



## STAFF REPORT ACTION REQUIRED

### Ineligible Applicants to the 2008 Community Service Partnerships

<b>Date:</b>	January 24, 2008
<b>To:</b>	Community Development and Recreation Committee
<b>From:</b>	Executive Director, Social Development, Finance & Administration
<b>Wards:</b>	All
<b>Reference Number:</b>	

#### **SUMMARY**

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This report presents the results of the eligibility assessment of 243 applicants under the 2008 Community Service Partnerships (CSP).

A total of 14 new applicants applied for funding under the 2008 CSP. Based on screening using the CSP eligibility criteria, it is recommended that 7 applicants do not proceed to the assessment phase of the 2008 CSP allocations process. A total of 229 returning organizations submitted applications to the 2008 CSP.

#### **RECOMMENDATIONS**

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**The Executive Director, Social Development, Finance and Administration recommends that:**

1. the following 7 new applicants determined to be ineligible at this stage of the assessment process be advised that they are not eligible for support under the 2008 Community Service Partnerships (CSP):
  - a. Africanadain Mediation and Community Services
  - b. Bangladeshi-Canadian Community Services
  - c. Chinese Professional Women of Canada
  - d. East Area Women's Mental Health of Toronto (Margaret Frazer House)
  - e. First Portuguese Canadian Cultural Centre
  - f. Madbakh Women's Initiative, Inc.
  - g. Metro Street Focus Organization

2. the following 7 new applicants determined to be eligible proceed to the assessment review:
  - h. East Metro Youth Services
  - i. East York East Toronto Family Resources
  - j. Elizabeth Fry Society of Toronto
  - k. Franklin Horner Community Centre
  - l. Humewood House Association
  - m. Literature for Life
  - n. Youthlink; and
  
3. the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

### **Financial Impact**

There are no financial impacts arising from this report.

The Deputy City Manager and Chief Financial Officer has reviewed this report and agrees with the financial impact information.

### **DECISION HISTORY**

This report identifies ineligible applicants to the 2008 Community Services Partnerships program. Committee will hear appeals and forward its recommendations to the Community Development and Recreation Committee, which then makes recommendations to City Council.

### **ISSUE BACKGROUND**

The review of funding requests under the Community Service Partnerships (CSP) is undertaken in two phases. During the first phase, basic eligibility is determined, and ineligible applications are not recommended for further consideration. Applicants are identified as ineligible if they: submit late applications; are in default with the City of Toronto because of a failure to meet the terms and conditions of any previous City of Toronto funding; fail to meet one or more of the CSP eligibility criteria; or if the application submitted is so incomplete that eligibility cannot be assessed. CSP eligibility criteria are listed in the Program Guidelines on the City's website at [www.toronto.ca/grants/csp/index.htm](http://www.toronto.ca/grants/csp/index.htm). Eligible applications proceed to the assessment phase of the process.

The Community Service Partnerships (CSP) operates as an ongoing funding program for not-for-profit, community based human service organizations. The mission of CSP is to

facilitate access to services that improve social outcomes for vulnerable, marginalized and high-risk communities. The CSP has a comprehensive risk management framework which has been developed as a systematic approach to maximizing the likelihood that funding program goals will be met. The eligibility and assessment phases of the review are essential steps in identifying the capacity of applicants to manage public funds and deliver effective partnership programs that further the city's strategic directions.

## **COMMENTS**

A total of 14 new applicants requested funds under the 2008 CSP. Each of these applications was screened against the CSP eligibility criteria. Based on this screening, 7 organizations are not recommended for further consideration and 7 organizations are recommended to proceed to the assessment phase.

Seven new applicants are not recommended for further consideration because they submitted substantially incomplete applications or they did not meet one or more of the organizational eligibility criteria (such as having the systems and structures to deliver the proposed programs). See Appendix B for details on each ineligible applicant.

### **Developmental Organizations:**

Five of the 7 new applicants listed as ineligible were also determined to be developmental organizations. The CSP is designed to support programs in organizations with demonstrated capacity and infra-structure and is therefore not able to fund start-up costs, new programs or capacity development within emerging organizations. The City of Toronto offers non-financial support to developmental organizations through the Community Resources Section and other City divisions.

### **Application process:**

For 2008, CSP applicants filled out their applications on-line using the Corporate Grants Information System (CGIS). The CGIS is a major innovation in e-business service for the City, developed to improve the application process for applicants as well as to provide better capacity for CPIP programs to coordinate assessment and monitoring activities and report on performance measures across all City funding programs.

During the 2008 application cycle, usernames were issued for 259 organizations who had been previous applicants or who requested access to the on-line system. 229 returning organizations completed their submissions on-line. The on-line submission process is a major change in business practice, and representatives from 211 agencies attended 25 workshops held at the City's computer labs at St. Lawrence Hall for training on how to use the new system.

Individual support was provided to address applicants' specific needs in completing the on-line submission, and a helpline was open during extended business hours to answer questions about logging in, data entry, saving problems as well as addressing questions

about the type of information required by CSP. A survey is being circulated to all applicants to gather information on user experiences, database performance and training needs.

Due to technical problems with the performance of the on-line system, the deadline for submissions was extended to ensure no organizations were unable to submit on time because of the change in application process. As a result, there are no late applications reported for the 2008 CSP.

A number of supports are available prior to the CSP application deadline to help organizations understand the CSP program guidelines, criteria and timelines. Two CSP information sessions were held at Metro Hall in November and December, 2007. In addition, staff provided individual support for some applicants by phone or by appointment. A series of workshops is provided throughout the year for developmental organizations to increase their ability to build strong, accountable organizations and increase their capacity to present their funding applications effectively.

<b>NEW</b>		<b>RETURNING</b>	
<b>Eligible</b>	7	<b>Eligible</b>	229
<b>Ineligible (did not meet criteria)</b>	7	<b>Ineligible (did not meet criteria)</b>	0
<b>Total New Applicants</b>	14	<b>Total Returning Applicants</b>	229

## **CONTACT**

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## **SIGNATURE**

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Nancy Matthews  
Executive Director, Social Development, Finance & Administration

## **ATTACHMENTS**

Appendix A: List of New Applicants to the 2008 CSP  
Appendix B: Summary of Ineligible New Applicants to the 2008 CSP

## Appendix A: List of New\* Applicants to the 2008 CSP

### Ineligible New Applicants

- (1) Africanadian Mediation and Community Services
- (2) Bangladeshi Canadian Community Services
- (3) Chinese Professional Women of Canada
- (4) East Area Women's Mental Health of Toronto (Margaret Frazer House)
- (5) First Portuguese Canadian Cultural Centre
- (6) Madbakh Women's Initiative, Inc.
- (7) Metro Street Focus Organization

### Eligible New Applicants

- (8) East Metro Youth Services
- (9) East York East Toronto Family Services
- (10) Elizabeth Fry Society of Toronto
- (11) Franklin Horner Community Centre
- (12) Humewood House
- (13) Literature For Life
- (14) Youthlink

\* Applicants are defined as new when they have not been funded by the program for one or more years or they have received notification of final year funding in the previous year.

## Appendix B: Summary of Ineligible New Applicants to the 2008 CSP

### Ineligible New Applicants:

#### 1) Africanadian Mediation and Community Services

The organization has requested funding of \$35,000.00 for the Community Mediation Service program and \$35,000 for Core Administration for a total request of \$70,000.00.

The organization is not eligible for 2008 Community Services Partnership funding. The organization does not have diverse and stable funding sources. The application did not demonstrate that the organization has the required organizational and financial systems and structures to deliver the proposed program. The organization did not submit a reserve policy and business plan. The funding request for core administration is larger than the guidelines allow. The organization is determined to be developmental.

#### 2) Bangladeshi Canadian Community Services

The organization has requested funding of \$181,926.40 for the 2008 CSP program to provide information and access to resources for the Bangladeshi community in Crescent Town and the surrounding area.

The organization is not eligible for funding under the 2008 CSP. The organization does not have diverse and stable funding sources. The organization did not demonstrate that it has the organizational and financial systems and structures to deliver the proposed program. The organization submitted an application that was substantially incomplete and did not submit an audited financial statement, therefore the overall financial position of the organization could not be determined. It did not submit an organizational chart showing staff and volunteer structure, a reserve policy and business plan. The funding request is larger than the guidelines allow. The organization is determined to be developmental.

### 3) Chinese Professional Women of Canada

The organization has requested funding of \$40,000.00 for the Women Help Women Self-support program to support Mandarin speaking immigrant women to reduce isolation, become involved in decision making processes, enhance self-esteem, develop their interests, abilities and expand their skills through activities. The organization has also requested \$10,000.00 for Core Administration for a total request of \$50,000.00.

The organization and the program are not eligible for funding under the 2008 CSP. The organization does not have diverse and stable funding sources. The organization does not have reasonable reserves and a business plan to address this issue to ensure the financial viability of the organization. The application did not demonstrate that the organization has the required organizational and financial systems and structures to deliver the proposed program. The program is a new program and does not meet the CSP eligibility criteria. The organization is determined to be developmental.

### 4) East Area Women's Mental Health of Toronto (Margaret Frazer House)

The organization has requested funding of \$50,000.00 for the Margaret Frazer House program to expand supports to women with mental illness living independently in the community, using the psychosocial rehabilitation program model.

The organization is not eligible for 2008 Community Services Partnership funding. Its mandate and programs to provide housing and support services for women with mental illness are primarily the responsibility of other orders of government. The Ministry of Health and Long Term care is the primary funder for services provided by the applicant. The organization operates supportive residential accommodation and the proposed program would extend the psychosocial support program beyond the housing site to women living in the community.

### 5) First Portuguese Canadian Cultural Centre

The organization has requested funding of \$50,000.00 for the First Portuguese Seniors Centre Program to hire a program assistant to further develop existing resources to support the seniors' drop-in centre. The organization has also requested \$2,500.00 for Core Administration for a total request of \$52,500.00.

The organization is not eligible for funding under the 2008 CSP. The application did not meet the CSP criteria in the areas of governance, financial management and program delivery. The information in the application was inconsistent and the viability of the proposed program could not be determined.

6) Madbakh Women's Initiative, Inc.

The organization has requested funding of \$51,000.00 for the Community Kitchen/Catering Business program.

The organization is not eligible for funding under the 2008 CSP. The organization does not have diverse and stable funding sources. The organization did not demonstrate that it has the organizational and financial systems and structures to deliver the proposed program. The organization submitted an application that was substantially incomplete and did not submit an audited financial statement, therefore the overall financial position of the organization could not be determined. It did not submit an organizational chart showing staff and volunteer structure, a reserve policy and business plan. The organization is determined to be developmental.

7) Metro Street Focus Organization

The organization has requested funding of \$35,000.00 for the Street Outreach Services program to enable the organization to hire a part-time Program Coordinator and build its organizational capacity.

The organization and the program are not eligible for funding under the 2008 CSP. The organization and the program work primarily with the homeless population. The organization does not have diverse and stable funding sources. The application was substantially incomplete. The organization did not submit a reserve policy and business plan, their anti-racism, access and equity policy, implementation plan and complaints process, or a copy of constitution/bylaws and an organizational chart showing staff and volunteer structure. The application did not demonstrate that the organization has the required organizational and financial systems and structures to deliver the proposed program. The organization is determined to be developmental.