



Community Safety Investment Funding

2012

GRANT PROGRAM GUIDELINES

Deadline: 4:00 pm Wednesday, March 21, 2012

- Apply on-line. Paper applications will not be considered
- Register for access to the on-line application form
- Attend a training session to learn how to use the on-line application system

2012 Community Safety Investment Funding Program

The Community Safety Investment Funding Program is an investment funding programs that helps the City of Toronto achieve its social, economic and cultural goals by engaging community-based organizations in efforts to reduce violence and increase safety for the most vulnerable groups in Toronto.

The Community Safety Plan is guided by three principles: a balance between enforcement and prevention; investment in youth; and building on the strengths of neighbourhoods and communities. CSI supports these principles by continuing to fund projects that focus on preventing violence, and including funded activities that respond to the needs of youth. CSI criteria encourage applications from organizations that work actively to build on the strengths of neighbourhoods and communities.

In both public and private settings, violence affects not only the individuals involved, but also the people close to them and the communities they live in. Without education, intervention and support, these experiences can continue in an ongoing cycle of fear and violence.

Why Does the City Of Toronto Have Funding Programs?

To better achieve its strategic goals, the City works with organizations that are connected to communities. By investing in these partnerships, the City moves towards its goal of strengthening communities and improving the well-being of all residents.

What Community Safety Funding Will Achieve

Community-led efforts to respond to local safety issues help create opportunities for people to work together to build stronger communities and prevent violence. The Community Safety Investment program makes resources available to organizations that are in a unique position to reach vulnerable communities with awareness information, prevention activities and situation-specific responses that help create safer places for everyone.

The mission of the Community Safety Investment program is to create safe communities for people in Toronto. The CSI achieves its mission by specifying both the types of projects it funds, and the communities that benefit from the funding. This is reflected in the CSI's two primary goals:

- to increase access for communities to information, skills and supports that prevent violence and increase safety, and
- to increase the capacity of communities to address systemic causes of violence

Not everyone is equally affected by violence. People's experiences and perceptions of safety vary depending on age, gender, income levels, race, access to information, available resources and a variety of other circumstances. Communities have different assets and different structural issues to address. In order to ensure that the CSI project funding will have a significant impact, grants are directed to vulnerable communities.

CSI will give priority to projects addressing the safety and violence prevention needs of:

- Children and youth
- Women and girls
- People with disabilities
- Seniors
- Aboriginal community
- Neighbourhoods
- Immigrants and refugees
- Gay/Lesbian/bisexual/transgender/transsexual community

Project Categories

CSI provides short-term project funding to community organizations that can demonstrate the project's contribution to the CSI goals and its impact on the priority community. Funding is intended to increase the capacity of organizations and communities to address safety and violence-prevention issues through outcome-focussed, time-limited activities.

In recognition of the complexity of violence issues, CSI funded projects are expected to address violence with a multi-faceted approach-- at an individual level, community level, and systemic level. Effective projects would address one or more of these four categories:

1. Outreach and Awareness

Projects in this category aim to build understanding and awareness, and to identify violence prevention and safety issues. These projects often take place in communities with unmet needs or developing infrastructures. Examples of projects in this category include: community information sessions, producing newsletters or safety kits, or developing resources for particular target groups or undertaking new outreach strategies to reach isolated and vulnerable people.

2. Training and Education

Projects in this category undertake activities to enhance or complement current programs. A project might add a specific violence prevention focus to a program, or it might increase skills or improve outcomes in a program where the primary purpose is violence prevention or safety. Examples of projects in this category include: train-the-trainer programs, peer training programs, mentoring programs, education for family members of program participants or for the community.

3. Building Capacity and Addressing Systemic Issues

Community capacity can be defined as the ability to perform functions effectively, efficiently and sustainably. Projects that build capacity will be designed to build relationships and knowledge that help a community plan, manage and access resources. Projects that build community capacity for violence prevention might include: developing a plan or strategy for addressing youth violence (or elder abuse, etc) within a particular community; developing new service models between partner organizations, or undertaking public education on successful approaches to safety problems.

Systemic causes of violence include attitudes and practices within service systems, institutions, public policies and social structures that allow, ignore or encourage violence against vulnerable people. Projects that address systemic causes will be designed to educate, influence, change or improve the ability of systems to prevent violence and address the needs of everyone affected by violence. Projects that address systemic issues might include: developing and implementing protocols for service delivery across a sector, action research on the particular experiences of a marginalized group, piloting a new program to fill service gaps, developing advocacy approaches for promising programs or policies, holding a conference to share best practices.

Projects in this category must demonstrate effective partnerships and appropriate management and evaluation skills.

4. Crisis Response

The Community Crisis Response Program (CCRP) works across Toronto providing support and resources to communities impacted by violent and traumatic incidents. By providing immediate supports, the CCRP mobilizes local resources to address individual/group needs, coordinates community debriefings and facilitates information sharing. Long-term supports offered by the program include establishing training and education sessions, facilitating community safety audits, and fostering the development of innovative, community safety projects.

Priority will be given to projects that are not eligible for support through other funding programs such as the City of Toronto's Identify 'N Impact Investment for youth-led organizations. Start ups or pilots of tutoring, counselling programs, sports clubs or summer camp activities would not be a fit with the CSI funding criteria and objectives.

Amount and Duration of Funding

Grants are for one (1) year of funding and up to a maximum of \$50,000.00. Project budgets and workplans must be realistic and demonstrate the project will have the funding and in-kind support at an appropriate level needed to carry out a project and make a difference in the community.

Funded projects for the 2012 funding cycle must begin no earlier than July 1, 2012 and end no later than June 30, 2013. Grants are not to be regarded as a commitment by the City of Toronto to continue such assistance in future years.

Community Safety funds are allocated yearly and are based on the available City budget. Each year Toronto City Council must approve the overall budget available for granting as well as the recommendations for individual organizations and projects. For the 2012 funding year, there is approximately \$700,000 available in Community Safety funding.

The Community Safety funding program will consider requests for projects up to 3 years in duration. This longer funding option is available to respond to requests for projects where a longer implementation period is necessary to address complex violence prevention and safety issues.

Please note that applications with requests beyond one year are assessed to determine whether a longer timeline is essential to the project success. This assessment is based on the full multi-year plan. If the overall plan is recommended project funding is only provided on a one year basis. Multi-year projects may be submitted however the assessment would be based on the outcomes of the first year and funding for a second or third year would be assessed on a year-by-year basis. If the previous year goals were effectively met, the organization's subsequent year application will be given priority in the next allocations cycle.

Please note that the same project will not be funded for more than three years at any time and the maximum amount of funding available is \$50,000.00 per year.

Who Can Be Funded

To be eligible to receive funding from the City of Toronto groups must:

1. be a not-for-profit and either incorporated or unincorporated.
2. be accountable to the community through an elected board of directors or executive and must represent the community it serves.
3. be based in the city of Toronto. This means:
Service boundaries include the City of Toronto or portion of City of Toronto, and at least one service, program, or activity location is in the City of Toronto, or 50% or more of individuals served reside in the City of Toronto.
4. 50% or more of Board members reside in the City of Toronto, or 50% or more of the organization budget is allocated to Toronto.
5. have existed for at least one year at the time of the application;
6. have a recent audited financial statement. Applicant organizations without recent audited financial audits may be considered if they apply with a trustee organization;
7. collaborate with other service providers;
8. be in good standing with the City of Toronto
9. demonstrate a clear separation between religious and community service functions at the project and budget levels (if religious activities are provided by the organization);
10. comply with the City of Toronto Anti-racism, Access and Equity Policy (Please refer to the document titled "City of Toronto Grants Policy – Anti-Racism, Access and Equity Policy Guidelines" on http://www.toronto.ca/grants/Community_Safety/index.htm under "Resources for Applicants);
11. demonstrate the reasonableness of its unrestricted reserves*. (Please refer to the document titled "Policy on the Consideration of Unrestricted Reserves and Operating Surpluses in the Assessment Process" at http://www.toronto.ca/grants/Community_Safety/index.htm under "Resources for Applicants).

Eligible Activities

To be eligible to receive funding from the City of Toronto, proposed activities must:

- be provided within the boundaries of the City of Toronto, primarily for City of Toronto residents;
- serve clearly identified community needs not adequately addressed by other organizations;
- be affordable for participants; and
- demonstrate adequate regard for participants' safety.

What Can Community Safety Grant Funds Be Used For?

The grant funds are for project-specific costs. Costs that are eligible for Community Safety funding include activities implementation costs, project administration costs and project evaluation costs.

Project Implementation Costs

Project implementation costs are any costs related to the effective delivery of the project such as:

- staff salaries and benefits;
- dedicated project space;
- equipment for activities (**up to \$2,000 maximum**)
- training, participation support (i.e. transportation) and honoraria for volunteers involved in the project;
- planning and development;
- developing and supporting partnerships
- training and development;
- delivery and materials costs;
- interpretation and translation for events and communications; and
- child-minding for meetings and events.

Project Administration Costs

Up to 20% of approved direct project expenditures can be requested for administration costs. The provision of funding for administration is an example of a risk management tool. This funding is offered to increase the likelihood that funded projects will have the administrative and management support they need for successful implementation. These costs may include:

- bookkeeping or supervision costs;
- office supplies or building occupancy, if not costed separately;
- trustee fees; and
- audit costs associated with the project.

Project Monitoring & Evaluation Costs

Project evaluation costs are any costs that relate to the evaluation of whether your project has met the goals and objectives set out in the project plan, and the dissemination of your project results. These can include:

- costs of gathering data for evaluation purposes;
- costs of compiling and distributing project results and outcomes to communities and organizations; and
- costs of sharing project results and best practices.

What Will Not Be Funded

Ineligible Organizations or Groups

The Community Safety Investment Funding Program does not fund any of the following kinds of organizations or groups:

- organizations with mandates and activities covered under provincial or federal legislation, such as day-cares, group homes, hospitals, schools and universities;
- grant-making or third-party fundraising organizations;
- political or lobby groups;
- landlord/tenant and condominium corporations

What Activities Cannot Be Funded

Requests for the following purposes are not eligible for consideration within the Community Safety Grant Program:

- Activities eligible for support from another City of Toronto grant program
- Capital costs (i.e. building repairs or renovations)
- Animal sanctuaries
- Banquets, receptions and conferences
- Capital costs
- Community newsletters
- Daycare centres, daycamps and nursery schools
- Curriculum-based educational programs and projects (i.e. homework clubs)
- Festivals and special events
- Individuals
- Debt repayment, reserve funds or deficit funding
- Political activities
- Religious activities
- Donations to charitable causes

How To Apply For Funding

To apply for a 2012 Community Safety Grant you must complete an application using the web-based system. The grant application must be completed and submitted using the online system by **4:00 pm Wednesday, March 21, 2012**. Please follow the steps below to get started on your online application:

Step 1: Attend one of the Community Safety Grant information sessions below and/or have a phone consultation with a City of Toronto funding staff if you have any questions about the funding criteria.

Step 2: Register to receive access to the online application for the 2012 Community Safety Grant. Complete and submit the registration form at the end of this document. The document can also be downloaded from http://www.toronto.ca/grants/Community_Safety/index.htm or send an email to cgis@toronto.ca requesting an online application registration form.

Step 3: Attend a training session to learn how to use the online system. You are strongly encouraged to attend a training session if you and/or your group have not previously used the City of Toronto's online application system. To register for one of the training sessions please see the registration form at the end of this document or http://www.toronto.ca/grants/Community_Safety/index.htm

Step 4: Complete and submit the online application and all required supporting documentation by **4:00 pm, Wednesday, March 21, 2012**.


Step 5: By April 30th you will receive a confirmation email from us that the application was received. Please contact us no later than May 15th to let us know if you did not receive a confirmation email. Staff may follow up with you during the review of your application. Please keep a copy of the application at hand to answer questions or provide additional information as needed.

Information Sessions For Applicants

Information sessions will be held as below for you to learn more about the funding program and to speak with City staff about your proposed project. Registration is not required

DATE	TIME	LOCATION
Wednesday, February 29, 2012	1:00 – 2:00 pm	City Hall, 2 nd Floor, Committee Room 3
Monday, March 5, 2012	9:00 – 10:00 am	City Hall, 2 nd Floor, Committee Room 3
Monday, March 19, 2012	9:00 – 10:00 am	City Hall, 2 nd Floor, Committee Room 3

Directions to City Hall

[100 Queen Street West](#)  (North-west corner of Queen Street West and Bay Street) M5H 2N2

Public transit: subway to Queen (Yonge line) or Osgoode (University line) and walk on Queen St.

You may also call 311 for directions to City Hall

For Help or Questions

If you have any questions or would like to schedule a phone consultation about the grant program and your proposed project please contact the program staff as below OR if your organization receives Community Services Partnership funding please contact your Agency Review Officer to discuss a CSI application:

Community Safety Program Staff: Kin Wah Siu at 416 392-9207 or by email at ksiu@toronto.ca
OR your Agency Review Officer at 416 392 – 9125 or by email at cgis@toronto.ca

Applying with a Trustee

Organizations that are not incorporated and/or do not have a recent audited financial statement must apply to the Community Safety funding program with a trustee.

A trustee organization increases the likelihood that projects supported by Community Safety funds will have the level of financial and project management necessary to their successful implementation.

What is a trustee?

A trustee is an organization that is willing to be responsible for the disbursement of the funding to the group being trusteeed. Trustees are expected to set in place an agreement and procedures that enable responsible management of the grant funds. This includes the areas of financial accountability and project management.

Trustee organizations must:

- meet all the organizational eligibility criteria (previous page)
- have a service mandate related to the proposed project;
- demonstrate effective management and administrative capacity;
- agree to take responsibility for the management of financial and project activities proposed by the applicant organization; and
- report on the use of the project funds through their annual financial audit.

The applicant organization and trustee must submit a signed agreement specifying the terms and conditions of the trusteeship arrangements. A copy of this agreement must be submitted at the time of application.

For more information on the roles and responsibilities of a trustee please refer to the Trustee Fact Sheet included on the Resources for Grant Applicants at <http://www.toronto.ca/grants/CommunitySafety/index.htm>

How Funding Decisions Will Be Made

Application Assessment and Funding Recommendations

Priority is given to applications that can demonstrate a strong contribution to the purpose of the Community Safety funding program.

The assessment of your application may include an interview with your staff and board members, a review of other sources of information (including other funders), and a visit to the project site.

Based on these assessments, staff develop funding recommendations that include:

- which projects should receive funding;
- how much money they should receive; and
- any funding conditions or comments.

In developing funding recommendations, staff will also take into consideration:

- the need to support projects across the City of Toronto;
- the range of activities requesting support;
- the range of organizations requesting support;

You will be informed about the results of the funding assessment in writing by late June.

The recommendations for all applicants are described in a report prepared by City staff for the Community Development & Community Safety Committee. You will receive a copy of this report, and will be told when the committee will be meeting to review the recommendations.

All funding recommendations are brought forward to City Council after the Community Development & Community Safety Committee reviews them. It is expected that 2012 Community Safety funding recommendations will be brought forward to City Council in July 2012. No funds may be made to any organization without the approval of City Council. All funding decisions are made available to the public.

Appealing a Funding Recommendation

You can appeal a funding recommendation including the amount, the conditions, or the comments.

When making an appeal you should consider:

- whether circumstances have changed since the original application was submitted,
- whether there was misinterpretation of the original application, and you can now clarify the area where there were problems.

The Appeals Sub-committee of the Community Development & Community Safety Committee will consider these appeals. Appeals can be through a written submission, a public deputation or both. The committee then makes recommendations to City Council.

For more information about making a deputation to a committee of council, please refer to <http://www.toronto.ca/legdocs/tmmis/have-your-say.htm> on the City of Toronto's website.

If You Are Approved For Funding

Letter of Understanding

Organizations that are allocated funds will receive a Letter of Understanding. This letter sets out the terms and conditions of funding and forms an agreement between the City of Toronto and the organization.

Before your grant can be released you must submit to our office:

- a signed copy of the Letter of Understanding;
- a signed copy of the City of Toronto Declaration of Non-Discrimination Policy Form; and
- all other administrative requirements including an updated budget and workplan if applicable

Reporting on Use of Funding

Community Safety Funding recipient organizations are required to submit a report on the use of funding within three months of the end of the funding period. Organizations will receive a report format that includes questions related to participation statistics, activity updates and reporting on expenditures. The Letter of Understanding details the dates by which reports are required. Failure to submit project reports can result in the organization being deemed to be “not in good standing with the City of Toronto” and result in organizations not being eligible for City funding.

Disclosure of information

Please Note: the Toronto Grants Policy, confirmed under By-Law 974-1998, as amended directs the City to make all granting decisions publicly available as a matter of public record. Therefore, consistent with the Municipal Freedom of Information and Protection of Privacy Act (1990) s. 27, all information provided on this form, including personal information, may be subject to full public disclosure which may include posting to a website.

Complaints Process

The Complaints Policy for City of Toronto grants and funding programs in accordance with the Complaint Handling Guidelines published by the Office of the Ombudsman v 2010. The City of Toronto offers funding programs that support the community sector to provide activities that help the City meet its strategic goals. Funding programs are delivered by City divisions, boards or agencies that administer their programs in accordance with the City's grants policies. City funding programs aim to be accessible, fair and equitable, open and transparent, accountable and responsive.

For information about how to make a complaint about a City of Toronto grants program please visit our website at: http://www.toronto.ca/grants/complaints.htm#section_3

Acknowledgement

Public acknowledgement must be made on any materials, reports, events, signage or publicity, which are paid for, in full or in part with this funding. This should read “This project is financially supported by the City of Toronto, through the Community Safety Funding program”.

Mailing Address

Please use this address for any written correspondence. Please note that applications will not be accepted via mail.

Community Safety Investment Funding
Community Funding Unit
15th Floor, East Tower, City Hall
100 Queen Street West
Toronto, ON M5H 2N2

Helpful Advice and Tips for Applicants

What is a “project”?

- Projects are time-limited.
- Projects have a “beginning, middle and end”. At each of these points, specific outputs or results will be achieved.
- Projects are not the same as the organization’s core programs and services.
- A project is not designed to deliver ongoing services to community members. This means that the end date of the project does not result in a loss of service available to community members.
- Projects have measurable, short-term goals, objectives, and outputs that relate to broad prevention perspectives and community trends
- Projects do not have to show sustainability since they are expected to have an end point.
- There is no expectation that you need to replace project funding with other sources of funding.

What makes a project different than a program?

The goal of project funding is to enhance Community Safety participation and skills for residents through focussed, time-limited efforts. This is different from program funding that is provided for longer periods to meet ongoing community needs.

How do projects relate to the core services and programs of organizations?

- The project should not be the same as the regular program or core services of your organisation; the project is an additional element or initiative. It may build on, or support your regular work.
- The project should include people other than your current program participants, or clients.
- The organization should have the capacity to manage the project. One indicator of this is that the organization budget is larger than the project budget.

What are the benefits of a project approach?

The benefits of a Community Safety project for participants can include:

- increased physical and social wellbeing as well as skills and knowledge
- changes in attitudes and behaviour
- a chance to participate with people from other agency programs

The benefits of a Community Safety project for the community can include:

- increased well-being within the focus community
- increased community cohesion
- increased capacity for the focus community to meet Community Safety needs

The benefits of a Community Safety project for organizations can include:

- experience with new models/approaches
- increased understanding of Community Safety needs through interaction with the community
- resources and learning can be shared to enhance the ongoing programs of the organisation and others in the community

Criteria Used to Assess Applications

In order to ensure that the Community Safety Investment Program will achieve its purpose of a social development approach to reduce barriers to participation and address gaps in available Community Safety services, each application will be assessed using the same funding criteria. The funding criteria are used to identify which projects that will contribute to the Community Safety goals and which applicants that do not have the demonstrated capacity to implement the project. To be considered for funding, your project and organization must meet the Community Safety funding criteria. However, meeting all of the criteria does not guarantee that your project will receive funding as the need for funding is greater than the money available.

Your grant application will be evaluated in three areas:

- the project objectives (what will be achieved with the funding)
- the project design & implementation (how the activities will happen) and
- the project evaluation (how you will know the project achieved its goals).

The chart on the next page outlines these three areas and the criteria used to assess your application.

Criteria Used to Assess Applications

Area of Assessment	In order to show that the project is:	The project must: Items marked with * are defined in the glossary following this section
Project Objectives	<p>Consistent with Community Safety Funding Purpose and Categories</p> <p>Responsive</p>	<ul style="list-style-type: none"> • Help to contribute to meeting purpose of the Community Safety Funding program • Fit within one of the Community Safety categories of funding • Show Community Safety grant funds are necessary to achieving the project's goals • Be offered in the city of Toronto for residents of Toronto • Have demonstrated community support*
Project Design + Implementation (Activities)	<p>Accessible</p> <p>Achievable</p> <p>Effective</p> <p>Resourceful</p>	<ul style="list-style-type: none"> • Be free or affordable for the intended participants • Include steps that address barriers* to participation for equity-seeking groups as well as the community of focus • Have attainable goals* and measurable outcomes* • Be within the ability of the organization to carry out the project • Have a realistic workplan • Operate on a balanced, realistic and sufficient budget • Use a program model shown to be effective, or provide learnings about the planning, implementation and evaluation of the model used • Operate with adequate regard for participant safety • Incorporates a community development approach, involving volunteers and the focus community in the development and management of the project • Show how the project resources contribute to achieving the project outcomes* • Include in-kind support* in the project resources • Not include other City of Toronto funding income in the project budget
Project Evaluation	Accountable	<ul style="list-style-type: none"> • Have routine monitoring* of the project's implementation • Include an evaluation* component to measure the project effectiveness • Not include more than 20% administration costs • Use sound financial management practices • Make information about its project activities and outcomes available to the community*

Glossary

Advocacy is an action performed by an individual, group of individuals and /or an organization to raise awareness of an issue or situation and further a particular resolution to this issue.

Balanced, realistic budgets are those where the total income and expenditures are the same, and sources for all of the funds needed have been identified and are feasible to raise.

Barriers are obstacles that exist for equity-seeking groups in accessing information, activities, and resources. Barriers may include a lack of financial resources, language, homophobia, racism, and physical barriers (such as steps).

Capacity-building approaches identify and build community and individual strengths to address community issues effectively, efficiently and sustainably.

Civic participation refers to the opportunity for people to participate in open, democratic decision-making processes and effective dialogue to contribute their ideas, opinions, and energy to the well-being of the city through many types of mechanisms, including local organizations.

Communities are groups of people who share a geographic location, common bond or experience. Most people belong to more than one community. City of Toronto grant programs recognize communities as they define themselves.

Corporate Grants Information System (CGIS) is an on-line (web-based) centralized system that was initiated in 2002 to allow for better data management by the City's funding programs. CGIS will enable applicant organizations to submit funding applications through a secure on-line system. Organizations will be able to complete, edit, and submit their funding applications on-line, as well as print out a paper copy of their application.

Equity seeking groups are those facing individual and systemic discrimination and disadvantage because of shared characteristics such as immigration status, sexual orientation and disability.

Evaluation is the process by which the success of the project in meeting its goals and objectives are assessed.

Goals are statements that identify what the program is designed to accomplish at a broad level.

Indicators are the benchmarks used to determine whether an organization or program has successfully achieved the objectives that they have set.

In-kind support is any resource other than money, such as donations of supplies, contributed expertise, collaborations with other organizations, volunteer participation and use of land and facilities.

Logic Model is a method to communicate an understanding of the interrelationships among community needs, agency activities, outputs, performance indicators, outcomes and strategic directions. Logic models can graphically show how your activities contribute to your agency objectives and the CSI goals and priorities, tell the performance story of your program and helps service providers identify and collect better information so the story is more accurate.

Marginalized, high-risk, vulnerable communities are those that experience significant disadvantage in areas including income, employment, education, and access to decision-making.

Monitoring is the ongoing collection and review of project implementation data against a previously established plan, and taking corrective action based on the results

Outcomes are the benefits or changes for participants or communities during or after their involvement in the project. Examples include new knowledge, new skills, changed attitudes or values, improved condition, altered status or modified behaviour.

Programs are service strategies to address specific individual or community issues. They should meet the needs of a defined target group by providing activities that are designed to create a positive change that is sustainable.

Projects are time-limited activities designed to address short-term objectives. Violence prevention projects should relate to broad prevention perspectives and community trends. Projects are intended to complement ongoing programs, not become ongoing programs.

Reserves – Restricted reserves are funds designated for a specific purpose by the donor or funder and over which the Board of the organization and its affiliates have no discretion. Unrestricted reserves are those funds that have not been restricted by the donor or funder and whose use is therefore at the discretion of the Board of Directors of the organization. Unrestricted reserves include any reserves internally restricted by the Board of Directors.

Stakeholders are individuals, groups and organizations that have a vested interest in the successful running of a program and organization. Stakeholders include the program participants, community members, management and funders.

Complete this form if you are applying for any of these funding opportunities:

Access, Equity & Human Rights Investment Program
Community Festivals & Special Events Investment Program
Community Recreation Investment Program
Community Safety Investment Program

Who should register? All organizations that want to submit a grant application for any of the funding opportunities listed above must register first to get access to the online application form. Paper applications will not be accepted. CSP organizations that have used the online system must also register for investment program opportunities.

How to register: Complete Part 1 and Part 2 of this registration form and email it as an attachment to cgis@toronto.ca or FAX it to the Community Funding Unit at 416-392-8492 as soon as possible. We will send an email confirming your online access to the grant application within 2 business days.

You may register for more than one funding opportunity. Funding is limited, and organizations are encouraged to apply for the funding opportunity that best fits your project goals and your organization's capacity to deliver the project.

How to send your registration forms:



EMAIL (as an attachment): cgis@toronto.ca

OR



FAX: 416-392-8492



QUESTIONS AND HELP

For help please call Community Funding Unit staff for assistance:

Community Safety Investment Program or Access, Equity & Human Rights (Community Safety) Investment Program: please contact **Augusto Mathias** at 416-392-1087 or by email at amathias@toronto.ca or **Kin Wah Siu** at 416-392-9207 or by email at ksiu@toronto.ca

Community Recreation Investment Program or Community Festivals & Special Events Investment Program: please contact **Leah Ross** at 416-392-9343 or by email at lross2@toronto.ca or **Joanne Kvirning** at 416-392-8334 or by email at jkvirin@toronto.ca



2012 Community Investment Program Funding Online Application and Training Registration Form

1. FUNDING OPPORTUNITY REGISTRATION

Please register our group for the online grant application for:

- Access, Equity & Human Rights (application due March 27, 2012)
- Community Festivals & Special Events (application due April 4, 2012)
- Community Recreation (application due March 29, 2012)
- Community Safety (application due March 21, 2012)

ORGANIZATION INFORMATION (* indicates required fields)

Organization Name*:	
Organization's Phone No.*:	Organization's Email Address*:
Contact Name* (First, Last):	Contact's Position/Title*:
Contact's Phone No.(if different than organization's):	Contact's Email Address*:
ORGANIZATION ADDRESS* (Street No. and Name): City: Postal Code:	Contact's Address (if different than organization's) (Street No. and Name): City: Postal Code:
<input type="checkbox"/> We have read the funding program guidelines, including organizational and funded activities eligibility criteria and think we are eligible to apply for the selected grant. (If in doubt please contact City grants staff by calling 416-392-9125 and asking to speak with an Agency Review Officer). Guidelines are online at www.toronto.ca/grants Click on the funding opportunity you are applying for.	
<input type="checkbox"/> I am authorized by the organization to register the organization for access to the requested grant application.	

Disclosure of Information

Please Note: the Toronto Grants Policy, confirmed under By-Law 974-1998, as amended directs the City to make all granting decisions publicly available as a matter of public record. Therefore, consistent with the Municipal Freedom of Information and Protection of Privacy Act (1990) s. 27, all information provided on this form, including personal information, may be subject to full public disclosure which may include posting to a website.

2. TRAINING SESSION REGISTRATION

You are strongly encouraged to attend a training session to explain the process for submitting applications to us through the on-line application system.

Will your group attend a training session? Yes No

Which Training Session do you want to attend?

Registration is required. We will not be able to confirm space if you do not register in advance

Please check your preferred session. An email confirmation will be sent to the person attending

- | | |
|--|---|
| <input type="checkbox"/> 9:00 am – 12:00 noon Thursday, March 8 | <input type="checkbox"/> 1:00 pm – 4:00 pm Thursday, March 8 |
| <input type="checkbox"/> 9:00 am – 12:00 noon Friday, March 9 | <input type="checkbox"/> 1:00 pm – 4:00 pm Friday, March 9 |
| <input type="checkbox"/> 9:00 am – 12:00 noon Thursday, March 22 | <input type="checkbox"/> 1:00 pm – 4:00 pm Thursday, March 22 |
| <input type="checkbox"/> 9:00 am – 12:00 noon Friday, March 23 | <input type="checkbox"/> 1:00 pm – 4:00 pm Friday, March 23 |

Who will be attending the training session for your organization?

Attendee Name (First, Last):	Attendee's Position/Title:
Attendee's Phone No.(if different than organization's):	Attendee's Email Address:

NOTE: The training sessions have limited space. Please notify us 24 hours in advance if you will not be attending the training session.



Training Session Location

All training sessions will take place at:

Toronto Public Service Learning Centre, St. Lawrence Hall
157 King St. East (at Jarvis St.) Second Floor, Room #4

Closest Subway: King Street Station (5 minute walk)

Google map and directions URL: <http://bit.ly/xCwMbb> or call 311 for directions