



## FAMILY VIOLENCE PREVENTION PROGRAM (FVPP) SHELTER WORK PLAN

### Privacy Act 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](#). 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](#), 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](#) (<http://www.aadnc-aandc.gc.ca/eng/1100100011039/1100100011040>). 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](#) (<http://www.aadnc-aandc.gc.ca/eng/1100100016936/1100100016940>) to notify us about incorrect information or contact the Public Enquiries Contact Centre by phone 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
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Mailing Address (Number/Street/Apartment/P.O. Box)

City/Town	Province/Territory	Postal Code
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Telephone Number	Facsimile Number	Email Address
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### Contact

Given Name	Family Name	Title
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Telephone Number	Email Address
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### Planning Period

From (YYYYMMDD)	To (YYYYMMDD)
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### Section 1 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.

### Section 2 Shelter Plan Summary

Immediate/Short Term Needs	Immediate/Short Term Activities	Immediate/Short Term Expected Results

Risks	Mitigation/Solutions



**Section 3 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.

<b>Indigenous Services Canada Revenues</b>	<b>Budget Forecast</b>
Administration/Operations	
<b>Total Revenues</b>	
<b>Indigenous Services Canada Funded Expenses</b>	<b>Budget Forecast</b>
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)	
• 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	
• Security (fences, cameras, file cabinets)	
• Client needs assessments	
• Data collection	
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	
<b>Total Expenses</b>	

**Supporting Documents** (if applicable)

Title	Submission Method



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**Declaration**

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

Given Name

Family Name

Title

Date (YYYYMMDD)

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