

Ineligible Applicants to the 2007 Community Service Partnerships

Date:	April 16, 2007
To:	Community Partnership and Investment Program Appeals Sub-committee
From:	Executive Director, Social Development, Finance & Administration
Wards:	All
Reference Number:	

SUMMARY

This report presents the results of the eligibility assessment of 248 applicants under the 2007 Community Service Partnerships (CSP).

A total of 21 new applicants applied for funding under the 2007 CSP. Based on screening using the CSP eligibility criteria, it is recommended that of these new applicants, 15 do not proceed to the assessment phase of the 2007 CSP allocations process.

A total of 227 returning organizations submitted applications to the 2007 CSP. Of these, 2 applicants submitted their proposal after the CSP deadline. To ensure the fair treatment of those organizations that met the application deadline, it is recommended that these organizations not receive further consideration during the 2007 CSP allocations process.

RECOMMENDATIONS

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

1. the following 15 new applicants determined to be ineligible at this stage of the assessment process be advised that they are not eligible for support under the 2007 Community Service Partnerships (CSP):
 - a. Africanadian Mediation and Community Services
 - b. Aisling Discoveries Child and Family Centre
 - c. Baycrest Centre for Geriatric Care

- d. Best Buddies-Vrais Copains Canada
 - e. Black Youth Helpline, Inc.
 - f. Canadian Centre for Women's Education & Development
 - g. East Area Women's Mental Health of Toronto (Margaret Frazer House)
 - h. First Portuguese Canadian Cultural Centre
 - i. Heritage Skills Development Centre (HSDC)
 - j. Parents Families & Friends of Lesbians & Gays (P Flag Toronto)
 - k. Somaliland Community Services of East Africa
 - l. St. Jamestown Festival, Inc.
 - m. Thistletown Community Services Unit
 - n. Vasantham - A Tamil Seniors Wellness Centre Inc.
 - o. West Indian Volunteer Community Support Services
2. the following 2 returning late applicants be advised that they are not eligible for support under the 2007 Community Service Partnerships (CSP):
- p. Canadian Mental Health Association Metropolitan Toronto Branch
 - q. Mood Disorders Association of Ontario & Metropolitan Toronto
3. the following 6 new applicants determined to be eligible proceed to the assessment review:
- r. Big Brothers and Big Sisters of Toronto
 - s. Dixon Community Services
 - t. Elizabeth Fry Society of Toronto
 - u. Horn Of Africa Community Development
 - v. Islamic Social Services and Resources Association
 - w. Promoting Economic Action and Community Health (PEACH)
4. this report be forwarded to the Community Development and Recreation Committee; and
5. 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 staff report to the Appeals Sub-committee identifies ineligible applicants. The committee will hear appeals on these applications and will determine whether or not they

proceed to the assessment phase. The Appeals Sub-committee will forward its recommendations to the Community Development and Recreation Committee, which then makes recommendations to City Council.

ISSUE BACKGROUND

The adjudication 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. 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 by defining what levels and kinds of risk are acceptable in the allocation of funds to organizations, and detailing strategies appropriate to minimizing accepted risks.

COMMENTS

A total of 21 new applicants have requested funds under the 2007 CSP. Each of these applications was screened against the CSP eligibility criteria. Based on this screening, 15 organizations are not recommended for further consideration and 6 organizations are recommended to proceed to the assessment phase.

The 15 new applicants are not recommended for further consideration for various reasons, including: they submitted substantially incomplete applications; they did not meet one or more of the organizational eligibility criteria (such as having the systems and structures to deliver the proposed programs); or they applied for an ineligible program area (such as health programs). See Appendix B for details on each applicant.

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.

The 2 late returning applicants are not recommended for further consideration because they submitted their application after the CSP deadline.

Developmental Organizations:

Nine of the 21 new applicants 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 or capacity development within emerging organizations. The City of Toronto offers non-financial support to developmental organizations through the Community Resources Unit and other City divisions.

Two new applicants are currently receiving funding through the Service Development Investment Program (SDIP). The City of Toronto through the SDIP supports capacity building within high-needs, under-served communities to increase responsiveness to community needs. One organization currently receiving funding through SDIP has built their capacity to develop and manage neighbourhood programs, and has been determined to be eligible for 2007 CSP funding. This application will be considered with other new and increased requests for CSP support.

Late applicants:

Organizations have approximately seven weeks to submit the CSP application package. For the 2007 CSP process, applications were due on December 12, 2006. Organizations have the choice of delivering applications to one of five sites across the City of Toronto or mailing them to City Hall.

For 2007, the application package was made available on the City of Toronto web site for all applicants. Applicants who did not have Internet access could request a package to be mailed. Notice of the upcoming CSP application package was mailed to 517 organizations during the last weeks of October, 2006. An additional 39 copies of the CSP application package were mailed to organizations at their request or were picked up by organizations at CSP information sessions.

To ensure all applicants are treated fairly, extensions are not granted unless the need arises as a result of an administrative error on the part of the City of Toronto. Staff confirmed with the applicants that there was no administrative error on the part of the City that resulted in the late receipt of these applications. The 2 late applicants to the 2007 CSP will not proceed to the assessment phase, but may apply to the 2008 CSP for support. The late applicants are listed in Appendix A and Appendix B of this report.

NEW		RETURNING	
Eligible	6	Eligible	225
Ineligible Late	0	Ineligible Late	2
Ineligible (did not meet criteria)	15	Ineligible (did not meet criteria)	0
Total New Applicants	21	Total Returning Applicants	227

CONTACT

Barbara Finlay, Agency Review Officer, Community Funding Programs Unit
 Social Development, Finance & Administration
 Phone: 392-0102; Fax: 392-8492
 E-mail: bfinlay@toronto.ca

Sue Kaiser, Manager, Community Funding Programs Unit
 Social Development, Finance & Administration
 Phone: 397-7302; Fax: 392-8492
 E-mail: skaiser@toronto.ca

SIGNATURE

Nancy Mathews
 Executive Director, Social Development, Finance & Administration

ATTACHMENTS

Appendix A: List of New and Late Applicants to the 2007 CSP
 Appendix B: Summary of Ineligible New and Late Applicants to the 2007 CSP

Appendix A: List of New and Late Applicants to the 2007 CSP

Ineligible New Applicants*

- (1) Africanadian Mediation and Community Services
- (2) Aisling Discoveries Child and Family Centre
- (3) Baycrest Centre for Geriatric Care
- (4) Best Buddies-Vrais Copains Canada
- (5) Black Youth Helpline, Inc.
- (6) Canadian Centre for Women's Education & Development
- (7) East Area Women's Mental Health of Toronto (Margaret Frazer House)
- (8) First Portuguese Canadian Cultural Centre
- (9) Heritage Skills Development Centre (HSDC)
- (10) Parents Families & Friends of Lesbians & Gays (P Flag Toronto)
- (11) Somaliland Community Services of East Africa
- (12) St. Jamestown Festival Inc.
- (13) Thistletown Community Services Unit
- (14) Vasantham - A Tamil Seniors Wellness Centre Inc.
- (15) West Indian Volunteer Community Support Services

Ineligible Returning Applicants that were Late

- (16) Canadian Mental Health Association Metropolitan Toronto Branch
- (17) Mood Disorders Association of Ontario & Metropolitan Toronto

Eligible New Applicants

- (18) Big Brothers and Big Sisters of Toronto
- (19) Dixon Community Services
- (20) Elizabeth Fry Society of Toronto
- (21) Horn Of Africa Community Development
- (22) Islamic Social Services and Resources Association
- (23) Promoting Economic Action and Community Health (PEACH)

* 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 and Late
Applicants to the 2007 CSP

Ineligible New Applicants:

- (1) Africanadian Mediation and Community Services
The organization has requested funding of \$36,311.20 for the Mediation and Alternative Dispute Resolution as Strategies for Empowering the Community program and \$12,000.00 for Core Administration for a total request of \$48,311.20.

The organization is not eligible for 2007 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 is determined to be developmental.

- (2) Aisling Discoveries Child and Family Centre
The organization has requested \$28,200.00 for the Thriving Children - Kobcinta Caruuta Project.

The application is not eligible for 2007 Community Services Partnership funding. The program has no other sources of funding and is a new program with no previous history. New programs are not eligible for CSP support.

- (3) Baycrest Centre for Geriatric Care
The organization has requested funding of \$50,000.00 for the Wagman Centre program.

The organization is not eligible for 2007 Community Services Partnership funding. In 2004 the organization indicated that its financial management practices were commensurate with those of the hospital sector rather than the community based human service sector. The organization continues to indicate that this has created challenges in meeting CSP eligibility criteria related to unrestricted reserves and management of financial resources. In 2006, the organization received a final funding allocation in order to minimize service disruption. The organization has not demonstrated that it has resolved the previous issues and is therefore not in compliance with CSP eligibility criteria.

- (4) Best Buddies-Vrais Copains Canada
The organization has requested funding of \$25,000.00 for the GTA Expansion Project.

The organization is not eligible for 2007 Community Services Partnership funding. The organization does not meet the CSP guidelines for governance, (board of directors elected from membership, approved access and equity policies, procedures and plans), financial management (receipt of other government funding, reserve policy), program budget (no specific program budget for GTA

expansion program). The application did not provide complete information on the organization's by-laws.

(5) Black Youth Helpline, Inc.

The organization has requested funding of \$37,500.00 for the Organizational Capacity Building program and \$12,500.00 for Core Administration for a total request of \$50,000.00.

The organization is not eligible for 2007 Community Services Partnership funding. The application was substantially incomplete. The organization did not submit an audited financial statement, a reserve policy and business plan, a copy of constitution or by-laws, and an organizational chart showing staff and volunteer structure. The organization does not have diverse funding sources or stable structures and systems in place to operate programs. The application did not demonstrate that the organization has the required organizational systems and structures to deliver the proposed program. The organization is determined to be developmental.

(6) Canadian Centre for Women's Education & Development

The organization has requested \$50,000.00 per year for the 2 year Beyond Basics of Co-parenting project.

The organization is not eligible for 2007 Community Services Partnership funding. The organization did not submit a specific program budget different from the organizational budget. The organization requested funding for a project not an ongoing program and therefore the request does not meet CSP eligibility criteria.

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

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

The organization is not eligible for 2007 Community Services Partnership funding. Its mandate and programs are primarily the responsibility of other orders of government. The Ministry of Health and Long Term care is the primary funder. The Federal Supporting Communities Partnership Investment (SCPI) has funded renovations to the organization's transitional housing. In addition, the organization does not meet the CSP guidelines for governance (membership restrictions, access and equity policies, procedures and plans), financial management (reserve policy), program budget (no specific program budget and no identified sources of funds other than CSP), and program performance history (the program is not currently being delivered).

(8) First Portuguese Canadian Cultural Centre

The organization has requested funding of \$50,000.00 to hire a program assistant and a volunteer coordinator for the Centre to further enhance and maintain recreation program and services for Portuguese older adults in the City of Toronto.

The organization is not eligible for funding under the 2007 CSP. The application did not meet the CSP criteria in the areas of governance and financial management. The organization did not have reasonable reserves and a business plan to address this issue and the financial viability of the organization cannot be verified. The board did not have a strategic plan to address the issue of recruiting new board members to the organization for the past few years.

(9) Heritage Skills Development Centre (HSDC)

The organization has requested \$45,000.00 for the Social Support and Integration Program.

The organization is not eligible for 2007 Community Services Partnership funding. The application did not demonstrate that the organization has the required organizational, governance, and financial systems and structures to deliver the proposed program. The organization is determined to be developmental and is currently funded through the Service Development Investment Program (SDIP).

(10) Parents Families & Friends of Lesbians & Gays (P Flag Toronto)

The organization requested \$15,000.00 for the Outreach and Anti-homophobia program.

The organization is not eligible for 2007 Community Services Partnership funding. The organization submitted an application that was substantially incomplete. It did not submit an audited financial statement, nor a Part A. The organization did not demonstrate that it has the organizational and financial systems and structures to deliver the proposed program. The organization is determined to be developmental.

(11) Somaliland Community Services of East Africa

The organization has requested \$20,086.00 for its Community Mobilization and Outreach program and \$5,770.00 core administration for a total request of \$25,856.00.

The organization is not eligible for 2007 Community Services Partnership CSP funding. The organization's application was incomplete, and eligibility could not be determined. The organization did not submit an audit nor demonstrate that it has the organizational and financial systems and structures to deliver the proposed program. The organization does not have diverse and stable funding sources. It did not submit the letters patent, a reserve policy and business plan, a copy of by-laws, access and equity policies, procedures and plans, and an organizational chart showing staff and volunteer structure. New programs are not eligible for CSP support. The organization is determined to be developmental.

(12) St. Jamestown Festival Inc.

The organization has requested funding of \$20,000 for the Moving Forward for St Jamestown program.

The organization is not eligible for 2007 Community Services Partnership funding. The organization's mandate is cultural and recreational, and does not reflect the Community Services Program guidelines that require a community service mandate. The request for a coordinator to support the festivals is not eligible for CSP support. The organization has received funding from the City of Toronto through the festivals program in 2006. The organization is determined to be developmental.

(13) Thistletown Community Services Unit

The organization has requested funding of \$50,000 for the Volunteer Development program and core administration funding of \$12,500.00 for a total request of \$62,500.00.

The organization is not eligible for funding under the 2007 Community Services Partnership funding. The organization submitted an application that was substantially incomplete. The organization did not submit an audit, nor demonstrate that it has the organizational and financial systems and structures to deliver the proposed program. It did not submit the letters patent, a reserve policy and business plan, a copy of by-laws, and an organizational chart showing staff and volunteer structure. The organization is determined to be developmental.

(14) Vasantham - A Tamil Seniors Wellness Centre Inc.

The organization has requested \$21,533.48 for a new program Building Bridges program to provide seniors across the city with information and education about issues facing youth.

The organization is not eligible for 2007 Community Services Partnership funding. The organization's application was incomplete, and eligibility could not be determined. New programs are not eligible for CSP support. The organization is determined to be developmental.

(15) West Indian Volunteer Community Support Services

The organization has requested funding of \$25,000 for the Youth and Children Program.

The organization is not eligible for funding under the 2007 Community Services Partnership funding. The organization submitted an application that was substantially incomplete. The organization submitted a draft audit and did not submit the letters patent, a reserve policy and business plan, a copy of by-laws, and an organizational chart showing staff and volunteer structure. The organization does not have diverse and stable funding sources and did not demonstrate that it has the organizational and financial systems and structures to deliver the proposed program. The organization is determined to be developmental.

Returning Applicants that were Late

- (16) Canadian Mental Health Association Metropolitan Toronto Branch
The Organization's application was due on December 12, 2006 and was submitted 20 days later on January 2, 2007.

- (17) Mood Disorders Association of Ontario & Metropolitan Toronto
The organization's application was due on December 12, 2006 and was submitted 6 days later on December 18, 2006.