# Community-Led Consultations **Financial Assistance Application**

Thank you for your interest in contributing to developing *HousingTO: 2020-2030 Action Plan*. To inform the City's next 10-year housing plan, the City of Toronto is pleased to make available financial assistance to support non-profit community groups in organizing community-led consultation events.

**The City will provide up to $1,000 per qualifying community organization to assist in delivering community-led consultation events.**

The City's goal is that each community-led consultation event engage a minimum of 20 people who are members of equity seeking groups and/or vulnerable populations that might not otherwise participate in the public consultation process.

## How to Apply

Please email the completed Application Form to [housingplan@toronto.ca](mailto:housingplan@toronto.ca).

If you have any questions, please email or phone the City of Toronto Affordable Housing Office at [housingplan@toronto.ca](mailto:housingplan@toronto.ca) or 416-392-4039.

## Review and Evaluation

Funding applications will be evaluated based on the demonstrated need for financial assistance, the ability and capacity of the organizing group(s) to engage and consult with Torontonians who are members of equity-seeking groups and/or vulnerable population in an inclusive, open and welcoming environment, and funding availability.

Members of equity-seeking groups and/or vulnerable populations include Indigenous peoples (First Nations, Inuit and Métis peoples), women, racialized groups, LGBTQ2S communities, persons with disabilities, youth, immigrants and refugees, persons with low income, undocumented individuals and other vulnerable groups (e.g. victims of violence, homeless/under-housed, persons with low literacy, residents in Neighbourhood Improvement Areas).

The City may contact organizations to clarify the contents of the application.

Successful organizations will be required to sign a legal agreement and will receive a copy of the agreement signed by the Director, Affordable Housing Office.

## Eligible Expenses

Eligible expenses include items such as postage, copying and printing materials, childcare, TTC fare (e.g., for organizers, volunteers and participants), honoraria, meeting facilitation, venue rental, refreshments, reporting costs, translation, staff time and similar expenses. The hourly rate provided to non-profit organizations for staff time will be $50.00 per hour for a maximum of 20 hours.

## Timeline

* Interested organizations are requested to complete and submit this application package by Friday April 26, 2019.
* All applicants will be contacted with the results of the application by Friday May 3, 2019.
* The consultation event is to be held and a report summarizing the feedback of the consultation event is to be submitted to the City by Friday June 28, 2019.

## Summary Report

Successful organizations well receive consultation materials from the Affordable Housing Office to guide the consultation process. After completion of your consultation event, please submit a summary report of the feedback received during the event no later than Friday June 28, 2019. A summary report template will be made available to successful community organizations.

## Payment Process

Successful organizations will have to submit an invoice to the Affordable Housing Office using the organizations' letterhead. Organizations will then be reimbursed 6 to 8 weeks after the summary report and the invoice have been submitted. More information regarding invoicing and payment process will be provided to successful organizations.

**Please note the City cannot provide payments in advance of the consultation event.**

Thank you for your interest in contributing to the *HousingTO: 2020-2030 Action Plan* and improving housing outcomes for Torontonians.

|  |  |
| --- | --- |
| 1. General Information |  |
| 1. Name of Organization(s)   If more than one organization is involved, identify the lead organization. |  |
| 1. Contact Person (name, position, phone number and email) |  |
| 1. Organization Profile |  |
| This section should provide:   * Mandate * Services provided * Years in operation * Address of head office * Other locations (if applicable) * Website * Confirmation that the (lead) organization is a non-profit entity.   If more than one organization is involved, provide the above for each organization. |  |
| 1. Consultation Plan |  |
| This section should provide a short description of:   * the population group(s) to be consulted and the organization's connection and history with that population group; * how the population group(s) to be engaged and consulted represents a group less likely to participate in other housing plan engagement events; * the format or structure of the consultation event; * the location and length of consultation event; and, * the number of projected participants. |  |
| 1. Estimated Budget |  |
| This section should provide a rationale for the need of financial assistance.  An estimated budget based on staff time and eligible expenses associated with organizing and hosting the consultation event, and submitting the summary report.  (A maximum of $1,000 is available per application.) | **Number of hours for staff x $50 = $\_\_\_\_\_\_\_**  **Eligible expenses:**   1. **Postage $\_\_\_\_\_\_\_** 2. **Copying and printing materials $\_\_\_\_\_\_\_** 3. **Childcare $\_\_\_\_\_\_\_** 4. **TTC fare (e.g., for organizers, volunteers and participants) $\_\_\_\_\_\_\_** 5. **Honoraria $\_\_\_\_\_\_\_** 6. **Meeting facilitation $\_\_\_\_\_\_\_** 7. **Venue rental $\_\_\_\_\_\_\_** 8. **Refreshments $\_\_\_\_\_\_\_** 9. **Reporting costs $\_\_\_\_\_\_\_** 10. **Translation $\_\_\_\_\_\_\_** 11. **Other, please specify: \_\_\_\_\_\_\_**   **TOTAL: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |