<td>• Proposal contains a signed authorization.</td>
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Successful applications will be notified using the primary contact indicated in the application (Appendix B).

**2.5 Important Notes for Applicants**
Please read the Program Guidelines (Section 1), Evaluation Criteria (Section 2.4) and the Guiding Principles (Appendix A) before submitting your application, as these sections contain important information.

Please use the Application Template (Appendix B) to complete your application. Please abide by the word limits indicated in the template.
Appendix A: Collective Impact and Cultural Identity and Anti-Black Racism

BYAP Guiding Principles
All BYAP initiatives will adopt a common set of guiding principles. This set of guiding principles / conditions make up an approach which, for the purposes of BYAP implementation, has been named Collective Impact and Cultural Identity (CI²).

The Core CI² principles are:

- **Common Agenda**: Organizations delivering BYAP initiatives work collaboratively on a shared objective, which is to improve outcomes and reduce disparities for Black children, youth and their families.

- **Cross-Sector Collaboration**: Organizations delivering BYAP initiatives partner with multiple sectors to advance and achieve the common agenda, including:
  - Public and broader public sector;
  - Multiple levels of government (i.e. municipal, provincial, federal);
  - Cultural agencies;
  - Community and not-for-profit sector agencies;
  - Private sector;
  - Funders;
  - Youth-led entities and youth themselves.

- **Cultural Identity Plan**: BYAP initiatives embed conscious and inclusive practices and adaptations that reflect “promotive” and “protective” factors related to the concept of identity or feeling of belonging to a group. These “promotive” and “protective” factors should reflect a person’s self-conception and self-perception, related to nationality, ethnicity, religion, social class, generation, locality or any kind of social group that has its own distinct culture.

- **Data Literacy**: Initiatives develop, collect, share and analyze data to measure progress and drive collective decision-making toward advancing and achieving the common agenda.

- **Black Children and Youth Empowerment**: Initiatives prioritize listening to Black children and youth when making decisions and empower children and youth with tools and support they need to take action on their own behalf.

- **Community of Practice**: Initiatives actively and regularly share best practices and learnings with initiative-specific and cross-initiative collaboratives.

- **Research and Evaluation**: Initiatives actively track progress and apply learnings on the:
  - Impact of initiatives on the outcomes for Black children, youth and their families; and
  - Effectiveness of the CI² approach.
**Definition of Anti-Black Racism**

Anti-Black racism is prejudice, attitudes, beliefs, stereotyping and discrimination that is directed at people of African descent and is rooted in their unique history and experience of enslavement.

Anti-Black racism is deeply entrenched in Canadian institutions, policies and practices, such that anti-Black racism is either functionally normalized or rendered invisible to the larger white society.

Anti-Black racism is manifested in the legacy of the current social, economic, and political marginalization of African Canadians in society such as the lack of opportunities, lower socio-economic status, higher unemployment, significant poverty rates and overrepresentation in the criminal justice system. (Definition used by Ontario’s Anti-Racism Secretariat).
Appendix B: Application Template
Content in italics is explanatory and should be deleted in the final application.

Ontario Black Youth Action Plan
Stop Now and Plan (SNAP) Program
Application

Section 1: Organizational Overview

1a) Lead Organization Contact Information:
This is the contact the Ministry will use should your application be successful, so if possible, please provide a direct line to the key contact (i.e. extension number or cellular number).

Applicant Organization Name:
Applicant Last Name:
Applicant First Name:
Position:
Telephone Number:
Email Address:
Postal Code:
Organization Website (if applicable):

1b) Lead Organization and / or Partner Organization Information (maximum 100 words):
For example mandate / vision, any relevant historical background, relationships with community members and / or partners, community presence. Please include details on your organization’s suitability to act as the SNAP lead agency (e.g., experience providing middle years programs, community support, learnings/challenges providing programming to middle years children, etc.).

1c) Beneficiary Communities (maximum 100 words):
Please indicate which BYAP catchment area the lead organization operates in, then list the specific communities within that catchment area your organization or partners benefit.

BYAP catchment area:
☐ Hamilton
☐ Windsor
☐ Ottawa
Greater Toronto and Hamilton Area (GTHA)

Specific communities:

1d) List and briefly describe any experience the organization has in delivering programs that improve outcomes for Black youth (100 words):

Please provide details of experience relevant to the program you are proposing to deliver, if possible.

1e) Has the organization ever evaluated any of its programs?

☐ Yes ☐ No

1f) List and briefly describe any experience the organization has in collecting program data, conducting program evaluations, and changing program design / delivery based on evaluation results (i.e., how the organization measures and reports on its programs, and how these results are used to change program delivery) (100 words):

Please include an overview of the evaluation method used, the results of the evaluation, and how the results were used to improve your program or transform your organization.

1g) Please list the partners that will be involved in delivering the program, and what the roles of the different partners will be (50 words):

Please include a bulleted list of the partners and their respective roles.

1h) Are all project partners willing to commit to the BYAP guiding principles (see Appendix A).

☐ Yes ☐ No

Section 2: Culturally Adapted SNAP Program Delivery

2a) List and describe any experience the organization has in delivering culturally-relevant programming for Black youth. (250 words):

Section 3: Capacity for Program Delivery & Implementation Plan

3a) The SNAP program involves the implementation of an existing program structure that will be culturally adapted to the needs of the Black community in which it operates. Please describe the organization’s existing staffing
infrastructure and how it will be suitable to administer the SNAP program and its ability to absorb additional clinical staffing with minimal administrative costs (200 words):

3b) Please describe your implementation plan (500 words):

- Please describe how you will deliver the SNAP program within your community, identifying how your planned delivery meets the evaluation criteria as outlined in section 2.3 of the Program Guidelines/Application Process. Please include the following:
  - **Goals**: Describe what you hope to achieve in quantitative and qualitative terms. Goals should address an outcome disparity/community need, and be aligned with the BYAP common agenda and guiding principles.
  - **Approach**: Describe how you will achieve your goals. Please include a rationale for your approach that draws on best practices, evidence, and/or local context. Please provide specific details on the activities you will undertake, and how these will create a high quality experience for participants.
  - **Strategic Plan**: Describe how you will incorporate strategies to: support Black youth with multiple identities/facing additional barriers; involve youth in decision-making; and/or deliver the initiative in a culturally-focused way.

3b) Budget:

DO NOT INCLUDE: The total available spending is $471,400 per fiscal year. Successful applicants will work in partnership with the Ministry and the Child Development Institute to develop a program budget based on the existing program administration requirements.

Section 4: Additional Information

4a) Please include two (2) reference letters which identify one or both of the following elements:

- Demonstrates your organization’s connection to the Black community; and / or
- Outlines your organization’s capacity to benefit Black children, youth and families.
Section 5: Signed Authorization

I acknowledge, understand and agree that:

a. The information given in support of this application is true, correct and complete in every respect;
b. The information contained herein can be used for the assessment of funding eligibility;
c. The information contained in this application, or submitted to the Ministry of Children and Youth Services at any time, is subject to disclosure under the provincial Freedom of Information and Protection of Privacy Act;
d. As a condition of and prior to receiving any funding pursuant to this application, the applicant will be required to execute a Transfer Payment Agreement outlining the terms and conditions relating to any funding and the Program to be delivered; and
e. Notwithstanding that the applicant has submitted a complete application and may have met all the eligibility and selection criteria, I acknowledge and agree that the applicant may not be selected to receive funding or may not receive the amount of funding identified in the proposed budget.

Name, Position / Title of Authorized Signing Officer for the Applicant

__________________________________________  __________________
Signature        Date
Appendix C: Application Checklist

To be sure that your application meets the eligibility requirements and will be reviewed in its entirety, please **go through this checklist** carefully before submitting an application for funding under the Ontario Black Youth Action Plan.

**Have you:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Required Information</th>
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<tbody>
<tr>
<td>Completed the right Application Template for the program you are applying for</td>
<td>(eligible file types include .doc, .docx, .rtf, or .pdf. All other file types will not be reviewed)</td>
</tr>
<tr>
<td>Included two reference letters</td>
<td>Word, PDF or PNG (picture) format</td>
</tr>
<tr>
<td>Included a <strong>signed</strong> authorization page</td>
<td>Word, PDF, JPEG or PNG (picture) format</td>
</tr>
<tr>
<td><em>The final page of every application is the signed authorization page. A signed authorization page is a legal requirement for the Ministry to review your application. The signed authorization page requires an actual signature (either digitally or in pen) and cannot be typed out.</em></td>
<td></td>
</tr>
<tr>
<td>Reviewed the Questions and Answers document posted on the <a href="#">BYAP website</a></td>
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<tr>
<td>Submitted your Application to the email address indicated, before the deadline</td>
<td>(Both of which are outlined in Section 2.0 of the Call for Applications)</td>
</tr>
<tr>
<td>Checked that all attachments can be opened and are in the allowed formats listed above</td>
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<tr>
<td><em>Note: The Ministry cannot accept links to file sharing websites.</em></td>
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<tr>
<td>Listed all of the attachments that you are submitting as part of your Application in the body of your email to the ministry</td>
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