

**Applicant Business Information**

Name of BIA			
Contact Name		Position Title	
Street Number	Street Name		Suite/Unit Number
City/Town		Province	Postal Code
Telephone Number		Email	

**Proposal Information**

Title of Proposed Innovation Fund Project	
Brief Description of Proposed Innovation Fund Project	
Proposed Project Start Date	Estimated Project Completion Date

**Budget**

Funding Amount Requested	Total Project Budget
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**Authorization**

BIA Chair Name (First, Last-print)	
Signature	Date (yyyy-mm-dd)

**Office Use Only**

# BIA Innovation Fund

## Application Checklist

- ☐ Signed Application Form
- ☐ Project Proposal (10 page slide deck in PDF format)
- ☐ Letters of support from additional funders (if applicable)

## Project Proposal (10 Page Slide Deck)

Please provide a slide deck of no more than 10 slides as your Project Proposal. There are no formal requirements for the layout and design of the slide deck, but it should be able to describe:

### *A. Challenge(s) the Project Seeks to Address*

- Discuss the challenge(s) the project seeks to address (i.e. Business area experiences difficulty retaining new use for aging strip malls).
- Demonstrate the need for the project.

### *B. Project Goals*

- Provide a short list of goals for the outcome of the project (i.e. Business area will have a menu of implementable pop-up programming to activate aging strip malls).

### *C. Project Details*

- Describe the project details, which **could** include: What is the work involved? What activities and tasks are required to complete this project? Where will the project take place? Who will handle the work? Will the BIA need to hire a consultant to oversee the work? Has your BIA already done work to address the project challenge(s)? Does the project have support from other local actors? Etc.
- How will success of the project be measured or evaluated?
- Describe the project deliverable(s).

### *D. Itemized Project Budget*

- Provide high level budget detailing estimated costs for general expense categories

## How to Apply

Please e-mail your completed application in PDF format to:

David Hessels, Project Manager, Toronto BIA Office  
David.Hessels@toronto.ca  
416-392-6837

## Deadline

The deadline for applications for Stream 7 of the BIA Innovation Fund is:  
**Thursday, May 6, 2021, 4:30 p.m.**

# BIA Innovation Fund

## Program Guidelines

- 1) The BIA Innovation Fund is a grant that provides funding to BIAs to test innovative and creative solutions to local challenges and share their findings/results with other BIAs. The program goals are to:
  - a. Encourage innovation within the BIA model
  - b. Support new, unique and previously untested projects within the Toronto BIA model
  - c. Expand the range of community improvement strategies that are available to BIAs
  - d. Showcase innovative, scalable solutions to challenges faced by BIAs.
  - e. Pilot highly creative and exceptional projects in the City of Toronto
- 2) The Innovation Fund grant can be used to fund:
  - a. Consultant services;
  - b. Technical assistance;
  - c. Research including data collection, surveying, etc.;
  - d. Data purchase;
  - e. Communications;
  - f. Workshop/consultation facilitation;
  - g. Design fees;
  - h. Honorariums for volunteers.
  - i. Other expenses approved by the Toronto BIA Office.
- 3) The following costs are not funded:
  - a. Salaries/wages of BIA staff;
  - b. Projects which are eligible for funding under other BIA financial incentive programs including: BIA Capital Cost-Share Program, Mural Street Art Program, or Streetscape Master Plan Program;
  - c. Cost of any project-related services completed prior to grant application approval;
  - d. Cost of any consulting services for any changes of scope of work after the awarding of the contract that is not consented by the Manager, Toronto BIA Office.
- 4) Grant amounts are available in the following denominations:
  - a. \$25,000;
  - b. \$20,000;
  - c. \$15,000;
  - d. \$10,000;
  - e. \$5,000.
- 5) The following requirements are made of the Recipient's Board of Management:
  - a. Appoint a sub-committee to oversee the development of the Innovation Fund project;
  - b. Formally receive the project deliverable;
  - c. Present the project deliverable at the BIA's next Annual General Meeting.
- 6) For projects that will use any type of consulting service:
  - a. In accordance with subsection 19-25C of the Toronto Municipal Code, BIAs must adopt policies pertaining to the purchase of goods and services. Consulting services funded through the BIA Innovation Fund must be secured through a Request for Proposals (RFP) process in accordance with the BIA's Purchasing Policy;
  - b. The BIA will be responsible for project management including monitoring the progress of work and progress payments upon completion of project milestones;
  - c. The Recipient must enter into a contract with the chosen consultant with a project plan and timeline which describes project milestones and the payable amounts attached to the completion of each project milestone;
  - d. The contract shall grant the Recipient ownership of any designs, reports, research, deliverables, images, and all other content developed as part of the project.
- 7) For projects that use consultant services, the following additional requirements are made of the Recipient's Board of Management:
  - a. Approve the Request for Proposals for the consulting services;
  - b. Approve the selection of the chosen consultant;

# BIA Innovation Fund

- c. Enter into a consulting contract with the chosen consultant.
- 8) If funding is approved, the Recipient will be advised in writing of the amount of the funding. Payments of 50% each are issued in two installments in the form of direct deposit or cheque.
  - 9) The first installment of the grant is paid upon receipt of a Letter of Understanding signed by the Recipient and the Manager, Toronto BIA Office.
  - 10) The second installment of the grant is paid after completion and delivery of the Final Report Package.
  - 11) The Final Report Package must include:
    - a. One copy of the final project deliverable in both print and digital format;
    - b. Minutes of the Board meeting receiving the final project deliverable;
    - c. A one-page 'toolkit' document describing how to implement the project;
    - d. Copies of all invoices, receipts, and paid expenses for the project.
  - 12) Applications for the Innovation Fund must include the following completed documents:
    - a. Application Form provided by the Toronto BIA Office;
    - b. Project Proposal consisting of a 10-slide slidedeck describing the proposed project (including itemized budget);
    - c. Letters of support from any additional funders (if applicable).
  - 13) Applications for the Innovation Fund will be reviewed by City Staff. Following initial review, the City may take further steps to assess the applications such as:
    - a. Involve individuals with appropriate expertise in the grant review process, which may include a peer/citizen review mechanism.
    - b. Share applications under the BIA Innovation Fund with other funding providers to obtain feedback and evaluate potential partnership opportunities
  - 14) Applications for the Innovation Fund will be evaluated by City Staff based on the following selection criteria:
    - a. The application adequately meets the goals of the program;
    - b. The scope of work is clear, can be completed by the estimated project completion date, and falls within the resources and capacity of the BIA;
    - c. The application clearly responds to unmet needs within the local community and provides a straightforward approach to tackling these issues;
    - d. The application will contribute to building capacity and innovation within the BIA model;
    - e. An appropriate methodology has been described for measuring the results of the project;
    - f. The project can be packaged into a replicable toolkit to be shared with other BIAs.
  - 15) To be eligible for funding under the BIA Innovation Fund, the BIA must:
    - a. Have in place a Board of Management approved by the current Council;
    - b. Have an operating budget, adopted at a general meeting of the BIA and approved by Council, for the year the project is to implemented;
    - c. Be in good standing with the City Auditor and the City's Finance Department with respect to the preparation and audit of the BIA annual financial statements.
  - 16) To be eligible for the Priority Funding stream of the Innovation Fund, the BIA must meet the additional following requirements:
    - a. Be a Revitalization Area BIA in the Program to Promote Economic Revitalization through Local Capacity Building and have completed Phase 2 of the program in the last 18 months.
  - 17) To obtain grant approval to begin work under the Innovation Fund, the applicant must receive, sign, and return the 'Letter of Understanding' issued by the Manager, Toronto BIA Office.