

2017 Grant Guidelines COMMUNITY PROJECTS

Community Projects & Events Grant Program





Community Projects

2017 Grant Guidelines

Table of Contents

1. Advancing City's strategic directions
2. What is your funding need?
3. What are the Community Projects grant goals?
4. What will we fund?
5. Examples of Fundable Activities
6. When can the activities be held?
7. What are the grant sizes & terms?
8. Who can apply?
9. What is the application process?
10. WHO we can and can't fund
11. WHAT we can and can't fund
12. What supports are available?
13. Leveling the playing field for grassroots groups
14. What are the assessment criteria?
15. Additional assessment criteria
16. Can my group appeal funding recommendations?
17. Timelines for decision making
18. Information sessions and clinics dates
19. Contact us!
20. Accommodation

Advancing City's strategic directions

We will fund
Projects that align
with at least two
of the following
City's strategic
directions:

Select from one issue-based strategy:

- Poverty Reduction Strategy
- Toronto Strong Neighbourhoods Strategy

AND one (or more) population-based strategy:

- Toronto Youth Equity Strategy
- Toronto Seniors Strategy
- Toronto Newcomers Strategy Human Trafficking

- These strategies support City's divisional service plans such as the Equity Diversity and Human Right's Strategic Plan, Recreation Service Plan and Parks Plan.

What is your funding need?

Is it to *develop a product, tool or resource* to respond to a community need so that you can ...

- *Increase your organization's impact by doing things better?*
 - *Increase community impact by working with others?*
- *Diversify who you serve and strengthen access and equity?*

If you answered “Yes!”

review the Community Projects grant criteria

and apply for one-time funding!

What are the Community Projects grant goals?

1. Advance at least two of the **City's strategic directions**.
2. **Fund products and tools** that are grounded in the experience of residents, and the creation of community knowledge and assets.

NOTE: Activities that were funded through the previous grant streams may be eligible under this new grant stream. Former grant programs: Access, Equity and Human Rights – AEHR, Community Safety Investment – CSI.

What will we fund?

- Tools and products that support your organization's new or existing projects, programs and/or services
- Products that have a use for your organization beyond the end of the one-year grant
- Creates transferable and/or 'shareable' results so that your project can impact the work of other organizations in Toronto

Examples of Fundable Activities

- ✓ Development of an online tool or website development
- ✓ Feasibility studies
- ✓ Toolkits or guides
- ✓ Community research
- ✓ Sharing and capturing evidence-based best practice models
- ✓ Needs assessments
- ✓ Outreach and advocacy campaigns

When can the activities be held?

Project activities can begin in November, 2017.

- Funding is for **ONE TIME** only.
- The activity must have a clear beginning and an end.
- All applications **MUST** show how it helps advance at least two of the City's strategic directions and benefit equity-seeking groups.
- Funding is **not** for ongoing programs and services.

What are the grant sizes & terms?

You tell us how much it will cost and how long it will take to complete your Project (preferable within 12 months).

Increasing access to City grants: To ensure as many groups as possible have access to City grants -

- A group that is successful in getting a grant in one year will not be eligible to apply for a grant in the next year.
- The same Project idea will not be funded again.
- Groups can only apply once a year for one grant program.

A combined total of \$1,000,000 is available for Community Projects & Events grants in 2017.

Who can apply?

- Community groups of any size can apply (whether you are an incorporated or unincorporated not-for-profit organization)
- Your project will take place in Toronto, benefitting Toronto residents or organizations
- Your group's office and mailing address is in Toronto
- More than half of your board members or group leaders live in Toronto

What is the application process?

• Stage 1: Online Eligibility Screening

- To help organizations self-assess their fit with the grant program criteria
- **Open until June 19**

• Stage 2: Online Letter of Intent (LOI)

- A short application to assess project idea and fit with grant program
- **Deadline: June 19**

Stage 3: Online Full Application

- Only applications that meet all criteria will be invited to submit additional information (a more detailed budget, work plan and up to three additional questions)
- **Deadline: July 31** (notification sent to shortlisted groups by July 17)

What supports are available?

1. Grants staff are available **for phone inquiries** to all applicants.
2. **Information Sessions** will be offered to all applicants and will be held in North York, Etobicoke, Scarborough and Downtown.
3. **Two Drop-In Clinics** will be available ONLY to applicants with operating budgets less than \$500,000 to speak with grants staff.
4. **One Application Clinic** will be offered ONLY to applicants invited to submit full applications, and with operating budgets less than \$500,000. One half-day Clinic (July 20) will be offered to support their efforts to strengthen their full applications.

Leveling the playing field for grassroots groups

- ✓ Applications will be reviewed and **assessed** with other **similar sized organizations**.
- ✓ Groups with operating budgets **less than \$500,000** will be given **priority** for funding.
- ✓ **Two Drop In Clinics** will be available - ONLY for applicants with annual budgets less than \$500,000 to speak with grants staff.
- ✓ **One Application Clinic** will be offered - ONLY to shortlisted applicants (who are invited to submit a full application) with operating budgets less than \$500,000.

Can my group appeal funding recommendations?

- Appeals are available ONLY to applicants who have been invited to the Full Application stage and **recommended** by the review panel, but could not be funded due to lack of available funds.
- Applicants that are eligible to appeal will be identified in the allocations report to Council.
- Appeals will be held in November, and can be made in writing or in person.

WHO we can and can't fund

WHO we CAN fund

- ✓ Not-for-profit groups or organizations (incorporated or unincorporated)
- ✓ Community (human) service organizations/groups
- ✓ Based in the City of Toronto
- ✓ Accountable to the community and representative of the community served
- ✓ Be in good standing with the City of Toronto
- ✓ IF funded: Find and work with a trustee organization (if yours is an unincorporated group)
- ✓ IF funded: Comply with City's Grants Policy

WHO we CAN'T fund

- ✗ Individuals
- ✗ Businesses (for profit entities)
- ✗ An organization that has a mandate from another level of government such as universities, schools, hospitals
- ✗ Industry or trade associations
- ✗ Not Toronto-based (less than 50% of participants & board members are residents of Toronto)
- ✗ Political parties
- ✗ Grant-making organizations

WHAT we can and can't fund

WHAT we CAN fund

(Below are examples of fundable budget line items.)

- ✓ Staff salaries & benefits, consultant fees, honoraria for volunteers
- ✓ Volunteer training
- ✓ Transportation
- ✓ Equipment rentals, and supplies or materials
- ✓ Permit fees, space rental, liability insurance
- ✓ Interpretation and translation
- ✓ Project evaluation
- ✓ Planning and development
- ✓ Developing and supporting partnerships
- ✓ Overhead and administration (up to 20%)
- ✓ Administrative partner (trustee) fees
- ✓ Food and child-minding

WHAT we CAN'T fund

(Below are examples of types of activities that are not fundable.)

- ✗ Ongoing program costs: costs to run your existing programs & services
- ✗ Costs to maintain activities beyond the funded term
- ✗ Additional funding for same product
- ✗ Unproven technologies
- ✗ Advertising campaigns
- ✗ Religious activities/services
- ✗ Political activities
- ✗ Individuals or individual subsidies
- ✗ Fundraising events, or donations to charitable causes
- ✗ Reserve funds, debt repayment, deficit funding
- ✗ Capital costs (i.e. building repairs or renovations)
- ✗ Activities that extend beyond Toronto's borders

What are the assessment criteria?

Strong proposals ...

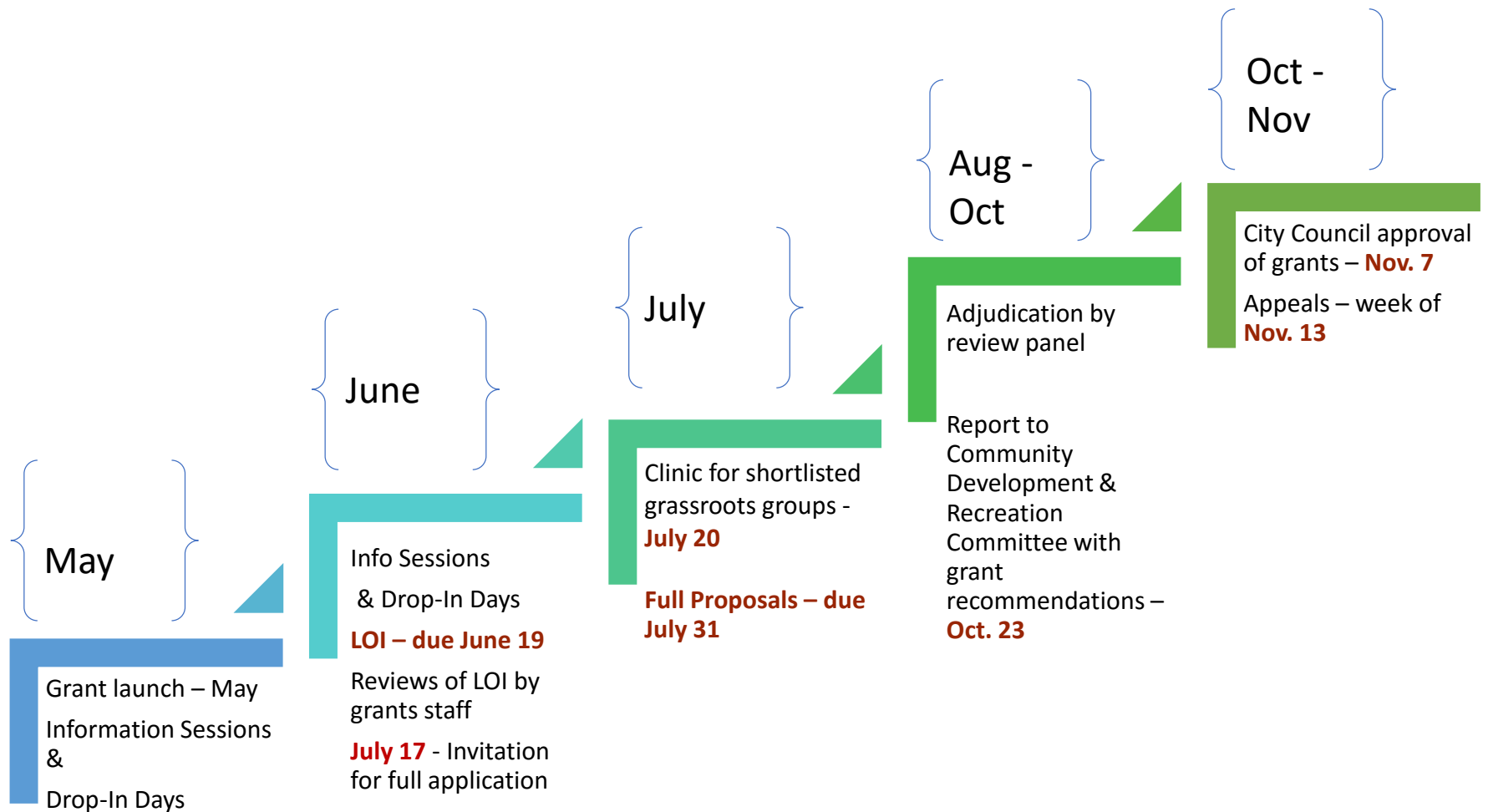
- ✓ Are community-based
- ✓ Shows the extent to which the project advances the City's strategic directions
- ✓ Provides a strong demonstration for project need
- ✓ Compliments/builds on (not duplicates) the efforts of other organizations or the City of Toronto
- ✓ Generates measurable results
- ✓ Demonstrates a strong track record of success
- ✓ Demonstrates organizational readiness to undertake the proposed work
- ✓ Grounded in the experience of residents (need is informed through deep engagement of your residents/participants)
- ✓ Has a strong communications and dissemination plan
- ✓ Can be completed preferably within a 1-year period

Additional assessment criteria

The following are additional assessment considerations in the grants recommendation process:

- Ensure geographic spread across the City
- Ensure distribution of projects across equity seeking populations
- Proposals are prioritized using the City's [Neighbourhood equity scores](#):
 - 5 keys to a strong neighbourhood: Economic opportunities, Social development, Participation in decision-making, Healthy lives, Physical surroundings
 - City identified 31 neighbourhoods as falling below the Neighbourhood Equity Score and requiring special attention.

Timelines for decision making



Information sessions & clinics

Information Sessions – for all

Location	Date	Time
<u>Scarborough Civic Centre</u>	May 25	9:30 am – 12:30 pm
<u>North York Civic Centre</u>	May 26	1:30 pm – 4:00 pm
<u>Etobicoke Civic Centre</u>	May 31	2:00 pm – 4:30 pm
<u>Metro Hall, Room 302 (Downtown)</u>	June 6 (evening)	6:00 pm – 8:30 pm

Drop-In Clinics - restricted

Drop In Clinics are only for groups with operating budgets under \$500,000

Location	Date	Time
<u>City Hall, 14th Floor, East Tower</u>	June 1 (daytime)	9:30 am – 4:30 pm
<u>City Hall, 14th Floor, East Tower</u>	June 7 (daytime)	1:00 pm – 4:00 pm
<u>Metro Hall, Room 310</u>	June 7 (evening)	5:00 pm – 9:00 pm

Contact us!

For Community Projects

- **Oleg Segin**, Agency Review Officer, call 416-392-0102 or email oleg.segin@toronto.ca
- **Kin Wah Siu**, Agency Review Officer, call 416-392-9207 or email kinwah.siu@toronto.ca

Accommodation

Accommodation of special needs (e.g. documents in alternate formats, sign-language interpreters, off-hour meetings) is available as required to ensure that groups can fully participate in the funding process. For accommodation of special needs, please contact the Supervisor, Community Funding at 4196-392-8334 or by email at cgis@toronto.ca.