



Applications due by:

April 3, 2024 at noon.

2024 Local Leadership Grant Guidelines

**City of Toronto – Community Development Unit and Community Funding Unit
Social Development, Finance & Administration**

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Application Process

1. **Review** these guidelines to ensure your group and project idea are eligible for funding.
2. **Submit** the completed application by **Wednesday April 3, 2024 at noon.**

[Click here to complete the online form](#)

Need to get in touch?

We encourage you to get in touch to discuss your application.

- a. If you have questions about your local cluster, contact neighbourhoods@toronto.ca.
- b. If you have questions about the grant guidelines, application or trusteeship, contact communityfunding@toronto.ca

Local Leadership Grant Information

Background

The [Toronto Strong Neighbourhoods Strategy \(TSNS\)](#) is the City of Toronto's action plan for building partnerships in Toronto's neighbourhoods so they can succeed and thrive. The strategy supports community well-being by partnering with residents, community agencies and businesses to invest in people, services, programs and facilities in Neighbourhood Improvement Areas (NIA's). TSNS strengthens the social, economic and physical conditions across neighbourhoods to deliver local impact for city-wide change.

As a part of TSNS activities, City staff previously supported the Neighbourhood Grants program. Until 2020, this program provided funding to resident-led groups to help them enhance their neighbourhoods with events or activities that advance key themes in the TSNS.

In March 2020, the Province of Ontario enacted a Declaration of Emergency to protect the public and help contain the spread of COVID-19. As such, TSNS activities were suspended and City staff were redirected to support vulnerable residents, families and communities through the [Community Coordination Plan](#). In 2022, as a part of the restart of engagement of TSNS, Neighbourhood Grants transformed into a two-year pilot called the Resident Grants Pilot.

After ongoing evaluations of the Resident Grants Pilot and TSNS engagement, we are pleased to launch the Local Leadership Grant.

What is the purpose of the grant?

The Local Leadership Grant supports place-based, resident-led projects that focus on wellness, social inclusion, and the promotion of civic engagement and education across all neighbourhoods. The Local Leadership Grant will prioritize the leadership and participation of

Indigenous (First Nations, Inuit and Metis), Black and other equity-deserving groups within Neighbourhood Improvement Areas and Emerging Neighbourhoods. The Local Leadership Grant will prioritize the leadership and participation of Indigenous, Black and other equity-deserving groups. Learn more about the [City's commitment to Equity, Diversity and Inclusion](#).

What is the grant size?

- Applicant group must apply for \$4000
- Funds are allocated with specific amounts for each Community Coordination Plan Cluster based on principles of equity, including the number of Neighbourhood Improvement Areas and/or Emerging Neighbourhoods in each cluster

What is the time frame?

- Activities funded through this grant must be implemented between June 1, 2024 and December 31, 2024
- Activities must be a one-time event or completed within a 30-day period

Who is eligible for funding?

Applicants must meet all of the following criteria:

1. Applicants **must** be a resident-led group consisting of at least 3 members. All group members will need to provide an email address and phone number.
2. Group leads must live within the geographical area of their Community Coordination Plan cluster. To determine which cluster area you live in, see the list below in "Connecting with Your Cluster" section.
3. If you are serving food, one group member must have a Food Handler Certificate OR be willing to participate in training to receive a Food Handler Certificate
4. Comply with the [City of Toronto's Grants Policy](#).

Ineligible applicants include:

1. Groups with all members living in the same household
2. Non-profit organizations
3. Individuals or for-profit businesses or ventures (including BIAs)
4. Political parties
5. Grant-making organizations
6. Industry or trade associations
7. Organizations with mandates from other levels of government (universities, schools, hospitals, etc.)
8. Landlord/tenant and condominium corporations

Note: Local Leadership Grant groups can only submit one application. The first application that is submitted will be the application that is reviewed.

Trusteeship:

A trustee is an incorporated not-for-profit organization and/or registered charity with audited financial statements that becomes a "legal home" of your project. A trustee will hold funds and

disburse monies to your group, assume liability for project activities, and provide insurance, administrative supports and mentorship. Applicants will be required to work with one of six trustee organizations connected to the Local Leadership Grant.

Trustee	Cluster Area
Delta Family Resource Centre	Black Creek Humber Summit York Weston Pelham
The Arab Community Centre of Toronto	North Etobicoke South Etobicoke
Waterfront Neighbourhood Centre	Downtown West Downtown East
The Neighbourhood Organization	North York East York Don Valley
Malvern Family Resource Centre	North Scarborough
Birchmount Bluffs Neighbourhood Centre	South Scarborough

Responsibilities of the Group to the Trustee

As part of your relationship with your trustee, you will be required to:

- Have at least 3 group members sign trustee/partnership agreement with your trustee
- Attend an orientation to learn about your trustees and their processes
- Attend check-in meetings with your trustees about your project as needed
- Keep record of all receipts of purchases and submit those receipts to your trustees
- Give advance notice to your trustee about when you will need more funds
- Comply with trustee’s guidelines, policies and procedures

For more information about trusteeship, please visit [Shared Platforms - Ontario Nonprofit Network \(theonn.ca\)](http://theonn.ca)

Projects and Activities

Project activities will align with the five priority areas of the [Toronto Strong Neighbourhood Strategy 2020](#):

- Economic Opportunities:
 - Examples - jobs skills workshop, certification workshop, employment forum
- Healthy Lives
 - Examples - nutrition workshop, wellness day, gardening event
- Participation in Decision Making:
 - Examples - community speak out event, leadership training, civic action forum
- Social Development:
 - Examples - educational workshop/forum, back to school event, neighbourhood festival
- Physical Surroundings:
 - Examples - community beautification event, neighbourhood walking tour, community art event

The Local Leadership Grant will prioritize the leadership and participation of Indigenous (First Nations, Inuit and Metis), Black and other equity-deserving groups. Learn more about the [City's commitment to Equity, Diversity and Inclusion](#).

Events/Activities must:

- Be held within the geographical area of your community cluster
- Be open and free for residents
- Occur in a public and accessible space
- Be a one-time event or a series of events that are completed within 1 month period
- Be held between June 1, 2024 and December 31, 2024

Events/Activities cannot:

- Be connected to a pre-existing agency or City-run program
- Be a reoccurring, established or annual project
- Be private or invitation only

Connecting with your Local Cluster

Cluster	Name and Contact Information
North Etobicoke	Sherry Phillips sherry.phillips@toronto.ca
South Etobicoke	Wayne Robinson wayne.robinson@toronto.ca
North York	Rosemary Bell rosemary.bell@toronto.ca
Black Creek Humber Summit	Janvere Lyder janvere.lyder@toronto.ca
York Weston Pelham	Melody Brown melody.brown@toronto.ca
Downtown West	Tonya Darko tonya.darko@toronto.ca
Downtown East	Richard Kirwan richard.kirwan@toronto.ca
East York Don Valley	Edna Ali edna.ali@toronto.ca
Scarborough North	Blaine Felix blaine.felix@toronto.ca
Scarborough South	Rolfe Santos rolfe.santos@toronto.ca

If you are unsure which cluster area you live in, contact neighbourhoods@toronto.ca

Eligible Use of Funds

The following list outlines eligible costs:

- Project costs and supplies
- Space rental
- Honorarium for project leaders

- Compensation for Elders and honoraria for People with Lived Experience
- Transportation
- Planning and development
- Developing and supporting partnerships
- Delivery, materials and participant-related costs
- Small capital costs. Note: Contact City staff about any capital cost line items prior to submitting your budget request. Major capital costs are not eligible for funding. Minor capital expenses (e.g. equipment to support virtual activities, paint supplies for a beautification project) may be eligible, provided City approval and conditional on an incorporated non-profit owning the equipment after the project is completed)
- Evaluation
- Interpretation and translation for events and communications
- Childminding

Ineligible Use of Funds

Requests for the following purposes are **NOT** eligible for consideration:

- Fundraising events
- Donations to charitable causes
- Reserve funds
- *Major* capital costs. Note: Contact City staff about any capital cost line items prior to submitting your budget request. Major capital costs are not eligible for funding. Minor capital expenses (e.g. equipment to support virtual activities, paint supplies for a beautification project) may be eligible, provided City approval and conditional on an incorporated non-profit owning the equipment after the project is completed)
- Debt repayment or deficit funding
- Political or religious activities

Project Storytelling

Successful applicants will be required to complete an evaluation report for their grant and present the successes and challenges from their project to the appropriate Community Coordination Plan cluster. To view the evaluation report, [click here](#).

Review Process

Applications will be screened for eligibility by City of Toronto staff. Applications that are determined to be eligible will be further assessed by members of the Toronto Strong Neighbourhoods Strategy Advisory Group. Final recommendations for funding will be approved by the Executive Director, Social Development Finance and Administration, City of Toronto.

Key Dates

February 27, 2024

- Grant Call Opens

March 6, 2024 6:00 - 7:00pm

- Virtual grant info session #1
 - WebEx Information:
- <https://toronto.webex.com/toronto/j.php?MTID=m1e87eba30c00f70826cc37b93256949e>
 - Meeting Number: 2630 685 7188
 - Passcode: cKwAh3zZ6p3
 - Call in Number: 416-915-6530

March 21, 2024 12:00 - 1:00pm

- Virtual grant info session #2
 - WebEx Information:
- <https://toronto.webex.com/toronto/j.php?MTID=m46965f5f39b859097708bf6784df5074e>
 - Meeting Number: 2630 092 0029
 - Passcode: CxZ3zSNgR23
 - Call in Number: 416-915-6530

March 27, 28, 1:00 – 2:30pm

- Office Hours
 - WebEx Information:
<https://toronto.webex.com/toronto/j.php?MTID=m3e92c6b086c0ecec561bc98876e5b9e1>
 - Meeting number: 2632 760 8013
 - Meeting password: GvPnVRNP438
 - Call in Number: 416-915-6530

April 3rd at noon

- **GRANT CLOSES**

April/May 2024

- Grant review process
 - Note: Your group may be contacted during the first two weeks of April for clarifications on your projects. Group leads should regularly check their emails.

May 2024

- Funding announcement and release of funds

June 1, 2024 – December 31, 2024

- Project activities take place

January 30, 2025

- Final Report Due

Special Needs

Accommodation of special needs (e.g. documents in alternate formats, sign-language interpreters, off-hour meetings) is available as required to ensure that groups can fully participate in the funding process. For accommodation of special needs please contact communityfunding@toronto.ca.

Disclosure of Information

As mandated by the Municipal Freedom of Information and Protection of Privacy Act (1990) 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 the Supervisor of Community Funding at City Hall, 15th floor, East Tower, 100 Queen Street West, Toronto, ON M5H 2N2 or by telephone at 416-392-0102.