



Information Sheet: Application for Funding under the Aboriginal and/or Other Communities and Organizations (not-for-profit) Funding Program (AOCO)

Ce formulaire est disponible en français.

Information

The Royal Canadian Mounted Police (RCMP) provides funding to indigenous and non-indigenous groups, organizations and communities to support the delivery of firearms services, especially in northern and remote areas of the country where the availability and accessibility of these services may present challenges. Funding priorities include delivery of the Canadian Firearms Safety Course (CFSC), the training of firearms safety instructors and examiners, firearms licence application assistance, and the dissemination of information on the safe handling, use, transportation and storage of firearms, for the purposes of public education. The funding application form was developed within the RCMP by the Canadian Firearms Program (CFP) to make the funding application process as clear and as easy to complete as possible. The information provided by the form is used by the CFP-RCMP to assess an applicant's eligibility for funding and to make a funding decision.

Application

The application form is available at our [website](#). If Internet services are limited in your area, you may also wish to contact your Chief Firearms Officer of jurisdiction or local firearms officer for assistance. Once completed, the application form should be sent to CFP_Agreements_AOCO-Ententes_COAA_PCAF@rcmp-grc.gc.ca. You may also contact this email address if you have any questions while completing the application form. Please note that funding is limited and, therefore, not all eligible projects will necessarily be approved for funding.



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For Administrative Use

Attention: Read the Information Sheet for explanations. Use a check mark to indicate your answers (where required). Print clearly in blue or black ink.

A - Applicant Information

Community/Organization

1. My community/organization is a:

<input type="checkbox"/> First Nation, Inuit or Metis community	<input type="checkbox"/> Tribal Council, local/regional/national Indigenous organization
<input type="checkbox"/> Non-profit organization, society or association	<input type="checkbox"/> Education-related institution or association
<input type="checkbox"/> Other specify:	

Primary Contact

2. a) Name	2. b) Address	
3. a) Email Address	3. b) Fax Number	3. c) Telephone Number (include area code)

B - Proposed Project

Project Rationale and Requirements

4. What is the objective of your project and how would it contribute to firearms safety in your community?

5. What resources and experience do you have to undertake and complete this project?

6. If you require assistance to conduct your project, such as certain professionals, consultants or other partners, please describe:

7. Specify and briefly describe the community (or communities) where you would conduct your project.

C - Firearms Safety Service Options

Delivery of the Canadian Firearms Safety Course

Are you proposing to deliver the Canadian Firearms Safety Course? Bearing in mind that there is a maximum of 12 students per safety instructor:

8. How many instructors would teach the courses and administer the associated tests?

9. How many safety courses do you propose to deliver?

10. How many students do you expect to take the course?

11. Who would deliver the safety course and are they designated as firearms safety instructors by the Chief Firearms Officer of your jurisdiction?

12. Where would safety course delivery take place? (community hall, a classroom, etc.)

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D - Training Firearms Safety Instructors

If you are proposing to have certain community members trained as firearm safety instructors:

13. How many individuals would be taking the training?

14. Who would deliver the training?

15. When and where would the training take place?

Please note that candidates for training as safety instructors must be trained by qualified master safety instructors in your jurisdiction and, if successfully trained, must be designated as firearms safety instructors by the Chief Firearms Officer for your jurisdiction.

E - Firearms Licence Application Assistance

If the project includes firearms licence application assistance:

16. Who would provide licence application assistance to individuals applying for a firearms licence, what qualifications do they possess to provide this service?

17. When would licence application assistance take place?

18. Where would licence application assistance take place?

F - Firearms Safety Education

If your project involves the delivery of firearms safety education and information to community members, including individuals who are not taking the Canadian Firearms Safety Course:

19. Who would provide firearms safety education/information sessions to community members and what qualifications do they possess to provide this service?

20. Would your project require firearms safety bulletins or related information that promote the safety requirements of the *Firearms Act* and regulations (for example, regulations governing the safe storage of firearms)? If "Yes", please specify the type and number of documents required.

Yes No specify:

Please note that such communications products are available only in English or French.

21. Where would the education and/or information sessions take place?

22. How many sessions do you expect to conduct during the life of the project?

G - Other

23. If you are considering a firearms safety service that is not included in sections (C, D, E or F), please briefly describe what you are proposing

H - Project Management

Project Manager

24. Who would be responsible for overall project management and what qualifications do they possess to provide this service?

Project Contact

25. Who would be your main project contact or liaison with the CFP?

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Project Authority

26. Who would be your authority to sign a project funding agreement with the RCMP?

Time Frame

What is the proposed time frame for the project?

27. a) Start Date (yyyy-mm-dd)

27. b) End Date (yyyy-mm-dd)

Please note that funding is on a fiscal year basis. The earliest start date for a project in any given fiscal year is April 1st and the end date is March 31st.

I - Communications Plan

28. Do you anticipate a communications plan to inform the community of the project? (for example, would you inform the community about the project by radio, community meetings, newsletters, or other communications?)

Yes No

J - Work Plan

29. Who would prepare the project work plan?

30. Who would be responsible for reporting on the progress and/or results of the project to the community and to the RCMP?

31. Would the project respect federal, provincial and local health and safety regulations or guidelines that apply to your community?

Yes No

K - Project Budget

Preliminary Considerations

32. Will you be submitting an application to fund your project to any other funding source?

Yes No

33. If "Yes" was selected, please specify the other funding sources:

34. Is the application for a continuation, or next phase, of a previously funded project?

Yes No

35. If "Yes" was selected, please explain:

Itemizing the Project Budget

Please estimate the total cost for each proposed budget item. For example, you may wish to consider the following as possible budget items:

36. If applicable and eligible, reimbursement of firearms safety instructors fees for delivering the Canadian Firearms Safety Course, and/or training individuals as firearms safety instructors.

Travel, accommodation, meals and incidentals for project personnel, if applicable and eligible. For guidance on estimating the costs, please consult the weblink: [Directive in Travel - Appendix](#)

37. a) Accommodations

37. b) Incidentals

37. c) Meals

38. Room Rental for Safety Course Delivery / Training Safety Instructors / Safety Education

39. Canadian Firearms Safety Course student manuals and tests (if no cost, please indicate if the manuals are already available to you or will be provided by the firearms safety instructor).

40. Miscellaneous Administrative Costs (please specify)

41. Other Costs (please specify)

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L - Formatting the Project Budget

42. Once the project budget has been itemized under Section K 37-41 (Itemizing the Project Budget), it should be organized and presented in the form of a budget table. The table should identify the budget item, provide a brief description of the item for the purposes of costing, and indicate its amount or total cost. The table illustrates these components and is intended to guide the preparation of your project budget table. Individual, proposed project budgets may differ in content from this illustrative example.

Item	Description	Amount
Reimbursement of safety instructor fees	Number of instructors x number of days delivering the firearms safety course x instructor's rate of pay	
Travel	Instructor's airfare: number of instructors x ticket price. Vehicle travel: number of km travelled x rate per km (consult weblink item Section K, Number 37)	
Accommodation	Number of Instructors x number of days x rate per day	
Meals and Incidentals	Number and type of meals x number of days x rate per day (consult weblink under item Section K, Number 37)	
Classroom Rental	Number of days x rate per day	
Student Training Manuals and Tests	Number of manuals and tests x per unit cost	
Administration	Office supplies, telephone/cell, postage, etc.	
Total Amount:		