



Community Events Funding

2019 Grant Guidelines

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Community Events Program Goal

To foster resident engagement and leadership by funding short-term events and activity series that support Torontonians to connect, learn, and act to improve their wellbeing, neighbourhoods and communities.

Funded events/series will advance at least one of the City's strategic directions.

Event/Series Goals

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



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

Event/Series Definitions

Is your idea an EVENT or a SERIES?

EVENTS	SERIES
<ul style="list-style-type: none">• A single-day event• Will include some planning and wrap-up, but the main event will take place over one day <p>You may apply for \$5,000 - \$10,000 for one-time events</p> <p>Examples: Festivals, Pow Wows, neighbourhood celebrations</p>	<ul style="list-style-type: none">• A <i>short-term</i> series of connected activities• A series may culminate in a main celebration event but will include regularly scheduled activities prior to the main celebration <p>You may apply for \$10,000 to \$20,000 for a <i>short-term</i> series of connected activities</p> <p>Examples: Skill building workshop series, gardening series, community art project</p>

Alignment with City Strategies

All events/series must align with at least one of the following City strategies:

<u>TO Prosperity: Poverty Reduction Strategy</u>	A 20 year plan to increase 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.

Eligible Activities

We are looking to fund Events/Series that:

- Are new or existing
- Are neighbourhood-based or City-wide
- Are contained or one-off projects with a clear beginning and an end
- Include Toronto residents in the planning, implementation and evaluation phases
- Engage community partners in the development and delivery of the Event/Series



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

Project Examples

- **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
- **Skill-building** activities that engage a marginalized group of Torontonians
- **Celebration Events** like festivals, parades and block parties



Two hands planting parsley in a garden.

Grant Terms

- Events may take place between June 1st, 2019 and May 31st, 2020
- Funding is for one year only
- Funding is one-time only
- Funding is not for existing/new ongoing or long-term programming. It may be used to support one-off projects contained within a currently running program.

To increase access to City grants:

- Groups that were successful in either the Projects or Events granting streams in 2018 are not eligible to apply for 2019 funding
- Groups may only submit 1 application (Event *or* Series)

Grant Terms

\$425,000 is available for Community Events grants in 2019

If your application is for a **one-time event** you may apply for \$5,000 - \$10,000

(examples: festival, Pow Wow, neighbourhood celebration)

If your application is for a **short-term series** of connected activities you may apply for \$10,000 - \$20,000

(examples: workshop series, community art project, sports demos, gardening series)

Eligible Expenses

Eligible Costs	Ineligible Costs
<ul style="list-style-type: none">• Permit costs and liability insurance• Staff salaries and benefits• Honoraria for volunteers• Volunteer training and recognition• Rental fees for event spaces/locations• TTC tokens• Childminding• Equipment rentals• Artist fees• Event food, supplies and materials• Interpretation and translation• Evaluation• Overhead and administration (up to 20%)• Trustee fees (up to 20%)	<ul style="list-style-type: none">• Costs related to ongoing programs/services• Costs to maintain activities beyond the funding term• Additional funding for a previously funded event/activity• Aware ceremonies, banquets, receptions, annual general meetings, anniversaries, promotional or launch events, and sports tournaments• Activities that extend beyond Toronto's borders (without prior approval from the City)• Religious activities/services• Partisan political activities• Individuals or individual subsidies• Summer camps• Fundraising events, walks/runs and other donations to charitable causes• Reserve funds, debt repayment, deficit funding• Capital costs (building repairs or renovations, purchase of computers or audio/visual equipment)

Applicant Eligibility

Eligible Applicants	Ineligible Applicants
<ul style="list-style-type: none">• Grassroots, not-for-profit groups or organizations (incorporated or unincorporated) with annual operating budgets of less than \$500,000• Applicants must have at least one year of experience as a group/organization• Community (human) service organizations/groups• Groups based in the City of Toronto (more than 50% of participants and board members are residents of Toronto)• Groups that are accountable to and representative of the community they serve• Groups in good standing with the City of Toronto <p><u>Please note:</u> Groups must satisfy <i>all</i> eligibility requirements. Groups without audited financial statements are eligible but will be required to work with a trustee organization.</p>	<ul style="list-style-type: none">• Not-for-profit groups or organizations (incorporated or unincorporated) with annual operating budgets of more than \$500,000• Applicants with less than one year of experience as a group/organization• Groups or organizations with a primary focus other than community service (examples: BIAs, parent and student councils)• Groups that are not Toronto based (less than 50% of participants and board members are residents of Toronto)• Individuals or businesses• 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

2019 Application Process

Stage 1: Online Eligibility Screening and Initial Application

- The Eligibility Screening will help ensure that you are eligible before you submit an application
- Groups screened as eligible will gain entry into the online Initial Application

Deadline: **October 26th**

Stage 2: Full Application

- The Initial Applications that most closely align with the grant criteria will move forward to the Full Application stage. The Full Application will include a more detailed budget and workplan, as well as some additional questions.

Invitation to submit Full Application: November 26th

Full Application Deadline: **December 21st**

Assessment Criteria

Strong proposals...

- Are community-based and engage Toronto residents in every step of the process
- Advance City strategic directions (TSNS 2020 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



Two women sitting at a table, smiling. One woman is writing with a pencil on a piece of paper.

Additional Assessment Criteria

Additional assessment considerations include:

- Geographic representation across the City of Toronto
- Distribution of Events across equity seeking and priority groups
- Location within a high needs neighbourhood such as a [Neighbourhood Improvement Area](#) or an [Emerging Neighbourhood](#)

In 2018, **170** Initial Applications were submitted under the Events stream. Of these, **39** were invited to submit full proposals and **22** were ultimately selected to receive funding. An additional **4** Events were funded via the appeals process, representing an overall success rate of **15%**.

Information Sessions

Please join us at one of our Information Sessions to learn more about the Community Events program and to speak with a member of the Community Funding Unit team. Please note:

- Registration is not necessary for Information Sessions
- Attendance at an Information Session is not mandatory
- No handouts will be provided during the Information Sessions

Date	Time	Location	Room
Thursday, October 4	10:00 am – 12:00 pm	Etobicoke Civic Centre 399 The West Mall	Meeting Rooms 2 & 3
Tuesday, October 9	7:00 pm - 9:00 pm	Toronto City Hall 100 Queen Street West	Presentation Room (Basement)
Tuesday, October 16	2:00 pm – 4:00 pm	North York Civic Centre 5100 Yonge St	Council Chambers
Thursday, October 18	2:00 pm – 4:00 pm	Scarborough Civic Centre Library 156 Borough Dr	Scarborough Civic Centre Meeting Room

Application Support

We recognize that submitting grant applications is time consuming. As such, city staff are here to support you in determining if your idea and organization are eligible to apply for funding.

Please contact:

Jennifer Hoffman, Agency Review Officer

Phone: 416-392-0102

Email: Jennifer.Hoffman@toronto.ca

Additionally, application support will be provided in-person during the date and time below. Please email Jennifer.Hoffman@toronto.ca to register for an appointment time.

Date	Time	Location	Room
Friday, October 19	12:00pm – 5:00pm	Toronto City Hall 100 Queen Street West	East Tower, 14 th Floor Boardroom

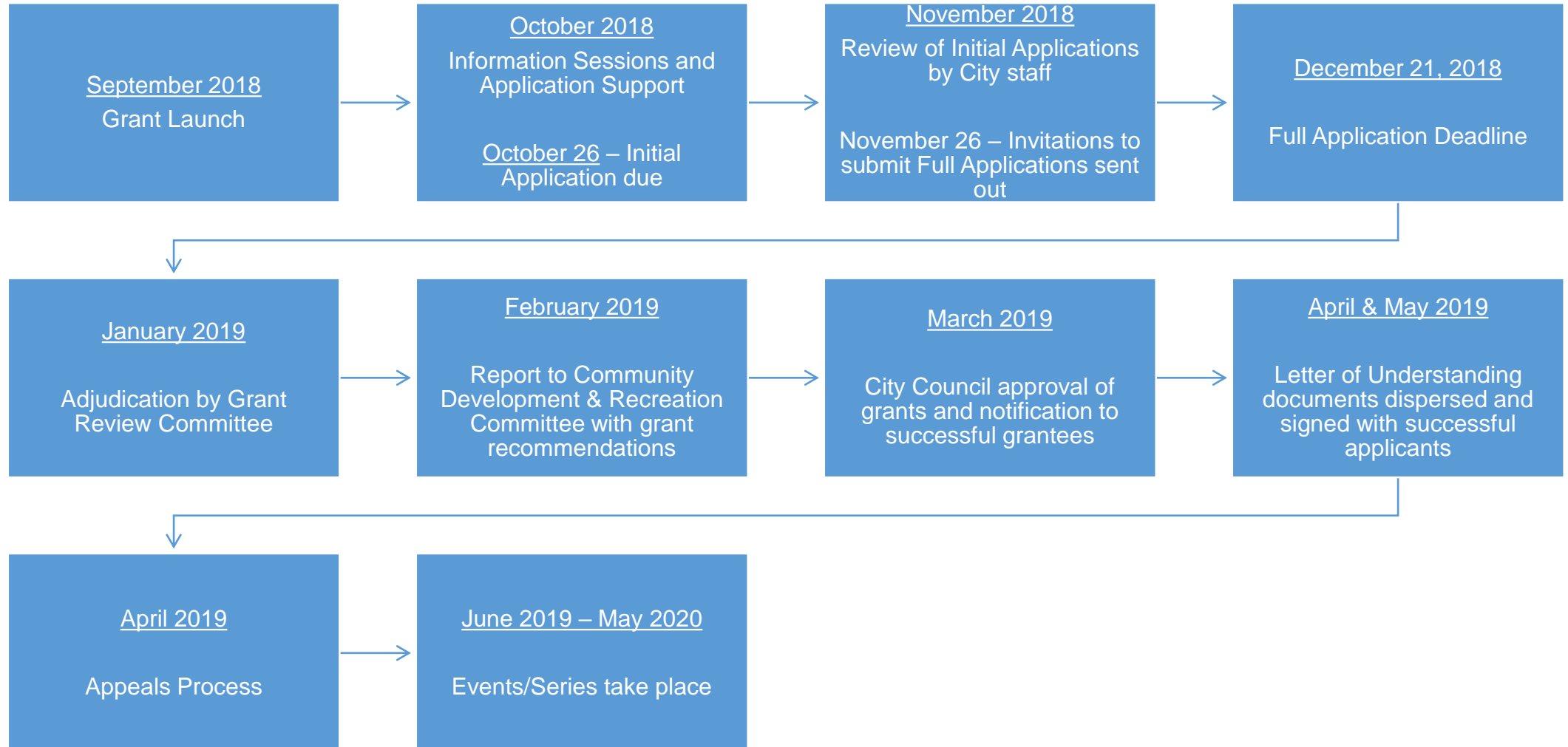
Appeals

An Appeals Process will be administered for applicants that have been invited to the Full Application stage and recommended by the review panel for Appeals.

Applicants that are eligible to appeal will be identified in the allocations report to Council.

Appeals will be held in April and can be made in writing or in person.

Timelines



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.