COMMUNITY EVENTS GRANT PROGRAM – INITIAL APPLICATION

**THIS IS YOUR WORKING COPY** of the application questions (please do not submit a Word copy of your application).

**You** [**MUST APPLY ONLINE**](https://s.cotsurvey.chkmkt.com/events2019EOI) by the deadline date. Please note, if your online submission is not received by the deadline date, your application will not be considered.

The deadline for submitting a complete Initial Application online is **Friday, October 26th at 11:59pm.**

# GRANT PROGRAM GOALS & TERMS

**Grant Goal**

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

**Eligible Activities**

We will fund events and activity series that bring different groups of residents together to:

* Strengthen neighbourhoods
* Keep people active
* Help residents learn new skills and build leadership capacity

**Alignment with City Strategies**

All Events/Series must align with at least one of the following City strategies:

* [TO Prosperity: Poverty Reduction Strategy](https://www.toronto.ca/wp-content/uploads/2017/11/97b1-TO_Prosperity_Final2015-reduced-Toronto-Poverty-Strategy.pdf) : A 20 year plan to increase housing stability, service access, transit equity, food access, the quality of jobs and incomes and systemic change.
* [Toronto Strong Neighbourhoods Strategy 2020](https://www.toronto.ca/wp-content/uploads/2017/11/9112-TSNS2020actionplan-access-FINAL-s.pdf) : TSNS 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.

**Grant Terms**

* One-time funding is available for events beginning after June 1, 2019 and ending by May 31, 2020.
* If your application is for a **one-time event** (festival, Pow Wow, neighbourhood celebration) you may apply for $5,000 - $10,000
* If your application is for a **short-term series** of connected activities (workshop series, community art project, gardening series) you may apply for $10,000 - $20,000

# INITIAL APPLICATION DEADLINE

The deadline for submitting a complete online Initial Application is **Friday, October 26 at 11:59pm.**

To increase access to City grants to as many organizations as possible, organizations may only submit one application per year. Additionally, organizations that receive a Projects *or* Events grant in 2018 are not eligible to apply for the 2019 cycle.

Please review the grant guidelines for details (include links).

Substantially incomplete Initial Applications will be considered ineligible. Late Initial Applications will not be accepted.

# HOW TO USE THIS ONLINE FORM

You do not have to complete the form in one sitting. You may return to your form at any time (before you submit and/or before the deadline) to add or update your information. You must answer ALL questions in the form before it can be submitted.

**You must answer ALL questions in the form to be considered for funding.**

TO SAVE YOUR FORM AT ANY TIME BEFORE THE DEADLINE, FOLLOW THESE STEPS:

'Pause' instructions - The following steps describe how to save your work so that you can complete it at a future time:

* After you finish answering ALL the questions on a page, click the 'Next' button.
* When you reach the next page, click the 'pause' link at the bottom of that page. This will save the information on all the previous pages.
* You will then be directed to a new page, which will display a personalized link to your form. You can copy and paste this link into a document and save it to your computer, create a bookmark of the link in your web browser, or write it down on paper to refer to later.
* To continue working on your saved form, copy and paste the personalized link into your web browser. The link will take you to the page you have not filled out yet.
* You can edit/view all of the responses you've provided so far by going to the end of the page and clicking 'Back'.

**After you click the 'Finish' button on the last page of the online form, you will no longer be able to edit your answers.**

Reminder: Please fill out all the questions on a single page in order for the page to be saved. Please fill out the questions or put 'N/A' or 0 where applicable. Please don't leave any cells blank before you leave the current page by clicking the 'Next' or 'Back' buttons. The information on the page will ONLY be saved when all the questions on the page have been filled out.

# SPECIAL NEEDS & DISCLOSURE OF INFORMATION

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.  As mandated by the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M. 56, s. 27 and By-Law 974-1998 all information collected on this form, including personal information, may be subject to full public disclosure which may include posting to a web site.  Questions about this collection can be directed to the Supervisor of Community Funding at City Hall, 15th floor, East Tower, 100 Queen Street West, Toronto, ON M5H 2N2 or by telephone at 416-392-8334.

Please note: Portions of funded groups' applications and submitted reports may be made available to the public.

# ELIGIBILITY SELF-ASSESSMENT

# Organizational Eligibility Criteria: Applicants must satisfy ALL eligibility criteria.

|  |  |
| --- | --- |
| **Eligible Applicants** | **Ineligible Applicants** |
| Grassroots, not-for-profit groups or organizations (incorporated or unincorporated) with annual operating budgets of **less than $500,000**  | Not-for-profit groups or organizations (incorporated or unincorporated) with annual operating budgets of **more than $500,000** |
| Applicants must have **at least one year** of experience as a group/organization | Applicants with **less than one year** of experience as a group/organization |
| Community (human) service organizations/groups | Groups or organizations with a primary focus other than community service (examples: BIAs, parent and student councils) |
| Groups based in the City of Toronto (more than 50% of participants and board members are residents of Toronto) | Groups that are not Toronto based (less than 50% of participants and board members are residents of Toronto) |
| Groups accountable to and representative of the community they serve | Individuals or businesses  |
| Groups in good standing with the City of Toronto | Political parties; industry or trade associations |
|  | Grant-making organizations |
|  | Organizations with mandates from other levels of government (universities, schools, hospitals, etc) |
|  | Groups or organizations that received Projects and Events funding in 2018 |

# Is your organization based in Toronto?

This means that:

* Your group's office and mailing address is in Toronto, and
* More than half of your board members or group leaders *live in Toronto*, and
* Your funded project, event or activity will take place in Toronto, benefitting Toronto residents or organizations.

|  |  |
| --- | --- |
|  | Yes |
|  | No |

# Are you a not-for-profit organization (either incorporated or unincorporated)?

|  |  |
| --- | --- |
|  | Yes |
|  | No |

# Does your organization have an annual operating budget of more than $500,000?

|  |  |
| --- | --- |
|  | Yes |
|  | No |

# Has your organization been in existence for at least 1 year?

|  |  |
| --- | --- |
|  | Yes |
|  | No |

The following groups will be required to work with a Trustee Organization in order to receive grant funds from the City of Toronto:

* Unincorporated groups
* Incorporated groups without audited annual financial statements

# What is a Trustee Organization?

The City of Toronto may only provide grant funds to groups that are incorporated as not-for-profit organizations and have recent audited financial statements. If your group is an un-incorporated community organization and/or don't have audited financial statements, you will be required to work with a trustee IF you get funding.

A trustee is an incorporated not-for-profit organization with audited financial statements and the financial systems and organizational structure in place to administer your group's grant funds.

A trustee will distribute the grant funding according to the funded group and the approved project budget. A trustee will also be accountable for reporting on the grant funds to the City. Trustees will often provide additional administrative supports to funded groups, such as project management and mentorship.

**How to choose your trustee:** Your trustee should be an organization your group is working with or has worked with in the past. If that is not possible, the trustee organization should have knowledge about the issues your project addresses or the community your group works with. Having a shared understanding, interest and experience in the issues that your group is addressing is an important consideration when selecting a trustee organization.

Trustee organizations may charge reasonable fees for their services of up to 20% of the grant (within the Project Administration Expense Line). If you will be required to work with a trustee, please account for this in your proposed budget.

While it is not required that a trustee agreement is finalized at this stage, it is recommended that you reach an agreement in principle with a potential trustee should you be invited to submit a full application.

**Do you need a trustee organization?**

|  |  |
| --- | --- |
|  | Yes |
|  | No |

**If yes, have you identified a trustee organization?**

|  |  |
| --- | --- |
|  | Yes |
|  | No |

# CONTACT INFORMATION

# Please provide your organization's contact information:

|  |  |
| --- | --- |
| Organization name: |   |
| Mailing Address: |   |
| City: |   |
| Postal code (X#X #X#): |   |
| Phone Number (###-###-####): |   |
| E-mail Address: |   |

# Please provide your Executive Director/Group Lead's contact information:

|  |  |
| --- | --- |
| Name (first, last): |   |
| E-mail Address: |   |

# Please provide your Project Lead's contact information:

|  |  |
| --- | --- |
| Name (first, last): |   |
| Phone number(###-###-####): |   |
| E-mail Address: |   |
| Position/title: |   |

# Group/Organization Details

# Which of the following best describes your organization/group?

|  |  |
| --- | --- |
|  | Not-for profit group (incorporated) |
|  | Not-for-profit group (unincorporated) |
|  | A registered charity |

# Please pick your organization/group's budget size (based on the total expenses you incurred in your last full year of operation):

|  |  |
| --- | --- |
|  | $0 - $75,000  |
|  | $76,000 - $249,000  |
|  | $250,000 - $499,000  |

# Please tell us how long your organization/group has been in operation:

|  |  |
| --- | --- |
|  | 1-3 years of operation |
|  | 4-6 years of operation |
|  | 7-10 years of operation |
|  | 11 - 25 years of operation |
|  | 26+ years |

# Please tell us how many staff work at your organization as of this application:

|  |  |
| --- | --- |
|  | We are volunteer-run (no paid staff) |
|  | One part-time staff |
|  | One full-time equivalent (FTE) staff |
|  | 2-5 FTE staff |
|  | 6+ FTE staff |

# Is your organization accessible to all community members and compliant with all legislative requirements, such as the Accessibility for Ontarians with Disabilities Act?

|  |  |
| --- | --- |
|  | Yes |
|  | No |

# INITIAL APPLICATION QUESTIONS

# INSTRUCTIONS TO APPLICANTS

**The goal of the Community Events** grant stream is to foster resident engagement and leadership by funding events and activity series that support Torontonians to connect, learn, and act to improve their wellbeing, neighbourhoods and communities. Funded events and activities will advance at least one of the City's strategic directions.

Strong proposals…

* Are community-based and engage Toronto residents in every step of the process
* Advance City strategic directions (TSNS and Poverty Reduction)
* Increase community engagement, leadership and skills of people of different ages, abilities, economic resources and/or cultures
* Engage marginalized groups
* Include meaningful engagement and participation of community partners
* Demonstrate financial need for the funding

Additional assessment considerations include:

* Geographic representation across the City of Toronto
* Distribution of Events/Series across equity seeking and priority groups
* Location within a high needs neighbourhood such as Neighbourhood Improvement Area or Emerging Neighbourhood

# ABOUT YOUR EVENT

# Please tell us about your organization. (100 words max)

What is your mission? What is your target population? Are you affiliated with a larger group/organization?

# We will only fund Events or Activities that align with one of the City’s strategic directions (Toronto Poverty Reduction Strategy and/or Toronto Strong Neighbourhoods Strategy 2020).

Please select from the following two strategies (click on the above links to find out more about each strategy). Please select at least one.

|  |  |
| --- | --- |
|  | Toronto Poverty Reduction Strategy (add brief description) |
|  | Toronto Strong Neighbourhoods Strategy 2020 (add brief description) |

Please note: If your application is shortlisted (approved for the full application stage), you will be asked to provide further details regarding how your event or activity aligns with these strategies.

#  What is the goal of your event or activity? (pick one)

|  |  |
| --- | --- |
|  | Make your neighbourhood better (neighbourhood improvement activity) |
|  | Keep people active (recreation activity) |
|  | Help people learn skills (skill building activity) |

# What type of event are you applying for?

|  |  |
| --- | --- |
|  | A one-time event for $5,000 to $10,000 |
|  | A short-term series of connected activities for $10,000 to $20,000 |

# Describe your group's event/activity. Tell us WHAT you want to do. (100 words max)

Please note, if your application is shortlisted (approved for the full application stage), you will be asked to provide a detailed workplan based on the information provided here. If you are applying for a series of events/activities, detail how these relate to each other.

# Who informed the development of this idea? (100 words max)

We are looking to know how resident groups and/or participants contributed to the development of your idea.

# Describe how you will organize and deliver your event/activity. (100 words max)

Please include who you will engage in planning and decision making processes.

# What are you hoping to achieve with your event/activity (anticipated impact)? (100 words max.)

# COMMUNITY PARTICIPATION

# Which of the following priority and equity-seeking groups will you be targeting to attend your event/activity?

|  |  |
| --- | --- |
|  | Women |
|  | People with disabilities |
|  | Indigenous peoples |
|  | Seniors |
|  | LGBTQT2S |
|  | Newcomers |
|  | Racialized persons |
|  | Youth |

# How will residents from your identified priority groups be involved in the planning, execution and evaluation of your event/activity? (100 words max.)

# Which of the following age groups will you be targeting to attend your event/activity?

|  |  |
| --- | --- |
|  | Children (0-12 years old) |
|  | Youth (13-29 years old) |
|  | Adults  |
|  | Seniors |
|  | All age groups |

# Please tell us what community partners you will engage to help organize this event/activity. Please detail their contribution in the chart below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Partner Name | Partner's Email Address | Partner's Role/Contribution | Status: Approached; Confirmed; Pending Confirmation; or Potential for Approach |
| Partner 1 |  |  |  |  |
| Partner 2 |  |  |  |  |
| Partner 3 |  |  |  |  |

# YOUR EVENT/ACTIVITY DETAILS

# If you are applying for a one-time event: When will your event/activity take place?

\_\_\_\_/\_\_/\_\_ (YYYY/MM/DD)

# If you are applying for a series of events/activities, when will your series start and end?

Start: \_\_\_\_/\_\_/\_\_ (YYYY/MM/DD)

End: \_\_\_\_/\_\_/\_\_ (YYYY/MM/DD)

# What is the total number of people you expect at your event/activity?

Please note: If your application is shortlisted (approved for the full application stage), you will be asked to provide further details regarding the direct and indirect impact of your event or activity.

# Where in the neighbourhood will your event/activity take place?

Your event or activity MUST take place in a public space. For example: community hub, community centre, community garden, local library, park, multi-purpose room of Toronto Community Housing building, etc. Please provide the address (or an intersection if it's an outdoor event).

|  |  |
| --- | --- |
| Address or Intersection |   |
| Postal Code |   |
| Description of space/venue |   |
| Ward(s) based on address/postal code |   |
| Neighbourhood(s) based on address/postal code |   |

# FUNDING REQUEST

# What is the total budget to carry out the event/activity?

# How much funding are you requesting from the City of Toronto? You can request between $5,000 - $10,000 for a one-time event and $10,000 - $20,000 for a short-term series of connected activities.

# Please describe how you will use the requested amount. (100 words max)

Please note, if your application is shortlisted (approved for the full application stage), you will be asked to provide a detailed budget based on the information you provide here. Feel free to use bullet points below but be sure to include as much information as possible. If you are required to work with a trustee organization, please include necessary charges for these services.

|  |  |
| --- | --- |
| **Eligible Costs** | **Ineligible Costs** |
| Permit costs and liability insurance | Costs related to ongoing programs/services |
| Staff salaries and benefits | Costs to maintain activities beyond the funding term |
| Honoraria for volunteers | Additional funding for a previously funded event/activity |
| Volunteer training and recognition | Award ceremonies, banquets, receptions, annual general meetings, anniversaries, promotional or launch events, and sport tournaments |
| Rental fees for event spaces/locations | Activities that extend beyond Toronto's borders (without prior approval from the City of Toronto) |
| TTC tokens | Religious activities/services |
| Childminding | Partisan political activities |
| Equipment rentals | Individuals or individual subsidies |
| Artist fees | Summer camps |
| Event food, supplies and materials | Fundraising events, walks/runs and other donations to charitable causes |
| Interpretation and translation | Reserve funds, debt repayment, deficit funding |
| Evaluation | Capital costs (building repairs or renovations, purchase of computers or audio/visual equipment) |
| Overhead and administration (up to 20%) |  |
| Trustee fees (up to 20%) |  |

# You have been granted authorization to submit this proposal for funding on your organization's behalf?

|  |  |
| --- | --- |
|  | Yes |
|  | No |

# You have reached the end of the application.