

# **IDENTIFY 'N IMPACT GRANT PROGRAM**

**PROGRAM GUIDELINES  
2022**

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The picture shows the backs of three youth with their arms around each other.

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# GRANT PROGRAM OVERVIEW

## The purpose of the Identify 'N' Impact (INI) Grant Program is to:

- Help promote youth engagement and community safety in the City of Toronto
- Support youth to turn IDEAS into ACTION
- Support emerging (new, small, grassroots) youth led groups
- Motivate and encourage MVP youth to become involved in their communities. MVP stands for Most Vulnerable People, and is the acronym used to describe "youth most vulnerable to involvement in serious violence and crime" [1]

This table lists information on what INI is and isn't. For more information call Shahina at 416-392-1087.

INI IS:	INI IS NOT:
<ul style="list-style-type: none"> <li>• INI is project-based funding that provides youth, aged 15 to 29 with the opportunity to expand on their leadership goals by funding their project ideas.</li> <li>• INI funds youth-led projects that focus on community safety &amp; improvement and community development and change; all from a youth's perspective.</li> <li>• Youth plan, manage and deliver the project themselves, with support from adult allies.</li> <li>• Intended for projects to start between December 2022 – November 2023.</li> </ul>	<ul style="list-style-type: none"> <li>• INI is not for adult-led activities or groups. <b>Adult allies may support youth with their decision-making.</b></li> <li>• For agencies or organizations to apply on behalf of youth.</li> <li>• For individuals.</li> </ul>
<ul style="list-style-type: none"> <li>• INI is a grant program that helps build the ability of youth to learn leadership, organizational and networking skills by creating and implementing a project.</li> </ul>	<ul style="list-style-type: none"> <li>• INI is not for projects where youth are only participating and not leading.</li> </ul>
<ul style="list-style-type: none"> <li>• INI is for a one-year project and can be funded up to a maximum of \$17,000.00.</li> <li>• INI is to help support emerging (new, small, grassroots) youth-led groups.</li> </ul>	<ul style="list-style-type: none"> <li>• INI is not ongoing funding or multi-year funding.</li> <li>• INI is not for businesses, for-profit social enterprises or other for-profit groups.</li> </ul>

[1] MVP youth definition: 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.

# WHAT ACTIVITIES ARE ELIGIBLE?

The grants support a by-youth-for-youth approach and work being done to address issues outlined in the [Toronto Youth Equity Strategy](#) (TYES). For more information on the Toronto Youth Equity Strategy and MVP youth, visit the website: [www.toronto.ca/youth](http://www.toronto.ca/youth).

## **All projects must support one or more of the following priorities:**

- mental health
- skills development
- increasing access to educational attainment
- community safety / violence prevention
- youth friendly spaces
- arts

## **Project proposals will be given priority if they:**

- Work with and/or engage MVP youth, or have a focus specifically on Black, Indigenous and/or 2SLGBTQ+ youth
- Involve youth from/and or based in one of the 31 Neighbourhood Improvement Areas (NIAs) in the City of Toronto.

Tip: Use the Find Your Neighbourhood tool [here](#) to find out which neighbourhood you live in or are offering your project activities. Scroll down to the bottom of the webpage to see which are Neighbourhood Improvement Areas (NIAs).

# WHO IS ELIGIBLE TO APPLY?

INI was developed to support emerging (new, small, grassroots) youth led groups. Your group is [eligible](#) to apply if it:

- Is youth-led and includes at least three or more youth, ages 15 to 29 years old
- Is based in Toronto
- Is a not-for-profit proposing project activities that will run in Toronto only

Tip: Use the Find Your Neighbourhood tool [here](#) to find out which neighbourhood you live in or are offering your project activities.

For the INI grant program, a group is considered "youth-led" if the following criteria are met:

- A majority of the group's leadership are youth between the ages of 15 to 29 years old.
- The group makes decisions about its activities independent from any other community organization.
- Youth are the leaders in the project planning/design, management and delivery.

#### Youth Committees/Groups of Non-Profit Organizations:

- A youth committee or initiative of a non-profit organization can apply if it is the applicant group. Youth must write the application, plan the project and make the project happen. Adult-led non-profit organizations cannot apply on behalf of a youth committee or initiative.

#### Youth Committees/Groups of Religious Organizations:

- A youth committee or group of a religious organization can apply if it meets the criteria above for being youth-led and clearly shows a separation between religious activities and community activities.
- Project activities must be open and accessible to youth outside of the religious group's participants.
- Project activities cannot include any religious content.

#### Youth-led Groups that are not incorporated:

- Youth-led groups that are not incorporated and do not have audited financial statements can still apply for INI funding.
- If recommended for funding, your group will need to work with an Organizational Mentor (OM), also referred to as a trustee or administrative partner. Groups will be provided with a list of potential Organizational Mentors to choose from. Funded groups are also able to work with an existing trustee, as long as the City of Toronto's trusteeship requirements are met.

### Organizational Mentor (also called trustee or administrative partner)

- An Organizational Mentor (OM) is a non-profit or charitable organization that works with you to provide the financial and management support needed for the project to succeed.
- OM's are able to provide coaching, training, and templates to help strengthen your project's effectiveness and project delivery.
- The OM provides financial accountability for the funding if a group does not have the financial systems or organizational structure to do so.
- The OM will provide insurance coverage for the project activities.

### Role of Adult Allies in Supporting INI Funded Groups

Adult allies (e.g. community workers, mentors, residents, agency staff, etc.) and/or community organizations led by adults can support youth-led groups and INI funded projects as advisors, mentors, coaches, partners, collaborators, or by providing in-kind support (e.g. space for meetings) or by filling the role of an organizational mentor. Youth-led groups are encouraged to develop relationships with other community groups, including adult-led organizations. Adult allies should not run projects or tell youth how to run their projects, yet can support youth leaders as they develop and strengthen planning, coordination, team building, and leadership skills.

## WHO IS NOT ELIGIBLE TO APPLY?

- Individuals
- Projects led by youth who live outside of Toronto
- Adult-led organizations
- Registered business or other for-profit groups (e.g. social enterprises)



# GRANT SIZES

Groups are able to apply for **up to \$17,000 per project** as follows:

**Project Costs:** \$15,000 for youth to lead and deliver projects up to one year in length.

**Capacity Building:** \$2,000 will be provided to groups that express a need for capacity building supports such as training and mentorship.

**An additional \$2,000 may be available** per project, as follows:

**Accessibility Costs:** \$2,000 in additional funds may be made available for projects involving Deaf youth leaders / participants and youth leaders / participants with disabilities. These funds may be used to support the youth leading the project and/or youth participants.

To apply for these additional funds, applicants must complete extra questions in the grant application form.

Please note: It is not guaranteed these accessibility funds will be approved even if the project grant is successful. If these funds are approved and unused, they must be returned to the City of Toronto.

# ELIGIBLE USE OF FUNDS

INI funds (up to \$15,000) can be used for the following types of **project costs**:

- Staff salaries and benefits
- Volunteer honorarium and expenses
- Space rental
- Program supplies such (e.g., food and supplies etc.)
- Transportation to and from project activities by youth leaders, participants, staff and volunteers
- Equipment rental
- Childcare costs for participants and volunteers

# ELIGIBLE USE OF FUNDS (CONT'D)

- Small capital cost purchases. Note: Contact City staff about any capital cost line items prior to submitting your budget request, as major capital costs are not eligible for funding. Minor capital expenses (e.g., equipment to support virtual activities) may be eligible, provided City approval.
- Office expenses
- Promotion and publicity (e.g., flyers, posters etc.)
- Purchased services (including web design, translation, catering, printing etc.)
- Accessibility supports (e.g., American Sign Language (ASL) interpretation)
- Administrative costs – related / required for the delivery of your project (e.g., partial rent for office space, partial staff cell phone costs, photocopies)

INI funds (up to \$2,000) can be used towards the following types of **capacity building** costs:

- Mental health training
- Anti-Racism training
- First aid training
- CPR training
- Cultural sensitivity training
- Financial literacy training
- Group retreat (team building activities, planning)
- Costs to incorporate as a non-profit organization
- Mentorship
- Other capacity building activities

INI funds (up to \$2,000) can be used towards the following types of **accessibility costs**:

- American Sign Language (ASL) interpretation
- Audio description
- Closed captioning
- Communications assistants
- Attendant care
- Support workers
- Equipment rentals
- Other approved supports required to meet accessibility needs



**Trusteeship Fees:** Each Organizational Mentor (OM) will be provided with a flat rate amount for the supports and services provided to each successful grantee group. **These trustee funds will be paid directly to the OMs and will not be removed from the youth grants. Do not include trustee fees in your project budget.**

## INELIGIBLE USE OF FUNDS

- Projects and activities outside of Toronto
- Ongoing multi-year program funding
- Political and religious activities
- Fundraising events
- Donations to charitable causes
- Debt repayment or deficit funding
- Major capital costs. Note: Contact City staff about any capital cost line items prior to submitting your budget request as major capital costs are not eligible for funding.

## EXAMPLES OF ELIGIBLE / PAST INI PROJECTS

- A mentorship program for newcomer Afghan youth living in east Scarborough that provided life and leadership skills to address issues of domestic and gang violence.
- Opportunities for female youth to learn about science, technology, engineering and math (STEM) post-secondary opportunities
- Co-ed boxing classes and certification for youth with experiences in the criminal justice system and those experiencing mental health challenges
- A four (4) week workshop series for Queer and Trans People of Color that promoted conversations on LGBTQ2S self-love from African Canadian and Indigenous perspectives
- Land-based programming for Indigenous youth with a traditional knowledge keeper

## TIMEFRAME

Activities funded through this grant must be implemented within one year of receiving funding and completed by November 2023. Please wait to begin planning and offering your project activities until you receive written confirmation.

# COVID-19 RESTRICTIONS

If your program will run in-person, you must follow all public health guidelines as outlined by Toronto Public Health related to the COVID-19 pandemic. The information can be found [here](#). We also encourage you to consider contingency planning in the event of unforeseen implementations of stricter guidelines (e.g., lockdowns, risk mitigation plan).

# PROJECT IMPACT AND REPORTING

All successful grant recipients will be required to create an evaluation plan for their project. City staff will provide groups with a workshop on the city's **Youth Outcomes Framework**. Support will be provided for groups to identify and connect their project to at least one outcome found in the Youth Outcomes Framework [here](#).

Upon completion of the project, all groups will be required to report back on the project impact, spendings and learnings. **It is mandatory for all successful grantees to submit a report online OR attend an in-person session to share the impact of their projects within one month of the end date** (or by December 2023 at the latest).

# INFO SESSIONS / GRANT WRITING SESSIONS

These sessions will explore the basics of preparing a grant application for the upcoming INI deadline, breaking down the main components of the application, including the proposal, work plan and budget, and will provide tips for creating a clear and concise application. Registration is not required. Please see the dates, times, and WebEx links below:

**Info Session / Grant Writing Session #1: Wednesday September 14, 2022, 6:00PM – 8:00PM**

**[WebEx Link](#)**

Note: If requested, please enter your name, email address and password: pR4EwSGsS79

**Info Session / Grant Writing Session #2: Thursday September 22, 2022, 6:00PM – 8:00PM**

**[WebEx Link](#)**

Note: If requested, please enter your name, email address and password UPawi6EWS83

# VIRTUAL DROP-IN OFFICE HOURS & LINKS

These virtual meetings are an opportunity for applicants to meet one-on-one with staff to receive feedback on application ideas, support with planning out projects, and feedback on draft applications.

**Monday September 19, 1:00PM – 3:00PM**

**WebEx Link**

Note: If requested, please enter your name and email address. If a password is required, enter TmBKRMx2W25 and click join. Follow the instructions that appear on your screen.

**Thursday September 22, 10:00AM – 12:00PM**

**WebEx Link**

Note: If requested, please enter your name and email address. If a password is required, enter UPawi6EWS83 and click join. Follow the instructions that appear on your screen.

**Monday September 26, 1:00PM – 3:00PM**

**WebEx Link**

Note: If requested, please enter your name and email address. If a password is required, enter XSn8AWPuf39 and click join. Follow the instructions that appear on your screen.

**Monday October 3, 1:00PM – 3:00PM**

**WebEx Link**

Note: If requested, please enter your name and email address. If a password is required, enter ctSWjrfd524 and click join. Follow the instructions that appear on your screen.

Please contact the following staff to book a separate time to meet virtually or by phone:

Said Abdi, Youth Development Unit: [Said.Abdi@toronto.ca](mailto:Said.Abdi@toronto.ca)

Shahina Sayani, Community Funding Unit: [Shahina.Sayani@toronto.ca](mailto:Shahina.Sayani@toronto.ca)

# KEY DATES & TIMELINES

This table lists key activities and timelines. For more information call Shahina at 416-392-1087.

ACTIVITY:	DATE:
Info Session / Grant Writing Session #1	Wednesday September 14, 2022, 6:00PM – 8:00PM
Info Session / Grant Writing Session #2	Thursday September 22, 2022, 6:00PM – 8:00PM
Virtual Drop-in Office Hours / Support Sessions	Monday September 19, 1:00PM – 3:00PM Thursday September 22, 10:00AM – 12:00PM Monday September 26, 1:00PM – 3:00PM Monday October 3, 1:00PM – 3:00PM
<b>Application Deadline</b>	<b>Thursday October 6, 2022 at 12:00PM (NOON)</b>
Decisions and Notifications	November 2022
Grantee Info Session & Youth Outcomes Framework Training	November 2022
Funding Released	December 2022
Project Timeframe	December 2022 – November 2023
Report Deadline	December 2023

# ACCESSIBILITY SUPPORTS

Supports are available (e.g., documents in alternate formats, sign-language interpreters, off-hour meetings) to ensure that groups can fully participate in the funding process. For any accessibility requests, please contact Shahina Sayani, Community Funding Unit, by email at [Shahina.Sayani@toronto.ca](mailto:Shahina.Sayani@toronto.ca) or by phone at 416-392-1087.

# DISCLOSURE OF INFORMATION

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 Community Funding at [communityfunding@toronto.ca](mailto:communityfunding@toronto.ca).

# RESOURCES

Community Grants Policy - City of Toronto  
Grant Writing Toolkits, Video & Resources – ArtReach  
Grant Writing Tips - Toronto Arts Council  
Youth-Friendly Measures & Evaluation Tools – Youth Rex  
Youth Outcomes Framework - City of Toronto

# APPLICATION PROCESS

1. **Review** the program guidelines to ensure your group/organization and proposal are eligible to apply for funding.
2. **Attend** an information / grant writing session to gather information and tips to successfully apply.
3. **Develop** your answers using the MSWord document containing the application questions.
4. **Submit** your online application by **Thursday October 6, 2022 at 12:00PM (noon)** by clicking the link in red below.

# APPLICATION PROCESS (CONT'D)

Note: Only one application per group is permitted.

The full application will be reviewed by a panel of youth and youth sector leaders and they will make the INI grant recommendations for approval. You will find out the outcome of your application by November 30, 2022. Project activities cannot start until formal notice is given to approved groups. The City of Toronto will not reimburse groups who have started their activities before receiving the approval notice.

TIP: We highly recommend that you draft your application in a separate document before filling out the online form. While generally problem-free, technical errors can happen during this process and could result in you losing your responses before you are able to submit them. The application questions will be provided in a separate word document.

## CONTACT INFORMATION

We are here to support you. Please contact the following staff if you have any questions:

Shahina Sayani, Community Funding Unit: [Shahina.Sayani@toronto.ca](mailto:Shahina.Sayani@toronto.ca)

Said Abdi, Youth Development Unit: [Said.Abdi@toronto.ca](mailto:Said.Abdi@toronto.ca)

## [CLICK HERE TO SUBMIT YOUR APPLICATION](#)