Toronto Urban Health Fund
Expression of Interest Guide
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How to apply

Apply online: **2020 TUHF EOI**

You can preview and download the form before completing online (PDF Document): **TUHF 2020 EOI**

There are two ways to apply for funding:

1. By completing the entire EOI online.

2. By completing the *Organization Information* section of the EOI online, recording your responses for the *Project Information* section of the EOI in video or audio format, uploading it on YouTube, and providing the link.

Submit by Oct 25, 2019 @ 4:00 pm

Please make sure you complete all sections and answer all questions. Late submissions will not be accepted.

Key Information

- There are changes to the Toronto Urban Health Fund. Previous and new applicants should review this guide to ensure that you are applying to the appropriate funding program and that you are completing the form correctly.

- When answering questions in the EOI, a brief answer for most questions will be enough. We will ask for more details if you are invited to send in a full funding proposal.

- You can use point form to answer the EOI questions. Completed EOI forms are assessed for their content.

- Before you start completing the EOI, please make sure you are eligible and have a Letters Patent and a signed audited financial statement. Otherwise, you will need to look for a Trustee or Sponsor to administer the funds and act on behalf of the organization.

- Do not submit any material from your organization that has not been requested – such material will not be reviewed.

- If you prefer to provide your responses to the EOI questions verbally, you can submit an audio or video recording. You will still need to apply using the online link and contact TUHF at 416-338-0900 for a link to a secure site to transfer your recording to TUHF.
Refer to the TUHF Audio and Video EOI Submission Guide attachment.

A senior officer (for example, Executive Director /Chair of the Board/Director) who is authorized to sign documents for the organization will need to sign the EOI.

Once your EOI is received, you will receive confirmation. It is the responsibility of each applicant to follow up. If you do not receive any notification that your application has been received, contact TUHF at 416-338-0900 or tuhf@toronto.ca

List of Acronyms

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<th>Expansion</th>
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<tbody>
<tr>
<td>AIDS</td>
<td>Acquired Immune Deficiency Syndrome</td>
</tr>
<tr>
<td>BOH</td>
<td>Board of Health</td>
</tr>
<tr>
<td>CA</td>
<td>Chartered Accountant</td>
</tr>
<tr>
<td>CGA</td>
<td>Certified General Accountant</td>
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<tr>
<td>CPP</td>
<td>Canada Pension Plan</td>
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<tr>
<td>EBI</td>
<td>Evidence Based Intervention</td>
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<tr>
<td>E.I.</td>
<td>Employment Insurance</td>
</tr>
<tr>
<td>EHT</td>
<td>Employer Health Tax</td>
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<tr>
<td>HIV</td>
<td>Human Immunodeficiency Virus</td>
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<tr>
<td>EOI</td>
<td>Expression of Interest</td>
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<tr>
<td>NIA</td>
<td>Neighbourhood Improvement Area</td>
</tr>
<tr>
<td>PEP</td>
<td>Post-exposure prophylaxis</td>
</tr>
<tr>
<td>PrEP</td>
<td>Pre-exposure prophylaxis</td>
</tr>
<tr>
<td>STI</td>
<td>Sexually Transmitted Infection</td>
</tr>
<tr>
<td>TCDSB</td>
<td>Toronto Catholic District School Board</td>
</tr>
<tr>
<td>TDSB</td>
<td>Toronto District School Board</td>
</tr>
<tr>
<td>TPH</td>
<td>Toronto Public Health</td>
</tr>
<tr>
<td>TTC</td>
<td>Toronto Transit Commission</td>
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<tr>
<td>TUHF</td>
<td>Toronto Urban Health Fund</td>
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<tr>
<td>WSIB</td>
<td>Workplace Safety &amp; Insurance Board</td>
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## Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td>Audited Financial Statement</td>
<td>A report prepared by independent auditors demonstrating the fairness and compliance of an organization’s financial statements with generally accepted accounting principles.</td>
</tr>
<tr>
<td>Behaviour change</td>
<td>Refers to efforts made to change people's personal habits and attitudes to prevent disease.</td>
</tr>
<tr>
<td>Evidence-based approach / practice</td>
<td>This is an approach or practice that relies on scientific evidence for guidance and decision-making. Practices that are not evidence-based may rely on tradition, intuition, or other unproven methods. The goal of evidence-based practice is to replace unsound or outdated practices in favor of more effective ones by shifting the basis for decision-making from tradition, intuition, and unsystematically recorded experiences to firmly grounded scientific research.</td>
</tr>
<tr>
<td>Illicit Substance</td>
<td>Refers to substances that are illegal to make, sell and use.</td>
</tr>
<tr>
<td>Diverted Pharmaceutical</td>
<td>Refers to prescribed, over the counter pharmaceutical drugs that are used for purposes other than those for which they were prescribed; or in doses that fall outside of the regimens within which they were prescribed; or that are used by individuals who did not receive a prescription.</td>
</tr>
<tr>
<td>Letters Patent</td>
<td>A legal document issued by the Ontario government that includes your non-profit organization’s name, its purpose, the location of its head office, and the names of its founding directors.</td>
</tr>
<tr>
<td>Intervention Plan</td>
<td>A series of activities designed to teach and reward positive behaviors. This can also help prevent or stop problematic behaviors.</td>
</tr>
<tr>
<td>Trustee</td>
<td>An organization that holds or manages funds for the benefit of another organization or group. The trustee is legally obliged to make all trust related decisions with the beneficiary’s interests in mind and may be responsible for damages in the event of not doing so.</td>
</tr>
<tr>
<td>Sponsor</td>
<td>An organization who is delegated and takes responsibility for some other organization or group.</td>
</tr>
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Toronto Urban Health Fund Overview

TUHF Mandate and Strategy

The Toronto Urban Health Fund (TUHF) is a Toronto Public Health (TPH) program that provides funding for community-based projects that focus on HIV prevention, substance misuse prevention, and harm reduction.

TUHF’s mandate is to build individual and community capacity in the areas of (the):

- prevention of HIV through sexual transmission,
- prevention of HIV through injection drug use transmission,
- prevention of harms from substance use, and
- building resiliency among children and youth to delay the onset and/or prevention of high-risk sexual behaviors and substance use

TPH programs aim to meet the requirements of the Ontario Public Health Standards (OPHS). TUHF funds projects that help TPH meet provincial requirements and standards. The specific OPHS objectives that relate to reducing the rates of new HIV infections and negative impacts to health that result from substance use that TUHF addresses are:

- To increase access to sexual health and harm reduction services that prevent exposure to and the transmission of HIV
- To increase the practice of healthy behaviors among populations with respect to sexual practices and injection drug use as they relate to preventing and reducing exposure to HIV
- To increase the practice of healthy living behaviors and personal skills for preventing substance use and reducing harms associated with substance use

TUHF funding objectives are geared towards projects that increase access and use of prevention services, the adoption of healthy behaviors, and the development of personal skills to mitigate the risks of unprotected sex and substance misuse.

TUHF funding adds to existing TPH programming and provides opportunities for TPH to develop partnerships with community-based organizations to ensure that prevention initiatives that address HIV and substance misuse are reaching populations that TPH cannot access because of language, cultural and geographic barriers.

Community organizations providing HIV prevention, harm reduction, and child and youth resiliency programming in Toronto can more easily provide services that are useful and practical to populations that need them most.

TUHF program staff work with organizations that receive funding to make sure funded services are delivered successfully and to increase the health benefits of clients who use TUHF funded services that are delivered by community partners.
Application Process

The Toronto Urban Health Fund funding process is transparent and competitive. The process starts when TUHF posts the EOI form on its website requesting that organizations submit their project plans.

TUHF's funding cycle runs annually from July 1st of a given year to June 30th of the following year. TUHF funds one-year and three-year projects. TUHF's funding process occurs each year for one-year projects and once every three years for three-year projects.

**For the 2020 funding cycle, TUHF is accepting EOI forms for one-year and three-year projects.**

TUHF funds projects that address behavior change that are related to high risk sexual activities and/or substance use. TUHF EOI forms and funding proposals will ask you to describe your behavior change intervention plan.

**Application Questions:**

You will be asked to describe the following:

- What are the healthy and positive behaviours that need to be promoted?
- What are the less-friendly behaviors that needs to be reduced?
- Which group of people are engaging in these behaviours?
- What are the reasons the behaviors are occurring?
- What are you planning to do (e.g. activities or interventions) to promote positive behaviours or to reduce less health-friendly behaviors?
- How will you know that you have done what you said you will do?
- How will you know that you are successful and have achieved results?

**Phase 1: Expression of Interest (open call for submissions)**

The submission of an Expression of Interest (EOI) form is the first of two steps in the application process for TUHF funding. EOI forms are screened to ensure that organizations that are applying are eligible to receive funding based on both the City of Toronto's requirements as well as TUHF's requirements that projects use evidence-based approaches to develop their projects.

The TUHF EOI will be used for the following purposes:

- To determine the organization's non-profit status
- To assess the organization's financial situation
- To determine if the proposed initiatives are aligned with TUHF program objectives and priorities
- To determine if the proposed initiatives are aligned with the objectives and requirements of the Ontario Public Health Standards
- To determine whether TPH funds are being used effectively
To ensure there is transparency in the funding selection process

Phase 2: Full Application (by invitation only)

Organizations with successful EOIs will be invited to submit a funding proposal that will be assessed by the TUHF Review Panel. The TUHF Review Panel will then make recommendations to the Board of Health on projects that should be considered for funding and in what amounts.

Organizations that are offered funding agreements will work closely with TUHF program staff to ensure their clients and project participants receive good service and the best possible benefits from TUHF’s funding.

Funding Proposal Guidelines will be available in a separate document.

Please note that an invitation to submit a Funding Proposal does NOT guarantee funding.
The primary and secondary contacts listed on your EOI will be informed of the results by email. Eligible EOs will be invited to submit a proposal.
Organization Eligibility
TUHF funding is specifically for community-based non-profit organizations. Funding is also specifically for organizations with headquarters located in Toronto and who provide services for residents of Toronto.

To verify your organization's legal status; non-profit status; service mandate; and financial situation, you must submit the following with your EOI:

- Letters Patent
- Signed Audited Financial Statement (year of audit must be within past two years)

TUHF has two separate funding pools, one for mainstream (non-Indigenous-led) organizations and another for Indigenous-led organizations.

Your organization must meet ALL criteria for mainstream or Indigenous organizations to be eligible for funding. **If not, you can still receive funding through a Trustee or Sponsor.**

If your EOI is successful and you are invited to submit a funding proposal, a Trustee/Sponsor Agreement must be submitted along with your Funding Proposal.

### Criteria for mainstream organizations.
1. Non-profit organization with Letters Patent
2. Organization has an incorporation number
3. Organization's head office is in Toronto
4. Project activities take place in Toronto
5. Organization has signed Audited Financial Statement (within last two years)
6. At least 50% of the organization's Board of Directors reside in Toronto
7. Proposal is requesting one-year and/or three-year project funding

### Criteria for Indigenous organizations
1. Non-profit organization with Letters Patent or Operating Bylaws or Strategic Plan stating Indigenous mandate
2. Organization has an incorporation number
3. Organization's head office is in Toronto
4. Project activities take place in Toronto with exceptions made for cultural activities that can take place outside of Toronto
5. Organization has signed Audited Financial Statement (within last two years)
6. At least 50% of organization's Board of Directors are of Indigenous ancestry or organization is staffed and led by persons of Indigenous ancestry
7. Organization uses an Indigenous service model and cultural expression to serve Indigenous clients and service users
8. Proposal is requesting one-year and/or three-year project funding
TUHF Funding Streams

TUHF has four approaches to effectively address the prevention of HIV transmission and substance misuse. These approaches form the framework for the four TUHF funding streams.

**Prevention of HIV Through Sexual Transmission***

*Previously called HIV Prevention

Prevention of HIV through Sexual Transmission stream projects should primarily reach people from priority populations who engage in high risk sexual behaviours to prevent HIV transmission.

High risk behaviours depend on different contextual factors that individuals are faced with and could (but do not always) include condomless sex, sex with partner(s) of unknown serostatus, and sex with multiple partners.

Projects should focus on interventions that increase the use of prevention strategies e.g. Treatment as Prevention such as Pre-Exposure Prophylaxis (PrEP), Post Exposure Prophylaxis (PEP), and Undetectable=Untransmissible (U = U). Projects can also incorporate preventative tools and methods (e.g. testing, condoms) and services, and address stigma and behaviour change, as primary intended outcomes.

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**Prevention of HIV Through Sexual Transmission Funding Stream Target Populations**

- Gay and bisexual men and youth, and men who have sex with men (MSM)
- People from countries with emerging or high prevalence rates of HIV
- People living with HIV
- Sexual partners of people living with or at risk for HIV exposure
- People who are or who identify as transgender
- People who identify as Two-Spirit or Indigenous LGBT identity
- People who are from First Nations, Inuit and Métis populations

**Prevention of HIV Through Sexual Transmission Funding Stream Funding Objectives**

- To increase healthy sexual behaviours that reduce risk of HIV
- To increase knowledge and use of existing prevention tools (i.e. condoms and PrEP), strategies, and services
- To increase knowledge of HIV/STI serostatus through testing
- To increase knowledge, use and adherence to antiretroviral therapy (ART) to reduce HIV transmission
- To increase the capacity of organizations and the community to promote sexual health, address stigma, and offer services within a sexual health promotion framework
Harm Reduction

Harm reduction projects should be aimed at working with populations using illicit substances and diverted pharmaceuticals to prevent the transmission of communicable diseases such as hepatitis C and HIV, an overdose, as well as other negative impacts of drug use.

Projects should increase access to harm reduction/prevention resources for these populations by offering services that meet their health needs in ways that are respectful and non-judgmental, without necessarily reducing consumption.

Harm Reduction Funding Stream Target Populations

- People who share drug use supplies
- People who are homeless, precariously/under/unstably housed or street-involved
- People who are not regularly accessing harm reduction services
- People who are incarcerated or who have been involved with the criminal justice system
- People who are involved in sex work activities
- People who use or choose to use illicit substance(s) and/or diverted pharmaceuticals
- People who are from First Nations, Inuit and Métis populations

Harm Reduction Funding Stream Funding Objectives

- To increase healthy behaviours of people using substances
- To increase the availability and use of health protection and promotion services that support people who use substances
- To increase knowledge and use of harm reduction strategies, skills, supplies and services
- To increase awareness and use of resources and services to prevent overdoses among people who use substances (i.e. overdose education, naloxone training, supervised consumption sites, consumption and treatments services, overdose prevention sites)
- To increase the capacity of organizations and the community to promote health and offer services within a harm reduction framework
The Child and Youth Resiliency Stream supports community-based prevention interventions that provide opportunities for children and youth who are marginalized and face multiple barriers to achieving the best health outcomes possible.

Projects must use a resiliency approach. While TUHF recognizes the need to provide comprehensive programming, TUHF funded activities should focus on addressing sexual behaviours and/or substance use.

More information about resiliency can be found here: [TUHF Resiliency Guide](#)

### Child and Youth Resiliency Stream Target Populations
- Children and youth with a history of family members and/or caregivers using alcohol or other substances
- Children and youth with behavioural, mental health, and/or social challenges
- Children and youth excluded from school or with poor school engagement
- Children and youth who have been involved with the criminal justice system
- Children and youth in care under protection services or foster care
- Children and youth from racialized groups residing in designated Neighbourhood Improvement Areas (NIA)s or those facing extreme socio-economic disadvantage
- Children and youth facing challenges related to their identity including (but not limited to) race, sexuality, gender identity and gender expression
- Children and youth from First Nations, Inuit and Métis populations

### Child and Youth Resiliency Stream Funding Objectives
- To increase personal agency (e.g. *inner capability*\(^1\)) among children and youth by working with them to identify and use their individual strengths and assets in ways that help them avoid or reduce vulnerability
- To increase resourcefulness by equipping children and youth with the skills to successfully negotiate and navigate situations should they engage in behaviours that put them at risk of HIV transmission and/or substance use
- To promote social and emotional competence for children and youth faced with adversity, and enabling them to transform stressful situations into opportunities to learn and thrive
- To enhance child and youth engagement with resourceful \(^2\)environments, communities,

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\(^1\) *Inner capability* also known as personal agency, reflects part of a developmental process in which an individual becomes more resilient by harnessing their inner strengths and external resources in order to turn stressful situations or adversity into opportunities to thrive.

\(^2\) *Resourceful environments* refer to external resources and supportive environments which children can access in order to enhance their social and psychological development, and which comprise relationships with core adults such as family members and teachers.
and life settings\(^3\) that promote health
- To increase the capacity of organizations and the community to promote health and offer services within a resiliency framework

### Indigenous Funding Stream

The Indigenous Stream supports wellness and holistic approaches that are derived from traditional Indigenous world views and perspectives.

The root causes of HIV and substance use vulnerabilities within Indigenous communities can be traced to the trauma, alienation and dislocation that resulted from the effects of colonial oppression.

Funding will be provided to projects from Indigenous organizations working with First Nations (including those who are status and non-status, and on and off reserves), Metis and Inuit, that build on the strengths and resilience of cultural approaches and teachings to counter the effects of colonization.

Funding will be guided by TUHF’s Indigenous Funding Framework developed by the TUHF Indigenous Advisory Circle (IAC), which is based on the fundamental teachings of kindness and the offering of help and incorporates the Physical, Mental, Emotional, and Spiritual aspects of the individual.

**Programs and services will be structured around four key domains:**
- Training and Resource Development
- Promotion and Prevention
- Care and Prevention Support
- Diagnosis and Crisis Mitigation

The TUHF Indigenous Framework is available attached as a separate document

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\(^3\) *Life settings* describe a combination of relational and contextual resources, namely, stable, trusting and supportive relationships; and others such as educational resources, safe housing and strong communities.
## Project Types

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Term</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td><strong>1. Innovation</strong></td>
<td>One year</td>
<td>• addresses new and emerging issues &lt;br&gt;• aims to achieve short-term outcomes &lt;br&gt;• includes pilot projects &lt;br&gt;• provides opportunity to test innovative ideas, policies, and untested interventions</td>
</tr>
<tr>
<td><strong>2. Needs Assessment</strong></td>
<td>One year</td>
<td>• provides opportunities to gain a better understanding of the prevention needs of an at-risk population &lt;br&gt;• informs knowledge of risk and protective factors for use in service planning and resource development</td>
</tr>
<tr>
<td><strong>3. Demonstration</strong></td>
<td>Three years</td>
<td>• addresses long-term and persistent issues &lt;br&gt;• requires medium to long-term timelines to achieve results &lt;br&gt;• has potential to achieve long-term outcomes &lt;br&gt;• has potential to demonstrate effectiveness and inform best practices</td>
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Tips on Completing the Expression of Interest

Completing the Organization Information Section

Provide all the required information related to your organization and submit a copy of your Letters Patent and Audited Financial Statement.

Note the following:
- Use your organization’s legal name, as stated in your Letters Patent.
- The City currently has a strategic plan to address racism and gaps in services provided to organizations that provide services to people who identify as Black. Indicate if your organization has a mandate to serve the Black community.
- Organization eligibility criteria is covered in the section above. Refer to [Criteria for Indigenous organizations](#) if you are an Indigenous-led organization and [Criteria for mainstream organizations](#), if you are not an Indigenous-led organization.
- Regarding any communication related to this EOI form, TUHF will only communicate with the person identified as your Primary Contact Person.
- If a Program Staff is available to communicate with TUHF regarding this EOI form, include the staff’s contact information. The Secondary Contact Person will be contacted by TUHF if the Primary Contact Person is unavailable.
- The EOI form must be signed by someone in your organization who is authorized to do so.

Completing the Project Information Section

Project Summary

The project summary should provide an overall summary of your project. It should include the following:
- a clear rationale for why the project is needed;
- a clearly identified target population (which group do you aim to assist);
- describe what you will do to address the problem/issue your target population faces, and;
- a clear statement of your goal(s) / objective(s) (i.e. what do you plan to achieve or what change will result).
Service Delivery Location

Identify up to four primary neighbourhood(s) where you plan to deliver services for this project. This refers to the locations where the majority of services and activities will be delivered. Depending on the population you are servicing, these could be neighbourhoods where your clients live, work or play.

TUHF strongly encourages that applicants seeking funding should develop projects that will be delivered in the following types of neighbourhoods:

- areas with higher incidences of HIV, HCV, and other sexually transmitted infections
- areas with higher incidences of drug overdose
- Neighbourhood Improvement Areas (NIAs)

Where are these neighbourhoods? See the links below:

- City of Toronto Neighborhoods
- City of Toronto Neighborhood Map
- Neighborhood Improvement Areas
- City of Toronto NIA profiles
- Sexually Transmitted Infections Annual Report
- Toronto Public Health Communicable Disease Surveillance Reports

Target Population

Identify the group of people who will primarily benefit from your proposed project.

Briefly describe the following:

- Who is this group of people you will provide service for? What characteristics do they have in common?
- Why are you targeting this population?
- What puts this population at greater risk than other groups?
- What is your experience providing HIV and/or substance prevention services to this group?
- What do you plan to do to address this group's risks or to enhance their strengths?

Activities and Outcomes

Briefly describe what you will be doing in this project.

Describe the following:

- Provide more details on the activities you will be delivering to address the risks described above, as well as other opportunities your activities might create.
- Describe the evidence you will show to demonstrate that your choice of activities will work.
- If you do not have any evidence that your activities will work, then how will you show and measure that your activities could work.
- How will you know things are working? How will you know if your projects are improving the health of your target population?
Budget Guidelines

Provide an estimate of how much your project will cost.

Although a breakdown is not required at the EOI stage, you are encouraged to review the budget guidelines for eligible and ineligible expenses.

Submit a budget that is realistic, justified and aligned with your project activities. Budget estimates are assessed for alignment with the level and complexity of your activities.

Funding for personnel should be used for wages, mandatory employment-related costs and employee benefits for staff and peers who are employed to specifically carry out the project.

Funding for non-personnel project expenses must be directly related to project delivery.

Funding for administration expenses should support overhead and administrative costs that are directly associated with the funded project. The maximum portions of your proposed expenses that are covered by TUHF will depend on the size of your organization's revenues (see chart below).
<table>
<thead>
<tr>
<th>Expense</th>
<th>Guidelines</th>
<th>Eligible expenses (examples)</th>
</tr>
</thead>
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<tr>
<td>Personnel and Honorarium</td>
<td>Project Staff*:</td>
<td>• Hourly wages for project staff (up to a maximum of 50 weeks)</td>
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<tr>
<td></td>
<td>● TUHF funds up to $61,453</td>
<td>• Fringe benefits for project staff (including a minimum of 2 weeks of vacation or 4%)</td>
</tr>
<tr>
<td></td>
<td>Peers and Recruited positions*:</td>
<td>• Hourly wages for recruited positions, i.e. peer staff</td>
</tr>
<tr>
<td></td>
<td>● TUHF funds up to $18,750</td>
<td>• Fringe benefits for recruited positions, i.e. peer staff</td>
</tr>
<tr>
<td></td>
<td>* maximums are for TUHFs contribution – wages greater than TUHFs contribution should be funded through in-kind or other sources of funding</td>
<td></td>
</tr>
<tr>
<td>Project Expenses</td>
<td>Reasonable and justified reviewed on a case-by-case basis</td>
<td>• Advertising and promotion expenses to promote the project and recruit participants</td>
</tr>
<tr>
<td></td>
<td>● Honorarium</td>
<td>• Honoraria for consultants and facilitators involved in project planning, implementation, or evaluation</td>
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<tr>
<td></td>
<td>● Travel</td>
<td>• Local transit expenses (TTC) for project participants and peers to access services</td>
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<tr>
<td></td>
<td>● Food</td>
<td>• Printing</td>
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<td></td>
<td>● Advertising and Promotion</td>
<td>• Project materials and supplies (workshop supplies, etc.)</td>
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<tr>
<td></td>
<td>● Material and Supplies</td>
<td>• Resource development</td>
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<tr>
<td></td>
<td>● Elder fees (assessed by Indigenous Review Panel)</td>
<td>• Workshop/forum expenses</td>
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<tr>
<td></td>
<td>● Other</td>
<td>• Food</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• One-time purchase of media equipment and art supplies</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Other expenses are reviewed on a case-by-case basis</td>
</tr>
<tr>
<td>Administration</td>
<td>Administration Fees: (only applicable for 3-yr projects)</td>
<td>• office administration</td>
</tr>
<tr>
<td></td>
<td>● up to 18% of total project costs</td>
<td>• bookkeeping</td>
</tr>
<tr>
<td></td>
<td>● up to 10% for organizations with &gt; $2 million annual revenues</td>
<td>• portion of rent</td>
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<tr>
<td></td>
<td>Trustee/Sponsor fees</td>
<td>• utilities, etc.</td>
</tr>
<tr>
<td></td>
<td>● up to 10% of total project cost</td>
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<tr>
<td>Evaluation</td>
<td>Evaluation: up to 5% of total project cost</td>
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</tbody>
</table>

*Table 1: Budget guidelines*
Ineligible expenses

The following expenses are not funded:

- Other ongoing projects/programs that your organization is running
- Regular operational expenses that do not specifically relate to this project
- School-based programming reaching the general population
- Research projects
- Brochures and pamphlets
- Stand-alone alcohol or any tobacco misuse prevention activities
- Participant income-generating activities
- Salaries and associated costs of professionals and counseling/drug treatment/case management
- Fees or honoraria paid to project partners
- Mileage and staff travel expenses
- The purchase and development of illicit substance paraphernalia
- Computers, laptops, or software
- Supervision/management costs and staff salary related to overall operations of the organization
- Travel outside of the City of Toronto (exemptions made for eligible Indigenous cultural and/or land-based activities)
EOI Assessment Criteria

TUHF funds are awarded through a competitive process. EOI forms will be reviewed by TUHF staff. Your project will be looked at as a whole, as well as its impact on the population(s) you serve. Approved projects have the greatest potential to address risks and protective factors to HIV and/or substance use through interventions that address behavior change. TUHF aims to support projects that deliver prevention services to at-risk, underserved and high needs populations in the City of Toronto, including the City-designated Neighbourhood Improvement Areas and areas with higher incidence of HIV, Hepatitis C, and in locations in the city where greater numbers of suspected drug overdoses have occurred.

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td><strong>A. Evidence informed / based</strong></td>
<td>Projects will use interventions that are evidence-informed, evidence-based, or those that can be evaluated. In other words, the interventions have been shown to work or you will demonstrate that it can work</td>
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<td></td>
<td>- Project uses evidence-based approaches to assess the need, identify issues, etc.</td>
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<td>- Project shows results through evaluation</td>
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<tr>
<td><strong>B. Reach</strong></td>
<td>Services that will reach high-risk populations. TUHF is looking to support a wide range of priority populations that are under-served or not currently accessing services in the City of Toronto.</td>
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<td></td>
<td>- Project will be delivered in NIA and/or areas with mid to high rates of HIV and/or substance use issues</td>
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<tr>
<td></td>
<td>- Project will reach high risk populations (geographic, demographic, service provision)</td>
</tr>
<tr>
<td><strong>C. Address risks</strong></td>
<td>Services that address the risk of exposure to HIV or the harms associated with illicit substance use.</td>
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<tr>
<td></td>
<td>- Project has clearly identified target population issues/problems</td>
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<tr>
<td></td>
<td>- Issues/problems identified are population-specific and relevant to HIV/substance use</td>
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<tr>
<td><strong>D. Improve health outcomes</strong></td>
<td>Interventions that have the potential to improve health outcomes</td>
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<tr>
<td></td>
<td>- Project has identified a relevant set of intervention components</td>
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<tr>
<td></td>
<td>- Intervention is multi-dimensional and directly addresses identified issues/problems</td>
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<tr>
<td><strong>E. Cost effective</strong></td>
<td>TUHF has a limited amount of resources that cannot meet the demands in the community. TUHF aims to provide funding to projects that will have the most impact on under-served, high-risk populations</td>
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<tr>
<td></td>
<td>- The estimated budget is reasonable</td>
</tr>
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<td></td>
<td>- The estimated budget is aligned with the complexity of the intervention</td>
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Frequently Asked Questions (FAQ)

Can my organization submit more than one Expression of Interest?
Your organization can submit more than one EOI. Your organization can also submit to more than one funding stream.

Where can I find details on previously funded TUHF projects?
You can find a summary of funded projects on the TUHF website. [TUHF funded project list]

How many projects will be funded under each stream?
The number of projects funded under each stream is not predetermined. Proposals are assessed for quality and ranked using established assessment criteria. The review panel will consider annual strategic directions, funding priorities, and service gaps within populations and geographies.

What are my chances of having my project funded if we've been funded before?
All proposals are assessed as new projects. Previously funded projects are assumed to have met their proposed project objectives and close at the end of their project term. Returning applicants are not guaranteed future funding or automatic eligibility. The funding process is competitive every year.

How much funding can I request for my proposed project?
There is no maximum amount you can request for each project. Budget items need to be justified, reasonable and aligned with the complexity of the proposed activities.

Why is there an EOI process?
The EOI process is in place to:
- Enable TUHF staff to screen in applications that have a significant chance of getting funded.
- Give applicants a sense of the type of data and information that will be needed if they are invited to submit full funding proposals.
- Allow organizations to plan resources, make alternate plans if the EOI is not successful, seek other funding and resources, and to coordinate with project partners.
- Ensure your projects are well planned before submission of a full proposal.
- Improve the quality of proposals that are submitted to the Review Panel for funding consideration.

How many applicants will be invited to submit a Full Application?
The number of applicants invited to submit full proposals will depend on the quality of EOI submissions. All EOIs that meet TUHF assessment criteria will be invited to submit full proposals.

Will there be an appeals process for the Expression of Interest Phase?
No, there will not be an appeals process for the EOI Phase.

If my EOI submission is unsuccessful, what supports can Toronto Public Health offer?
TUHF will provide a summary of your EOI assessment, which will indicate a rating of each
assessment criteria. TUHF staff will be available to meet with you to discuss the feedback and answer any questions you might have. TPH may assign a Community Health Officer to work with your organization to develop skills to plan projects. In addition, organizations will have the opportunity to attend future EOI writing workshops.

Will the information submitted in the Expression of Interest need to align with the information submitted in the funding proposal?
The EOI is an overview of your proposed project ideas. The funding proposal will ask for more details and evidence to be provided. The project idea should remain consistent with what was proposed in the EOI. TUHF has the right to decline a proposal submission if the target population and proposed intervention differ significantly from what was stated in the EOI.

What happens after I am invited to submit a Full Application?
A proposal template will be emailed to your primary or secondary contact person. You will also be invited to attend a full proposal writing workshop.

Can an Indigenous organization apply as a mainstream organization?
Funds have been reserved specifically for the Indigenous funding stream. An Indigenous organization can still submit and compete for funding with other mainstream organizations. Proposals submitted to the mainstream funding section will be assessed using mainstream non-Indigenous criteria.

Which organizations can trustee or sponsor an applicant?
A trustee must meet all the organization eligibility criteria. Most organizations that require a trustee or sponsor are new grassroots organizations, networks or coalitions that are still in development. In order to effectively provide support, a trustee or sponsor organization must have the capacity to provide adequate and relevant support. It is also advisable that a trustee organization have experience in HIV prevention, harm reduction, or resiliency work. For the Indigenous stream, a sponsor must be an Indigenous organization.

Need Help? For more information contact a TUHF Staff.

If you have any questions, contact a Community Project Grants Officer. First-time applicants to the Toronto Urban Health Fund program are encouraged to speak with a Community Project Grants Officer to confirm eligibility.

<table>
<thead>
<tr>
<th>Community Project Grants Officers</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michele Ashem</td>
<td>416-392-4882</td>
<td><a href="mailto:Michele.Ashem@toronto.ca">Michele.Ashem@toronto.ca</a></td>
</tr>
<tr>
<td>Paulson Amibor</td>
<td>416-338-3307</td>
<td><a href="mailto:Paulson.Amibor@toronto.ca">Paulson.Amibor@toronto.ca</a></td>
</tr>
<tr>
<td>Shaleena Theophilus</td>
<td>416) 338-0623</td>
<td><a href="mailto:Shaleena.Theophilus@toronto.ca">Shaleena.Theophilus@toronto.ca</a></td>
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