

Appendix C

Application & Assessment Process
2015 Access, Equity and Human Rights (AEHR), Community Safety Investment
(CSI) Programs

Application Process

Organizations applied for funding through the Corporate Grants Information System, the City's online funding database. The online funding system is part of the City's strategy to manage its funding program requests and grant recipient reporting more efficiently.

Guidelines and on-line registration were available on April 2015 with two submission deadlines: June 10, 2015 (CSI) and June 17, 2015 (AEHR).

A total of 120 people representing not-for-profit organizations attended two information sessions. Break-out sessions were introduced this year to help organizations determine the funding programs best suited to the needs and priorities of their communities, talk about their project idea, troubleshoot questions about program criteria, or get help with their applications.

Application Assessment

In order to be recommended for funding, applicants must meet eligibility requirements and demonstrate a strong fit with assessment criteria, described in the program guidelines¹. Core eligibility requirements include: non-profit status, located in the City of Toronto and demonstrated financial accountability. Organizations not incorporated as a not-for-profit must partner with an incorporated trustee organization to provide the financial accountability.

The assessment process includes a review of the following information: project description and rationale, work plan, project budget, organization's documents (financial statements, budget), report on previously funded activities (for returning applicants), and the applicant's capacity to carry out the proposed project/event.

In the continuing efforts to decrease the administrative burden on applicants, organizations that were approved by Council for multi-year funding in 2014 were not required to complete a full proposal. All returning grantees were required to submit a simplified Request for Renewal report that outlines their funded activities over the previous year and their plans for the use of 2015 funding.

Applicants who are not recommended for funding will be provided with an option to appeal the allocations recommendation to a Community Funding Appeals Panel, either in person or in writing. Appeals on funding recommendations will be held in September, 2015.

¹ Program guidelines can be found at [2015 Community Safety Investment Grant Guidelines](#) and [2015 Access, Equity and Human Rights Grant Guidelines](#).