

# THE SAFETY NETWORK DEVELOPMENT PILOT: A GUIDE



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# SAFETY NETWORK DEVELOPMENT PILOT

Social Planning Toronto (SPT) is working on the **Safety Network Development Pilot**, part of the City of Toronto's Community Violence, Wellbeing, and Recovery Pilot (CVWRP). The CVWRP supports the development, coordination, and implementation of a continuum of community wellbeing and recovery interventions that will directly support residents and community members impacted by violent incidents.

The **Safety Network Development Pilot** is focused on enhancing community capacity to support local leadership and mobilization around community violence. We're working on this in partnership with the City's Community Safety and Wellbeing Unit's (CSWBU) Community Crisis Response Program (CCRP). Our role is to strengthen CCRP-supported safety networks, tables, and committees across Toronto by:

- hosting a **virtual training series** throughout the summer and fall of 2021 on a range of topics chosen by safety network participants,
- working with safety networks to develop and lead **local safety projects** that will support residents and community members impacted by violent incidents and contribute to strengthening your network, and
- co-leading, in collaboration with CCRP, the **Stronger Together** initiative, an event that brings together service providers and community partners across the city to collectively discuss local safety issues, intervention approaches, and opportunities for collaboration.



# CAPACITY-BUILDING VIRTUAL WORKSHOPS

We heard from 92 survey respondents representing residents and agencies across multiple safety networks to learn about your priorities for training. Based on the results, we are excited to offer workshops on 9 topics in the summer (**June 10–July 13**) and fall (**Sept 16–Oct 30**) of 2021. Community Development Officers will send registration information to safety networks 10 days before a workshop.

Register for workshops at [socialplanningtoronto.org/safety\\_network\\_trainings](https://socialplanningtoronto.org/safety_network_trainings)

## Workshop Descriptions

### Resident Leadership

Are you a resident leader committed to improving local responses to community violence and advancing community safety in your neighbourhood? Drawing on examples from safety network collaboration, this Zoom workshop will teach you effective facilitation, chairing, communication, and organizing skills to support your community safety work.

### Needs Assessments & Resource Mapping

Residents are experts in their communities. In this workshop, you will learn to better respond to crises by using participatory, community-based data collection methods to identify neighbourhood priorities related to community safety and map out important community resources.

### Grant Writing Basics

Do you have an idea for a local safety project that you want to expand on, or get more funding for? This workshop will introduce safety networks to the world of community grants and give you tips to propose a strong project idea and budget. Learn what funders look for. Bring a draft Project Plan for your local safety project to work on!

### Media Communications & Advocacy

After incidents of community violence, community members and local agencies are sometimes approached by media to share their perspective. In this workshop you will learn helpful ways to frame your narrative, develop consistent key messages, and advocate on behalf of your community.

## Anti Oppression & Trauma-Informed Approaches

When working around issues of community violence, it's important to acknowledge intersecting systems of oppression, such as anti-Black racism, anti-Indigenous racism, ableism, sexism, classism, homophobia, and others. This training will develop your awareness of your own social position and present ways to work across differences using anti-oppression and trauma-informed approaches.

## Conflict Resolution & Mediation

Unresolved conflict amongst networks and communities can make it difficult to work together. This training aims to equip you with tools to work through misunderstandings, disagreements, and power dynamics in community work. It will also touch on transformative and restorative justice approaches to conflict resolution.

## Evaluating Impact

How do you know if your local project has made a difference? Effective evaluation will not only help you improve your project but also increase your chances of future funding by demonstrating your impact to funders. Learn creative ways — such as surveys, storytelling, focus groups, and video — to gather data to evaluate and document your project's impact.

## Virtual Event Planning & Engagement

Virtual events come in many forms — town halls, focus groups, workshops, consultations, discussions, and more. This workshop will introduce you to the basic stages of virtual event planning, from development to outreach. It will also share various methods to make virtual events fun, interactive, accessible, and engaging.

## Collective Impact & Network Sustainability

Networks are complex and go through a lot of transitions. It's important to create a positive environment where local agencies and residents can build on their collective expertise to work together effectively. This workshop will share tips and strategies that residents and agencies working across different sectors can use to build a collective vision and create long-term impact in your communities.

# LOCAL SAFETY NETWORK PROJECTS

**Each safety network will receive \$1,000 in funding** from the City of Toronto for a local safety project or capacity-building initiative that supports residents and community members impacted by community violence and contributes to strengthening your safety network.

Over the summer and fall, SPT will work with each local safety network to identify a project or initiative and to develop a Project Plan. The initiatives will vary from community to community but could include:

- projects to build resident capacity and leadership
- strategic visioning/planning session/Terms of Reference development
- safety audit, needs assessment, community-based data/research project
- resource map, resource guide, crisis response toolkit, media toolkit
- trainings and virtual workshops
- storytelling/video/documentation of community impact
- community arts projects — e.g., video, book, public art, performance, music, dance
- conflict mediation/resolution, transformative and restorative Justice initiatives
- wellness and healing projects, addressing intergenerational trauma
- safety walk/bike ride, COVID-safe outdoor events
- enhancing an existing project related to community safety
- alternative and community-led models that respond to crisis/violent incidents
- website or digital platform, online database, tool, or resource
- town hall, panel discussion, community conversation, civic engagement initiative, focus group
- campaign, advocacy initiative to raise awareness about an issue and shift policy



## PROJECT SUPPORT

SPT will provide safety network Project Contacts and collaborators with project orientation support to learn more about the funding and expectations — we'll be in touch later about dates and times.

Each safety network will be matched with an **SPT support person** to receive guidance on your project. SPT support staff can meet over the phone or through Zoom and will check in regularly with the Project Contact. Meetings will provide guidance on project design, development, and delivery. We'll also provide you with some resources and tools to help you successfully design and complete your local project. Stay tuned for more details!

## PROJECT CONTACT POSITION

Each safety network is asked to identify a **Project Contact** to be the main point person between SPT and the local safety network. **The Project Contact will receive an honorarium of \$250 from SPT** for taking on these responsibilities:

- sending e-mail communications from SPT to safety networks and promoting pilot activities and workshops at safety network meetings,
- liaising with the SPT support person and project collaborators to develop a Project Plan,
- meeting (by phone or Zoom) with the SPT support person on a monthly basis (from July to December 2021) to check in on the progress of the project/initiative, and
- participating in a reflection session with SPT evaluators to evaluate the pilot.

### Project Contact selection

- Networks will use your own fair process to select the person for the Project Contact role.
- Resident youth (age 18–30 years) will be prioritized to take on the Project Contact role.
- If a network cannot find a youth to take on this role, residents over 30 years old are welcome to fill the position.

The chosen Project Contact must fill out this [Project Contact form](#) by August 16, 2021.



## LOCAL PROJECTS: DEVELOPING A PROJECT PLAN

We'd like each network to come up with a brief Project Plan to clarify your project idea and how you will spend your budget. Here is a link to the [Project Plan template](#).

Our SPT support team will work with Project Contacts and safety network members to go over your Project Plan. They can also help you capture your ideas on the Project Plan template.

Please note that whether your project will take place indoors or outdoors, you will need to follow the current Toronto Public Health COVID-19 guidelines at the time of delivery.



# LOCAL SAFETY NETWORK FUNDING

Each safety network is asked to identify a partner agency (a nonprofit or charity) to act as a trustee. Your trustee will receive the \$1,000 funding from SPT and be responsible for disbursing funds to your network.

The funding from SPT can be combined with funding from other sources towards a bigger local safety initiative. For example, some safety networks work closely with other safety networks and may want to combine funding to collaborate on a joint project or initiative.

## Project Selection

Local safety networks will need to think about ideas for your project based on local priorities and interests, and then come to an agreement on one idea or initiative. Here are the steps each network must go through to choose a local project:

1. Each safety network must collectively select the project idea you would like to work on through a fair selection process (e.g., a voting system or group consensus).
2. Once your safety network has selected an idea, the Project Contact can submit a draft [Project Plan](#) to your SPT support person. The draft Project Plan must be finalized with your SPT support person before your network can receive its funds.
3. The safety network must then select a trustee agency within the network with the capacity to administer your project funds. If your network cannot find a trustee, please contact your SPT support person for help.



# RECEIVING THE PROJECT FUNDS

Once your Project Plan has been finalized, your network's Project Contact should connect SPT with the network's chosen trustee agency. SPT will send the funds to your trustee, and they will be responsible for distributing funds for project expenses.

## Eligible Expenses (What You Can Use the Funding For)

- honoraria for volunteers (entertainment, child-minding, etc.)
- honoraria for safety network/committee members
- dedicated space rental or permit fees for event/activity space
- digital platform subscription or digital engagement tools (Zoom, etc.)
- permit for your event/activity
- liability insurance for your event/activity
- advertising and promotion, including graphic design
- local travel expenses: Toronto Transit Commission (TTC) tokens, or taxi chits/receipts, or mileage reimbursement for transportation of event materials/equipment to event site
- printing (e.g., flyers)
- project materials and supplies
- food for event/activity participants
- purchase of art supplies and sports equipment for the event/activity

## Ineligible Expenses (What You Can't Use the Funding For)

- fundraising activities/events, donations to charitable causes
- ongoing projects/programs
- costs to maintain activities beyond the funding term
- salaries, hourly wages, or income-generating activities for staff, group members, or support teams
- fees paid to organizational project partners
- TTC monthly passes
- travel outside of the City of Toronto
- training/education for individual group members
- purchase of media equipment (e.g., computers or software)
- activities related to religious and/or political purposes
- alcohol or substances

## EVALUATION

Social Planning Toronto will lead discussions with each safety network to reflect on the capacity-building process, including the training/workshops and your local project. We will explore "what worked" and how your network can build on its success.

SPT will also be conducting an evaluation, with external evaluators, of the overall pilot project. Safety network members may be asked at different parts of the process to complete surveys, talk to the evaluators, or take part in a discussion.

## ACCOUNTABILITY

SPT will not require documentation for expenditures (such as receipts and invoices) from safety networks or Project Contacts, but we encourage networks to keep track of your expenses for your own group accountability.

SPT will provide your trustee with a trustee agreement form, which they will need to complete to receive the funds for your network.

If any funds are unspent at the end of your local project, you do not have to return them to SPT or to the City of Toronto. Your safety network can use the funds for future initiatives and activities.



## RESOURCES

Over the course of the pilot, SPT will frequently update an online folder of resources (including slideshows, toolkits, videos, guides, etc.). After every workshop, we'll also post workshop-related resources.

You can access the Resources folder [here](#).

## DOCUMENT CHECKLIST

Click on a title below to access the document. Documents can be downloaded for completion.

- [Project Contact Form](#)
- [Project Plan Template](#)

## CONTACT

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