

2019 NEIGHBOURHOOD GRANTS

Your Working/Planning Document

The following questions are intended to help you plan your event/activities.
This is NOT the application form.

You will have to complete the online application at <http://tiny.cc/1hc3az>.

Please contact your Community Development Officer if you have questions.

GROUP INFORMATION

- **Who is your group lead?**
 - We will ask for your first and last name, postal code of your residence, phone number and email address. The group leader must live in one of the 39 neighbourhoods.
- **Who are your 3-5 group members?**
 - We will ask for the first and last names, email addresses as well as residence postal codes of all 3-5 group members. Every group member must be a resident of one of the 39 neighbourhoods
 - Each Group Member must live in a separate household (you'll be asked to give their postal code).
 - If any of the group members and group leader don't live in the 39 neighbourhoods, your application will not be reviewed.
- **Who is your community mentor?**
 - Your group is highly encouraged to work with a mentor from a local organization or business who will support your group as you put on your event. Mentors are especially encouraged for groups who need feedback, support and guidance.
- **By submitting this application, our group and our mentor are consenting to be contacted by the City of Toronto regarding other opportunities, including Neighbourhood Planning Table meetings**
 - Yes/no response

EVENT/ACTIVITY DESCRIPTION

You'll be asked to answer the following questions in the online application form. Work with your group to answer these questions (about 100 words each), and discuss them at the Neighbourhood Planning Session in October/November before applying online.

1. **Is this activity/event part of an agency program, etc?**
 - Please note that Neighbourhood Grants are for resident-led activities and events. Not-for-profit organizations are not eligible to apply. Funding for annual agency events/activities are not eligible. If you are unsure about the purpose of your event/activity, please contact your CDO and/or discuss it at your Neighbourhood Planning Table.

2. What is your group's event/activity?
3. Tell us WHY you are proposing your event/activity. What does the event hope to accomplish?
4. Describe HOW you will organize and deliver your event/activity.

EVENT/ACTIVITY DETAILS

- Are you preparing (cooking) food at your event? Are vendors serving food at your event? Are you labelling food at your event for those who may be allergic?
 - Answer yes/no. If you answer 'yes' to any of these questions, you should get in touch with your CDO and Neighbourhood Planning Table. They can help put you in touch with Toronto Public Health around safe food handling
- Which neighbourhood will your event/activity take place?
 - Your activity/event must take place in one of the 39 eligible neighbourhoods.
- 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 full address of the where the event will take place.
- What is the planned date for your event?
 - Events/activity must take place between May 1 and September 15, 2019
- Frequency of the project activities
 - Event/activity must start and finish within ONE month. It could be a one day, or multiple day event
- Timing of your event/activity
 - Morning? Evening? All day?
- Who is the target group that you will target to attend your event/activity?
 - Your event/activity must be FREE and OPEN to other residents in your neighbourhood (not just your group members).
 - Children? Youth? Older Youth? Adult? Seniors? All ages?
- Estimate the total number of people who will attend your event/activity
- Which Toronto Strong Neighbourhood Strategy 2020 Theme Area does your event/activity support? Please select one option from below.
 - **Economic Opportunities:** For example, jobs skills workshop, certification workshop, employment forum and more
 - **Healthy Lives:** For example, nutrition workshop, wellness day, gardening event and more
 - **Participation in Decision Making:** For Example, community speak out event, leadership training, civic action forum and more
 - **Social Development:** For example, Educational workshop/forum, back to school event, neighbourhood festival and more
 - **Physical Surroundings:** For example, community beautification event, neighbourhood walking tour, community art event and more

FUNDING REQUEST

- How much are you requesting for funding? Funding can ask for funding between \$1,000 - \$3,000.
 - Tell us what you need in cash and what you can get donated (in-kind). Your cash request to the City must can be between \$1,000 and \$3,000. Remember to account for permit, insurance, event materials, etc. Review the list of Eligible and Ineligible Expense to find out which items can and can't be funded.

You'll be asked how you will use the funding in the online application using a table as below.

Description	Amount Requested
TOTAL	

In-kind support (if any):

Description	Estimated Value (in \$)
TOTAL	