



# 2012 Community Service Partnerships Instructions on Providing Attachments

## Instructions for Returning Applicants

You need to answer questions in the on-line application form and you also need to provide the required documents.

### 1. Required documents:

- A signed copy of Organization Authorization (Application Approval)
- A signed copy of the 2012 City of Toronto *Declaration of a Non-Discrimination Policy*
- Your most recent audited financial statement
- signed by the auditor and two Board members
- A management letter from your auditor, **if you received one**, and your organization's response.

#### Provide required documents as on-line attachment

If you have electronic versions of the required documents, please attach them to the "**Attachments**" page of the on-line application form.

**Documents with signatures as on-line attachment:** some documents need signatures such as Organization Authorization, audited financial statement, and the Declaration of a Non-Discrimination Policy. When you provide electronic copies of them as on-line attachment, please include **images of the signatures** on the documents.

This means:

- You can scan the signed document and attach it to the on-line form. OR
- If you already have a electronic version of the document, for example the word version of the Organization Authorization, you can past an signature image to the signature area and save the whole document. You can then attach it to the on-line form.

When you provide documents as on-line attachment, we prefer Word or PDF format.

#### Provide required documents by mail or hand delivery

We encourage you to provide all the required documents as on-line attachments. If you have difficulty providing them electronically, please mail or hand deliver to the following address by the deadline.

CSP 2012 Application – Community Funding Programs Unit  
15th Floor, East Tower, City Hall  
100 Queen Street West  
Toronto, ON M5H 2N2

### 2. Other documents (optional)

There are a group of other documents which you need to provide only if there are any changes since your last submission. Please provide those documents either as on-line attachments or by mail or hand delivery by the deadline.

- A copy of your Constitution / By Laws
- A copy of your Letters Patent
- An organizational chart, showing staff and volunteer structure
- Your organization's anti-racism, anti-discrimination and access policies and
- procedures and supporting documents
- Your organization's reserves policy and business plan

### 3. Please fill out the "Mail or Hand Delivery" page

If you don't attach all the required documents and other documents (if applicable) to the on-line form, please indicate that you will mail or hand deliver them to us. If you attach all the required documents to the on-line form, please select "All the above required documents are attached".