



FAMILY VIOLENCE PREVENTION PROGRAM (FVPP) SHELTER WORK PLAN

Privacy Statement

This statement outlines the purposes for the collection and use of personal information. Only information needed to respond to program requirements will be requested. Collection, use, and disclosure of personal information are in accordance with the [Privacy Act](https://laws-lois.justice.gc.ca/eng/acts/P-21/index.html) (https://laws-lois.justice.gc.ca/eng/acts/P-21/index.html). In some cases, information may be disclosed without your consent pursuant to subsection 8(2) of the *Privacy Act*. The authority to collect and use personal information for the Family Violence Prevention Sub-Program within Social Development is derived from [OIC 2017-1464](http://orders-in-council.canada.ca/attachment.php?attach=35375&lang=en) (http://orders-in-council.canada.ca/attachment.php?attach=35375&lang=en), as well as from annual *Appropriation Acts* granting authority to the Government to spend funds on programs. We will use personal information for administrating, assessing and determining eligibility for the program to which you are applying and for reporting aggregated program results. We may share the personal information you provide us with as outlined under AANDC PPU 210, detailed at [Info Source](https://www.sac-isc.gc.ca/eng/1353081939455) (https://www.sac-isc.gc.ca/eng/1353081939455). The information collected will be retained for a period of five years, then transferred to Library and Archives Canada. As stated in the *Privacy Act*, you have the right to access the personal information you give us and request changes to incorrect information. Contact your [Regional Office](https://www.sac-isc.gc.ca/eng/1100100016936/1534342668402) (https://www.sac-isc.gc.ca/eng/1100100016936/1534342668402) to notify us about incorrect information or contact the departmental Public Enquiries Contact Centre at 1-800-567-9604 for general enquiries. For more information on privacy issues and the *Privacy Act* in general, you may consult the Privacy Commissioner at 1-800-282-1376.

Identification

Recipient Name		Recipient Number
Mailing Address (Number/Street/Apartment/P.O. Box)		
City/Town		Province/Territory
Postal Code		
Telephone Number	Facsimile Number	Email Address

Contact

Given Name	Family Name	Title
Telephone Number	Email Address	

Planning Period

From (YYYYMMDD)	To (YYYYMMDD)
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A. Shelter Profile, Links to the Community and Existing Challenges

Shelters completing this work plan should include the following information:

1. Shelter Profile;
2. Links to the Community; and
3. Existing Challenges.

B. Shelter Plan Summary

Immediate/Short Term Needs	Immediate/Short Term Activities	Immediate/Short Term Expected Results
Risks	Mitigation/Solutions	



C. Budget Forecast

Shelter funding recipients under the Family Violence Prevention Program should forecast their budget, outlining revenues and expenditures for the delivery of protection and prevention services in relation to the work plan for the upcoming year.

Indigenous Services Canada Revenues	Budget Forecast
Administration/Operations	
Total Revenues	
Indigenous Services Canada Funded Expenses	Budget Forecast
Salaries and staff benefits	
Professional development, including:	
• Membership and conference fees	
• Tutoring functions (e.g. online training, other professional development opportunities)	
Board/committee operations	
Direct client costs:	
• Food	
• Bedding, towels, soaps	
• Personal incidentals (e.g. clothes, diapers)	
• Personal protection equipment (masks, gloves, face shields)	
• Transportation to and from shelter	
Operations, minor maintenance, minor repairs:	
• Utilities (garbage and snow removal)	
• Appliances, furniture, equipment	
• Computer and internet access	
• Library and resources	
• Off hour emergency services	
• Social distancing measures (online program facilitation, partitions/dividers, etc.)	
• Security (fences, cameras, file cabinets)	
• Client needs assessments	
• Data collection	
Transportation	
Post shelter arrangements and referrals	
Administration costs	
Staff travel and/or transportation	
Costs for training forums, workshops, outreach, awareness (including instructional and information materials)	
Recruitment costs	
Professional/paraprofessional fees	
Legal services fees and costs	
Insurance	
Total Expenses	



Supporting Documents (if applicable)

Title	Submission Method

Declaration

The information provided is accurate to the best of my knowledge.

Given Name	Family Name	
Title		Date (YYYYMMDD)