INI 2019 Application

Identify 'N' Impact (INI) 2019: Eligibility Self-Assessment & Project Idea Form

Identify 'N' Impact (INI) 2019 grants of up to $10,000 are now available to support youth to lead and deliver projects that advance the Toronto Youth Equity Strategy. You MUST complete and submit this online form no later than 12:00 PM (Noon) on Monday, July 22 to be considered for INI 2019 funding. Late applications will not be considered. Read the INI Guidelines before completing the Eligibility Self- Assessment & Project Idea Form. Please note that Letters of Support are not required for the INI 2019. Funding recommendations and approvals will be announced in December 2019 for a January 2020 start date. Projects and initiatives are for one year only.

A TWO STEP PROCESS TO APPLY: Step one: INI 2019 will have a two-step process to select recommended groups. The first step is determining your eligibility and fit with INI 2019 priorities, as described below. All applicants must complete the online form called Eligibility Self- Assessment & Project Idea Form. Only eligible groups will be invited to complete the full application. Step two: Eligible applicants will be invited to complete the full application in August, which includes completing a work plan and budget. Information and grant writing workshops will be provided to groups invited to complete the full application on July 30th and August 8th. More details will be provided closer to the date.

DECISION-MAKING PROCESS: A panel of youth will review the full application; including work plan and budget and make recommendations for funding All applicants will learn by August 2019 if their project has been selected for the full application Funding recommendation will be made in December 2019 If approved, projects will receive funding and can start in January 2020

FUNDING APPROVALS If your project is approved, you will receive a written contract, Letter of Understanding (LOU), that explains the terms and conditions of the funding. Once the contract is signed by you (and your project's Trustee/Administrative Partner, if necessary), and returned to the City, and any funding conditions are met, the funds for your project will be paid to your group or the trustee/administrative partner organization only. Your project cannot start until you receive a written notification from us nor can expenses be charged to project activities.

FUNDING ELIGIBILITY Using a two-step process, the City of Toronto will consider proposals from youth-led groups and networks, with priority given to project proposals that are based in Neighbourhood Improvement Areas (previously called Priority Neighborhoods). Your Eligibility Self- Assessment & Project Idea Form must demonstrate that your youth-led group will plan and deliver the proposed project for other youth. Eligibility screening and priority for funding will be given to project proposals that: Show that youth (15-29 years old) are the leaders in the project planning/design, management and delivery Involve youth from and/or based in one of the City's 31 Neighbourhood Improvement Areas; and/or work with racialized youth, particularly Black-African-Caribbean-Canadian and Aboriginal youth Work with and/or serve MVP youth – MVP stands for Most Vulnerable People, and is the acronym use to describe 'youth most vulnerable to involvement in serious violence and crime'. For more details please see the Toronto Youth Equity Strategy Work to advance the issues outlined in the Toronto Youth Equity Strategy (TYES) including: skills development, increasing access to educational attainment, community safety, youth friendly spaces, arts and mental health Are submitted by groups that did not receive INI 2018 funding Your group must be eligible to be considered for funding

DEFINITION FOR MVP YOUTH The Toronto Youth Equity Strategy (TYES) recognizes that there are various and intersecting factors that affect youth's resilience and vulnerability to involvement in serious violence and crime. The term MVP youth (Most Vulnerable People) is used to describe youth who face multiple and/or intersecting vulnerabilities identified in the Ontario Ministry of Children and Youth Services' Roots of Youth Violence report. These roots include: Poverty, Racism, Community Design, Issues in the Education System, Family Issues, Health/Mental Health, Lack of Economic Opportunity and Issues in the Justice System. Through the City's work on gender based youth violence, ability, homophobia, transphobia and community violence exposure, these have also been added as roots of youth vulnerability. Remember to complete and submit this online Eligibility Self- Assessment & Project Idea Form by 12:00 (Noon) PM on Monday July 22 to be considered for INI 2019 funding. If you have any questions or need help completing the INI Project Idea Form, please contact us by email at: cgis@toronto.ca or: Okeima Lawrence: Okeima.Lawrence@toronto.ca Veronica Salvatierra: Veronica.Salvatierra@toronto.ca

HOW TO USE THIS ONLINE FORM You do not have to complete the Eligibility Self- Assessment & Project Idea Form in one sitting. You may return to your Eligibility Self- Assessment & Project Idea Form at any time (before you submit and/or before the deadline) to add or update your information after saving a copy. Also important to note, save a copy in Microsoft Word and cut and paste into this online Form. You must answer ALL questions in the Eligibility Self- Assessment & Project Idea Form to be considered. TO SAVE YOUR FORM AT ANYTIME BEFORE THE DEADLINE, FOLLOW THESE STEPS: How to use this online form: You can view/print a preview of the INI 2019 Eligibility Self- Assessment & Project Idea Form questions in advance – click here. You must answer ALL questions in the Form before it can be submitted. Only eligible applicants can move forward with completing the form. 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. Only the back page will be saved and not the current page. 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 on-line 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 cell blank before you leave the current page by clicking 'Next' or 'Back' button. The information on the page will ONLY be saved when all the questions on the page have information 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 416-338-2084 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 416-338-2084.

\* 1. Group name:

\* 2. Please provide your group's contact information The group mailing address is where all mail about your group is received. Reminder: INI project funding is for groups based in Toronto.

Group name:

Mailing Address for the Group:

City:

Postal code (X#X #X#):

Telephone Number (###-###-####):

Group E-mail Address:

Group's website/blog, Facebook page, and/or Twitter feed (if applicable):

\* 3. Is the group's contact person a youth between the ages of 15-29?

 Yes

 No

\* 4. Please provide your group's main contact person's information. A youth (15-29 years old) should be the main contact person. Many announcements and updates are sent through email - please list the email address you use most often.

Main contact person's name (first, last):

Main contact person's telephone number:

Main contact person's e-mail:

\* 5. Is the back-up contact person for your group a youth (15-29 years old)?

 Yes

 No

\* 6. Please provide your group's back-up contact person's information.The back-up contact person is someone who can respond to questions about the project, just in case we cannot reach the main contact person. The back-up contact person should be a youth (15-29 years old).

Back-up person's name (first, last):

Back-up person's telephone number:

Back-up person's e-mail:

\* 7. Is your group based in Toronto? This means that: - Your group's office (if applicable) and mailing address is in Toronto - More than half of your group's leaders / decision makers live in Toronto, - Your project will take place in Toronto.

 Yes

 No

\* 8. Which ward is your group based in (i.e. the space which your group works out of like a school, shared space, TCH building, etc.)?Copy and paste the ward info into the space provided below. To find out which ward your group is based in, click here - this link takes you to a new and separate web page. (Enter the Street number and Street name of your project's location and click Submit on the Ward lookup page. The webpage will then refresh and provide you with the Ward name and number (and links to the neighbourhood profile).

\* 9. Will your project take place in one of the 31 Neighbourhood Improvement Areas? Projects that involve youth from and/or based in one of the city's 31 Neighbourhood Improvement Areas (previously called Priority Neighbourhoods) are a priority for INI funding. To get your Neighbourhood profile, please click here.

 Yes

 No

\* 10. If you selected yes to the above question, please indicate which neighbourhood: (Or please put 'N/A' if otherwise.)You can look up your Ward and Neighbourhood here: Ward and Neighbourhood Search.

\* 11. Do the majority of your group's members live in Toronto?

 Yes

 No

\* 12. Do the majority of your group's intended participants live in Toronto?

 Yes

 No

\* 13. Does your group have 3 or more youth members (ages 15-29 years old)? The INI funding program defines youth as people who are 15-29 years old. A group must have a minimum of 3 members to be eligible.

 Yes

 No

\* 14. Are at least half (at least 50%) of the decision-makers in your youth group between 15-29 years old? Your group's leaders are the people who make decisions and plans for your group. The INI funding program defines youth as people who are 15-29 years old. Adults can be part of your group's leadership, but more than half of your group's leaders / decision makers must be youth.

 Yes

 No

\* 15. Which of the following describes your group? To apply for INI funding, your group must be youth-led and a not-for-profit.

 Yes, we are a youth-led, not-for-profit (unincorporated or incorporated) group (eligible)

 We are an organization or group that is not led by youth, but serves youth (not eligible)

 I am an individual applying for INI funding and am not part of a youth-led group (not eligible)

 We are a business, initiative or group whose primary goal is to make money (profit) (not eligible)

 We are a grant-making or government services group (not eligible)

 We are a political group (not eligible)

 Other (please describe) :

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\* 16. Our group did not receive INI funding in 2018? (if your group was recommended for funding in 2018 click No)

 Yes

 No

Eligibility Self-Assessment Result If you have answered 'yes' to the yes/no questions on the previous pages, your group is eligible and may fill out the application form. If you answered 'no' to any of the yes/no questions, your group is not eligible, and your application will not be considered.

\* 17. Tell us about your group (in 250 words or less).Tell us about who you are, your group's goals, and why you formed the group. This question is about your group, and not about the proposed project. You can use point form.

\* 18. What's your group's project idea (in 250 words or less)? TIP: Help us to understand what you intend to do. What are your project activities? Who will you be engaging or targeting (For example, will your project engage: Young women only? Young men only? MVP youth - youth vulnerable to involvement in serious violence and crime? Youth with a particular background? Youth dealing with a similar issue?) What will the participants be doing? What are the end goals of your project?

\* 19. Which Toronto Youth Equity Strategy (TYES) will your project address? (select all that apply)

 Skills development

 Increasing access to educational attainment

 Community safety

 Youth friendly spaces

 Arts

 Mental health

\* 20. How much are you requesting for your INI grant (in dollars)?INI grant requests can be made for up to $10,000.

About Your INI Project's Youth Participants

The answers to these questions will help us understand who will benefit from this project. The INI funding program defines youth participants as people who are 15-29 years old. Projects must happen within the City of Toronto. Your project cannot take place outside of the City of Toronto

\* 21. How many youth are expected to participate in the project activities? The INI funding program defines youth participants as people who are 15-29 years old

\* 22. Is your group led by youth who belong to any of the following equity-seeking groups? (Check all that apply)Equity seeking refers to groups who face barriers to equal access to services and/or full participation in society. Equity seeking groups include groups whose members are treated differently because of their faith, immigrant status, sexual orientation, economic status, and level of education and/or literacy, etc.

 Aboriginal (First Nations, Inuit, Metis)

 Ethno-cultural and racialized people

 Immigrants and refugees / newcomers

 Lesbian, gay, bisexual, and transgendered persons

 People living with disabilities

 Low income / socio-economically disadvantaged

 Women and girls

 Black-African-Canadian-Caribbean

 Other, please specify

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 None of the above

Trustee / Administrative Partner

What is a Trustee / Administrative Partner or Organizational Mentor? A trustee (or administrative partner or organizational mentor) is an incorporated not-for profit organization with the financial systems and organizational structure to administer your group's grant funds on your behalf. A trustee will distribute the grant funding to your group according to the approved project budget as well as be accountable for reporting on the grant funds to your group and the City. Trustees will often also provide additional administrative supports to funded groups, such as project management. Organizations that you already worked with or who are familiar with your group or project are best placed to become your trustee. For information on Trustee / Administrative Partner see the INI Guidelines here for more details. You can still apply if your group does not have an trustee (administrative partner or organizational mentor). Funded groups will be able to work with an administrative partner that the INI program provides. If your group wishes to work with an alternative administrative partner, INI staff will work with your group to help you ensure the organization your group chooses meets the grant requirements. Only groups invited to the fill application will need to meet this requirement.

The role of a Trustee (or administrative partner or organizational mentor) A trustee organization, also known as an organizational mentor or administrative partner, must be willing to be responsible for the efficient disbursement of the funding to the group being trusteed. Trustee organizations are expected to set in place an agreement and procedures that enable responsible management of the project funds, while providing capacity building supports and technical assistance. This includes areas of financial accountability and project management. A trustee fee can be included in your budget.

Who can be a Trustee organization? Primary Criteria: Be based in the City of Toronto (this means the organization's head office must be located in Toronto and a majority of programs and services take place in Toronto); 50% or more of Board members reside in the City of Toronto, or 50% or more of the organization budget is allocated to Toronto; Have existed for at least one year; Be an incorporated not-for-profit organization with recent audited financial statements; Have a service mandate related to the funded project.

\* 23. Do you have a Trustee?

 Yes

 No

Your responses have been registered! Thank you for taking the time to complete the Eligibility Self-Assessment and Project Idea Form, your input is valuable to us. Eligible applicants will be notified in August 2019 via e-mail.