

Community Service Partnerships

Self Assessment Checklist

(Resources for Applicants)

Updated for 2011 funding Cycle



Community Service Partnerships (CSP) Organizational Eligibility Checklist

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. Organizations that meet the CSP Organization Eligibility Criteria are then assessed against the CSP Organization Assessment Criteria for recommendation of program funding. For information on Organization Assessment Criteria, please refer to CSP program guidelines, and Organization Assessment Checklist.

To determine whether your organization is **eligible** for CSP funding, look at the indicators listed for each Organization Eligibility Criterion, and check off all the boxes that apply. In order for your organization to be eligible, you must be able to check off **ALL** of the boxes below. The information in brackets indicate corresponding questions in the application form.

CSP Goals and Priorities

Our organization:

- has a community service mandate.

This means: community service mandate is reflected in the letters of incorporation, by-laws and mission statements of our organization.

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

This means:

- ✓ our organization has a registered voting membership
- ✓ our membership reflects the community and target group
- ✓ we are accountable to our members through the AGM, information sharing, capacity building and engagement opportunities.

- is located in the City of Toronto.

This means:

- ✓ the primary service location and address is in the city of Toronto; and
- ✓ significant services are provided within the boundaries of the city of Toronto, and
- ✓ more than 50% of the board of directors are residents of Toronto.

- is in good standing with the City of Toronto

This means:

- ✓ if our organization received a City of Toronto CPIP funding in the past, we are up-to-date with all required documentation.
- ✓ if our organization received a CSGP funding in the previous year, we can demonstrate that we have met all the Funding Conditions

- is financially viable.

This means: our organization

- ✓ has reasonable unrestricted reserves which can be justified by a reserve policy and business plan; and
- ✓ has a current audited financial statement.

Accessible, achievable and resourceful

Our Organization:

- complies with the City of Toronto Anti-racism, Access and Equity Policy.

This means: our organization has

- ✓ an anti-racism, access and equity policy; and
- ✓ an implementation plan; and
- ✓ a complaints procedure.

- has organizational systems and structures needed to deliver the proposed services.

This means:

- ✓ dedicated organization office and program space exist for the ongoing operation of the organization and program delivery.
- ✓ paid staff support the operation of the organization and the programs.

- uses volunteers at all levels of the organization.

This means:

- ✓ we have service volunteers, committee volunteers, and volunteer board members.
- ✓ the number of volunteers is greater than the number of board members.

- collaborates with other service providers.

This means:

- ✓ our organization participates in networks and works with other organizations to address community needs;
- ✓ our organization can demonstrate that it has service partnerships with other organizations
- ✓ has a diverse funding base, including fund raising and in-kind support.

- has a diverse funding base, including fund raising and in-kind support.

This means: our organization

- ✓ has at least three instances of grant revenue in the last three year period including the budgeted year; and
- ✓ can demonstrate at least one source of fundraising revenue; and
- ✓ has non-grant revenue in each of the last three years including the budgeted year; and
- ✓ demonstrates in-kind support.



Community Service Partnerships (CSP) Program Eligibility Checklist

Programs that receive funding from the Community Service Partnerships (CSP) program must meet a standard set of Program Eligibility Criteria, outlined in the CSP program guidelines. A set of indicators is used to determine if a program meets the criteria. Programs that meet the CSP Program Eligibility Criteria are then assessed against the CSP Program Assessment Criteria for recommendation of CSP funding. For information on Program Assessment Criteria, please refer to CSP application guideline and CSP Program Assessment Checklist.

To determine whether your program is **eligible** for CSP funding, look at the indicators listed for each Program Eligibility Criterion, and check off all the boxes that apply. In order for your program to be eligible, you must be able to check off **ALL** of the boxes below. The information in brackets indicate corresponding questions in the application form.

CSP Goals and Priorities

Our program:

- meets one or more of the CSP goals and priority areas.

This means: the program:

- ✓ is designed for vulnerable, marginalized, and high-risk communities.
- ✓ has impact on building community capacity.
- ✓ identifies a priority community that fits with CSP priorities
- ✓ meets one or more of the CSP priority community service needs, including reducing social isolation, improving individual well-being, developing social networks, and improving community resiliency.

- is offered in the City of Toronto for residents of Toronto.

- is clearly and directly related to the organization's mandate.

This means:

- ✓ the program is clearly related to the organization's mission
- ✓ the program goals and objectives can be linked to the organization's strategic plan.

- demonstrates that CSP funds will significantly contribute to the effectiveness of the program.

This means: CSP funds are used for an essential part of the program.

Accessible, achievable and resourceful

Our program:

is free **or** affordable for the intended participants.

This means: the program

- ✓ is free; or
- ✓ we can justify having a fee for the program, and we have an accessibility policy and a procedure to waive fees; and
- ✓ we have waived fees in the past

has systems and structures in place to deliver program activities.

This means:

- ✓ dedicated space and facilities exist for program delivery
- ✓ scheduled, regular, ongoing activities.

has attainable goals and measurable objectives.

This means:

- ✓ goals and objectives can be accomplished with available resources, such as staff, volunteers, budget, etc.

has sources for funding other than CSP.

This means: the budget includes funding other than CSP

Also, our program:

Is **NOT** requesting CSP funds for costs that are listed as ineligible in the CSP Program Guidelines.

is **NOT** providing a service that is listed as ineligible in the CSP Program Guidelines.

can demonstrate the program has met all the Funding Conditions (for returning applicants funded in the previous year)



Community Service Partnerships (CSP) Organization Assessment Checklist

Organizations that receive funding from the Community Service Partnerships (CSP) program are evaluated based on a standard set of assessment criteria, outlined in the CSP program guidelines. Organization performance is assessed using a set of indicators that are listed in the program guidelines and outlined below.

The information related to these indicators will emerge from Organization Overview, Program Assessment, Core Administration, application attachments, and assessment interviews.

	Our Organization...	Notes
Responsive	<p>Uses systems to track the needs of the community. We can demonstrate that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> we use demographics, statistics and other information in design, delivery and evaluation of services. <p>Shows leadership in organizational planning and priority setting at the Board level. We can demonstrate that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> a current strategic plan is maintained. <input type="checkbox"/> we use an annual workplan, evaluation plans and program plans. 	
Accessible	<p>Board of Directors reflects the community served. We can demonstrate that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> equity seeking groups within the focus community are represented at all levels of the organization. <input type="checkbox"/> appropriate outreach strategies are used to increase participation of equity seeking groups at all levels of the organization. <input type="checkbox"/> a registered voting membership is actively recruited to reflect the community served <input type="checkbox"/> the organization's Access and Equity policy is incorporated into the allocation of resources. 	
Effective	<p>Is governed by a Board of Directors that is responsible for the management of the organization's resources. We can demonstrate that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> the Board regularly develops and reviews key policy areas. <input type="checkbox"/> the By-laws are reviewed to reflect organization changes. <input type="checkbox"/> the Board supervises the Executive Director. 	

	Our Organization...	Notes
Effective	<p>Uses a community development approach in addressing organizational, program and community issues. We can demonstrate that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> the stakeholders and community members are consulted regarding performance and programs. <input type="checkbox"/> structures and activities are in place to support the leadership and participation of community members and equity seeking groups. <p>Develops the operational and governance structures appropriate to our size and services. We can demonstrate that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> active committees support the organization’s governance and operations (e.g. nominating, personnel, finance, program) 	
Accountable	<p>Is accountable to the organization membership through the Board of Directors We can demonstrate that</p> <ul style="list-style-type: none"> <input type="checkbox"/> a Board of Directors is elected at the AGM in accordance with the By-Laws. <input type="checkbox"/> the number of voting members at the AGM is greater than the number of Board members. <p>Recruits a registered voting membership reflective of the community served. We can demonstrate that</p> <ul style="list-style-type: none"> <input type="checkbox"/> a registered voting membership is actively recruited and reflects the community served. <p>Facilitates the active participation of registered members at all levels of the organization. We can demonstrate that</p> <ul style="list-style-type: none"> <input type="checkbox"/> the members participate as service volunteers and on the Board of Directors and committees. <input type="checkbox"/> information is provided to members (e.g. newsletters, annual reports, membership meetings) <p>Maintains sound financial management practices. We can demonstrate that</p> <ul style="list-style-type: none"> <input type="checkbox"/> there is evidence of active management of financial resources including <ul style="list-style-type: none"> ✓ overall finances managed by Finance Committee ✓ regular Board review of Financial reports and approves budgets ✓ produces an annual audited financial statement ✓ clearly identifies how CSP funds will be used 	



Community Service Partnerships (CSP) Program Assessment Checklist

Programs that receive funding from the Community Service Partnerships (CSP) program are evaluated based on a standard set of assessment criteria, outlined in the CSP program guidelines. Program performance is assessed using a set of indicators, which are listed in the program guidelines and outlined below.

To determine how your Program performance will be assessed when it is being reviewed for CSP funding, look at the criteria below and check off as many boxes as you can under each one. In the right hand column you can write down some of the other ways your program demonstrates its performance against these criteria and discuss them with your Agency Review Officer during the assessment process. The information in brackets indicate corresponding questions in the application form. Some of this information will also emerge from the assessment interviews. If you can check off most of the boxes and/or list a number of ways your Program can demonstrate that it meets the criteria, your Program may be considered for CSP funding.

	Our Program...	Other ways our program meets this criterion
Responsive	<p>Addresses a demonstrated community service need. Can demonstrate that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> the service need has been identified through the use of demographic, statistics, and other information. <input type="checkbox"/> the service need is solvable and backed up by data. <input type="checkbox"/> the service need fits with the program mandate. 	
Accessible	<p>Implements the organization's access and equity policy in the planning, delivery and evaluation of the program Can demonstrate that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> the barriers to program access for equity-seeking groups have been identified and improvements have been implemented. <input type="checkbox"/> the program budget includes resources for reducing barriers to participation. 	
Achievable	<p>Develops and manages a balanced realistic budget Can demonstrate that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> the program budget is balanced. <input type="checkbox"/> the program identifies what the funds will be used for <input type="checkbox"/> the budget includes the resources needed to implement the program model. <input type="checkbox"/> the program needs are reflected in the organization's fund-raising activities. <input type="checkbox"/> in-kind support is identified. 	

	Our Program...	Other ways our program meets this criterion
Effective	<p>Has a program model that is shown to be effective We can demonstrate that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> the program model has been researched. <input type="checkbox"/> the model has been used by other organizations and have achieved results. <input type="checkbox"/> an evaluation tool is implemented in the model to improve the program. <p>Builds capacity in the target community We can demonstrate that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> leadership training is available for program participants and leadership is developed through the program. <input type="checkbox"/> the program increases the community skills base, social networks and/or voluntary resources <input type="checkbox"/> the program has had a positive impact on a significant number of participants 	
Accountable	<p>Routinely monitors program implementation We can demonstrate that</p> <ul style="list-style-type: none"> <input type="checkbox"/> a monitoring plan is implemented. <input type="checkbox"/> consistent and accurate financial information is submitted. <input type="checkbox"/> program data, including number of individuals served, client contacts, number of volunteers and staff, and volunteer hours, is collected and reviewed. <input type="checkbox"/> actions are taken based on the data and outputs are obtained which enhance the achievements of the program. <input type="checkbox"/> monitoring data are used to support the design, delivery, and evaluation of the program. <p>Applies an evaluation tool to measure the effectiveness of the program. We can demonstrate that</p> <ul style="list-style-type: none"> <input type="checkbox"/> evaluation tools such as surveys, tests, interviews and consultations are used to determine whether the program has met its designed goals. <input type="checkbox"/> monitoring data are reviewed against program goals and objectives. <input type="checkbox"/> indicators of success are used to quantify the evaluation results. <input type="checkbox"/> evaluation reports are provided to management staff and committees. <input type="checkbox"/> participants are involved in the evaluation of the program 	