2018 Grant Guidelines COMMUNITY PROJECTS

Community Projects & Events Grant Program

TORONTO

Community Projects

2018 Grant Guidelines

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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.

Two women sitting at a table with paper and pens, talking and smiling

What are the goals of the Community Projects granting stream?

1. To provide one-time funding for short-term projects to develop **products, tools and resources** that are grounded in the experience of residents, and/or increase the impact of the community services sector.

2. To advance at least two of the **City's strategic directions.**

Advancing City Strategic Directions

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

TO Prosperity: Poverty Reduction Strategy	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.
Toronto Strong Neighbourhoods Strategy 2020	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.

Advancing City Strategic Directions

[Toronto Youth Equity Strategy](#)	The TYES aims to increase resilience and access to supportive systems for youth most vulnerable to involvement in serious violence and crime.
[Toronto Seniors Strategy](#)	A plan to prevent and discourage ageism and enhance respect for older persons while building an accessible, equitable and just society for all.
[Toronto Newcomers Strategy](#)	A plan to improve newcomer settlement through shared leadership, stronger collaboration and a more seamless and well-coordinated service delivery system.
[End Trafficking TO](#)	The City of Toronto is working with a range of partners to increase the availability and effectiveness of services to support trafficked persons.

What will we fund?

- Products, tools and resources that support your organization's new or existing projects, programs and/or services. Ongoing programs are only eligible for funding for new components that will enhance/differentiate traditional program delivery.

- Products that have a use for your organization beyond the end of the one-time grant.

- Projects that create transferable and/or 'sharable' products/results that can impact the work of other organizations in Toronto.

Examples of Fundable Activities

- ✓ Development of an online tool or website

- ✓ Feasibility studies

- ✓ Toolkits or guides

- ✓ Community research

- ✓ Capturing and sharing evidence-based best practice models

- ✓ Needs assessments

- ✓ Outreach and advocacy campaigns

- ✓ Short-term, focused workshop or drop-in series based on the piloting of one of the products/tools listed above

Examples of Funded Projects

The development of a **toolkit** and affiliated training to better equip service providers in Toronto to work with non-status and other precarious status migrant populations. The toolkit will prioritize the voices of these populations to capture the inequality that they face as they attempt to integrate into Canadian society and be socially and civically engaged in Toronto.

The production of a **report** that will capture community knowledge in the interest of building the capacity of educators supporting Black child development.

The development of community-wide **best practices and resources** that strengthen resident capacity by increasing access to garden space and providing support in setting up garden steering communities and other community governance models.

The development of **online resources** for Toronto newcomers and their neighbours interested in leading community-building projects in parks and green spaces in Neighbourhood Improvement Areas.

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

What we CAN'T fund

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

- ✗ Ongoing program costs: costs to run your existing programs & services
- ✗ Costs to maintain activities beyond the funding term
- ✗ 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

When can activities begin?

Project activities can begin after June 7, 2018 and run until May 31, 2019.

- Funding is for **ONE TIME** only.

- The project must have a clear beginning and end.

- All applications must show how project work helps advance at least two of the City's strategic directions and benefits equity-seeking groups.

- Funding is **<u>not</u>** for ongoing programs and services.

What are the grant sizes & terms?

- Applicants are encouraged to request the amount of money they need to complete their project. There are no minimums or maximums set for this granting stream.
- Projects may run from June 7, 2018 to May 31, 2019.

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 Project idea will not be funded more than once.
- Groups map only apply for <u>one</u> 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 may apply (whether you are an incorporated or unincorporated not-for-profit organization). Additionally:

- ✓ Your project must take place in Toronto, benefitting Toronto residents or organizations;
- ✓ You must have an office in Toronto;
- ✓ More than half of your board members or group leaders must live in Toronto.

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.

✓ Not-for-profit groups based in the City of Toronto

✓ Community (human) service organizations/groups

✓ Groups accountable to and representative of the community they serve (through elected board of directors or membership of residents)

✓ 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, work plan and up to three additional questions)

- **Invitation to Submit Full Application:** February 23rd

- **Deadline**: March 9th

What are the assessment criteria?

Strong proposals …

- ✓ Are community-based
- ✓ Show the extent to which the project advances the City's strategic directions
- ✓ Provide a strong demonstration of project need
- ✓ Complement/build on (not duplicate) the efforts of other organizations or the City of Toronto
- ✓ Generate measurable results
- ✓ Demonstrate a strong track record of success
- ✓ Demonstrate organizational readiness to undertake the proposed work
- ✓ Are grounded in the experience of residents (need is informed through deep engagement of your residents/participants)
- ✓ Have a strong plan for how you will communicate and share your work with others
- ✓ Increase community engagement, leadership and skills of people of different ages, abilities, economic resources and/or cultures
- ✓ Include local community partnerships
- ✓ 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](#)

In order to level the playing field for grassroots groups, applications will be **reviewed and assessed** with other **similar sized organizations**.

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.
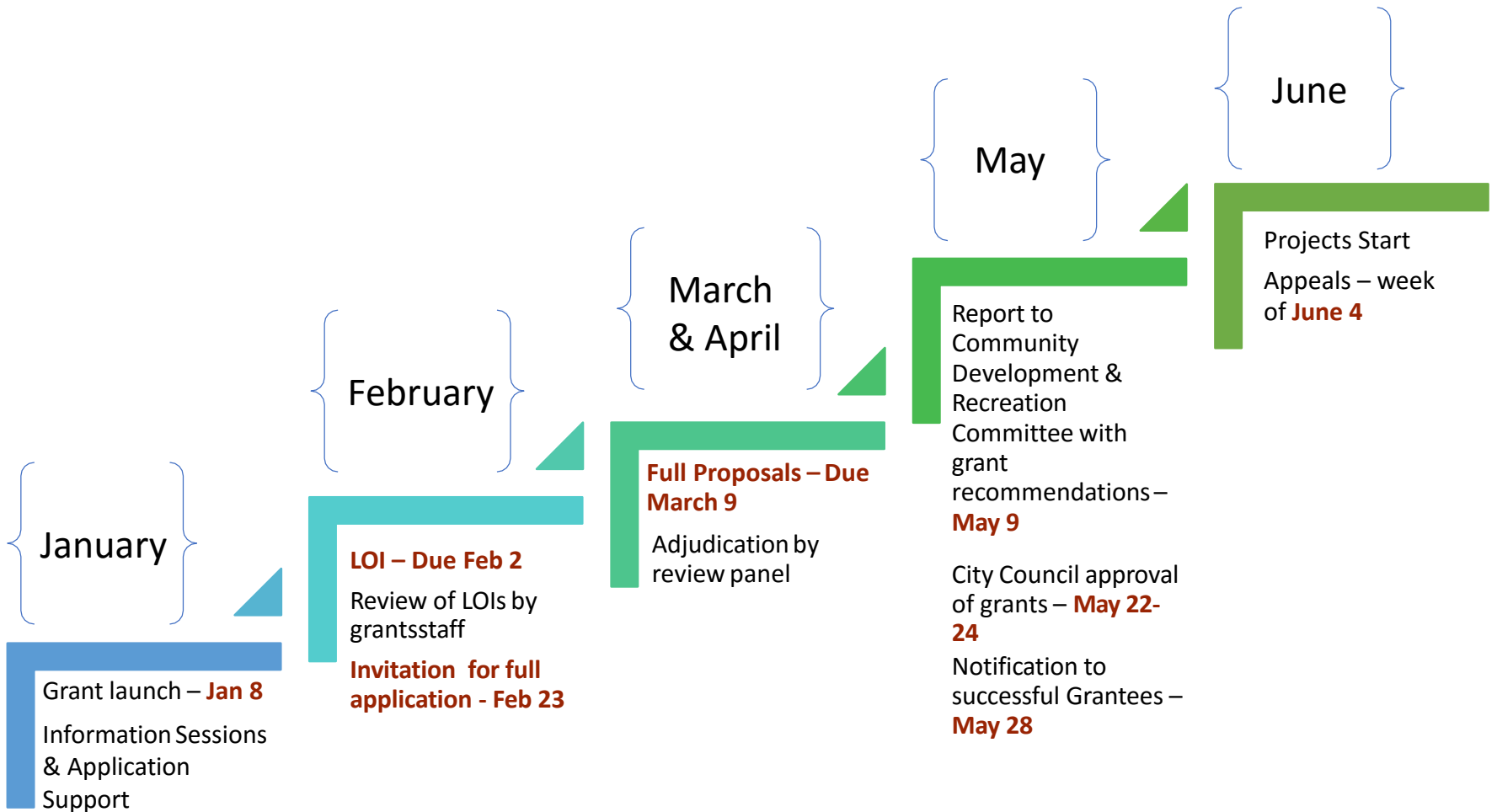
Information & Application Support

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

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

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

Location	Date	Time
Toronto City Hall	January 29	9:00 am – 4:00 pm
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.		

Timelines for decision making

January

Grant launch – **Jan 8**

Information Sessions & Application Support

February

LOI – Due Feb 2

Review of LOIs by grantsstaff

Invitation for full application - Feb 23

March & April

Full Proposals – Due March 9

Adjudication by review panel

May

Report to Community Development & Recreation Committee with grant recommendations – **May 9**

City Council approval of grants – **May 22-24**

Notification to successful Grantees – **May 28**

June

Projects Start

Appeals – week of **June 4**

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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 416-392-8334 or by email at cgis@toronto.ca.