

# 2017 Grant Guidelines Community Events

Community Projects & Events Grant Program





# Community Events

2017 Grant Guidelines



# Table of Contents

1. What is your funding need?
2. What are the Community Events grant goals?
3. Advancing City's strategic directions
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. What supports are available?
11. Leveling the playing field for grassroots groups
12. Can my group appeal funding recommendations?
13. WHO we can and can't fund
14. WHAT we can and can't fund
15. What are the assessment criteria?
16. Additional assessment criteria
17. Timelines for decision making
18. Information sessions & clinics
19. Contact us!
20. Accommodation

# What is your funding need?

Do you want to create a **neighbourhood activity or event** that brings different groups of residents together to:

- ✓ *Make your neighbourhood better, or*
- ✓ *Keep people active, or*
- ✓ *Help residents learn skills and build leadership?*

If you answered “Yes!”

review the **Community Events grant program criteria**  
and **apply for one-time funding!**

# What are the Community Events grant goals?

1. Advance at least one of the **City's strategic directions**.
2. **Build resident engagement and leadership** by supporting residents to connect, learn and act to improve their wellbeing, neighbourhoods, and community.

**NOTE:** Activities that were funded through the previous grant streams **may be eligible** under this new grant stream. (Former grant programs are: Community Recreation and Community Festivals.)

# Advancing City's strategic directions

We will fund grant applications that align with at least one of the following City's strategic directions:

- **Poverty Reduction Strategy**

OR

- **Toronto Strong Neighbourhoods Strategy**

These strategies support City's divisional service plans such as the Recreation Service Plan and Parks Plan.

# What will we fund?

Neighbourhood activities or events that:

1. Is neighbourhood-based (not city-wide) benefitting local residents
2. Are one-off activities completed within one year
3. Is a neighbourhood improvement or training activity that is new **or** is an add-on to a currently running program
4. Is an existing or new event
5. Includes residents in the planning, implementation and evaluation of the project
6. Is free
7. Have a clear beginning and an end.

# Examples of Fundable Activities

- ✓ **Neighbourhood Improvement** activities like community gardens, safety audits, community clean-ups, movie nights, etc.
- ✓ **Recreational** activities like sport demos, intergenerational community challenges, neighbourhood Olympics or relays, etc.
- ✓ **Training** of volunteers or residents to get coaching/referee certifications, first aid certification, food handling certifications, etc.
- ✓ **Events** like festivals, parades, block parties, etc.



# When can the activities be held?

For Community Activities held between

**November, 2017 - October, 2018**

Funding is for **ONE** year only.

The activity must have a clear beginning and an end.

Funding is one-time only.

Funding is **not** for ongoing programs and services.

# What are the grant sizes & terms?

An applicant may request **\$5,000 to \$10,000** for one year.

**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 event/activity 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. Priority for funding will be given to groups with operating budgets less than \$500,000.



# Who can apply?

- Community groups of any size and based in Toronto can apply
- Priority for funding will be given to groups with less than \$500,000 in annual operating budgets
- All grants are for one year only
- Funding is not for ongoing programs and services

# 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 and work plan)
- **Deadline: July 21**

# 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 \$500,00. One half-day Clinic 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 \$500,00.

# 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.)

- ✓ Permit costs & liability insurance
- ✓ Staff salaries and benefits for funded project
- ✓ Honoraria for volunteers
- ✓ Volunteer training and recognition
- ✓ Dedicated project space
- ✓ TTC tokens, bus transportation
- ✓ Equipment rentals, and supplies or materials required
- ✓ Interpretation and translation
- ✓ Project evaluation
- ✓ Child-minding
- ✓ Overhead and administration (up to 20%)

## WHAT we CAN'T fund

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

- × Ongoing program costs: costs to run your current programs/ services)
- × Costs to maintain activities beyond the funded term
- × Additional funding for same event/activity
- × Awards ceremonies, banquets, receptions, annual general meetings, sport tournaments
- × Activities that extend beyond Toronto's borders
- × Religious activities/services
- × Political activities
- × Individuals or individual subsidies
- × Fundraising events, donations to charitable causes
- × Reserve funds, debt repayment, deficit funding
- × Capital costs (i.e. building repairs or renovations)

# What are the assessment criteria?

## Strong proposals ...

- ✓ Are one-time (not ongoing) initiatives
- ✓ Demonstrate financial need for this funding
- ✓ Advances the City's strategic directions
- ✓ Increases community engagement, leadership and skills of people of different ages, abilities, economic levels and/or cultures;
- ✓ Includes local community partnerships
- ✓ Have a strong communications plan that will let the community know about the event from start to finish
- ✓ Leverages in-kind supports
- ✓ Can be completed in a 1-year period

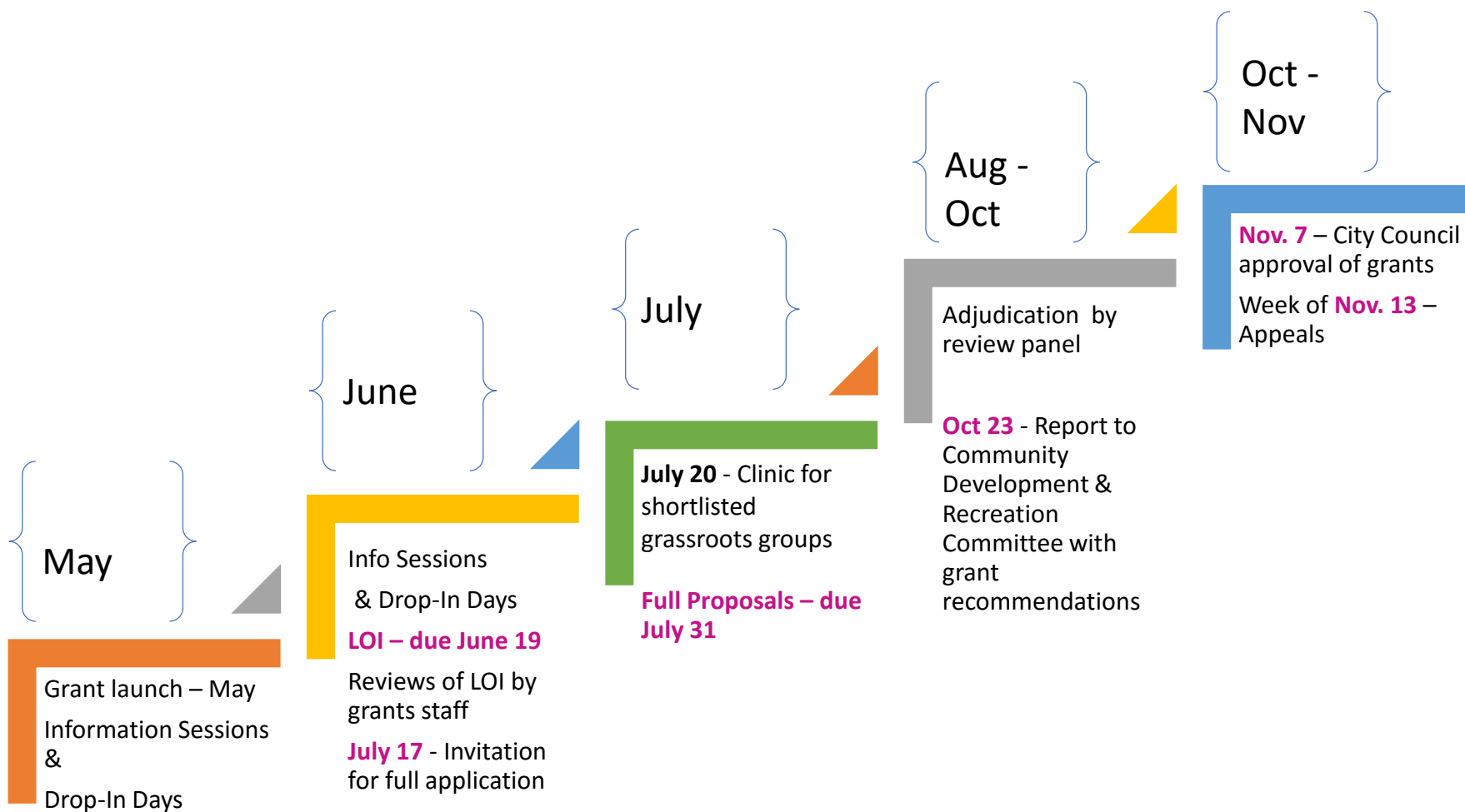


# Additional assessment criteria

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

# Timelines for decision making



# Information sessions & clinics

## Information Sessions – for all

Location	Date	Time
<a href="#"><u>Scarborough Civic Centre</u></a>	May 25	9:30 am – 12:30 pm
<a href="#"><u>North York Civic Centre</u></a>	May 26	1:30 pm – 4:00 pm
<a href="#"><u>Etobicoke Civic Centre</u></a>	May 31	2:00 pm – 4:30 pm
<a href="#"><u>Metro Hall, Room 302 (Downtown)</u></a>	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
<a href="#"><u>City Hall, 14<sup>th</sup> Floor, East Tower</u></a>	June 1 (daytime)	9:30 am – 4:30 pm
<a href="#"><u>City Hall, 14<sup>th</sup> Floor, East Tower</u></a>	June 7 (daytime)	1:00 pm – 4:00 pm
<a href="#"><u>Metro Hall, Room 310</u></a>	June 7 (evening)	5:00 pm – 9:00 pm

---

# Contact us!

## For Community Events

- **Laurie O'Dell**, Agency Review Officer, call 416-392-8527 or email [laurie.odell@toronto.ca](mailto:laurie.odell@toronto.ca)
- **Suzanne Paes**, Agency Review Officer, call 416-392-927 or email [suzanne.paes@toronto.ca](mailto:suzanne.paes@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](mailto:cgis@toronto.ca).