



## Community Service Partnerships (CSP) Organizational Eligibility Assessment

Organizations that receive funding from the Community Service Partnerships (CSP) program must meet a standard set of Organization Eligibility Criteria, outlined in the CSP program guidelines. A set of indicators is used to determine whether an organization meets the criteria. If your organization meets the CSP Organization Eligibility Criteria assessed against the CSP Organization Assessment Criteria for recommendation of program funding you will be asked to submit a formal application and further assessment.

To determine whether your organization is **eligible** for CSP funding, gather and present documents and materials to respond to the indicators listed for each Organization Eligibility Criterion. In order for your organization to be eligible, you must be able demonstrate evidence of the criteria below.

**is an incorporated not-for-profit community-based organization**

- incorporation documents
  - organization has a registered voting membership – examples of membership register, membership committee minutes
  - membership reflects the community and target group – membership policy, membership committee lists
  - the organization is accountable to its members through the AGM, information sharing, capacity building and engagement opportunities – bring attendance lists, AGM minutes, announcements, distribution plan, funders invited/attended the most recent AGM
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**is located in the City of Toronto**

- the primary service location and address is in the city of Toronto – organization letterhead, website information
  - significant services are provided within the boundaries of the city of Toronto for its residents – program flyers and schedules, letterhead
  - more than 50% of the board of directors are residents of Toronto – board list with postal codes
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**has a community service mandate**

- 211 Toronto Information listing
  - community service mandate is reflected in the letters of incorporation, by-laws and mission statements of your organization
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**is in good standing with the City of Toronto**

- if your organization received a City of Toronto CPIP funding in the past, show you are up-to-date with all required documentation
  - if your organization received CSP funding in the previous year, demonstrate that you have met all the Funding Conditions
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**is financially viable**

- has reasonable unrestricted reserves which can be justified by a reserve policy and business plan – financial policies and guidelines including fundraising policy, reserve policy, business plan showing current financial goals and actual revenue numbers
- has a current audited financial statement – the most recent audit



- has diverse sources of funding including stable sources and grants revenue – shown in audit, two instances of grant revenue in each of the past three years
  - can demonstrate that it undertakes regular financial planning – minutes from the finance committee meetings and documents showing planning
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**complies with the City of Toronto Anti-racism, Access and Equity Policy**

- an anti-racism, access and equity policy
  - an implementation plan – documentation showing need identification, planning and priority setting to show inclusive and diverse citizen and community involvement in the planning and delivery, AODA compliance plan and records
  - a complaints procedure – the procedure manual and materials to show how complaints have been dealt with
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**has organizational systems and structures needed to deliver the proposed services**

- dedicated organization office and program space exist for the ongoing operation of the organization and program delivery – evidence of location, contact information set up, website, program flyers
  - paid staff support the operation of the organization and the programs – examples of HR manual, personnel committee minutes, organizational chart, staff policies, job descriptions, financial records, staff evaluation forms (including ED evaluations), information on staff supervision and evaluation
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**uses volunteers at all levels of the organization.**

- has service volunteers, committee volunteers, and volunteer board members – examples of volunteer recruitment policy, screening tools, volunteer training package, complaints policy, volunteer appreciation information
  - has a greater number of volunteers than the number of board members – volunteer roster, minutes from nominations committee
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**collaborates with other service providers**

- your organization participates in networks and works with other organizations to address community needs – examples of partnership plans, meeting minutes, joint project reports, flyers with joint participation, board minutes
  - your organization can demonstrate that it has service partnerships with other organizations doing similar work – partnership agreement
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**has a diverse funding base, including fund raising and in-kind support**

- has at least three instances of grant revenue in the last three year period including the budgeted year – audited statement, list of funding requests (pending and approved)
  - can demonstrate at least three sources of fundraising revenue – materials from the events, financial summary of events, AGM package
  - shows adequate operational reserves, plan for dealing with reserves/surpluses – example of reserve policy and business plan, statement of current reserves
  - has non-grant revenue in each of the last three years including the budgeted year – example of audit and financial reports
  - demonstrates that it maximizes the use of resources through in-kind support – examples of administration plan that outlines coordination with other organizations and institutions for use of space, staffing or other resources
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