

Request for Expression of Interest for Community Space Tenancy

The City is seeking one non-profit community organisation for occupancy in a Community Partner Tenancy. This Request for Expression of Interest and selection process will be used in the determination of an appropriate occupant organisation.

Eligible Applicants:	Non-profit organisation that delivers programs and services to Toronto residents that are consistent with Council's objectives.
Site Tour/Information Session:	March 8, 2018. Please confirm your attendance with Laura Gibbs, laura.gibbs@toronto.ca ; 416-392-9863.
Submission Deadline:	March 21, 2018, 4:00 p.m. Please note that this deadline is firm. Please give yourself enough time to meet the deadline, even with unexpected occurrences.
Submission Requirements:	Complete Part 2 of this application, ensuring that all required materials are submitted. A checklist of all submission requirements are listed on page 11.

Any questions may be directed at Laura Gibbs at 416-392-9863 or laura.gibbs@toronto.ca

APPLICATIONS CAN BE SUBMITTED IN ANY OF THE FOLLOWING WAYS:

MAIL / PERSONAL DELIVERY:	Economic Development and Culture Arts & Culture Services Attention: Laura Gibbs City Hall, 100 Queen St. West 9 th Floor East Tower, Toronto, ON M5H 2N2
EMAIL:	Laura.gibbs@toronto.ca *All applications must be signed. Applicants have the option of scanning signed applications and emailing it as a PDF.

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PART 1: BACKGROUND & CRITERIA

PURPOSE

The City of Toronto provides City space to community and cultural organisations at Community Space Tenancy (CST), where these groups further the delivery of City programs and services, or provide services that are consistent with City objectives.

The City has a long history of supporting the community-based service sector through the provision of space for administrative and program delivery purposes. The City also leases specialized, dedicated, cultural facilities to organisations through the Community Space Tenancy to fulfill the City's cultural policies. The provision of space through Community Space Tenancy is a form of partnership with, and an investment in, the community.

The purpose of this Request for Expression of Interest (REOI) is to select a qualified community organisation to occupy a City space through a Community Partner Tenancy at 1650 Finch Avenue East and provide relevant community services in the neighbourhood of Willowdale (Ward 24) within the Don Valley East, Don Mills Village, Pleasant View and Hillcrest Village communities ("the focus area").

The City of Toronto promotes and maintains responsible and accountable governance, where the interest of individuals and communities are balanced with those of the City as a whole. The provision of Community Space Tenancy is therefore guided by the following principles:

- **Fairness and Equity:** The City of Toronto will apply fair and equitable criteria for the determination of eligibility of organisations for the Community Space Tenancy and the allocation of such space.
- **Openness and Transparency:** The City of Toronto will make information about the evaluation processes and criteria publicly accessible.
- **Accountability:** The City of Toronto will make information about the allocation of space through the Community Partnership Tenancy available to the public and make decisions regarding the allocation of such space in public.

BACKGROUND

The Toronto City Council's Community Space Tenancy Policy establishes a framework for the provision of leased City space at below market rate to non-profit organisations that deliver City programs and services, or provide functions that are consistent with Council's objectives.

The allocation of available City space for community use, except in unique circumstances, will be allocated through a Request for Expression of Interest (REOI) process managed by the Social Development, Finance & Administration Division. Through this open call, community organisations that may want to provide services in the focus area are asked to submit an application. The REOI document outlines the City's priorities for the focus area, and an assessment process to determine the best match between potential tenant organisations, the City, identified community needs and the available City space.

BMR SITE DESCRIPTION

Address:	1650 Finch Avenue East, Toronto, M1S 0C2
Focus Area:	Located in Willowdale Ward 24, but very close to Don Valley East (Ward 33), Pleasant View (Ward 40), the Don Mills Village (Ward 34) and Hillcrest Village community (Ward 24).
Ward:	Ward 24
Specifications:	This REOI is for an organisation seeking a dedicated lease. An organisation seeking occasional or itinerant use will not be considered.
Estimated Occupancy Date:	July, 2018 – July 2023
Lease Term:	The lease term will be 5 years. Options for lease renewal are subject to the tenant's continued eligibility and Council authority.
Occupancy Mix:	<p>This space is available for:</p> <ul style="list-style-type: none"> ✓ Exclusive Use by one or more organisations ✓ Integrated use by multiple organisations ✓ Other model <p>In the Application Section in Part 2, please describe your proposed use for a part of the space or the entire space.</p>
Tenant Building Responsibility:	The City requires the development of a facility management structure for BMR spaces. If a sole organisation is the successful applicant for this space, then its staff/Board may perform this function. Multiple organisations need to determine a model for managing internal issues and sharing responsibilities arising from the use of the leased space and/or the need to provide a more integrated approach to service provision in the community.

Occupancy Costs:

Basic Rent

Basic rent, or the profit side of rent, in the provision of City BMR space is provided at a cost less than full market rental rate. Basic rent for (1650 Finch Avenue East) community space will be a **total** of \$2.00 plus HST per annum.

Additional Rent

Additional rent is the tenant's proportionate share of property taxes and operating cost. These costs are payable by the tenant to the City. Costs include hydro, gas, water, HVAC maintenance, pest, fire systems and security systems. Additional rent for this site is **estimated** to be \$1.50 per sq. ft. for an annual total of \$8000 for the entire space. The successful tenant will pay the **actual** operating costs and the associated property taxes.

Description of the Focus Area

Category	Description
General:	<ul style="list-style-type: none"> • 1650 Finch Avenue East is in Ward 24. • Includes Don Valley East in Ward 33, Don Mills Village in Ward 34, and Pleasant View in Ward 40. • Includes Seneca College, Ward 33.
Population:	<ul style="list-style-type: none"> • Has an estimated 62,355 ward population, up 4.9% since 2006. • Population by age group: <ul style="list-style-type: none"> • 0-14 years – 12.1%, lower than the City of Toronto's at 15.4% • 15-24 years – 15.2% higher than the City of Toronto's at 12.7% • 25-65 years – 54.1%, lower than the City of Toronto's at 57.4% • Over 65 years – 18.6%, higher than the City of Toronto's at 14.4% • Of the total population, 65% are parents. • The population density for ward 24 is 3.53 thousand people per km².
Household:	<ul style="list-style-type: none"> • 23,900 dwelling units • 67.3% of dwellings are owned; 32.7% are rented. <ul style="list-style-type: none"> • 20,215 people live in dwelling units that are apartment buildings with more than 5 storeys • 24,310 people live in dwelling units are single detached houses. • 5,375 people live in dwelling units that are apartment buildings with less than 5 storeys • 4,715 people live in dwelling units that are semi-detached houses • 4,615 people live in dwelling units that are row houses. • 1,745 people live in dwellings that are apartments or flat in a duplex.
Ethnic Background:	<ul style="list-style-type: none"> • Immigrant population higher than City's (64.1% vs. 48.6%). • Top ten recent immigrants by place of birth: China (33.9%), Iran (25.8%), South Korea (8.1%), India (4.2%), Philippines (3.5%), Taiwan (2.1%), United States (1.9%), Romania (1.9%), Pakistan (1.5%), Brazil (1.4%). • Languages most spoken (mother-tongue) include: English (33.2%), Chinese (11.2%), Cantonese (9.2%), Mandarin (8.7%), Persian (Farsi) (8.1%), Korean (6.3%), Russian (1.7%), Romanian (1.4%), Italian (1.2%), Spanish (1.2%).
Education:	<ul style="list-style-type: none"> • Includes a well-educated population with 69% of resident's holding a post-secondary certificate, diploma, or degree (11% higher than the rest of Toronto). • Only 11.1% of residents 15 years and older hold no certificate, diploma or degree, lower than the rest of Toronto (17.5%) • This focus area is home to Seneca College, with 97,500 students (2014).
Socio-economic	<ul style="list-style-type: none"> • Average household income is \$91,433; compared to the Toronto average household income at \$87,038. • Population in the workforce is 58.3%, with 5.4% unemployed. • The incidence of low income in the focus area is 19.8%; slightly higher than the rest of Toronto at 19.3%.
<p><i>Based on 2011 National Household Survey and Census.</i> (More detailed information may be accessed at http://www.toronto.ca/demographics)</p>	

Service Priorities

In recognition of the diversity of the various communities within this area, a number of priorities were identified for area-wide programs and/or service priorities to be offered by a local organisation within the community space. Listed below are those deemed significant for the community:

- Community Arts and Culture
- Seniors Focus programs including engagement and drop in
- Youth Focus programs including engagement and drop in

SITE TOUR / INFORMATION SESSION/ SITE TOUR

Participation in the site tour and information session is **mandatory** for all interested organisations and is given equal importance as each of the eligibility criteria. Organisations that do not participate in the tour will automatically be dropped from the list of applicants for the Community Space Tenancy at this location.

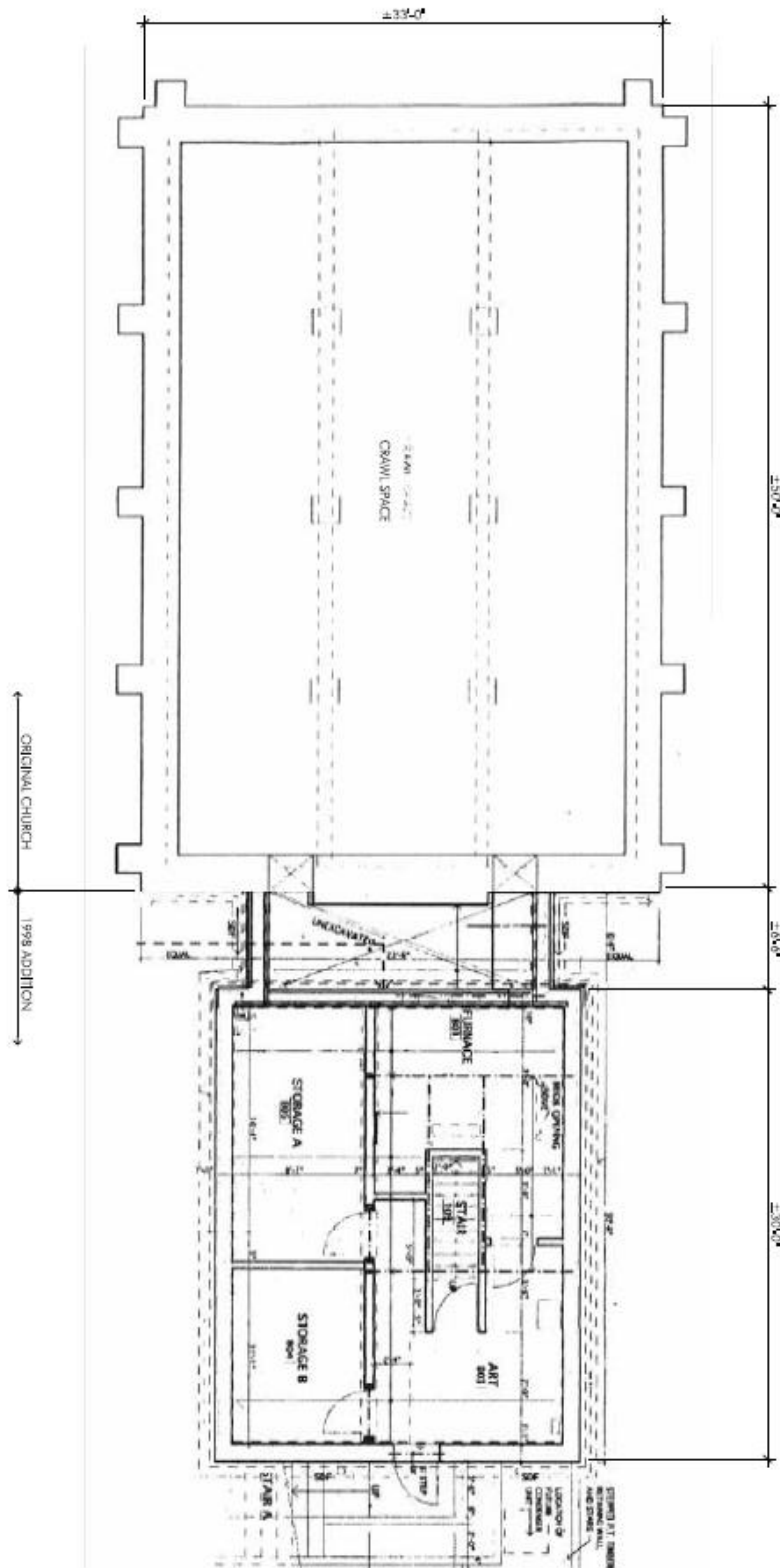
<p>Site tour & Info Session: March 8, 2018 10:00 a.m. – 12:00 p.m. Zion Church Cultural Centre 1650 Finch Avenue East Toronto, ON M5H 2N2</p>

The information session will start at 10:00 a.m. Please be prompt. Site tour will be conducted only if space is ready.

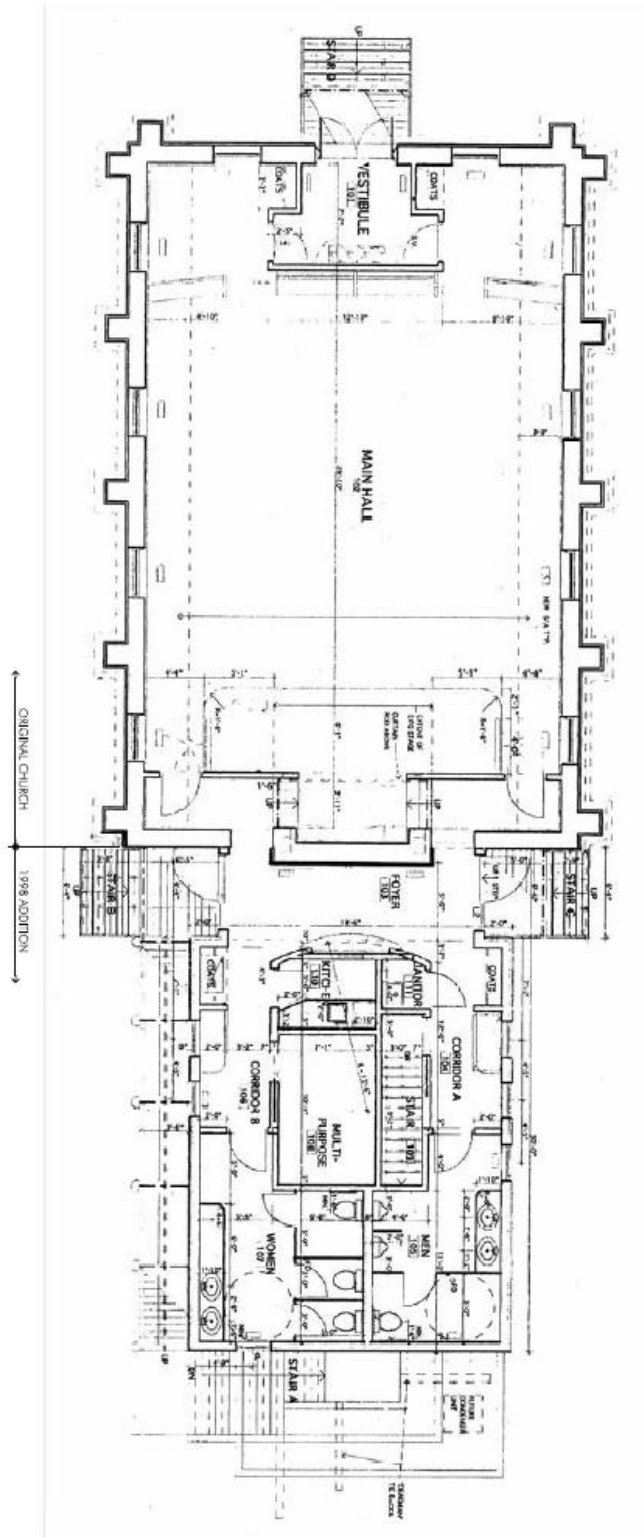
FLOOR PLAN INFORMATION

For this Community Space Tenancy opportunity at 1650 Finch Avenue East, all the space as depicted on the floor plans is available for the delivery of community services. Occupancy is for the exclusive use by one organisation.

FLOOR PLAN – Basement, 1650 Finch Avenue East.



FLOOR PLAN – Main Floor, 1650 Finch Avenue East.



APPLICATION EVALUATION AND SELECTION PROCESS

Review Panel

Through a Request for Expression of Interest (REOI) process, the City will seek one appropriate non-profit community organisation to fulfil a Community Space Tenancy. REOIs will be screened against selection criteria (see pages 10-11) by a review panel comprised of a minimum of four staff drawn from Arts and Culture Services, the Program Division relevant to the specific site and in charge of managing the Service Agreement, and Real Estate, in charge of managing the lease agreement aspect on behalf of the City of Toronto.

Clarifications

The Review Panel may make requests for further information about the content of any application in order to clarify the understanding of an organisation's response. The clarification process shall not be used to obtain required information that was not submitted at time of close or to promote the organisation. The Review Panel may request this further information from one or more agencies and not from others.

Evaluation Results

Upon conclusion of the evaluation process, a final recommendation will be made by the Review Panel to the appropriate City staff member and/or City Council to execute the Community Space Tenancy lease. By responding to this REOI, organisations will be deemed to have agreed that the decisions of the Review Panel will be final and binding.

Application evaluation results shall be the property of the City and are subject to The Municipal Freedom of Information and Protection of Privacy Act (the Act). Evaluation results may be subject to public release pursuant to the Act. City Council and individual members of Council have the right to view the responses, provided that their requests have been made in accordance with the Act.

Negotiations and Agreement

The award of any agreement will be at the absolute discretion of the City. The selection of a preferred organisation(s) will not oblige the City to negotiate or execute an agreement with that preferred organisation.

Any award of an agreement resulting from this REOI will be in accordance with the bylaws, policies and procedures of the City. The agreement will be in a form satisfactory to the City Solicitor, and will include the key terms of the City's Community Space Tenancy lease agreement set out in Appendix B.

The City shall have the right to negotiate on such matter(s) as it chooses with the preferred organisation without obligation to communicate, negotiate, or review similar modifications with other organisations. The City shall incur no liability to any other organisations as a result of such negotiation or alternative.

Processing a Successful Applicant

Following the selection of a successful applicant for Community Space Tenancy, Arts & Culture Services and Social Development, Finance and Administration Division will inform the organisation about two important agreements - the Service Agreement and the Lease Agreement.

Service Agreement:	This agreement between the City and the successful applicant ensures that the activities and programs of the organisation remain consistent with City divisional priorities. [Please see appendix B for major terms and conditions]
Lease:	The Lease Agreement embodies the covenants and specific terms that legally bind both the City and the tenant about the manner and conditions for use of the Community Space, under the Community Space Tenancy Policy. [Please see appendix C for major terms and conditions]

Selection Criteria

The Review Panel will score applications based on their ability to meet (1) the Mandatory Eligibility Criteria, (2) Program and Structure Assessment Criteria and (3) the Priorities and Proposed Usage Assessment Criteria below. Scoring on each criterion is based on responses given to specific questions in the Eligibility Review Application Form

SECTION 1: MANDATORY ELIGIBILITY CRITERIA	VALUE
A. Be an incorporated not-for-profit or charitable organisation	Pass/Fail
B. Provide services to City residents	Pass/Fail
C. Have a mandate that is not the sole responsibility of senior levels of government	Pass/Fail
D. Demonstrate support for City objectives	Pass/Fail
E. Demonstrates financial need for Community Space Tenancy	Pass/Fail
F. Participated in Site Tour/Information Session	Pass/Fail
SECTION 2: PROGRAM & STRUCTURE ASSESSMENT CRITERIA	VALUE
RESPONSIVE	
A. Uses systems to track the needs of the community (Questions 16, 38-42)	3
B. Services/programs address a demonstrated community service need (Questions 38-41)	7
C. Shows leadership in organisational planning and priority-setting at the Board level (Questions 14, 43, Business and/or Strategic Plans)	5
ACCESSIBLE	
D. Board of Directors reflects the community served (Questions 18-21, 23-25, 30, 31, 36a, 46a, Access & Equity Policies)	5
E. Collaborates with other services (Questions 16, 32b&c)	7
F. Programs/services are free or affordable for the intended participants (Question 47)	10
EFFECTIVE	
G. Governed by a Board of Directors that is responsible for the management of the organisation's resources (Questions 21, 22, 24, By-Laws, Constitution)	5
H. Uses a community development approach in addressing organisational, program and community issues (Questions 15, 18, 30, 33, 42, 43, By-Laws, Constitution, Access & Equity Policies)	10
I. Builds capacity in the target community (Questions 11, 12, 26, 27, 45)	5
J. Has organisational, operational and governance systems and structures needed to deliver proposed services (Questions 1-10, 13, 17, 28, 29, 36a, 43, By-Laws, Constitution)	10
K. Demonstrates financial viability (Questions 32-36)	10

ACCOUNTABLE	
L. Accountable to the organisation membership through the Board of Directors (Questions 21-23, By-Laws)	5
M. Recruits a registered voting membership reflective of the community served (Questions 18, 19)	4
N. Facilitates the active participation of registered members at all levels of the organisation (Question 21)	3
O. Uses volunteers at all levels of the organisation (Question 28)	3
P. Maintains sound financial management practices (Questions 32-37, Audited Financial Statement, Audit Checklist, Reserve Checklist)	5
Q. Applies an evaluation tool to measure the effectiveness of the programs (Question 44)	3
SECTION 3: PRIORITIES AND PROPOSED USAGE ASSESSMENT CRITERIA	VALUES
R. Demonstrates the ability to meet community needs within a given space allocation. (Questions 37-40, 48)	10

PART 2: APPLICATION

Key Dates & Deadlines

REOI issued:	February 21, 2018
Site Tour/Information Session:	March 8, 2018
REOI Application Deadline:	March 21, 2018
Evaluation of Applications completed:	April 4, 2018
Selection of Preferred Organisation(s):	April 5, 2018
Council Approval:	April 24, 25, 26, 2018
Lease Offer & Service Agreement Completion:	June, 2018
Occupancy Date:	July 2018

This schedule is subject to change at the sole discretion of the City, and appropriate written notice of any changes will be provided where feasible.

List of Attachments

	You must submit all Required Documents. If available, please submit the Desired Documents as well:	Check Below (✓)
	REQUIRED DOCUMENTS	
1.	Your most recent audited financial statement or non-audited financial statement signed by the auditor and two Board members	
2.	A copy of your Letters Patent or Registration as Charitable Organisation	
3.	A copy of your Constitution/By-Laws	
4.	An organisational chart, showing staff and volunteer structure	
5.	Your organisation's anti-racism, anti-discrimination and access policies and procedures if your organisation has a budget of more than \$25,000	
6.	A signed copy of the City of Toronto <i>Declaration of a Non-discrimination Policy (Appendix D)</i>	
	DESIRED DOCUMENTS	
7.	Your organisation's most recent audited financial statements. A management letter from your auditor, if you received one, and your organisation's response	
8.	A copy of your Reserve Policy	

ELIGIBILITY REVIEW APPLICATION

All applicants must complete the Eligibility Review information. If you have already filled out Part A for another City of Toronto grant program, you may photocopy it and use it in this application. Staff will contact you if more updated information is required.

Also, please indicate below if you are currently a City space tenant:

No (Please proceed to the Approval Box below and the completion of the Eligibility Review Application)

Yes.

a. Address(es) of your current City space:

b. What is the nature of the terms of your current lease with the City?

Rent at commercial rate

Community Space Tenancy / Below Market Rent Tenancy

c. Why are you interested in this Community Space Tenancy opportunity?

The following Eligibility Review information from pages 12 – 23, is an application form. Please type the appropriate information in response to each question. Thank you.

Approval: To the best of my knowledge, information in this application is accurate and complete.

Signature of Chair of Board (or Designate)

Date Signed

Name & Title (please print)

“The Municipal Freedom of Information and Protection of Privacy Act (the Act) applies to all Expressions of Interest submitted to the City of Toronto. Expressions of Interests will be received in confidence subject to the disclosure requirements under the Act. Applicants should identify any portion(s) of their Request for Expression of Interest, which contains a trade secret, scientific, technical, financial, commercial or labour relationships’ information supplied in confidence and which will cause harm if disclosed. Questions about the Act should be directed to Information Management Services: TPHinfomgmt@toronto.ca.”

Contact Information Form

1. Name of incorporated body (if different from the organisation name):

Organisation mailing address:

2. Phone:

Fax:

E-mail:

3. Contact name:

Position:

4. Contact mailing address (if different from above):

5. Contact phone:

Fax:

E-mail:

6. First date of service (DD/MM/YY):

7. Date of incorporation (DD/MM/YY):

8. Incorporation #:

9. Revenue Canada Business Registration #:

For office use only:

SERVICE OVERVIEW

10. What are your organisation's service boundaries?

Examples:

- Steeles Ave. W. to Eglinton Ave. W. and Highway 427 to the Humber River;
- All of the City of Toronto

11. What is your organisation's target community, or the main groups that you serve?

Examples:

- Families with pre-school children;
- South Asian seniors;
- People who are hearing impaired;
- Youth ages 12-16.

12. What is your mission statement? A mission statement is a short statement of your organisation's purpose. It can be:

- the Objects in your Letters Patent, if you are incorporated, or
- a mission statement formally adopted by your Board of Directors.

13. Does your organisation have business and strategic plans? Please give a brief description of these plans.

14. Give a brief (50 words or less) history of your organisation. Include major events and dates.

15. Please list and briefly describe the services/programs that your organisation provides.

16. Please list the addresses and telephone numbers for each of your service/program locations. A service location is any office, branch or satellite program where you offer your services on a year-round basis. Also, indicate whether the location is City-owned.

MEMBERSHIP

17. How does your organisation recruit, screen and register new members? If there are any restrictions on becoming a member, please explain.

18. List the categories of members that you have.

19. List any membership fees that you have, and explain why you have them.

20. Governance

Governance	Past year 2017 (2017/2018)	Current year 2018 (2018/2019)	Proposed year 2019(2019/2020)
Number of Board members who are currently service users			
Number of voting members in the organisation (membership)			
Maximum number of Directors as			

stated in by-laws			
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- 21. Give the date of your last Annual General Meeting (AGM).
- 22. How many voting members were at the last AGM? (Voting members of your organisation are defined in your by-laws.)

BOARD OF DIRECTORS MEMBERS

23. How does your organisation recruit and screen Board members? If there are any restrictions on becoming a Board member, please explain. Examples: age, gender, faith, where people live, etc.

24. Please list your current Board members on the chart below.

Board Member's Name	Postal Code	Position On The Board	Date They Became A Member Of The Current Board	Total Number Of Years On The Board

The personal information on this form is collected under the authority of the *City of Toronto Act*, 2006, s. 83(1) and 136(c). The information is used to verify residence. Questions about this collection can be directed to the Policy & Research Consultant, Social Development, Finance and Administration Division, telephone 416-392-0104.

SERVICE LEVELS

Definitions

Individuals served means the separate individual people who use your services. Even if someone uses more than one of your services, count that person only once.

Participants means the number of people that attend your events, public meetings, conferences, workshops, or that receive publications, etc.

Complete the question on Individuals Served if your organisation provides direct services (you provide one-on-one or group services to identifiable clients).

25.

Individuals served	Past year 2017 (2017/2018)	Current year 2018 (2018/2019)	Proposed year 2019(2019/2020)
Pre-school children served (0-4)			
School children served (5-14)			
Young Youth served (15-19)			
Older youth served (20-24)			
Adults served (25-64)			
Seniors served (65+)			
Total individuals served			
% total individuals served who live in Toronto			

Complete question on Participants if your organisation provides planning, community development, or public education activities.

26.

Number of Participants	Past year 2017 (2017/2018)	Current year 2018 (2018/2019)	Proposed year 2019(2019/2020)
Public Events/Meetings			
Workshops			
Conferences			
Publications (Number of recipients)			
Other (specify)			
Total number of participants for all activities			

VOLUNTEERS AND STAFF

Definitions

Volunteers resources are the number of unpaid individual people who work for your organisation. Please list board members separately from all the other volunteers, including the volunteers who work directly with service users, give administrative support, help with special events, or participate in committees.

Count each of these volunteers only once. Be sure to count only individual people who are active now. Do not count vacant positions.

27.

Volunteer Resources	Past year 2017 (2017/2018)	Current year 2018 (2018/2019)	Proposed year 2019(2019/2020)
Number of volunteers			
Number of Board members (actual positions filled at time of application)			
Totals			

Definitions

Full Time Equivalent (FTEs): To calculate FTEs, add up the hours of your paid staff in your organisation and divide by the number of hours in your work week. Example: one person working full time and three people working half time for a 35-hour work week is calculated as follows, $87.5 \div 35 = 2.5$ FTE. For seasonal staff, divide the number of full-time work weeks by the number of weeks in the year. Example: seven full-time staff for a ten week leadership program is calculated as follows, $70 \div 52 = 1.3$ FTE.

28.

Staff	Past year 2017 (2017/2018)	Current year 2018 (2018/2019)	Proposed year 2019(2019/2020)
Number of people employed by the organisation			
Number of Full-Time Equivalents (FTEs)			

ANTI-RACISM

The City of Toronto recognizes that barriers exist for many members of our city's diverse communities, particularly for equity-seeking groups such as:

- women
- people with disabilities
- ethno-cultural and racial minorities
- immigrants and refugees
- faith groups

- the poor
- Aboriginal peoples
- Lesbian, gay, bisexual and transgendered people.

The City expects organisations assisted through grants and Community Space Tenancy spaces to act as positive forces in helping to eliminate these barriers. For more information, please see the *City of Toronto Grants Policy: Anti-Racism, Access and Equity Policy Guidelines Applicable to Recipients of City of Toronto Grants and Non-Financial Supports, 1998*.

29.

Does your organisation have the following in place? (Please attach a copy of each of your policies, procedures and plans)	Yes	Date Approved by Board	No	Planned Completion Date
Anti-racism, access and equity policy				
Anti-racism, access and equity complaints procedures				
Anti-racism, access and equity implementation plans				

30. In what languages do you deliver direct services?

STATEMENT OF UNRESTRICTED RESERVES

Definitions:

“**Unrestricted**” reserves are those funds that have not been restricted by the donor and whose use is therefore at the discretion of the Board of Director of the organisation, or one of its affiliated organisations (such as a trust fund, property corporation or foundation).

31.

- Use the table below to provide details of unrestricted reserves identified in your most recent audited financial statement. (These may be called a “fund”, a “reserve” or a “surplus”, or by another name in your audited financial statement.) For each reserve, please indicate whether there is a Board Policy governing the use of the reserve.

Name of Unrestricted Reserve	Balance, End of 2016 (2016/2017)	Balance, End of 2017 (2017/2018)	Board Policy Yes/No
TOTAL UNRESTRICTED RESERVES			

b. Do you have an affiliated organisation or a foundation/trust fund from which your organisation receives income?

No

Yes (If yes, please attach a copy of the most recent audited financial statement for this organisation.)

c. What is the relationship of this organisation or foundation/trust fund to your organisation?

IN-KIND SUPPORT

Definitions:

In-kind support is any gift other than money, such as space, supplies or services.

32. List the in-kind support that your organisation received in the past year, using the chart below.

Type of Support	Source	Estimated Value
Example: space for workshops	community organisation X	\$2,000.00

INSTRUCTIONS FOR FILLING OUT THE INCOME & EXPENDITURE DETAIL

Overview

This section has three forms. Please fill out each form completely, taking care that the columns add up:

- Income Detail for your whole organisation
- Sources of Government Income for your whole organisation
- Expenditure Detail for your whole organisation

Account numbers

The numbers down the left hand side of the forms are account numbers. The complete chart of accounts, with a description of each account category, is attached to this application as “Appendix 1 - Detailed Chart of Accounts”.

Financial year

You must report using your own financial year. Use this chart to figure out what goes in each column:

IF your organisation's financial year is ...	THEN your ...
the same as the calendar year (January to December)	<ul style="list-style-type: none"> • Audited Year is 2017. • Current Year Revised is 2018. • Budgeted Year is 2019
different from the calendar year	<ul style="list-style-type: none"> • Audited Year is 2016/2017. • Current Year Revised is 2017/2018. • Budgeted Year is 2019/2020.

Audited information

All of the information in the Audited Year column should match your audited financial statement. If any of the information is different, please attach a note explaining why.

Reporting all income

Report all of your organisation's sources of income, including project and summer program funding.

Reporting income from governments

The total government income that you report on lines 410 to 471 of your Income Detail form must match the total government income that you report on your Sources of Government Income form. Report any Income from the Trillium Foundation on the Income Detail sheet as Foundation income (line 540). That means that you would not report it on your Sources of Government Income sheet.

United Way Donor Choice

Report the sum of the actual payments you received from the United Way on behalf of designated donors for your Audited Year and your Current Year Revised. For your Budgeted Year show the same amount you received in your Current Year Revised.

Variiances

A **variance** is an increase or a decrease from one year to the next. Please attach an explanation for any variances of 20% or more between years.

Important Note:

The Income and Expenditure Detail forms are available in both Word 97 and Excel 97 Windows for your convenience. Formulas are included in all of the Excel spreadsheets except "Sources of Government Income" in question 35.

33. Organisation Income Detail

- a. Our organisation's financial year begins on day ____ of month _____ and ends on day ____ of month _____.
- b. Please indicate all of your sources of Organisational Income on the chart that follows.

INCOME	Audited Year 2017 (2017/2018)	Current Year Revised 2018 (2018/2019)	Budgeted Year 2019 (2019/2020)
GOVERNMENT – FEES AND GRANTS			
410 Federal			
420 Provincial			
460 City of Toronto-CSP			
465 City of Toronto-Other CPIP Programs			
466 City of Toronto-Fees/Purchase of Services			
470 Other Government(s)			
471 Other Regional Municipalities (Examples: Peel, York Region, etc.)			
SUB-TOTAL (410 – 471)			
1010 United Way Base Allocation (Member)			
1020 United Way Grant (Member)			
1030 Other United Way (Winter Relief, Success by 6, Freedom from Violence, Newcomer Grant, Action Grant, CIF)			
1040 Other United Ways			
1050 United Way Donor Choice Designation			
SUB-TOTAL (1010-1050)			
210 Fees From Users			
300 Productive Enterprises			
530 Other Agencies (Specify)			
540 Foundations (Specify)			
615 Membership Fees			
690 Fund Raising, Donations and Bequests			
900 Other Receipts (Specify)			
100 Investment Income			
SUB-TOTAL NON-GRANT REVENUE (210-100)			
TOTAL ORGANISATION INCOME			

34. Sources of Government Income

Please indicate all of your organisational sources of Government Income on the chart below. **The total grants indicated for each level of government should correspond to the government income sub-total (410 - 471) indicated on “Organisation Income Detail”.**

Level of Government	Ministry or Department of Origin	Name of Legislation, Program or Grant	Mark Fee (F) or Grant (G)	\$ Amounts/Status (A-Approved, P-Pending)			
				Audited Year 2017 (2017/2018)	Current Year Revised 2018 (2018/2019)		Budgeted Year 2019 (2019/2020)
				Amount \$	Amount \$	A/P	Amount \$
FEDERAL							
Total Federal:							
PROVINCIAL							
Total Provincial:							
CITY OF TORONTO (List each source)							
Total City of Toronto:							
OTHER GOVERNMENTS							
Total Other Government(s)							
OTHER REGIONAL MUNICIPALITIES							
Total Other Regional Municipalities							
TOTAL ALL GOVERNMENT:							

35. Organisation Expenditure Detail

a. Please indicate all of your organisational expenditures on the chart below.

EXPENDITURES	Audited Year 2017 (2017/2018)	Current Year Revised 2018 (2018/2019)	Budgeted Year 2019 (2019/2020)
1100 Salaries			
1200 Employee Benefits			
1800 Staff Training			
1900 Staff Travel			
SUB-TOTAL (1100 - 1900)			
1300 Building Occupancy			
1400 Office Expenses			
1495 Office Equipment Purchased			
1496 Amortization of Capital Assets			
1515 Volunteer Expenses			
1600 Promotion & Publicity			
1700 Purchased Services			
3600 Financial Assistance Provided			
3700 Program Expenses			
4900 Fundraising Expenses			
5000 Productive Enterprise Expenses			
7000 Dues (National, Provincial, Other)			
9000 Other Expenditures (Specify)			
SUB-TOTAL (1300 - 9000)			
TOTAL ORGANISATION EXPENDITURES			
TOTAL ORGANISATION INCOME			
OPERATING SURPLUS (DEFICIT)			

b. Explain how you will deal with any deficit or surplus that you are showing.

c. If total organisation expenditures, total organisation income and operating surplus (deficits) for audited year are not identical to Audited Financial Statement totals, please provide reconciliation.

- d. Please indicate the amount of your total organisation expenditures that is allocated to activities that take place in the City of Toronto.

Expenditures	Audited Year 2017 (2017/2018)	Current Year Revised 2018 (2018/2019)	Budgeted Year 2019 (2019/2020)
Total Organisation Expenditures			
Amounts allocated to activities in Toronto			

36. Five-Year Service Delivery and Financial Plan

Please indicate your organisation's five-year financial plan including the management of the operational cost of this tenancy. Please clearly describe;

- The current and anticipated funding sources
- The amount of funds anticipated
- Any expected risks and your mitigation strategies

Information about the Program that you provide/intend to provide as a partner through the Community Space Tenancy in City Space (include additional sheets if more than one program)

37. Please describe the program.

38. Please describe the community issue that this program will address.

39. Please describe how you identified that this was an issue, and the ways you monitor changes in the issue (e.g., demographics, internal statistics, strategic planning, service provider meetings, etc.).

40. Please describe your program model and why it is appropriate to address the community issues described in the "Focus Area" section of this REOI opportunity on page 3.

41. Target Community

- a. What is your program's target community? Examples:
- Families with pre-school children;
 - South Asian seniors;
 - People who are hearing impaired;
 - Youth ages 12-16.
- b. Please describe how you identified your target community and the ways you monitor changes in the target community?

42. Goals and Objectives

- a. What are short term objectives and long-term goals of the program?
- b. How are they related to your organisation's mandate and strategic plan?

- c. Please list your program activities and explain how each one helps achieve the program's goals and objectives.

43. Monitoring and Evaluation

- a. What evaluation tools do/will you use to determine if the program has met its goals and objectives? Examples: focus groups, surveys.
- b. For each of the program's goals and objectives, what measures do/will you use to determine whether they have been met? Examples: number of clients that no longer need your services, number of clients served.

44. Capacity Building

- a. What capacities do/will the program build in the target community? Examples: new skills, engagement opportunities, etc.
- b. How does/will the program assist participants to become involved in broader organisational activities? Examples: planning, Board Committees, evaluation, etc..
- c. How are other service providers involved in the program? List them and describe the impact of their involvement on the planning, delivery, monitoring, and evaluation of the program.

45. Access & Equity

- a. Explain how your organisation's access and equity policy is being implemented in the program (programs must demonstrate how the organisation's access and equity policy is implemented in the planning, delivery and evaluation of the program).

46. Fees

- a. Is this program free for participants?
- b. If the program is not free, please outline the fee structure and policy on reduced fees for this program?

47. Information about the type of Community Space Tenancy you require to meet your Program needs.

- a. How much space do you require? What type of space or features in the space (i.e., offices, meeting rooms, kitchen, etc.)
- b. Please describe the circumstances, if any, under which your organisation would NOT be able to co-locate with one or more organisations in this City space?

APPENDIX A: DETAILED CHART OF ACCOUNTS

(Updated October 30, 2008)

INCOME:

Account Numbers

The numbers down the left hand side of Organisation Income, Administration Income and Program Income are account numbers. A description of each account category is listed below.

100 INVESTMENT INCOME

Report income to be used for current operating expenses from investment or endowment funds. This includes both:

Income from Undesignated Funds - Earnings, which are not designated for any special purpose, are to be shown in this account.

Income from Designated Funds - Earnings, which are designated for special purposes, are to be reported here.

210 FEES FROM USERS

Report all income earned from services provided to individuals and paid for by the users of the services themselves.

300 PRODUCTIVE ENTERPRISES

Report the gross income derived from any productive enterprise that the organisation may operate such as a restaurant, cafeteria, catering service, cleaning service, etc. Rental income derived from the rental of meeting room space and related facilities should not be reported here, but under account 900 - Other Receipts.

400 GOVERNMENT FEES AND GRANTS

Report organisation income in the form of grants, subsidies or fees from any level of government. This account classification includes grants for research or lump sum grants for providing services to clients or program participants. Also include under this classification reimbursement by government for the salary or part salary of a staff member.

410 Federal Government

420 Provincial Government

460 City of Toronto - Community Service Partnerships (CSP)

465 City of Toronto - Other Grants Programs Examples include: Public Health, Community Safety Investment, etc.

466 City of Toronto - Fees/Purchase of Service

471 Other Regional Municipalities (e.g., Peel, York Region, etc.)

530 OTHER AGENCIES

Report income received from other agencies through funding or services provided.

540 FOUNDATIONS

Report income received from any charitable foundation including the Ontario Trillium Foundation. Also, report funds received through the Toronto Sport Leadership Program (multi-funder partnership administered by the Toronto Community Foundation), the ArtReach Toronto initiative (multi-funder

partnership administered by Laidlaw Foundation) and the Community Arts Grants (joint initiative of the Toronto Arts Council Foundation and United Way Toronto).

615 MEMBERSHIP FEES

Report income from dues and sustaining memberships where no service or privilege (except receipt of a newsletter and/or voting rights) is provided in return for the membership. In such instances, the membership dues are a contribution to the organisation.

690 FUNDRAISING, DONATIONS AND BEQUESTS

Refers to other income received in lump sums for services, including:

- Benefits, Events, etc. - This would include gross income from any benefits or events conducted by or on behalf of the organisation.
- Bequests and Donations - Other contributions to the organisation for current operating expenses from individuals or corporations.
- Grants and subsidies from non-governmental, voluntary agencies or other organisations that are not members of United Way Toronto, such as a grant from a civic group or service club.

900 OTHER RECEIPTS

Report receipts or other income for current operating purposes that cannot be reported under any of the accounts from 100 to 690. This includes rental income, management or administration fees, rebates from the Goods and Services Tax (GST).

1000 UNITED WAY ALLOCATIONS

1010 United Way Base Allocation (Member)

Report income from United Way Toronto that is considered as the base allocation for your organisation received in your fiscal year.

Ongoing funding that agencies are receiving for Multi-Agency Partnership Project (MAPP) initiatives and Community Use of Schools programming should be reported on this line.

1020 United Way Grant (Member)

Report income from United Way Toronto that is an additional grant given through the Volunteer Review process for a one, two or three year period.

1030 Other United Way Grant

Report other United Way Toronto grants that were allocated outside the Volunteer Review process for time-limited projects. These grants include: Community Development Planning, Focus on Youth (funds provided in the summers of 2007 or 2008 for school-based summer programming), Newcomers, Organisational Effectiveness Grants, Success By 6®, Toronto Enterprise Fund, and Winter Relief. Also report funding received directly from United Way for other youth and neighbourhood initiatives.

1040 Other United Ways

Report funds received from United Ways other than United Way Toronto.

1050 United Way Donor Choice Designation

Report income designated to your organisation by donors through the United Way Toronto campaign.

EXPENDITURES:

Account Numbers

The numbers down the left hand side of Organisation Expenditures, Administration Expenditures and Program Expenditures are account numbers. A description of each account category is listed below.

1100 SALARIES

Report total salary payments of all full-time or part-time organisation staff. Payments to persons employed by the organisation on a fee-for-service basis such as lawyers, auditors, bookkeepers or architects should be reported on line 1700 - Purchased Services.

1200 EMPLOYEE BENEFITS

Report the cost of the employer's portion **ONLY** of all employee benefits such as:

- Pension
- Group Insurance
- Medical/Dental Plan premiums
- Long term disability premiums
- Employment Insurance
- Canada Pension Plan
- Employer Health Tax
- WSIB premiums
- Other benefits paid on behalf of employees

1300 BUILDING OCCUPANCY

Report all costs related to the building space(s) occupied by the organisation and the surrounding grounds. This includes:

- Rent of space - Rent paid by the organisation for office or other space occupied by the organisation, such as garage facilities.
- Mortgage payments including interest – Mortgage and interest payments on property owned and occupied by the organisation if the capital portion of the payment has been approved by United Way as a budget expense.
- Utilities - The cost of heating, fuel, water, gas or electricity.
- Care of buildings and surrounding grounds
- Building equipment and furnishings – maintenance
- Property insurance and taxes - Includes realty taxes and insurance covering fire, theft and damage.
- Other building occupancy costs

1400 OFFICE EXPENSES

Report all expenses incurred in the operation of your office, such as:

- Office Supplies
 - Postage - except large amounts of postage used in a promotional campaign, which should be reported under 1600 - Promotion and Publicity.
 - Stationery - except large amounts to be used in a promotional campaign, which should be reported under 1600 - Promotion and Publicity.
 - Photocopier, computer supplies and telephone
- Office Equipment Repair and Maintenance - Cost of maintaining computers, photocopiers, fax machines and other office equipment, or cost of contracts for such maintenance.
- Other Office Expenses
 - Rental of office equipment
 - Meal allowance for staff when attending a luncheon or dinner meeting
 - Local newspaper subscription
 - Courier costs
 - Printing/copying
 - Freight, parcel post or express charges on a piece of office equipment

1495 OFFICE EQUIPMENT - PURCHASE

Report the purchase price of computer equipment and software, printers, fax machines, photocopiers, telephone equipment, office furniture, etc., whether as additions or replacements.

1496 AMORTIZATION OF CAPITAL ASSETS

The CICA Accounting Standards require non-profit organisations to report capital assets in the Statement of Financial Position. UWT recognize that some agencies have chosen to report depreciation of capital expenses in their operating budget. However, UWT expect our member agencies to use reserves or other supplementary fundraising revenues for the purchase, replacement or repair of capital assets.

1515 VOLUNTEER EXPENSES

Report all costs for the coordination, recruitment, training, recognition and transportation of volunteers.

1600 PROMOTION AND PUBLICITY

Report promotional and publicity efforts, including:

- Promotional Media (print, TV, radio, internet)
 - Cost of promotional pamphlets, posters, pictures, advertisements, radio and TV announcements, TV or radio scripts and annual reports
 - Cost of packaging and mailing promotional literature
 - Stationery supplies used for promotional purposes
 - Social media
- Annual Meetings - Cost of organisation annual meetings including refreshments, honorarium paid to a speaker, travel expenses of speaker, printing and mailing of invitations, advertising of the annual meeting, rental fee for meeting place, etc.

1700 PURCHASED SERVICES

Report costs associated with all services not performed by regular staff. This could include:

- Lawyer's fees and legal fees
- Other legal costs, such as court costs, costs of notices in legal publications
- Auditing and accounting fees - Fees paid for auditing the organisation books or to a data centre for bookkeeping services. Salaries for regular bookkeeping services should be reported under account 1100 - Salaries, if the bookkeeper is on the organisation staff
- Architectural and Engineering fees
- Consultant fees
- Website developers
- Fees paid to organisations for temporary clerical help

1800 STAFF TRAINING

Report all registration, tuition and living expenses incurred by the organisation in sending staff to conferences, workshops or institutes. Also include the travel and other costs incurred by the organisation to bring in an outside consultant, hired for the purpose of training staff.

1900 STAFF TRAVEL

Report all transportation costs paid by the organisation that directly relate to the provision of services to clients or program participants. This includes:

- Mileage payments
- Bus fare or taxicab fare
- Car rental
- Parking fees (on own car or organisation-owned car)
- Hotel and meals (overnight trips only)

3600 FINANCIAL ASSISTANCE PROVIDED

Report financial assistance of any kind given to program clients or participants (e.g., cash gifts, loans, grants, TTC tickets or tokens, taxi vouchers, personal needs allowances, etc.).

3700 PROGRAM EXPENSES

Report expenses associated with operating the organisation's programs. This includes such items as:

- Program supplies such as supplies for craft classes, educational material for support groups, etc.
- Food Services - The costs incurred by an organisation that provides for or purchases food for its program participants or clients or for those living in institutions.
- Program equipment (purchase or maintenance) such as swings and teeter totters, television sets, pianos, etc.
- Permanent educational displays such as those used by agencies engaged in health education.
- Liability insurance for programs - An example is insurance coverage for accidents occurring at organisation functions not held on the organisation premises. Affairs held on the organisation premises would normally be covered by the organisation's general liability insurance reported under account 1300.

4900 FUNDRAISING EXPENSES

Report all costs incurred to carry out fundraising activities related to income reported under account 690. This would include benefits, events, direct mail, etc.

5000 PRODUCTIVE ENTERPRISE EXPENSES

Report any expenses that relate directly to the revenues reported under account 300.

7000 DUES (NATIONAL, PROVINCIAL, OTHER)

Report dues paid to national, provincial or other affiliated organisations, as well as dues paid to other service organisations.

9000 OTHER EXPENDITURES

Report any expense that does not fit elsewhere. This would include interest on loans (except interest on mortgages, which is reported under account 1300), the cost of publishing study reports or directories, etc.

APPENDIX B: MAJOR TERMS OF THE SERVICE AGREEMENT

The Service Agreement is a legal document signed by the authorized representative(s) of the successful applicant for Community Partner Tenant ("Organisation") and the authorized representative of the City Division responsible for the services and programs provided by the Organisation.

The document provides that:

1. The Organisation shall continue to meet the eligibility criteria for Community Space Tenancy as outlined in the Community Space Tenancy Policy.
2. The Organisation will notify the City of any changes in the Organisation that may result in it being ineligible for Community Space Tenancy City space.
3. The Service Agreement commences and terminates on the same dates as the Lease Agreement. Thus, Service Agreement shall automatically terminate upon termination of Lease Agreement.
4. The Organisation warrants that it is a not-for-profit organisation and that the Community Space Tenancy City space is used solely for non-profit purposes.
5. The Organisation will provide the City with annual detailed updates on its services and programming to assist the City in determining the Organisation's ongoing eligibility for Community Space Tenancy City space.
6. The Organisation shall notify the City of any occurrences related to bankruptcy, dissolution, merger or liquidation of the Organisation.
7. The Service Agreement does not create or lead to any partnership or joint venture between the parties.
8. Information about the respective contacts of the two parties for purposes of forwarding communications.

APPENDIX C: MAJOR PARTS OF THE LEASE AGREEMENT

Below are the parts of a Community Space Tenancy City Space Lease Agreement and a brief description of each based on the template for partial building occupancy. A Lease for full building occupancy has slight variations in content.

Section 1: Definitions: Terms in the Lease are explained.

Section 2: General Covenants, Representations & Warranties: Tenant agrees to fulfill the general covenants, representations and warranties under the Community Space Tenancy program.

Section 3: Demise and Term: Includes the commencement and termination dates of the lease, condition of leased premises, right to terminate, overholding, liability for failure to vacate, and leasehold improvements and trade fixtures.

Section 4: Rent: Explains in detail rent components, apportionment, security deposit, late payment and other related matters.

Section 5: Taxes: Defines the tenant's tax obligations specifically tenant's taxes, sales taxes and contribution to realty taxes.

Section 6: Services and Common Facilities: Pertains to the tenant's and landlord's (City of Toronto) responsibilities in the operation of the heating, ventilation and air-conditioning (HVAC) system, utilities, common facilities and janitorial and other services. The section also stipulates what the tenant can/cannot or should/should not do in connection with building services and common facilities, e.g., pest control, energy efficiency, use of loud speakers, etc.

Section 7: Use and Occupancy of Leased Premises: This section contains further stipulations about what the tenant can/cannot or should/should not do while in the Community Space Tenancy City premises, e.g., expectations on how the place will be used, rules and regulations, etc.

Section 8: Alterations and Other Tenant Work: Sets out the responsibility of both parties pertaining to tenant alterations and other tenant work.

Section 9: Maintenance and Repair: Defines what repairs are covered by the landlord and those covered by the tenant.

Section 10: Insurance and Liability: Specifies the types of insurance required of the tenants and the terms and conditions of such; and the types of insurance that the landlord will keep in full force.

Section 11: Restrictions on Disposition, Assignment, Lease, Etc.: Defines the circumstances under which the tenant may assign, sublet or sublease the Community Space Tenancy City space or part of it.

Section 12: Unavoidable Delays: Explains the possibility of and circumstances that lead to unavoidable delays in the landlord's fulfillment of some of its obligations under the Lease.

Section 13: Landlord's Access to Lease Premises: Explains the right of the landlord to enter the leased City space.

Section 14: Default: defines the various circumstances under which the tenant is considered to be in default of the Lease in addition to those described in other sections.

Section 15: Environmental Provisions: Prohibits the storage and use of hazardous substances in the leased premises and consequences in case of violations.

Section 16: Damage or Destruction and Expropriation: Describes the actions that may be taken by both parties in the event of damage or destruction by any cause and expropriation.

Section 17: Release & Indemnity: The tenant releases the landlord from any liability in connection with death, injury or damage to property however caused unless resulting from gross negligence or breach of the obligations of the landlord.

Section 18 - General Provisions: These include all other pertinent provisions not covered in the foregoing sections.

APPENDIX D: *DECLARATION OF A NON-DISCRIMINATION POLICY*



Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy

For Office Use Only
DECLARATION OF COMPLIANCE WITH ANTI-HARASSMENT/DISCRIMINATION LEGISLATION & CITY POLICY

Organizations/individuals in Ontario, including the City of Toronto, have obligations under the Ontario Human Rights Code, the Occupational Health and Safety Act, the Employment Standards Act, the Accessibility for Ontarians with Disabilities Act, the Criminal Code of Canada and the Charter of Rights and Freedoms. In addition, the City of Toronto also has policies that prohibit discrimination on the additional grounds of political affiliation or level of literacy, subject to the requirements of the Charter. Organizations are required to have and post policies, programs, information, instruction, plans and/or other supports, and an appropriate internal process available to their employees and service recipients to prevent, address and remedy discrimination, racism, harassment, hate and inaccessibility complaints under the applicable legislation and including the additional grounds of discrimination prohibited under City policy. Individuals are obliged to refrain from harassment/hate activity.

The City of Toronto requires all organizations and individuals that contract with the City to sign the following Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy. This Declaration must be signed by your organization and submitted with the contract or Letter of Understanding. The name of your organization and the fact that you have signed this declaration may be included in a public report to City Council.

Declaration:

I/we uphold our obligations under the above provincial and federal legislation. In addition, I/we uphold our obligations under City policies which prohibit harassment/discrimination on a number of grounds including political affiliation and level of literacy.

WHERE LEGALLY MANDATED I/we have in place the necessary policies, programs, information, instruction, plans and/or other supports that are consistent with our obligations, and I/we have an internal process available to my/four employees and service recipients to prevent, address and remedy discrimination, racism, harassment, hate and inaccessibility complaints. I/we agree that I/we shall, upon the request of the City, provide evidence of the policies, programs, information, instruction, plans and other supports and an appropriate internal complaint resolution process required under this Declaration which is sufficient to allow the City to determine compliance. I/we acknowledge that failure to demonstrate compliance with this declaration to the satisfaction of the operating Division, in consultation with the City Solicitor, may result in the termination of the contract.

Name of Vendor or Name of Grant Applicant (Organization or Individual):

Complete Address: _____ **Email** _____

Tel. No. _____

Postal Code: _____ **Fax No.** _____

Name of Signing Officer or Name of Applicant (Name – please print): Position _____

Signature: **Date:**

Authorised Signing Officer or Individual

Multilingual Services: 311 and TTY 416-338-0889

