

# 2012/2013

## AIDS PREVENTION COMMUNITY INVESTMENT PROGRAM

### REFERENCE MATERIAL

**Please read this material carefully before you begin writing your application**  
***-PLEASE DO NOT RETURN-***

# **GENERAL INFORMATION**

## **AIDS PREVENTION COMMUNITY INVESTMENT PROGRAM (APCIP) REQUIREMENTS**

### **Goal:**

The overall goal of the AIDS Prevention Community Investment Program is to fund projects that will provide strategic and time-limited targeted initiatives to influence behaviours and situations that put people at risk of acquiring HIV, thereby reducing HIV transmission.

### **Objectives:**

These are the objectives of the AIDS Prevention Community Investment Program. Please ensure that these objective(s) can be linked to the proposed activities in your application.

- (1) Decrease behaviours that put people at risk for HIV infection;
- (2) Enhance access to HIV/AIDS/STI prevention and sexual health promotion messages;
- (3) Address social and economic factors related to discrimination, poverty, race, sexual orientation, culture, ethnicity, immigration status, gender, language skills, age, physical or mental ability, seropositivity, etc.

### **Funding Priorities:**

- Projects that address HIV/AIDS epidemiologic trends.
- Partnership projects involving partners in the planning, delivery and evaluation of the project (e.g., agencies applying jointly for a project).

The APCIP funding priority categories will be used to determine HIV/AIDS projects that address community HIV/AIDS needs that are supported by the following evidence-based sources:

- #1 Toronto epidemiologic data
- #2 Toronto behavioural and social research data
- #3 Provincial and national data
- #4 International/global HIV/AIDS data
- #5 Studies/reports of strategies that are proven to be effective

### **2012/2013 APCIP Funding Priorities:**

#### **Priority 1**

- Gay and bisexual men
- Injection Drug Users (IDUs)
- Women and men coming from countries where HIV is endemic (Africa and the Caribbean)
- Persons living with HIV/AIDS

**Priority 2**

- People who are involved in HIV high-risk behaviours with populations identified in Priority 1 (gay/bisexual men, IDUs, women and men from countries where HIV is endemic and people living with HIV/AIDS)
- Gay youth
- Youth in care
- Street-involved people (youth and adults)
- Transgender populations
- Sex workers
- “Emerging” countries/Newcomers (i.e. Latin America, South Asia, Southeast Asia)
- Off-reserve Aboriginal populations (IDUs, 2 spirited men, women)
- Incarcerated men and women

**Priority 3**

- Predominantly “at-risk” youth (youth attending/involved in school programs)
- Youth living in priority neighbourhoods that have limited services
- Youth with high rates of STIs and unplanned pregnancies

**Priority 4**

- Populations in neighbourhoods of lower socio-economic status (that are not classified as “priority neighbourhoods”) that have access to diverse community services

The priorities of the AIDS Prevention Community Investment Program are reviewed annually and are determined by HIV/AIDS and Sexually Transmitted Infection epidemiologic data, related sexual health trends and corresponding social research that affect specific populations, communities and/or neighbourhoods within the City of Toronto. Highest priority will be given to projects that demonstrate partnerships and evidence of need that is reinforced by Toronto HIV/AIDS data and propose to implement effective HIV/AIDS prevention strategies that are supported by evidence. Priority is also given to projects that do not duplicate HIV/AIDS services that are provided by other organizations and/or public health.

## **AIDS PREVENTION COMMUNITY INVESTMENT PROGRAM FUNDING CRITERIA**

- Any agency in Toronto can apply to the AIDS Prevention Community Investment Program. Applicants can submit more than one project application and can apply in consecutive years. Applicants must be in good standing with the AIDS Prevention Community Investment Program and/or any other department of the City of Toronto Community Partnership and Investment Programs. All applications will be reviewed based on the following funding criteria:

### **In Part A The Applicant Must:**

- Complete Part A of the Application and answer all relevant questions.
- Provide Letters Patent as proof of incorporation (not required if you have submitted the Letters Patent in previous years and it has not changed) – **Must use the organization name identified in the Letters Patent.**
- Provide a letter of Trusteeship (if not incorporated).
- Provide appropriate Organizational/Trustee signatures.
- Provide most recent audited financial statements (2010 or 2011). **Applicants cannot submit the same audit in consecutive years.**
- Provide proof of Board agreement with the City of Toronto Declaration of Non-Discrimination and original signature on the submitted Declaration of Non-Discrimination.
- Demonstrate having other sources of funding.
- Demonstrate that the proposed budget submitted to the APCIP is less than half of the applicant's core budget.
- Provide the organization's "Operational Reserves" in number of operating months. Reserves are calculated based on the organization's most recent financial audit.
  - Organizations with unrestricted reserves of less than one month may be asked for additional information to determine their financial viability.
  - Organizations with unrestricted reserves larger than 3 months may be asked for additional information on their reserve policies, including the purpose and use of reserve funds, may be given lower priority for allocation of project funds and/or may be asked to allocate additional funds and/or resources to the implementation of the project activities.
  - Organizations that meet any of the above criteria are encouraged to provide the necessary information with Part A of the application to assess the reasonableness of the reserve.

### **In Part B The Applicant Must:**

- Demonstrate services/activities will be delivered in Toronto – ensure the address of your primary and/or secondary work sites and the ward location(s) are correct.
- Identify one specific Priority Population (select only 1).
- Describe the priority population in detail. Use current research data (within past 3 years), program data, statistics, testimonials, past evaluations and/or needs assessment linked to the priority population to substantiate need for the proposed project.
- Demonstrate how the priority population will be involved in the planning and delivery of the proposed activities.
- Demonstrate the effectiveness of the proposed activities and the link to the priority population.
- Demonstrate a realistic, time-framed, action-oriented and focused workplan. Include hours of work for key positions, estimates of the number of contacts to be reached, resources to be developed and the associated costs, etc.
- Demonstrate how the project will be evaluated for its effectiveness and why the proposed evaluation process and tools are appropriate in relation to the target population.
- Demonstrate partnerships/collaborations to develop and implement the proposed project.
- Provide a maximum of 3 letters of collaboration from community partners toward the implementation the project.
- Demonstrate reasonable and realistic budget requests.
- Provide a detailed summary of the proposed project in 100 words or less.

## 2012/13 AIDS Prevention Community Investment (APCIP) Program Cycle

NOTE: At the time of this printing, Toronto City Council has not yet approved the AIDS Prevention Community Investment Program budget for 2012/13. There may be modifications of time lines for the review cycle from the outline illustrated below:

November 2011	The APCIP funding program is advertised to the community and application forms are available.  Public notification recruiting new APCIP Review Panel members.
December 2011	APCIP Information Sessions.
January 2012	Annual HIV/AIDS/STI epidemiologic update and forum.
January 2012	Staff are available to provide assistance on project ideas/proposals to community groups upon request.
February 10, 2012	<b>All applications must be received by Toronto Public Health by 1:00 p.m. on February 10, 2012.</b> Applications are accepted via e-mail or hard-copy delivered to 175 Memorial Park Avenue. If e-mailing application the cover sheet with original signatures must be mailed/delivered. <b>Late and incomplete applications will not be reviewed.</b>
March 2012	Public Health staff review proposals and develop a report for the APCIP Review Panel.
April 2012	The APCIP Review Panel reviews the proposals and the staff report.
April/May 2012	The APCIP Review Panel makes recommendations to the Board of Health.  Applicants are notified of the APCIP Review Panel recommendations and given information about the appeal process.
May 2012	The APCIP Review Panel meets to hear appeals from groups that wish to do so.  The APCIP Review Panel finalizes funding recommendations.  The Board of Health reviews decisions and forwards recommendations to City Council for final approval.
June/July 2012	Letter of Understanding mailed to each approved project.  Projects begin July 1, 2012 and continue to June 30, 2013.

**Please contact a Community Project Officer for more information.**

Tony Caines  
Toronto Public Health  
175 Memorial Park Avenue  
Toronto, Ontario M4J 4Y6  
(416) 338-0916  
[tcaines@toronto.ca](mailto:tcaines@toronto.ca)

or

Simone McWatt  
Toronto Public Health  
175 Memorial Park Avenue  
Toronto, Ontario M4J 4Y6  
(416) 338-0917  
[samcwatt@toronto.ca](mailto:samcwatt@toronto.ca)

June 28, 2011

**EXAMPLE LETTER OF UNDERSTANDING**

**NOTE: The incorporated name of the applicant group/agency must be provided throughout the application and the same principle applies for a group/organization that is acting as a Trustee/Sponsors.**

Dear \_\_\_\_\_:

At its meeting of June 8 & 9, 2011, City Council authorized that funding in the amount of \$\_\_\_\_\_ be made to ***Incorporated name of funded group/agency***. This represents the total amount of funding which will be payable in a single installment on receipt of your signed Letter of Understanding. Any unused funding remains the property of the City of Toronto and shall, upon request of the Medical Officer of Health, be returned immediately to the City of Toronto.

Recommended for funding of \$\_\_\_\_\_

To employ a 8 hours/week HIV/AIDS Outreach and Education Coordinator to:

- Recruit, train and support 4 new peer volunteers to assist with project activities;
- Provide 6 HIV/STI prevention education outreach activities in the Weston/Mt. Dennis, Jane-Finch; and Scarborough Village neighbourhoods;
- Conduct 52 HIV/AIDS workshops citywide targeting street involved youth with 60% to take place in the identified priority neighbourhoods, in collaboration with Toronto Public Health;

The services which are to be provided with this funding should occur within City of Toronto boundaries unless otherwise specified in the agreement. These services are to be completed by June 30, 2012. Material changes to the nature of, or budget for the activities for which the funding has been made, must receive prior written consent from the Medical Officer of Health. The support of Toronto Public Health must be acknowledged on any educational/promotional materials produced and at all promotional events/activities held, which are paid for, in full or in part, with this funding.

Progress reports with respect to the project are to be submitted to designated Public Health staff in accordance with the following schedule:

<u>Report #</u>	<u>Period Covered</u>	<u>Type</u>	<u>Due Date</u>
1.	July 1 – September 30/11	meeting-verbal	September – December 31/11
2.	July 1 – December 31/11	written-progress	January 13/12
3.	January 1 – June 30/12	written-progress	July 13/12
4.	July 1/11 – June 30/12	final evaluation summary	July 13/12

The City shall not be liable for any damages, injury or any loss of use or profit of the recipient arising out of, or in

any way related to, the grant recipient's operations. The funded recipient shall indemnify the City, its officers, employees and agents, against all costs, damages and expenses incurred as a result of a claim or proceedings related to the funded recipient's operations, unless such costs, damages or expenses arise from the negligence or willful act of any officer, employee or agent of the City.

If you breach any of the Terms and Conditions of the funding, as set out in this letter and in the attached Terms and Conditions, or if you:

1. cease operating;
2. cease to operate as a non-profit organization or collective;
3. wind up or dissolve, merge or amalgamate with any other party;
4. commence or have commenced against you any proceedings in bankruptcy, or are adjudged a bankrupt;
5. knowingly provide false information in the funding application;
6. use the funds for purposes not approved by City Council; or
7. breach any of the provisions of the Ontario Human Rights Code in your operations, the funds must, at the request of the Medical Officer of Health, be repaid in whole or in part to the City.

Your Toronto Public Health contact for this project is **name of Community Projects Officer**, AIDS Prevention Community Investment Program. He or She can be reached at (416) 338 -

The following documents are enclosed:

- Two originals of the Letter of Understanding
- One copy of your budget (for your records)
- One copy of the Terms and Conditions of AIDS Prevention Community Investment Program (for your records)

**NOTE: In order for the funds to be released, you must mail the following to: AIDS Prevention Community Investment Program, 175 Memorial Park Avenue, Toronto, Ontario M4J 4Y6, Attention: Ms. Eppie Kwall, the following :**

- One signed original of the Letter of Understanding (by trustee, if applicable)- please keep the second signed original for your files

**Funds will not be released without the appropriate documentation: Due July 15, 2011.**

I wish you every success with your project.

Sincerely,

Dr. David McKeown  
Medical Officer of Health

I have read, understand and agree to comply with the terms and conditions contained in this Letter of Understanding. I/we have authority to bind the organization.

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NAME & TITLE

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SIGNATURE

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DATE

## **AIDS Prevention Community Investment Program: Terms and Conditions**

At its meeting of December 16 and 17, 1998 City Council approved the report "City of Toronto Grants Policy" which sets out a City of Toronto grants policy. The purpose of the policy is to establish standards and common practices for all its grant-making activities to ensure consistency and fairness. The list of conditions includes general conditions for all organizations receiving grants from the City of Toronto, as well as terms specific to the administration of the AIDS Prevention Community Investment Program.

If funding is granted by the City of Toronto (the "City") from the AIDS Prevention Community Investment Program, the applicant (the "Recipient"), by signing the application authorization in the AIDS Prevention Community Investment Program application form, acknowledges the following conditions and agrees to them.

1. Use and Purpose of the Grant.

- 1.1 The grant shall be used only for the purposes approved by City Council, as further described in the grant application form and set out in the Letter of Understanding. AIDS Prevention Community Investment Program will be used by the Recipient to support innovative, targeted education programs to influence behaviours and situations that put people at risk of acquiring HIV/AIDS.
- 1.2 The grant Recipient shall notify the City of any proposed material changes to the nature of, or budget for, the activities for which the grant has been made and shall use the grant for such altered activities only with the prior written consent of the City.
- 1.3 The grant recipient shall not transfer or assign the grant or any part thereof to another organization or individual, without the prior written consent of the City.
- 1.4 Any funds awarded will be put to their intended use by (date) unless the City has provided prior written approval regarding extension.
- 1.5 Any unused portion of a grant remains the property of the City. If an unused portion of the grant has already been paid by the City to the Recipient, it shall be repaid by the Recipient to the City on request.

2. Municipal Freedom of Information and Protection of Privacy Act.

The information provided in the grant application and progress reports is subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*. All granting decisions are publicly available.

The *Municipal Freedom of Information and Protection of Privacy Act* (the *Act*) applies to all grant applications submitted to the City of Toronto. Grant applications will be received in confidence subject to the disclosure requirements of the Act.

Questions about the Act should be directed to Susan Anthistle, Manager, Public Access and Privacy Office, City Hall 13<sup>th</sup> floor West Tower, 100 Queen Street, West; Toronto, Ontario, M5H 2N2. Telephone: 416-392-9683.

3. Anti-Racism, Access and Equity Guidelines.

The Recipient must complete and file a Declaration of Non-Discrimination, indicating the organization has adopted and upholds a policy of access and non-discrimination based on the City's Human Rights Policy. The

Recipient will work actively to integrate anti-racism, access and equity, throughout their operations, in accordance with the City's approved Anti-Racism, Access and Equity Policy as it relates to all grant recipients.

#### 4. Repayment of Grants.

4.1 The grant recipient shall, at the request of the City, repay to the City the whole or any part of the grant as determined by the City, if the grant recipient:

- (a) ceases operating;
- (b) ceases to operate as a non-profit organization or collective;
- (c) winds-up or dissolves;
- (d) merges or amalgamates with any other party;
- (e) commences or has commenced against it, any proceedings in bankruptcy or is adjudged a bankrupt;
- (f) has knowingly provided false information in its grant application;
- (g) uses grant funds for purposes not approved by City Council;
- (h) breaches any of the terms or conditions of the grant; or
- (i) breaches any of the provisions of the Ontario Human Rights code in its operations.

4.2 The Recipient shall notify the City of the occurrence of any of the events referred to in clauses 4.1 (a) through (e).

4.3 The City may, in its sole discretion, require the Recipient to pay interest on any amount required to be repaid pursuant to this section at the prime rate of the Royal Bank of Canada from the date of the request for repayment to the date of repayment.

#### 5. Accounting

5.1 The Recipient shall keep and maintain all records, invoices and other documents relating to the grant in a manner consistent with generally accepted accounting principles and clerical practices, and shall maintain such records for a period of three (3) years from the date of approval of the grant by City Council.

5.2 The grant recipient shall keep records of names, titles and salaries of persons whose positions are funded by the City, in whole or in part, and provide this information to the City on request.

5.3 The Recipient authorizes the City and its agents at all reasonable times to inspect and copy any and all records, invoices and documents in the custody or control of the Recipient which relate to the grant, for a period of three (3) years from the date of approval of the grant by City Council. This right of inspection includes the right to perform a full or partial audit of the aforementioned records, as considered appropriate by the City.

#### 6. Limitation of Liability and Indemnification

6.1 The City shall not be liable for any damages, injury or any loss of use or profit of the recipient arising out of, or in any way related to, the grant recipient's operations.

6.2 The Recipient shall indemnify the City, its officers, employees and agents, against all costs, damages and expenses incurred as a result of a claim or proceedings related to the grant recipient's operations, unless such costs, damages or expenses arise from the negligence or wilful act of an officer, employee or agent of the City.

#### 7. Further Conditions

The City shall be entitled, at any time, to impose such additional terms and conditions on the use of the grant which, in its sole discretion, it deems appropriate.

8. Grant Payments

When a grant is approved, the Recipient will be advised in writing as to the amount, timing and payment schedule for the grant.

9. Acknowledgment of funding

The recipient will acknowledge the support of the City of Toronto, AIDS Prevention Community Investment Program on any materials, reports, events, signage or publicity, which are paid for, in full or in part with this funding.

10. Reports

The Recipient will provide reports on activities and financial statements for AIDS Prevention Community Investment Program in a format satisfactory to the City. The reports will be submitted according to a time schedule set out in the Letter of Understanding. Reports are to be submitted to the AIDS Prevention Community Investment Program contact person for the City as set out in the Letter of Understanding.

11. Consultation

The City will involve individuals with appropriate expertise in the review process, which may include a peer/citizen review mechanism. The City reserves the right to consult with other funding agencies to determine the eligibility of an organization or project to receive a grant. The sharing of information is primarily to ensure the appropriate use of allocated funds and that the contracted services are within the prescribed geographic boundaries in accordance with the funding criteria.

12. Status of the Organization

The applicant must be in good standing with the City of Toronto, having met the terms and conditions of any previous grant provided to the applicant by the City.

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Name & Title

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Signature

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Date



## CITY OF TORONTO GRANTS POLICY – APPENDIX 2 ANTI-RACISM, ACCESS AND EQUITY POLICY & GUIDELINES APPLICABLE TO RECIPIENTS OF GRANTS FROM THE CITY OF TORONTO AND ITS AGENCIES, BOARDS AND COMMISSIONS.

### I. Policy Statement:

The population of the City of Toronto is made up of people from diverse communities and equity-seeking groups, e.g., women, people with disabilities, ethno-cultural and racial minorities, immigrants and refugees, faiths, the socio-economically disadvantaged, Aboriginal peoples, lesbian, gay, bisexual, transgendered persons. In recognition and support of this diversity, the City as a funder will ensure that:

- (1) it provides access for organizations representing these communities to the grants programs provided by the City of Toronto. This includes access to grants information, applications, staff resources, decision-making and funding; and
- (2) the services, programs and decision-making provided by organizations receiving grants are accessible to all residents of Toronto and that organizations receiving City grants are free from discrimination.

This policy recognizes that the changing nature of the population has implications for the operation of the City's grants programs as well as the delivery of services supported by City grants. In this context, the City recognizes that:

- (1) barriers to services exist for members of the City's diverse communities, particularly for equity-seeking groups;
- (2) organizations representing equity-seeking groups (e.g., women's organizations, Aboriginal organizations, ethno-specific and disability organizations) must continue to play a critical role in service delivery; and
- (3) the City of Toronto, as a funder, must act as a positive force in assisting the elimination of these barriers by providing support to both mainstream and equity-seeking organizations through the change process.

Access to services is the ability or extent to which communities or residents can attain needed services and achieve full participation in the planning, development, administration and delivery of those services. Access includes consumer/client access and organizational access.

To achieve this:

- (1) The City of Toronto will ensure its diverse communities, particularly those facing barriers and other forms of discrimination and disadvantage, have equitable access to its own services, resources and decision-making in order that all communities can fully participate in the City's social, economic, cultural and political life.

- (2) The City of Toronto will also require organizations receiving City grants to undertake planned and coordinated activities aimed at enabling diverse communities, particularly those facing barriers and other forms of discrimination and disadvantage, to participate fully in their services, programs and decision-making.
- (3) The City of Toronto undertakes this because it believes that when every individual makes a conscious effort to bring about equality and to engage in egalitarian practices, the City will be able to effect the systemic and social changes needed to create a community where all people live with dignity and peace. The City of Toronto also believes that its diverse communities need to partner with and assist each other in developing actions to eradicate discrimination and attain equality in our society and that the City can play a proactive and supportive role in this process.

## II. Implementation

To implement these principles, the City of Toronto's grants programs will ensure that:

- (1) all organizations receiving City grants are non-discriminatory and promote the goals of anti-racism, access and equity;
- (2) all organizations receiving City grants take reasonable steps to ensure their services, programs and decision-making reflect the community they serve;
- (3) the City of Toronto's grants programs are accessible to organizations from Toronto's diverse communities, including organizations representing equity-seeking communities; and
- (4) all required documentation and conditions will be reasonable and grants will not be withheld if the applicant is taking reasonable steps to comply with City policy.

Actions required to do this are described below.

### (1) Declaration of Non-Discrimination:

Every person has the right to live, work and serve in an environment free of individual as well as systemic harassment and discrimination. Regarding the operation of the City's grants programs, the City of Toronto requires that all individuals and organizations adopt a policy of access and non-discrimination based on the City's Human Rights Policy as a condition of receiving a grant or other support from the City's grants programs. Discrimination means someone is being treated unfairly because of her/his status. In some cases, discrimination also means someone is being treated unfairly because he or she receives welfare, or if the person has been pardoned for a criminal offence. The Declaration of Non-Discrimination Form must be completed by individuals and organizations applying for grants or other supports.

Discrimination is prohibited on the grounds of Age, Ancestry, Citizenship, Creed (religion), Colour, Disability, Ethnic Origin, Family Status, Gender Identity, Level of Literacy, Marital Status, Membership in a union or staff association, Place of Origin, Political Affiliation, Race, Receipt of Public Assistance, Record of Offences, Sex, Sexual Orientation or any other personal characteristic. (The City of Toronto's Human Rights & Harassment policy protects grounds which are in addition to those protected under the Ontario Human Rights Code. These grounds are: gender identity, level of literacy, political affiliation. The Human Rights & Harassment policy has been approved by City of Toronto Council at its meeting on December 16-17, 1998 as embodied in Clause 2 in Report No. 19 of the Corporate Services Committee).

Discrimination could occur on the basis of employment, services, contractual arrangements, or membership in unions. It is essential to develop complaint/ mediation policies for incidents that could occur between employees, employees and management, employees and volunteers, employees and consumers, as well as between agencies.

(2) Anti-Racism, Access and Equity Components:

The following components are provided as guidelines to assist organizations receiving City grants in their efforts to integrate anti-racism, access and equity throughout their operations. The components address anti-racism, access and equity in the following areas: (a) Governance; (b) Employment; (c) Services; (d) Choice; (e) Training and Education; and (f) Information and Communications.

- (a) Access to Governance - Organizations receiving City grants will ensure that members of the City's diverse communities have equitable access to the organization's decision-making process. This includes decision-making, policymaking, budgeting and allocations. The Board of Directors, its volunteer committees and staff need to be representative of the diversity of the community it serves, as well as be responsive to the changing demographics. New board members should be educated and trained to effectively govern the organization. The Board has to be accountable to its members and communities.
- (b) Access to Employment - Organizations receiving City grants will ensure that members of the City's diverse communities have equitable access to employment. This includes recruitment, selection, staff development, performance evaluation, retention, promotion, termination. It also requires the identification and removal of systemic barriers so that the organization's staff are representative of diverse communities and are able to serve the needs of the changing population.
- (c) Access to Services - Organizations receiving City grants will ensure that they undertake planned and co-ordinated activities aimed at making their services and programs accessible to diverse communities. This includes examining and making appropriate changes to those who provide the organization's services, those who are receiving services and the way in which services are provided to ensure they are non-discriminatory and promote the goals of anti-racism, access and equity. In this context, the organization's outreach, communications, and structures for intake, referral, needs assessment, program planning, monitoring and evaluation must be examined and appropriately changed. In addition, organizations receiving City grants must take into consideration provision of services to disadvantaged individuals, low-income persons, families in poverty, and equity-seeking communities.
- (d) Access to Choice - Organizations receiving City grants will ensure that their services, programs and decision-making provide a range of service options that enable the consumer or the community to make their own decisions about their lives and their community issues.
- (e) Access to Training and Education - Organizations receiving City grants will ensure that those involved in the delivery of services and programs are able to participate in appropriate education and training aimed at improving their knowledge, understanding and skills in order to work with and provide services to members of diverse communities, particularly equity-seeking communities.

Such training and education may involve Board members, staff and volunteers and include orientation and development in the areas of anti-racism, human rights, accommodation for people with disabilities, sexual orientation in the workplace and the community, etc.

- (f) Information and Communications - Organizations receiving City grants will ensure that information on its services, programs and decision-making and how they can be accessed as well as all of the organization's communications appropriately portray and are accessible to diverse communities. This includes external and internal communication and must address multilingual requirements as well as accommodate those who are sight and hearing impaired.

It is essential that the components listed above are implemented with an anti-racist approach. In this context, organizations receiving City grants will be involved in the development and promotion of unbiased attitudes, beliefs, policies and procedures as well as the identification and elimination of derogatory behaviours, actions, and practices of Board members, staff, volunteers, community members, residents and the organization's policies and procedures that have a direct or adverse impact on Aboriginal, ethno-racial and linguistic minority communities.

### III. Access To City Grants Programs:

In terms of the City's responsibilities, each City grant program will include the following into the operations of their grants programs:

- (1) Environmental Scanning and Priority Setting:

This will require all grants programs to identify demographic, community and service trends, priorities of other funders, gaps in service and program delivery. This is done to enable grants programs to establish priorities for funding on a regular basis and, thereby, to encourage grants applicants to establish programs and services which meet community issues and needs.

- (2) Allocation of Funds:

This will require all grants programs to undertake to provide funding based on both indicators of community need and community demographics. The issue of need as well as community demographics are determined in the environmental scanning process. In considering the allocation of funds, each grants program will need to determine the demographic make-up of the organizations seeking and receiving funding and undertake to ensure an equitable distribution of funds. Particular consideration will be given to organizations representative of equity-seeking communities.

- (3) Outreach and Community Development:

This will require all grants programs to determine the most appropriate strategies to provide community outreach and development. Each grants program will ensure a planned and coordinated approach to these activities in order to increase the capacity of diverse communities and their organizations, particularly those representing equity-seeking groups.

- (4) Setting Performance Standards and Monitoring Results:

This will require all grants programs to establish performance measures to guide the administration of grants programs and to set ways in which the grants administration process can be reviewed, assessed and improved. Monitoring results of grants administration is also essential to ensuring such programs are achieving their objectives, particularly respecting equity-seeking groups.

- (5) Assessment of Organizations:

This will require each grants program to ensure that its funded organizations or recipients of other supports fulfil the anti-racism, access and equity policy outlined above. The policy is designed to ensure full civic

participation of all communities and specifically to engage in efforts to achieve equality for all of Toronto's communities.

In addition, each grants program will require organizations receiving funds to develop access and equity action plans and to submit a report on this annually along with the grants application form. This information will be used in the grants assessment as well as become part of the information which will be analyzed and submitted to Council.

#### IV. Policy Implementation:

All of the City's grants programs are required to integrate the above policy and principles within their operations. This will be done in ways that are appropriate to the operations of each grants program and their capacity to undertake the activities identified above. To ensure this is being done, all grants programs will report annually on actions being taken to implement this policy.

In addition to reporting out annually, all grants programs will work together to streamline requests from organizations receiving grants from more than one City grant program.

In terms of organizations receiving grants:

- (1) all organizations will be required to file a Declaration of Non-Discrimination;
- (2) organizations with total annual operating budgets greater than \$25,000.00 will be required to submit documentation regarding their anti-racism, access and equity policies.
- (3) organizations receiving one-time grants will be required to include in their grant request how they intend to address the City's policy principles.

The City of Toronto recognizes that inequities, discrimination and disadvantage are generated and maintained through various means, including individual and systemic practices. To address this, the City recognizes that it, as well as organizations seeking and receiving City grants, needs to support the creation of an equitable society. Failure or unwillingness to engage in such activities could result in negative consequences and result in the withholding of City funding or the rejection of an application for funding.

*Clause # 5, Report # 26 of the Strategic Policies and Priorities Committee Adopted by Toronto City Council December 16 & 17, 1998.*

## AIDS Prevention Community Investment Program 2012/13 Budget Guidelines

The AIDS Prevention Community Investment Program provides one year, project-based funding and has established budget expense guidelines as part of the allocation framework to ensure fairness in the project budget allocation review process. The budget allocation review takes into consideration the size of the APCIP budget; the number of project applications; the organizational history of each applicant; and the proposed project activities in relation to the budget. The funding history of returning project applicants is also taken into consideration.

An addendum to support budget requests can be faxed or emailed to APCIP by the application deadline.

<b>AIDS Prevention Community Investment Program 2012/13 Budget Guidelines</b>		
<b>Project Expenses</b>	<b>Guidelines</b>	<b>Comments</b>
<b>Hourly Staff Wages</b>	Maximum is \$37,647/yr @ \$20.70/hr rate (Fixed or non-negotiable)	Maximum amounts are based on 35 hr/wk @ 52 wks.  Staff salaries are not funded as this is project funding. Project funding does not cover severance pay.  Wages and benefits over and beyond maximum based on company policies or labour agreements are not funded.
<b>Fringe Benefits</b>	Maximum 15 % (Fixed or non-negotiable)	Applies only to project staff receiving a wage.
<b>Recruited Positions</b>	Maximum \$11.22/hr (Fixed or non-negotiable)	Funds are allocated for peer-based positions that are specifically involved in the planning, implementation and evaluation of the project.
<b>Advertising &amp; Promotion</b>	Maximum \$500	Funds are provided to promote the project contracted services and other related activities such as recruiting staff, participants and/or volunteers and can include printing.  <b>Funds are not to be used to promote organizational services that are not funded by APCIP.</b>
<b>Consultation / honoraria</b>	Maximum \$20.70/hr	Consultation fees refer to one-time contracted services to individuals or groups to provide expert/professional services and will be reviewed by case merit. Applicants are to provide details such as number of hours/day, total number of days/week, the hourly rate and total amount requested. Approval will take into consideration: 1) need for

		<p>the service in relation to the project activities, 2) availability of services offered by the City of Toronto, 3) additional in-kind contribution made by the applicant to offset costs.</p> <p>Professional credentials of the consultant may be requested.</p> <p>An honorarium is a one-time payment given in recognition of special services or achievement. Honorarium is funded for direct contribution to the project. Honorarium to encourage participants to attend activities is not funded.</p> <p>City of Toronto employees are not eligible to receive gifts for services provided.</p>
<b>Local Travel Expenses</b>	Maximum \$1,000	<p>Travel costs must be calculated based on TTC rates x number of trips x number of persons. Funds are allocated based on bulk purchases. The rates are subject to change and applicants are encouraged to consult with TTC regarding bulk purchase fares of tokens and tickets.</p> <p>For more information contact Toronto Transit Commission at 416-393-4636 (INFO) or <a href="http://www3.ttc.ca/Fares_and_passes/index.jsp">http://www3.ttc.ca/Fares_and_passes/index.jsp</a></p> <p>Other means of local travel will be reviewed on case merit. Applicants must provide details and applicants may be asked to provide organization's travel policies and guidelines.</p> <p><b>Please note:</b> APCIP does not fund TTC passes; travel outside of Toronto or for project staff to travel from home to work.</p>
<b>Printing</b>	Maximum \$2,500	<p>Funds are allocated to print/re-print HIV/AIDS/STI resources/materials i.e., posters, condom cards, pamphlets and print media education messages developed by the project that have been approved by Toronto Public Health.</p> <p>A minimum of 3 cost estimates for printing/reprinting expenses exceeding \$200 is required.</p> <p>Funds will not be allocated for printing that has not received Toronto Public Health approval.</p>
<b>Project Materials &amp; Supplies</b>	Maximum \$1,500	<p>Purchase, development, and/or distribution of illicit substance paraphernalia; purchases of safer sex materials, giveaways and prizes are not</p>

		<p>funded. (safer sex and harm reduction supplies are provided by other Toronto Public Health programs).</p> <p>Funds are allocated for the purchase of educational/training materials, hygiene products, office supplies, stationary, display resources, flip chart/paper, etc.</p> <p>Food and refreshment costs will be allocated based on case merit.</p>
<b>Resource Development</b>	Maximum \$1,000	<p>Funds are allocated for activities such as writing, editing, design/layout, artwork and translation. Focus should be on the process.</p> <p>The maximum does not include printing cost.</p> <p>Applicants must submit 3 estimates for jobs costing more than \$200.</p> <p>The resource must be reviewed and approved by Toronto Public Health.</p>
<b>Workshop/Forum Expenses</b>	Maximum \$1,500	<p>Funds allocated are used for the purchase of refreshments, equipment rentals, display resources, and in some instances, fees to attend special events. Space rental is generally not funded unless a special case can be made as it is expected that space will be provided by a community partner or given in-kind.</p> <p>APCIP does not provide funding for the purchase of prizes or give-aways.</p>
<b>Other Expenses</b>	Maximum \$1,000	<p>Review by case merit. Refers to any expense that is not articulated as a budget expense. Examples: childcare, special entrance fees, evaluation etc.</p> <p>Projects applying for evaluation costs beyond general evaluation (indicated below) must submit a separate evaluation proposal that includes a dissemination plan of evaluation report.</p>
<b>Evaluation</b>	2% of project cost up to \$1,000 maximum	<p>General evaluation of project as indicated in your workplan. 2% of project cost up to a maximum of \$1,000 is given to offset the staff time it takes to prepare reports.</p>
<b>Administration</b>	Not funded	<p>APCIP <b>does not</b> provide funds for Administration</p>

	<p>Costs (rent, utilities, office equipment, bookkeeping/audit costs or Trustee fees) and Organization costs (fundraising, maintenance, or salaries) for staff who spend time on work related to the overall operations of the organization (such as an executive director, receptionist, or bookkeeper).</p>
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**Funding Initiatives:**

The AIDS Prevention Community Investment Program provides funding for a variety of HIV/AIDS prevention initiatives. The following are a few examples of the diverse HIV/AIDS prevention activities that are funded by APCIP:

- **Workshops** - Presentations/Education Sessions/Forums/Training Sessions (including Peer/Volunteer)
- **Outreach** - Peer Outreach/Information Sessions/ Community/Social or Venue-based Events/Displays/Harm Reduction/Resource Distribution/Circles/Community Events/Networks/Advisories
- **Recruitment** – Peers/Volunteers
- **Development of Educational Materials/Resources** - Posters/Pamphlets/Newsletters/Zines/Public Service Announcements/Harm Reduction Messages/Health Promotion Messages
- **Media Outreach/Contact/Interaction** - Newspaper, Magazine & Periodical Articles/Radio-TV Messages & Interviews
- **Publications** - Printed Reports in Academic Journals/Magazines

Please note: APCIP reserves the right **not** to fund or to fully support any proposed project activity if insufficient funds are available, the proposed activity is unrealistic, not suited to the service population and/or there is little or no evidence to support the effectiveness of the proposed activity.

**Web-based HIV/AIDS prevention education outreach:**

- HIV/AIDS internet or web-based prevention education outreach activities must be part of a comprehensive HIV/AIDS strategy that is supported by the Ministry Health and Long Term Care, AIDS Bureau and Toronto Public Health.
- Project requests for HIV/AIDS internet outreach will be considered as an integrated component of a project’s HIV/AIDS prevention education outreach strategy.
- The development of web-based HIV/AIDS outreach resources should be collaborative and part of a comprehensive HIV/AIDS strategy.
- The criteria for the development of web-based HIV/AIDS outreach resources are consistent with the established guidelines for the development of any HIV/AIDS resource.

**APCIP does not provide funding for web design, maintenance or posting of banners and/or ads on websites. APCIP does not provide funding for Administration Costs; see Budget Guidelines.**