



2012 CSP

Information Session For
Returning Applicants

Welcome

Today's Agenda

1. What's New?
2. 2012 CSP guidelines and application process
3. Questions and Answers

What's New for 2012?

- All City programs have been asked to submit reduced budgets for 2012
- CSP is part of the Community Services grants envelope submitted at a 10% reduction
- 2012 Budget will be approved earlier, by January 19, 2012
- All CSP organizations will be re-assessed for eligibility and all allocations will be reported to Council for approval



What's New for 2012?

- **No new applicants in 2012**
- **No new or increased requests in 2012**
- **Increased requirements to demonstrate need for City funding and impact of funding**
- **Reductions will be based on individual program assessments, not across the board percentage cuts**



Application evaluation

- Three key areas of assessment:
 - Definition of need (service and financial)
 - Organizational Eligibility
 - Program/organizational performance

Definition of need (high priority)

- Strongest fit with the CSP program mission and goals;
- Maximize the impact of CSP funding through leverage and good management;
- Rank highest compared to other CSP requests;
- Help address the priority of community equity: improving consistency in funding to diverse neighbourhoods and communities of common bond.

Definition of need (low priority)

- Do not demonstrate high need for city support to maintain the program activities;
- Have few approaches to linking governance and services to building community capacity through volunteers, leadership and participatory decision-making;
- Cannot demonstrate performance improvements in identified governance and management areas

2012 Application and Assessment

Measures the degree of fit and how well organizations and programs contribute to CSP goals, priorities and values.

Organization Assessment Criteria address:

- Governance, membership, fiscal viability
- Management structure
- Capacity for program delivery

Program Assessment Criteria address:

- Program operations, including monitoring and evaluation
- Resource Management
- Community Development and Participation

Characteristics of Programs that demonstrate good fit with CSP:

- Designed as solutions to particular individual or community issues
- Have built-in evaluation methods to improve effectiveness
- Use a community development and community engagement approach
- Meet individual participant needs, and community needs.
- Enhance participants strengths, and overcome external barriers to change
- Help participants become as independent as possible.
- Have short-term or immediate effects and long-term effects
- CSP funds community development programs and support programs that use CD approach

What can CSP funds be used for?

Eligible costs include:

- Direct program costs (staff salaries and benefits)
- Program support expenses (evaluation, planning and on-going development)
- Program expenses (child-minding, refreshments, transportation, supplies)
- Dedicated program occupancy costs

Some Ineligible costs are:

- Start-up costs
- Capital and equipment costs
- Special events (festivals, conferences, etc)
- Publications and information management
- Productive enterprises
- Fundraising costs
- Religious activities
- Financial assistance to individuals



Core Administration Costs

Organizations can apply for funding core administration costs. The request limit is 25% of total funding or \$75,000.00, whichever is higher

Assessment for this will be based on:

- other sources of core administration funds
- existence of organization and community infrastructure

Some allowable core administration costs:

- administrative salaries
- annual financial audit
- activities that build organization capacity (governance, membership, volunteer development)



Funding Requests

Flat line only will be considered

Funding Period

Is the organization's fiscal year

Cost of Living Allowance

Requests for increases, including COLA will not be reviewed



CSP Timelines

- January 26, 2012 deadline
- May 2012: funding recommendations available
- June 2012: appeal Subcommittee followed by Committee Approval and then Council Approval of recommendations



CGIS – CSP Application Structure

1. Update on Part A (contact information, service locations and organizational budget summary only)
2. CSP Program List
3. Core Administration (if appropriate)
4. Attachment (only DND, Application Approval and Program Budget are mandatory)
5. Mailed/Hand Delivered Attachment (in paper, DND and Application Approval)



Core Admin

- Report income and expenditures for the total administration budget for your organization
- Explain what administrative functions will the CSP core administration funding be used for
- Explain the administration priorities of your organization for the next 3 years and the need for the CSP core administration funding

Preparing your application on-line

- Questions and Answers are available at www.toronto.ca/grants/csp/index.htm
- Prepare content beforehand
- Cut and paste your word documents into the application
- Need access to computer with internet and internet explorer 6.0 or higher
- cgis@toronto.ca for password resets or help during regular office hours

Some Final Points

- Information on 2012 CSP guidelines and on-line application: *www.toronto.ca/grants/csp/index.htm*
- Deadline for CSP Application is:

**Thursday,
January 26, 2012
by 4:00 p.m.**

- Substantially incomplete applications will be considered ineligible
- Late applications will not be accepted

Thank you and
Questions ?

