



2024

# IDENTIFY 'N' IMPACT

GRANT GUIDELINES



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# Grant Program Overview

Identify 'N' Impact (INI) was initiated through the advocacy efforts of the [Toronto Youth Cabinet](#) (TYC), the City of Toronto's official youth advocacy body, established in 1998 by Toronto City Council.

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
- 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 project-based funding that provides **youth, aged 15 to 29** with the opportunity to expand on their leadership goals by funding their project ideas.
- INI funds **time-limited youth-led projects** that focus on community safety improvement and community development and change, all from a youth's perspective.
- **Youth plan, manage and deliver the project themselves**, with support from adult allies.
- **Intended for time-limited projects to run between November 1, 2024 to September 1, 2025**
- INI is a grant program that helps **build the ability of youth to learn skills** - including leadership, organizational and networking skills by creating and implementing a project.
- INI are **time limited grants of up to a maximum of \$17,000.00 per group project** to help support emerging (i.e. new, small, grassroots) youth-led groups.

## INI IS NOT:

- INI is not for adult-led activities or groups. Adult allies may support youth with their decision making, so long as youth are the leaders of the group & project.
- For agencies or organizations to apply on behalf of youth.
- For individuals (artists, motivational speakers, athletes, etc.)
- INI is not for projects where youth are only participating and not leading.
- INI is not ongoing funding or multi-year funding.
- INI is not for businesses, for-profit social enterprises or other for-profit groups.

This table lists information on what INI is and isn't. For more information call Suzanne Paes at 416-338-8368

[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 INI grants support a by-youth-for-youth approach and work being done to address issues outlined in the [Toronto Youth Equity Strategy](#) (TYES).

**All funded projects must work towards advancing one or more of the following priorities to be eligible to apply:**

- community safety and violence prevention
- civic engagement\*
- mental health and wellbeing
- skills development
- increasing access to educational attainment
- youth friendly spaces
- arts

\*Note: Political activity is not eligible for funding. Civic education, leadership and volunteer training, advocacy on youth issues and policy changes are eligible activities.

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

- Work with and/or engage MVP youth (youth most vulnerable to involvement in serious violence and crime), or focus specifically on Indigenous, Black, and/or 2SLGBTQ+ youth
- Involve youth from/and or based in one of the 33 [Neighbourhood Improvement Areas](#) (NIAs) and/or one of the 10 Emerging Neighbourhoods 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. Filter results in the search to see the Neighbourhood Improvement Areas (NIAs).

# Who is Eligible to Apply?

INI was developed to support emerging (i.e. 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**
- based in **Toronto**
- **a not-for-profit** proposing project activities that will run in Toronto only
  - Unless specifically for Indigenous-based cultural activities outside of Toronto as per the [City of Toronto Grants Policy](#)

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.

## What is an Organizational Mentor (also referred to as a trustee)?

- 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.
- All successful grant applicants will need to secure an OM before the funded project activities can begin. The City's INI grants staff will provide you with guidance on this.
- The OM may charge a fee of up to 20% of the total grant amount 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; by providing in-kind support (e.g. space for meetings); and/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 INI 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
- Projects led by youth who live outside of Toronto
- Adult-led organizations
- Foundations
- Registered businesses or other for-profit groups



# Grant Funding Amounts

## How much can our youth-led group apply for?

**INI project budget:** Youth-led groups can apply for up to \$17,000 for youth to lead and deliver INI projects from November 1, 2024 – September 1, 2025.

### **Additional funds may be available to support deaf individuals or people with disabilities to lead and/or participate in your project, as follows:**

Your group can also apply for up to \$2,000 in additional project funds to support youth leaders and/or members of your group and/or project participants who are deaf and/or living with disabilities to lead and/or participate in your INI project.

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

Some examples of eligible costs you can apply for to support the participation of deaf and/or individuals living with disabilities in your project can include the following:

- American Sign Language (ALS) interpretation
- Audio description
- Closed captioning
- Communication assistance
- Attendant care
- Support worker(s)
- Assistive device equipment rentals



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

**Please note:** The additional funds of up to \$2000 are not guaranteed to be approved for your project even if your INI 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 \$17,000) can be used for the following types of project costs:**

- Staff salaries and benefits (e.g. pay for group or project leads or for any hired staff)
- Volunteer honoraria and volunteer related expenses
- Space rental
- Project supplies (e.g., office supplies, sports equipment, etc.)
- Food (e.g., snacks, drinks, lunch, dinner, catering, etc.)
- Transportation to and from project activities by youth leaders, participants, staff and volunteers
- Equipment rental
- Childcare costs for participants and volunteers
- Promotion and publicity (e.g., flyers, posters, etc.)
- Purchased services (e.g., web design, translation, printing, facilitation, etc.)
- Capacity building costs (e.g., mental health training, anti-racism training, CPR training, Food Handlers Certification, cultural sensitivity training, financial literacy training, team building retreat, etc.)
- Project monitoring and evaluation related costs
- Trustee / Organizational Mentor Fees (if applicable , see further below for details)
- Administrative costs (up to 20% of your project budget can be used to cover a portion or all of the costs related to the delivery of your project (e.g., partial rent for office space, partial staff cell phone costs, printing).

## **Additional funds to support deaf individuals or people living with disabilities:**

Your group can also apply for **up to \$2,000 in additional project funds** to support youth leaders and members of your group or participants who are deaf and/or living with disabilities to lead and/or participate in your INI project. See page five of the grant guidelines for details.

# Ineligible Use of Funds

- Projects and activities outside of Toronto
  - Unless specifically for Indigenous-based cultural activities outside of Toronto as per the [City of Toronto Grants Policy](#).
- 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.

# Organizational Mentor (OM)/Trustee Fees

- As mentioned above, unincorporated groups (groups that are not incorporated as a non-profit organization or a registered charity) are required to have an organizational mentor (also referred to as a trustee) to help manage the grant funds. Organizational mentors can charge a fee to provide this trustee service. The funds allocated to the OM/trustee fee are listed separate from administrative costs in your project budget because these funds go directly to the organizational mentor / trustee 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 total project cost and can be negotiated as you develop a signed agreement between your group and the organizational mentor (OM)/trustee.
- 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 trustee agreement from recommended groups only.
- If your group has an existing OM / trustee or adult ally that is connected to a community-based agency, they can act as your OM provided they meet the Organizational Mentor/Trustee Eligibility Requirements (see next page)

# Organizational mentor (OM)/Trustee Fees

- To assist groups with the process of identifying and selecting an OM, City staff will provide guidance on potential trustees once INI groups are approved for funding.

## Organizational Mentor / Trustee 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 supports grant activities that 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.



# Defining Eligible Types of INI Project Activities

INI grant funding is intended to support time-limited youth-led project activities. This can include:

- **New projects** that are time-limited and have a firm start and end date. These kinds of projects allow youth-led groups to fund new project activities that work towards advancing one or more of the grant program priorities (i.e., community safety and violence prevention, civic engagement, mental health and wellbeing, skills development, increasing access to educational attainment, 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 social isolation and promote wellbeing.
  - 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.
  - More examples of eligible past INI funded projects are noted below.
- **Time-limited enhancement projects** – If your youth-led group runs an existing program that has ongoing activities with no intentional end date, the program is not eligible for INI funding. If there are tools or time-limited activities that could enhance and strengthen your existing youth-led programs, this time-limited enhancement project may be eligible for INI funding.
  - Example: A youth-led group has been running a STEM program at a local community centre for neighbourhood youth. The youth-led group is interested in running a summer series of workshops in two neighbouring areas to increase participation of girls and gender-diverse youth in STEM activities and plan on building a toolkit so expansion efforts for the program could be replicated in the future based on learnings from the summer series. The group applied for funding to run this time limited workshop series in two new neighbouring areas and to design a toolkit.

Every application is evaluated on merits. Previous INI funding has no bearing on new applications unless you have an active grant or you're seeking support for the same project and activities. INI cannot fund the same project activities again. INI can fund previously funded projects where there is a clear demonstration of new time-limited activities that will be project enhancements and build on learnings from the previous INI funded project.

# Examples of Past INI Funded Eligible Projects

- **Flaunt It Movement:** A six week summer incubator project 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 internship opportunities.
- **Friend of CAB:** Ran peer-led, culturally relevant workshops and training for Caribbean, African & Black (CAB) youth of diverse genders and backgrounds. Workshop topics included consent, mental health, gender identity, budgeting, housing, self-defence and sewing.
- **Nswi Enaadimaaget (3 Helpers):** A six month project for Indigenous youth between the ages of 15 and 29 to engage in workshops and ceremonies during evenings and weekends. The three Indigenous youth leaders coordinating and leading the project engaged in a knowledge exchange with an elder.
- **Say Somali:** An eight 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 series of two hour arts workshops focused on mental health, self care, community and healthy Black masculinities for 10-12 young Black men aged 18-29.

## Project Timelines

Activities funded through this grant completed between November 1, 2024 to September 1, 2025.

# Key Dates

INI Grant Activity	Key Dates
INI Grant opens for Applications	Friday, June 14, 2024
Grant Information Sessions or Virtual Drop-Ins with INI City Staff	June - August 2024 (see INI website for details or Pg 16 of guidelines)
<b>INI Grant Application Deadline</b>	<b>Thursday August 15th, 2024 at 5:00 PM</b>
INI Grant Application Reviews	Mid-August - Mid-October 2024
INI Grant Decisions Approved and Announced	Late October 2024
<b>INI Grant Funding Released</b>	<b>End of October 2024</b>
Information session for INI grantee groups	End of October 2024
<b>INI Funded Project Timeframe</b>	<b>November 1, 2024 - September 1, 2025</b>
INI Final Report Deadline	October 1, 2025

Your INI project (including spending any funds on project expenses) cannot start until you receive written notification from us that your project has been approved.

## Grant Review Committee – Who makes the funding decisions?

In partnership with the [Toronto Youth Cabinet](#), the Grant Review Committee (GRC) is a volunteer panel made up of diverse youth from across the city of Toronto, including Indigenous, Black and/or 2SLGBTQ+ youth. All eligible INI grant applications will be reviewed by the GRC who will make the INI grant recommendations for approval.

## Grant Review Committee – Managing 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 trained by City staff. All GRC members must attest to their impartiality before the application review process begins. Community members who supported the development of proposals, are a member of a group that has submitted a proposal or will financially 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.

## Project Impact and Reporting

All successful grant recipients will be required to report on project activities, expenses, impact and learnings. City staff will provide successful grant recipients with training on how to conduct project evaluation and will provide support to grant recipient groups on how to complete the final report.

For additional resources, please refer to the Evaluation tools found on the [YouthRex](#) website.

It is mandatory for all successful grantees to submit a final report by October 2025 at the latest.



# How to Apply

The application process steps are described below:

1. **Review** the grant guidelines to ensure your group/organization and project proposal are eligible to apply for funding.
2. **Attend** a grant information session and/ or attend one of the virtual drop-in office hours should you have any questions about the application process.
3. **Draft** your answers in MS Word referring to the sample INI application questions, so you can cut and paste your answers into TGRIP - the City's online grants application system.
4. **Register** your group on the [Toronto Grants, Rebates and Incentives \(TGRIP\) Portal](#) if you have not created a TGRIP account before. Review the instructions on [How to Register for a TGRIP Account](#) or watch the [TGRIP video](#) before you begin your application.
5. **Complete** your group's eligibility self-assessment found on the City of Toronto's online grant system – TGRIP (Toronto Grants, Rebates and Incentives Portal):  
[https://cot.smartsimple.ca/s\\_Login.jsp](https://cot.smartsimple.ca/s_Login.jsp)
6. **Complete and submit** your INI 2024 online grant application, including your project budget and work plan, using the City of Toronto's online grant system TGRIP.

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

**A copy of the 2024 INI application questions can be found on the [INI webpage](#). Resources are listed below to help support you with your application.**

Note: **Only one INI grant 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.



## HOW TO REGISTER FOR A TGRIP ACCOUNT

In order to apply for any grants, your group must have a Toronto Grants, Rebates, Incentives Portal (TGRIP) Account. To register, click here for the website: [Toronto Grants, Rebates, Incentives Portal \(TGRIP\)](#) or visit [https://cot.smartsimple.ca/s\\_Login.jsp](https://cot.smartsimple.ca/s_Login.jsp)

### STEPS

1. Once on the TGRIP website, click **Register Here**. Fill out the form accordingly and click submit. For grassroots, resident-led or youth-led groups, please provide your group's name in the Organization's Legal Name section. You will receive an email to complete your registration.
2. Once you log into your TGRIP account, the next step is to **complete your organization profile**. Click on the Organization Profile tab located in the top right hand corner of your dashboard.
3. Please ensure you **complete every tab**. Remember to click **SAVE DRAFT** when moving from tab to tab. **Once completed, click SUBMIT**. Key things to flag:
  - a. If you are a resident-led or grassroots organization, please select YES for the question: Is your group a resident-led group leading a project in your neighbourhood? under the Organization Info tab.
  - b. Please download the Declaration of Discrimination form located in the Documents tab, sign and upload it.
4. Once your organization profile has been submitted, you can **now apply for your funding opportunity (grant)**.

**Note:** Once you have created a organization profile, you are able to add as many organization contacts as you like under the contacts tab

[CLICK HERE FOR A VIDEO WALKTHROUGH: HOW TO REGISTER FOR A TGRIP ACCOUNT](#)

# 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 Suzanne Paes, Community Funding Unit, by email at [Suzanne.Paes@toronto.ca](mailto:Suzanne.Paes@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](mailto:communityfunding@toronto.ca).

# Resources

[2024 Identify 'N Impact Grant Program Flyer](#)

[City of Toronto Community Grants Policy](#)

[Grant Writing Tips - Toronto Arts Council](#)

[Grant Writing Toolkits, Video & Resources – ArtReach](#)

[Ontario Not-For-Profit Network – Resource Centre](#)

[Youth Outcomes Framework](#)

[Youth-Friendly Measures & Evaluation Tools – Youth Rex](#)

[Toronto Youth Equity Strategy](#)

[Toronto Youth Cabinet](#)

# Virtual Grant Information Sessions

These virtual sessions will walk through the INI grant guidelines and TGRIP-based online application form, including the project work plan and budget. City staff will also provide some grant writing tips and best practices. Registration is not required, but encouraged. The dates, times, and WebEx links are listed below. You only need to attend one session.

## **Wednesday June 26 , 1 P.M – 3 P.M.**

### [WebEx Link](#)

Note: If requested, please enter your name and email address. If a password is required, enter XmhKvNQN674 and click join. Follow the instructions that appear on your screen.

Or by phone: Call Canada Toll: +1-416-915-6530 Access code: 2631 519 0035

## **Tuesday July 9, 10:30 A.M. – 12:30 P.M.**

### [WebEx Link](#)

Note: If requested, please enter your name and email address. If a password is required, enter 7JNnked9Vp8 and click join. Follow the instructions that appear on your screen.

Or by phone: Call Canada Toll: +1-416-915-6530 Access code: 2631 404 0388

## **Thursday July 18, 2 P.M. – 4 P.M.**

### [WebEx Link](#)

Note: If requested, please enter your name and email address. If a password is required, enter GbFUAskR533 and click join. Follow the instructions that appear on your screen.

Or by phone: Call Canada Toll: +1-416-915-6530 Access code: 2632 642 7744

## **Thursday August 1, 6 P.M. – 8 P.M.**

### [WebEx Link](#)

Note: If requested, please enter your name and email address. If a password is required, enter JAppma49JW2 and click join. Follow the instructions that appear on your screen.

Or by phone: Call Canada Toll: +1-416-915-6530 Access code: 2633 157 9003

If the dates above do not work for you, please contact the following staff to book a separate time to meet virtually or by phone:

**Asmaa Mohamed**, Youth Development Unit: [Asmaa.Mohamed@toronto.ca](mailto:Asmaa.Mohamed@toronto.ca)

**Suzanne Paes**, Community Funding Unit: [Suzanne.Paes@toronto.ca](mailto:Suzanne.Paes@toronto.ca)

# [CLICK HERE TO REGISTER FOR YOUR TGRIP ACCOUNT AND SUBMIT YOUR INI GRANT APPLICATION](#)

## TGRIP Resources

TGRIP Website: [https://cot.smartsimple.ca/s\\_Login.jsp](https://cot.smartsimple.ca/s_Login.jsp)

How to Register for a Toronto Grants, Rebates and Incentives (TGRIP) Account: [VIDEO](#)

## Contact Information

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

**Suzanne Paes**, Community Funding Unit: [Suzanne.Paes@toronto.ca](mailto:Suzanne.Paes@toronto.ca)

**Asmaa Mohamed**, Youth Development Unit: [Asmaa.Mohamed@toronto.ca](mailto:Asmaa.Mohamed@toronto.ca)

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

