

## City of Toronto Community Grants Policy

Date: May 29, 2019

### 1. Preamble

The City of Toronto recognizes that grants serve an important role in achieving the City's health, social, cultural, economic, equity and environmental goals. The services and programs supported at the community level by City grants benefit City residents, enhance City services and help to obtain financial resources and other assistance from the community, businesses and other levels of government.

The City is committed, through its grants program, to building an inclusive society, reducing barriers and providing an accessible environment in which all residents, including equity-seeking and Indigenous groups, can access City services, programs and resources in a fair and equitable manner.

The City recognizes and respects the unique status and cultural diversity among the Indigenous community of Toronto. The City commits to working with the local urban off-reserve First Nations, Métis and Inuit peoples to explore ways in which its granting programs can strengthen the capacity of Indigenous-led organizations and urban planning councils and coalitions to plan, lead and deliver initiatives as self-determined by and for Toronto urban Indigenous communities.

The City further commits to ensuring equitable access to granting which includes, but is not limited to, targeted funding support and Indigenous-specific funding streams, particularly in instances where there exists a history of inaccessibility to funds that would be beneficial to Indigenous communities. It is further understood that within any and all grants streams, there may exist unique considerations for Indigenous applicants that fall outside of common budgetary guidelines, including but not limited to: resources for culture, Elders, language, land-based activities, ceremonies, traditional foods, clothing, items, medicines and other respective identity and cultural needs/customs.

### 2. Purpose

The purpose of this policy is to:

- a. provide a transparent process for the issuance of community grants by the City;
- b. provide clear eligibility criteria for grant applicants; and

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- c. confer on Division Heads the delegated authority to issue community grants within the terms and conditions set out in this policy.

### 3. Scope

This policy applies to all grant funding activities pursuant to the *City of Toronto Act, 2006 Section 83*. It does not apply to the following:

3.1 Grant funding activities carried out under the authority of other sections of the City of Toronto Act;

3.2 Grant funding activities carried out under the authority of Acts other than the City of Toronto Act;

3.3 Grant funding activities administered by the City on behalf of an external grant-maker; and

3.4 In-kind granting activities carried out under the authority of the City of Toronto Act, any other Act, or on behalf of an external grant-maker.

### 4. Definitions

“Division Head” means a City official directly responsible for any division or other entity established under the authority of City Council and includes the Division Head’s designate or successor;

“Grant” means grant funding authorized under section 83 of the *City of Toronto Act, 2006*;

“Grant Program” means a program that allocates Grants to organizations, and/or individuals where applicable, to meet objectives specified by City Council or a Division Head acting under the authority of City Council;

"Partisan Political Activity" means an activity which directly or indirectly opposes or supports a specific political party, a candidate for election or an elected official.

"Indigenous-led organizations" are broadly defined as organizations with a mandate to serve Indigenous communities, operate under Indigenous governance models, have executive and senior management who identify as Indigenous, are primarily staffed by Indigenous community members and/or follow an Indigenous service model.

"Equity-seeking groups" include women, racialized groups, people with disabilities, immigrants and refugees, undocumented individuals, LGBTQ2S people, people of low income, and other groups the City identifies as historically underrepresented.

### 5. Eligibility for Grants

Grant Programs may be open to organizations and/or individuals, as outlined in the applicable guidelines.

#### *5.1 Eligibility for Organizations*

To be eligible to receive a grant from the City of Toronto, all organizations must meet the following conditions:

- a. the organization shall be 1) located within the boundaries of the City of Toronto, or 2) an urban off-reserve Indigenous-led organization located in the City of Toronto which may also provide culturally-based programming outside the boundaries of the City of Toronto;
- b. the services funded through the grant shall take place within the boundaries of the City of Toronto, with the exception of services being delivered by urban off-reserve Indigenous-led organizations, that yield direct benefits for the urban Indigenous communities of Toronto;
- c. it is further understood that within any and all Grant Programs, there may exist unique considerations for applications from Indigenous-led organizations that fall outside of common budgetary guidelines;
- d. the organization shall provide information which demonstrates that it does not, in the absence of the grant, have the financial resources necessary to undertake the activity for which the grant is requested;
- e. the organization shall have legal not-for-profit or charitable status or be an urban off-reserve Indigenous-led organization or community centre that is part of the Association of Community Centres, or at the discretion of the Division Head, be an unincorporated arts collective operating on a not-for-profit basis;
- f. the organization shall not be or have not been indebted to the City or be in default of the terms and conditions of any agreement (including any previous grant agreement) with any division, agency, board or commission of the City of Toronto, all under the discretion of the Division Head;
- g. the organization must submit a completed application form and confirm that all information provided in the application form and related attachments is true, correct and complete, as verified by an authorized official of the organization;
- h. the organization shall comply with any other requirements that are identified as mandatory in the guidelines pertaining to a Grant Program; and

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- i. applicants that fail to meet any of the above requirements shall be deemed ineligible unless the Division Head with authority over the Grant, in the Division Head's sole authority, waives the condition.

### ***5.2 Eligibility for Individuals***

To be eligible to receive a Grant from the City of Toronto, all individuals must be a resident of the City of Toronto, in addition to meeting individual Grant Program requirements.

## **6. Application Process**

A Division Head shall ensure that an application form, guidelines and outreach strategy to inform potential applicants are developed for each Grant Program within the Division Head's authority. The guidelines shall set out all eligibility criteria for the Grant and shall include all relevant information on how to complete an application form and how applications shall be evaluated and approved. The guidelines shall be in accordance with the City of Toronto Grant Principles document, an Appendix to this policy.

A Grant Program may, but is not required to, have an appeal process. If there is an appeal process, the guidelines shall include instructions for making an appeal.

Urban off-reserve Indigenous-led organizations who have participated in more than one appeal process during their application history to a Grant Program must be reviewed by way of an Indigenous peer review.

## **7. Right to Deny Grants**

A Division Head may, in the Division Head's sole discretion, deny any application for a Grant, including those applications that meet all required criteria, if the demand for Grants is greater than the funding available for allocation or the Division Head is of the opinion that it is in the best interests of the City that the application be denied.

Non-Indigenous organizations applying to Indigenous-specific Grant Program or who are acting as program/service delivery agents for Indigenous specific initiatives may be denied a Grant unless they demonstrate a clear and confirmed Indigenous partnership in order to protect the integrity of Indigenous rights to self-determination. For applicants applying for Indigenous programs, services or initiatives, preference must be granted, where possible, to Indigenous-led organizations.

### **8. Agreements**

Prior to receiving a Grant, successful applicants shall be required to enter into an agreement with the City of Toronto outlining the terms and conditions for receiving the Grant including terms and conditions in respect of the following matters:

- Limits on the use of the Grant;
- Any applicable milestones or deliverables;
- Reporting requirements to the City on the use of the Grant, service deliverables and outcomes achieved;
- An audit to verify information and to ensure compliance with the Grant agreement;
- The circumstances in which the City is entitled to reduce funding or cancel a Grant;
- The requirement to obtain City approval for any change to the proposed project (once funding is approved);
- Acknowledgement of the City with use of the City of Toronto logo, under the conditions for use of said logo, in electronic and print media as part of a visible campaign;
- Agreement to comply with all applicable laws, regulations and by-laws and with all applicable City policies and guidelines; and
- The requirement to complete and sign the Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy form.

### **9. Partisan Political Activity**

Grant recipients shall not use a Grant for the purpose of engaging in a Partisan Political Activity. In the event there is a dispute whether an activity is a Partisan Political Activity, the Division Head with authority over the Grant shall make a determination and the determination of the Division Head shall be final.

Through its funding, the City of Toronto creates opportunities for communities to play a role in shaping public policy as a way to support an active and engaged civil society. However, these investments are not an endorsement of any particular political or policy perspective held by Grant recipients.

### **10. Delegated Authority**

A Division Head may allocate funds approved by City Council for a Grant Program provided that all requirements of the Toronto Grants Policy have been met and the Grant complies with any other terms and conditions required by City Council. Furthermore, delegated authority is understood to include authority to renew existing Grant agreements and apply increases to the Grant such as cost of living, without going back to City Council, provided that any additional funding is within the Division's approved budget.

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If a Grant made to an organization is not used in whole or in part by said organization, a Division Head may reallocate the unused portion of the Grant to another eligible organization provided that all requirements of the Toronto Grants Policy have been met and the Grant complies with any other terms and conditions required by City Council.

### **11. Reporting Requirements**

A Division Head reports to City Council on Grants made based on each Division's reporting requirements.

### **12. Complaints/Inquiries:**

[Complaints](#) and inquiries about the Grant Program are directed to the Division. Divisional contacts and processes are accessed on the City of Toronto site [Complaints](#). The Division Head is required to have a complaints policy related to Grants.

### **13. Replacement of Policies**

This Toronto Grants Policy replaces the following:

- Toronto Grants Appendix A of City of Toronto Grants Policy Anti-Racism, Access and Equity Policy Amendment 2013
- Toronto Grants Policy 2008
- Guidelines Applicable to Recipients of Grants from the City of Toronto and its Agencies, Boards and Commissions 1998
- City of Toronto Policy on Political Activities 2003
- Policy on the Consideration of Unrestricted Reserves and Operating Surpluses in the Assessment Process

### **Appendix to the Toronto Grants Policy, 2019 City of Toronto Grant Principles**

As stewards of public funds, City of Toronto grant makers are committed to positive and meaningful results in the City through working with community organizations, residents and other grant makers city-wide.

The purpose of this document is to provide a broad context and minimum requirements for City of Toronto Grant Programs. Grant makers can also provide further specificity about their particular Grant Programs.

As outlined in the 2017 document [For Public Benefit: City of Toronto Framework for Working with Community-Based Not-For-Profit Organizations](#), the relationship between the City of Toronto and non-profit organizations is based on principles that reflect the most effective ways of working together. The principles include committing to transparency, openness, accountability, equity, diversity, and inclusion, both as principles and as tools for ensuring that the impact of effective city-sector collaborations are enjoyed by all residents in Toronto.

These principles also include special recognition and consideration of First Nations, Inuit and Métis rights as they are distinctively recognized and affirmed in Section 35 of the Canadian Constitution.

#### **Transparency**

*Transparency Definition:* City of Toronto grant makers operationalize transparency by functioning in a way where actions are clear, evident and easy-to-see and understand.

- *Communication:* Grant makers will clearly communicate key information including priorities, key dates and eligibility criteria on the Grant Program website and other publicly available and documents in an accessible format. Grant makers may also communicate key results such as the number of applications received in the previous year as well as the number of grants allocated, average grant amount and the range of the grant amounts allocated.
- *Decision-making process:* The process by which funding decisions are made will clearly outline the various decision-making steps and be communicated to all applicants, including the criteria used to assess applications. Selection panel members/jurors make funding recommendations based on which applicants are eligible and best meet assessment criteria specific to the particular Grant Program, including equity criteria, where applicable. Lastly, the governing body of the grant maker makes funding decisions or provides delegated authority to Divisional leadership to do so. There may also be an option for appeals.
- *Fair Outcome:* Grant selection panels, consisting of community members and/or subject matter experts, supported by City of Toronto grant makers, make funding recommendations.

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Selection panel members will be selected on the basis of expertise and to reflect the diversity of Toronto. Selection panel members will use an equity framework, such as the City's Equity Lens: An Equity Impact Assessment Tool, and be oriented to the respective policy and regulations that are to be followed. City of Toronto employees and selection panel members will respect and comply with the [Conflict of Interest and Confidentiality Policy](#), Toronto Municipal Code, Chapter 192, and indicate where they have a conflict of interest with an applicant. Those with a declared conflict of interest will not participate in the assessment, the discussion of those particular applications and/or will not participate in the selection panel.

A high degree of inter-relationship exists within Indigenous groups and communities located within the City of Toronto due to the size and demographic composition of Indigenous groups. In the context of Indigenous applicants and Indigenous selection committee members, it is understood that the indirect conflict of interest policy must be reviewed distinctively.

- *Clear Funding Agreements:* A written agreement, contract or Letter of Understanding between the City of Toronto and grant recipients will outline the Grant conditions such as expected results, timelines, reporting requirements, evaluation criteria, payment schedule, clear provision for use of funds and/or program changes, risk assessment and monitoring, dispute resolution, contract termination and the obligations of both parties.
- *Routine Disclosure:* Grant makers will disclose names of grantees, recipient Ward and funded amounts in the City's Open Data Catalogue. Grant makers may also share key components of grantee proposals, allocations and reports. Grant makers may release the names of individuals and/or organizations involved in the grant selection panels. Unsuccessful applicants may seek feedback from grant makers on why their application was not funded and areas for improvement.
- *Contact information:* City of Toronto grant makers may ask grant applicants and/or recipients for consent to send emails about other Grant Programs or share their contact information with other City of Toronto representatives regarding other Grant and/or capacity building opportunities.

### Openness

*Openness Definition:* Openness is an overarching concept that is characterized by a willingness to adapt, be responsive and be customer service-oriented.

- *Staff support:* Grant makers will ensure staff telephone and email contact information is provided in grant guidelines to assist applicants in contacting staff.
- *Grant priorities:* Grant makers will engage diverse Torontonians, including groups that have traditionally not had access, including equity-seeking and Indigenous groups, to identify and review needs and trends so that Grant Programs can be adjusted, improved and remain relevant to reflect existing City strategies.



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Grant priorities for Indigenous-specific funding streams will be taken into consideration across Grant Programs in the spirit of the report from the [Truth and Reconciliation Commission of Canada: Calls to Action \(2015\)](#).

- *Accessibility:* Information about Grant Programs will be provided in accordance with the [Accessibility for Ontarians with Disability Act \(AODA\)](#), at a minimum. Grant makers will provide grant recipients with the Provincial Guidelines for Accessible Events where appropriate.
- *Outreach:* Grant makers conducting information sessions will host them in accessible locations throughout the City and respond to requests for accommodation, according to the City of Toronto's [Equity Lens: An Equity Impact Assessment Tool](#). Grant makers will also provide Grant Program information online. Outreach will also include engaging the social planning bodies and organizations in Toronto that are serving Indigenous people.
- *Flexibility:* Based on equity needs and grant parameters, grant makers will aim to be flexible on the use of funds (e.g. Indigenous groups being able to spend municipal funds on activities outside of Toronto and/or reallocating a certain percentage of a budget line to be responsive to community or cultural need).

### Accountability

*Accountability Definition:* Grant makers are responsible for their actions and decisions and demonstrate commitment to working ethically and efficiently in managing City of Toronto resources.

- [Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy:](#) Grant makers will operate in compliance with the Policy and require grant recipients to review and sign the Policy form. The City of Toronto will not fund applicants that discriminate or whose actions limit the legal rights of people, in any way. For example, the City of Toronto will not fund activities that are contrary to the Toronto Action Plan to Confront Anti-Black Racism (2018), the City of Toronto's Equity Lens: An Equity Impact Assessment Tool and/or the City's Truth and Reconciliation efforts.
  - *Intellectual Property:* Products developed by grant recipients, such as videos, toolkits, and other resources will remain their intellectual property; however, grant makers may require that the products developed are available for public benefit.
  - *Funding agreement compliance:* Grant makers' processes will ensure compliance with funding agreements and that funded activities are progressing as planned.
  - *Grant recipient reports:* Grant makers will make efforts to coordinate around reporting template alignment and ask only for the required/needed data from grant recipients. The data
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will be used to (1) measure progress and document service results and grant funds disbursed; (2) support program development and improvement and (3) identify trends/issues affecting equity-seeking and Indigenous groups. Results will be shared with relevant stakeholders, including other grant recipients, whenever possible.

- *Continuous Improvement:* Grant makers will commit to the continuous improvement of City Grant Programs, whether through a formal program evaluation or other means, to ensure that Grant Programs address current City and community objectives, and are delivered in a transparent, accountable and effective manner.
- *Evaluation:* Grant Programs will be reviewed regularly in the context of the [For Public Benefit: City of Toronto Framework for Working with Community-Based Not-For-Profit Organizations \(2018\)](#), [Data for Equity](#) (previously called 'disaggregated data strategy') and other City initiatives to ensure relevance and value for money. Data for Equity is a coordinated strategy across multiple City divisions to better facilitate the collection, analyzing, reporting and acting on equity-related data.
- *Customer service:* Grant makers will acknowledge communications received by email, phone and/or mail in a timely manner.
- *Complaint management:* Grant makers will have a clear complaints' policy and process to communicate and inform applicants, grant recipient organizations and community members to use. Complaints will be managed in an efficient and effective manner and keeping with the funding agreement. It is the responsibility of each grant recipient organization to have a complaints procedure and to address complaints made about their own services and activities.
- *Advancing equity:* Grant makers will use an equity lens in considering how funding allocations will be tied to communities and their needs, particularly for equity-seeking and Indigenous groups. Also, grant panel members will consider grants from a community-based and [equity lens](#) to identify and remove barriers and seek guidance from the [Truth and Reconciliation Commission of Canada's: Calls to Action \(2015\)](#) and the [Toronto Action Plan to Confront Anti-Black Racism \(2018\)](#), among other resources.

It is encouraged that grant makers will treat First Nations, Inuit and Métis Indigenous urban applicants with unique considerations in accordance with the [Truth and Reconciliation Commission of Canada: Calls to Action](#), the [United Nations Declaration of the Rights of Indigenous Peoples\(2007\)](#) and the [City of Toronto's Statement of Commitment to Aboriginal Communities of Toronto \(2010\)](#). Grant making in the context of the City of Toronto, for Indigenous initiatives, must support the unique social determinants of well-being, cultures, identities, languages, histories and land considerations within an urban off-reserve context.