# IDENTIFY 'N IMPACT (INI)
## Grant Program

## *2023 Guidelines*

**TORONTO**

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

## Grant Program Overview

Since 2006, 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 (i.e.: new, small, grassroots) youth-led groups and collaborative youth-led networks
- 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]

| INI is: | INI is not: |
|---|---|
| <ul><li>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>funding for time-limited youth-led programs, projects and initiatives that focus on community safety and improvement and community development and change; all from a youth's perspective.</li><li>for youth to plan, manage and deliver the project themselves, with support from adult allies</li><li>intended for time-limited projects, programs, and initiatives to run between July 2023 and September 2024.</li></ul> | <ul><li>for adult-led programs, activities, or groups. **Adult allies may support youth with their decision-making.**</li><li>for agencies or organizations to apply on behalf of youth.</li><li>for individuals (artists, motivational speakers, athletes, etc.)</li></ul> |
| <ul><li>a grant program that helps build the ability and capacity of youth to learn leadership, organizational and networking skills by creating and implementing a project, program, or initiative.</li></ul> | <ul><li>projects, programs, or initiatives where youth are only participating and not leading.</li></ul> |
| <ul><li>funding for one-year</li><li>youth-led funding up to a maximum of $17,000.00 per group.</li><li>for supporting emerging (i.e.: new, small, grassroots) youth-led groups only.</li></ul> | <ul><li>ongoing or multi-year program funding.</li><li>for businesses, for-profit social enterprises or other for-profit groups.</li></ul> |

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[1] **MVP youth definition:** 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.'

## 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)[1].

**All funded projects (programs or initiatives) must work towards advancing one or more of the following grant program priorities to be eligible to apply:**

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

**In addition, project proposals will be given <u>priority</u> if they:**

- Work with and/or engage MVP youth, or have a focus specifically on Indigenous (First Nations, Metis, and Inuit, including Afro-Indigenous), African-Caribbean-Black, and/or 2SLGBTQ+ youth
- Involve youth from and/or based in one of the 31 Neighbourhood Improvement Areas (NIAs) and/or one of the 8 Emerging Neighbourhoods in the City of Toronto. Use the Find Your Neighbourhood tool to find out which neighbourhood you live in or are offering your project activities. Scroll down to the bottom of the webpage to review a list of all 158 neighbourhoods to make your selection.

**Who Can Apply? Who is Eligible?**

INI was developed to support emerging (i.e.: new, small, grassroots) youth-led groups and networks. Your group is <u>eligible</u> to apply if it:

- Is youth-led and includes at least three or more youth members, ages 15 to 29 years old
- Is based in Toronto
- Is a not-for-profit proposing project activities that will run in Toronto only[2]

For the INI grant program, a group is considered "youth-led" if the following eligibility 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

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[1] For more information on the Toronto Youth Equity Strategy and MVP youth, visit the website: www.toronto.ca/youth

[2] Unless specifically for Indigenous-based cultural activities outside of Toronto as per the City of Toronto Grants Policy
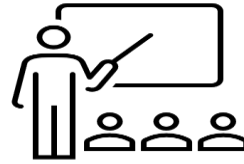
Youth Committees/Groups of Non-Profit Organizations:

- 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 program, 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 a Trustee or organizational mentor (also referred to as an administrative partner or project trustee). 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.

**What is a Trustee / Organizational Mentor (also referred to as an administrative partner or project trustee)?**

- An Organizational Mentor (OM) is a non-profit or charitable organization that works with you over the term of your funded activities 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 management and 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.
- All successful applicants will need to secure an OM before activities can begin.
- The OM will charge a fee of up to 20% of the grant total to provide these services.

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

Adult allies (e.g., elders, 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. Adult allies can support youth leaders as they develop and strengthen planning, coordination, team building, and leadership skills.

**Who is Not Eligible to Apply?**
- Individuals (artists, motivational speakers, athletes, etc.)
- Projects led by youth who live outside of Toronto
- Adult-led organizations, including foundations
- Registered business or other for-profit groups

**Funding Amounts - how much can our youth-led group apply for?**

When completing the budget form please note the following: **groups can apply for up to $17,000 in project funding for youth to lead and deliver projects up to one year in length.** This includes costs for capacity building, which is described below.

**Additionally, accessibility costs for deaf and/or disabled individuals:** up to $2,000 in underline additional funds may be made available for projects involving Deaf and/or disabled individuals. These funds are being made available to support youth participants or members of your group that are Deaf and/or disabled.

Some examples of eligible accessibility costs for deaf and/or disabled individuals includes the following:
- American Sign Language (ALS) interpretation
- Audio description
- Closed captioning
- Communication assistance
- Attendant care
- Support worker(s)
- Equipment rentals

To apply for these additional funds, applicants must complete extra questions in the online grant application form. Documentation may be required.

**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. **Please contact a staff person to request approval for other supports not listed here before you submit your application.**

**Eligible Use of Funds**
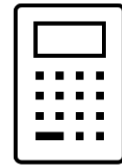
**Project Costs**
INI funds (up to $17,000) can be used for the following types of project costs:
- Staff salaries and benefits
- Volunteer honorarium and expenses
- Space rental
- Program supplies (e.g., flipchart paper, curriculum books, sports equipment, etc.)
- Food (e.g., snacks, drinks, lunch, dinner, etc.)
- Transportation to and from project activities by youth leaders, participants, staff and volunteers
- Equipment rental (e.g., projector, whiteboard, speakers, etc.)
- Small capital cost purchases[1] (e.g., equipment or furnishing to support activities) may be eligible, provided City approval. At the conclusion of the project, small capital items must be transferred to a not-for-profit to ensure ongoing community access.
- Childcare costs for participants and volunteers
- Office expenses
- Promotion and publicity (e.g., flyers, posters, website hosting / social media costs, etc.)
- Purchased services (e.g., web design, translation, printing, facilitation, etc.)
- Accommodation supports (for youth participants and group leaders who are not deaf / disabled)
- Capacity building costs (e.g., mental health training, equity, diversity and inclusion training, CPR training, Food Handlers Certification, cultural sensitivity, group retreat, financial literacy training, etc.)
- Evaluation costs
- Trustee / Organizational Mentor Fees (more details are below)
- Administrative costs (up to 20% of your project budget can be used to cover a portion or all of the costs related / required for the delivery of your project (e.g., partial rent for office space, partial staff cell phone costs, printing)).

**Ineligible Use of Funds**

- Projects and activities outside of Toronto[2]
- Ongoing multi-year program funding
- Political and religious activities
- Fundraising events
- Donations to charitable causes and foundations
- 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.

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1. Contact City staff about any capital cost line items prior to submitting your budget request, as major capital costs are not eligible for funding (e.g., renovations, new builds, construction, etc.). All expense items must be reasonable costed, and you might be required to provide quotes for small capital items and equipment purchase requests.
2. Unless specifically for Indigenous-based cultural activities outside of Toronto as per the City of Toronto Grants Policy

**Defining Eligible Types of Group Activities**

INI is intended to support time-limited youth-led activities. Group activities should fall within these three categories to be successful in this grant call: project, program (enhancement only), or initiatives. For the purpose of this grant and to ensure youth leadership and capacity building, the following definitions are used to describe the eligible type of group activities that can be funded.

- **Projects** are time-limited and have a firm end date. Projects are typically new ideas or approaches working towards advancing one or more of the grant program priorities (i.e., mental health, skills development, increasing access to educational attainment, community safety / violence prevention, youth friendly spaces and arts). **Funds are not intended to support existing ongoing programming.**

- **Example:** A youth-led group is interested in developing a new youth-friendly mental health and yoga workshop series for local high-school youth to address isolation and promote wellbeing. More examples of eligible past INI projects are noted below.

- **Programs** are ongoing, with no intentional end date. Programs must have an enhancement component that strengthen existing youth-led programs to be eligible for INI funding.

- **Example:** A youth-led group has been running a STEM program at a local community centre for neighbourhood youth. Interest in the program is growing, with a new demographic of youth interested in participating in the program, and the group is interested in explaining to an additional neighbourhood. The group applied for funding to enhance and strengthen its existing program model and to pilot the program in the neighbourhood.

- **Initiatives** are short, time-limited plans, activities, campaigns and events, and actions to improve something or solve a specific problem or challenge the group faces.

- **Example:** In response to increased youth anti-social behavior and negative interactions with the police, a youth-led group developed a time-limited awareness campaign to educate and inform youth about their rights.

**Trustee / Organizational Mentor Fees:**

- As mentioned above, unincorporated groups (groups that are not incorporated as a non-profit organization or charity) are required to have a trustee / organizational mentor (also referred to as an administrative partner or project trustee) to help manage the grant funds for a small fee. These funds are separate from administrative costs because these funds go directly to the trustee / organizational mentor to manage your grant funds and to provide project support and technical assistance for your group.

- When completing the budget form, this fee can be up to 20% of your project cost, and can be negotiated as you develop a signed agreement between your group and the trustee / organizational mentor (OM).

- Groups are required to have an OM for the implementation of the project, but this does not need to be confirmed at the time of application. City staff will request a signed agreement from recommended groups only.

- If your group has an existing OM or adult ally that is connected to a community-based agency they can act as your OM.

- To assist groups with the process of identifying and selecting an OM, we have developed a **list of available OMs** that have experience working with youth-led groups. Please reach out to them to discuss your INI application, supports that can be given, and the fee charged.

## Trustee / Organizational Mentor Eligibility Requirements
- Be an incorporated not-for-profit organization that operates without financial gain for its members or directors.
- Be based in the City of Toronto. This means the organization must be located in Toronto with an address that begins with an M postal code and grant supported activities must take place in Toronto. Indigenous-led organizations may work in a self-determined area that supports urban Indigenous Toronto youth.
- Be accountable to the community through an elected Board of Directors who are representative of the community served.
- More than 50% of Board members reside in the City of Toronto.
- Have audited financial statements for the most recent fiscal year.
- Be in good standing with the City of Toronto.
- Comply with the City of Toronto Grants Policy.
- Have proven financial and program management experience.

## Examples of Eligible / Past INI Projects
- **Flaunt It Movement:** A 6-week summer incubator designed to support and train eight 2SLGBTQ+ racialized women and non-binary youth from Neighborhood Improvement Areas in Northwest Toronto. Youth were supported to produce an artistic piece to be featured in a magazine, developed a portfolio, and accessed to internship for one year.
- **Friend of CAB:** A peer-led, culturally relevant workshops and trainings for Caribbean, African & Black (CAB) youth of diverse genders and backgrounds. Programming themes and skill building areas included consent, mental health, gender identity, budgeting, housing, self-defence and sewing.
- **Nswi Enaadimaaget (3 Helpers):** A 6-month project for Indigenous youth between the ages of 15 and 29 to engage in workshops and ceremonies during the evenings and weekends. The three Indigenous youth leaders coordinating and leading the project engaged in a knowledge exchange with an elder.
- **Say Somali:** An 8-month leadership and mentorship program for 25 youth living in the west end of Toronto to access professional development workshops to increase effectiveness as communicators, collaborators, and community leaders.
- **Good Guise:** A 2-hour arts workshops focused on mental health, self care, community and healthy Black masculinities for 10-12 young Black men aged 18-29. The project culminated with each participant being guided by facilitators to create a lyrical piece to be featured in a social media campaign.

## Grant Review Committee – who makes the funding decisions?
The Grant Review Committee (GRC) is a volunteer panel made up of diverse youth from across the City of Toronto, including Indigenous (First Nations, Metis, & Inuit, and Afro-Indigenous), African-Caribbean-Black, and/or 2SLGBTQ+ youth.  In partnership with the Toronto Youth Cabinet, youth are

recruited and selected using an open application process and serve for a 2-3 year term. All eligible applications will be reviewed by the GRC who will make the INI grant recommendations for approval.

**Conflict of Interest**

The members of the Grant Review Committee (GRC) will adhere to the City's Conflict of Interest and Confidentiality Policy and will be recruited and trained by City staff. All GRC members must attest to their impartiality before the review process begins. Community members who supported the development of proposals, are a member of a group that has submitted a proposal or will get financial gain from the approval of a proposal cannot participate in the review process. It is important to note that a conflict of interest also occurs when a community member's family, friends, or the organizations they support may benefit from decisions made by the panel members. If conflicts of interest are not declared and emerge once the review process has begun, the City reserves the right to revise the review process to ensure adherence to the policy.

**Application Process -NEW-**

This year's INI process will have a two-step application process, eligibility self-assessment, and full application.

To apply, you will need to sign-up / register your group on the [Toronto Grants, Rebates and Incentives (TGRIP) Portal](). Review the instructions on [How to Register for a TGRIP Account]() **or watch the** [TGRIP video]() **before you begin your application.** Once your account is activated, step one is to confirm your eligibility. Once eligible, you will be moved forward to the full application, step two, including completing a work plan and budget.

**A copy of the** [2023 INI application]() **questions can be found on the** [INI webpage]()**, as well as resources listed below to help support you with your application.**

**Note: Only one application per group is permitted.**

**TIP:** We highly recommend that you draft your application in a separate document before filling out the online form. Give yourself enough time to complete the application. 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 process steps are described below:

1. **Review** the grant Guidelines to ensure your group/organization and proposal are eligible to apply for funding.
2. **Attend** a grant writing and information session and/ or attend one of the virtual youth drop-in office hours should you have any application questions.
3. **Develop** your answers using the MSWord document containing the application questions, and then cut and paste your answers into the online application system.
4. **Submit** your online application in TGRIP by **Tuesday May 2, 2023 by 12:00PM (noon)** by clicking the link below: [https://cot.smartsimple.ca/s_Login.jsp](https://cot.smartsimple.ca/s_Login.jsp)

**Note: Only eligible and completed applications will be considered for funding.**

**Funding Timelines – project start and end dates**
Activities funded through this grant must be implemented within one year of receiving funding and **completed by September 9, 2024 with a July 3, 2023 start date**. **Your project and expenses cannot start until you receive a written notification from us.**

### 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.](here)

We also encourage you to consider contingency planning in the event of unforeseen implementations of stricter guidelines (e.g., lockdowns, mask wearing, risk mitigation plans, etc.).

### Project Evaluation and Final Reporting
All successful grant recipients / recommended groups will be required to report on project activities. City staff, and partnership with [YouthRex](YouthRex), will provide successful grant recipients / recommended groups with a workshop on how to conduct project evaluation and provide support for groups on how to complete the final report.

Upon completion of the project, all groups will be required to report back on the project's evaluation, impact, spending, and learnings.  **It is mandatory for all successful grantees to submit a final report by October 2024 at the latest.**

### Virtual Youth Grant Writing and Information Sessions & Virtual Meeting Links
These virtual sessions will explore the basics of preparing a grant application for the upcoming INI deadline, breaking down the main components of the application and grant Guidelines, including the proposal, work-plan and budget, and will provide tips for creating a clear and concise application. Registration is not required, but encouraged. The dates, times, and WebEx links are below:

**Youth Grant Writing / Information Session #1**
Tuesday April 4, 2023, 6:00PM – 7:30PM

Registration Link:
https://toronto.webex.com/weblink/register/r40d2095508c45ad205df2fa9dd90b694

WebEx Link:
https://toronto.webex.com/toronto/j.php?MTID=m9b24b895923a6425526ad75b56adac7b

Meeting number (access code): 2455 177 6661

Password: 2023INI1 and click join. Follow the instructions that appear on your screen.

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

Join by phone
+1-416-915-6530 Canada Toll
+1-613-714-9906 Canada Toll (Ottawa)
Access code: 2455 177 6661

**Youth Grant Writing / Information Session #2**
Friday April 14, 2023, 6:00PM – 7:30PM

Registration Link:
https://toronto.webex.com/weblink/register/r2c72ff64404320c6d03e9f5ddafa4bbe

WebEx Link:
https://toronto.webex.com/toronto/j.php?MTID=m44436266bd4d3b3a614f74a0ca0dfe9a

Meeting number (access code): 2468 969 6812

Password: 2023INI and click join. Follow the instructions that appear on your screen.

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

Join by phone
+1-416-915-6530 Canada Toll
+1-613-714-9906 Canada Toll (Ottawa)
Access code: 2468 969 6812

**Youth Grant Writing / Information Session #3**
Wednesday April 19, 2023, 6:00PM – 7:30PM

Registration Link:
https://toronto.webex.com/weblink/register/r9d251df6879aec964406c1325d5b1c2c

WebEx Link:
https://toronto.webex.com/toronto/j.php?MTID=m5107583b58b6b4fc2b04a896b22a878f

Meeting number (access code): 2469 092 9212

Password: 2023INI3 and click join. Follow the instructions that appear on your screen.

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

Join by phone
+1-416-915-6530 Canada Toll
+1-613-714-9906 Canada Toll (Ottawa)
Access code: 2469 092 9212

**Virtual Youth Drop-in Office Hours**

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. Appointment are not needed.

**Wednesday April 5, 12:00PM – 2:00PM**
WebEx Link:
https://toronto.webex.com/toronto/j.php?MTID=mc2eb2a8835275bddeee360e6bee8035a

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

**Wednesday April 5, 6:00PM – 7:00PM**
WebEx Link:
https://toronto.webex.com/toronto/j.php?MTID=mb04e0ca30cdfab2041dbbec24aaa3c97

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

**Wednesday April 12, 12:00PM – 2:00PM**
WebEx Link:
https://toronto.webex.com/toronto/j.php?MTID=m0f656bad593ff513afe5a8d5cf14db90

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

**Wednesday April 12, 6:00PM – 7:00PM**
WebEx Link:
 https://toronto.webex.com/toronto/j.php?MTID=m66a218871cffa7b65e28c6b6b51b2300

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

**Tuesday April 25, 12:00PM – 2:00PM**
WebEx Link:
https://toronto.webex.com/toronto/j.php?MTID=mad691f193a65c7d73a873530da0e3524

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

**Wednesday April 25, 6:00PM – 7:00PM**
WebEx Link:
https://toronto.webex.com/toronto/j.php?MTID=mdb4ab87e89f958f3ec050d5ad6bdb652

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

**INI Key Dates and Deadlines**

| Key Dates: INI Grant Program 2023 | |
|---|---|
| Application Deadline | Tuesday May 2, 2023 by 12:00PM (NOON) |
| Communicating Decisions and Notifications | June 2023 |
| Funding Released | July 2023 |
| Grantee Info Session: Project Evaluation and Final Reporting | July – August 2023 |
| Project Timeframe | July 2023 – September 2024 |
| Report Deadline | October – November 2024 |

**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 Okeima Lawrence, Community Funding Unit, by email at Okeima.Lawrence@toronto.ca.

**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.

**Resources / Toronto's Grants, Rebates and Incentives (TRGIP) Portal**

2023 Identify 'N Impact Grant Program Flyer
City of Toronto Community Grants Policy
City of Toronto Identify 'N Impact Grant Program Organizational Mentor List
Grant Writing Tips - Toronto Arts Council
Grant Writing Toolkits, Video & Resources – ArtReach
How to Register for a Toronto Grants, Rebates and Incentives (TGRIP) Account PDF
How to Register for a Toronto Grants, Rebates and Incentives (TGRIP) Account VIDEO
Ontario Not-For-Profit Network – Resource Centre
Youth Outcomes Framework
Youth-Friendly Measures & Evaluation Tools – Youth Rex

**CLICK HERE TO REGISTER YOUR TGRIP ACCOUNT & SUBMIT YOUR APPLICATION**

**Staff Contact Information**

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

Okeima Lawrence, Community Funding Unit: Okeima.Lawrence@toronto.ca

Said Abdi, Youth Development Unit: Said.Abdi@toronto.ca

For Toronto Grants, Rebates and Incentives (TGRIP) Portal technical questions, please contact: TGRIP@toronto.ca