

2018 Grant Guidelines Community Events

Community Projects & Events Grant Program





Community Events

2018 Grant Guidelines



Table of Contents

1. What is your funding need?
2. What are the goals of the Community Events granting stream?
3. Advancing City strategic directions
4. What will we fund?
5. Examples of Fundable Activities
6. WHAT we can and can't fund
7. When can your event be held?
8. What are the grant sizes & terms?
9. Who can apply?
10. WHO we can and can't fund
11. What is the application process?
11. What are the assessment criteria?
12. Additional assessment criteria
13. Leveling the playing field for grassroots groups
14. Information and Application Support
15. Can my group appeal funding recommendations?
13. Timelines for decision making
14. Contact us!
15. 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?
- ✓ Keep people active?
- ✓ Help residents learn new skills and build leadership capacity?

If you answered “Yes!” review the Community Events grant criteria and apply for one-time funding.



Group of male youth on top of a small hill, standing with their bikes



What are the goals of the Community Events granting stream?

1. To foster resident engagement and leadership by funding events that support Torontonians to connect, learn, and act to improve their wellbeing, neighbourhoods, and communities.
2. To advance at least one of the **City's strategic directions**.

Advancing City strategic directions

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

<u>TO Prosperity: Poverty Reduction Strategy</u>	A 20 year plan containing 17 recommendations focusing on housing stability, service access, transit equity, food access, the quality of jobs and incomes, and systemic change.
<u>Toronto Strong Neighbourhoods Strategy 2020</u>	TSNS 2020 partners with residents, businesses, and agencies to invest in people, services, programs and facilities in 31 neighbourhoods to strengthen social, economic and physical conditions and to create local impact for city-wide change.



What will we fund?

Neighbourhood activities or events that:

1. Are neighbourhood-based (not city-wide) and benefit local residents
2. Are one-off activities completed within one year
3. Have a clear beginning and an end
4. Are neighbourhood improvement or training activities that are new **or** are an add-on to a current program
5. Are existing or new events
6. Include residents in the planning, implementation and evaluation of the project

Examples of Fundable Activities

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



Two hands planting parsley in a garden

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
- ✓ 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
- ✓ Food and child-minding
- ✓ Overhead and administration (up to 20%)
- ✓ Administrative partner (trustee) fees

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 funding term
- × Additional funding for same event/activity
- × Award 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)

When can your event be held?

Community Events/Activities can be held between:

June 7, 2018 and May 31, 2019

- 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?

Applicants 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...

- Groups that were successful in either the Projects or Events granting streams in 2017 are not eligible to apply in 2018.
- The same Event/Activity will not be funded more than once.
- Groups may only apply for one grant program (Projects *or* Events) per year.

A combined total of \$1.1 million is available for Community Projects & Events grants in 2018.



Who can apply?

- Community groups of any size that are based in Toronto
- Groups with annual operating budgets of less than \$500,000 will be prioritized for funding
- Unincorporated groups without audited financial statements are eligible but are required to partner with a trustee organization

WHO we can and can't fund

Who we CAN fund:

- ✓ Not-for-profit groups or organizations (incorporated or unincorporated). Unincorporated groups without audited financial statements will need to work with a trustee organization
- ✓ Community (human) service organizations/groups
- ✓ Groups based in the City of Toronto
- ✓ Groups accountable to the community and representative of the community they serve
- ✓ Groups in good standing with the City of Toronto

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 is the application process?

Stage 1: Online Eligibility Screening

- To help organizations self-assess their fit with the grant program
- **Open until February 2nd**

Stage 2: Online Letter of Intent (LOI)

- A short application to assess project idea and fit with the grant program
- **Deadline: February 2nd**

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)
- **Invitation to Submit Full Application: February 23rd**
- **Deadline: March 9th**

What are the assessment criteria?

Strong proposals ...

- ✓ Are community-based
- ✓ Are for one-time or annual (not on-going) Events/Activities
- ✓ Demonstrate financial need for this funding
- ✓ Advance the City's strategic directions
- ✓ Increase community engagement, leadership and skills of people of different ages, abilities, economic resources and/or cultures
- ✓ Include local community partnerships
- ✓ Have a strong communications plan that will engage the community from start to finish
- ✓ Leverage in-kind supports (ex: free space or free food)



Additional assessment criteria

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

- Geographic representation across the City
- Distribution of projects across equity seeking groups
- Prioritization using the City's [Neighbourhood Equity Scores](#)



Leveling the playing field for grassroots groups

- ✓ Applications will be reviewed and **assessed** with other **similar sized organizations**.
- ✓ Groups with operating budgets of **less than \$500,000** will be given **priority** for funding.

Information & Application Support

Information Sessions: Learn about the Projects & Events granting programs and ask questions about your idea.

Location	Date	Time
Scarborough Civic Centre	January 16	2:30 pm – 5:00pm
North York Civic Centre	January 17	9:30 am – 12:00 pm
Toronto City Hall Committee Room #3	January 23	7:00 pm – 9:00 pm
Etobicoke Civic Centre Meeting Room #1	January 24	9:30 am – 12:00 pm

Application Support: Get direct feedback and assistance on your application from City staff.

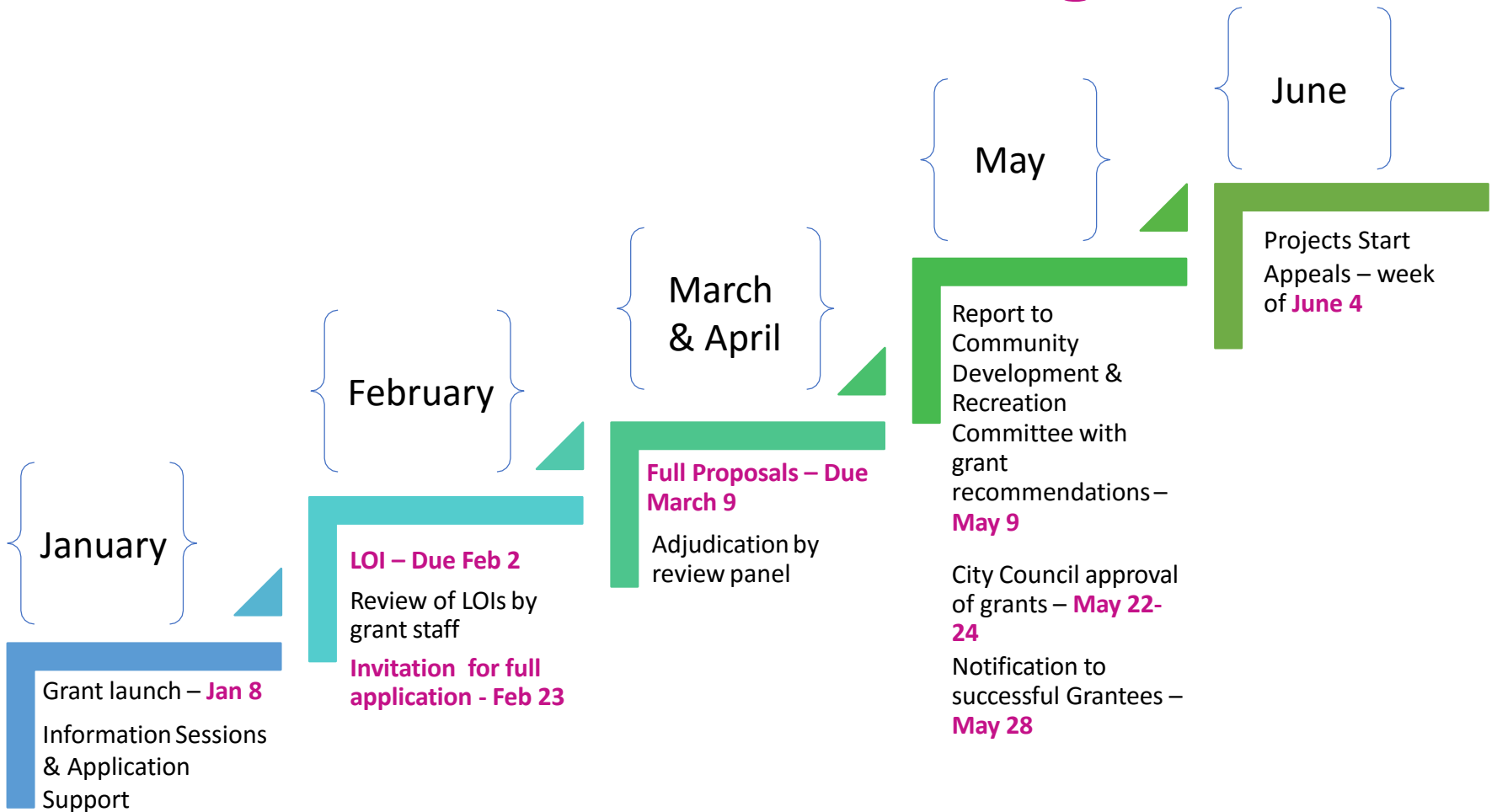
Location	Date	Time
Toronto City Hall	January 29	9:00 am – 4:00 pm
<p>Applicant support may also be given over the phone on January 29th or at any point during the application process. Please email Jennifer.Hoffman@Toronto.ca to secure an in-person or over the phone timeslot.</p>		



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 June, and can be made in writing or in person.

Timelines for decision making



Contact us!

Jennifer Hoffman, Agency Review Officer

Call: 416-392-0102

Email: Jennifer.Hoffman@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.