



The Black-Mandated Funding Framework

Investing in Toronto's Black-mandated social infrastructure
Social Development, Finance and Administration

Grant Program Guidelines

Applications Open: September 11, 2024
Applications Close: October 15, 2024 at 3 p.m.

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A. YOUR INVITATION

The City of Toronto is providing multi-year grants to Black-mandated not-for-profit groups and organizations to:

- **support the delivery of community and social service programming** for Black Torontonians
- **increase/maintain operational capacity**
- **increase/maintain organizational capacity**

This grant program is open to Toronto-based, Black-mandated groups and organizations (Black-led, Black-serving, and Black-focused/B3) only. Organizations should review organizational eligibility requirements described below, and applicants are invited to complete the Eligibility Self-Assessment screening to move forward to the full application. Applicants should effectively demonstrate the strength of their proposal and work plan and provide details about their infrastructure and organizational capacity.

Applications are submitted online through the [Toronto's Grants, Rebates, and Incentives Portal](#) (TGRIP). Organizations that do not have a TGRIP account should register.

Applications open on **Wednesday, September 11, 2024.**

Applications are due via the [Toronto Grants Rebates and Incentives Portal](#) (TGRIP) on Tuesday, October 15, 2024, at 3 p.m..

B. GRANT PROGRAM BACKGROUND

The City Council-adopted [Black-Mandated Funding Framework](#) is a model that provides an equity-centered approach to addressing anti-Black racism in the City's funding culture. The Framework's primary focus is to remove barriers and address funding practices which have limited access to funds for Black-mandated organizations (B3) and groups. It also provides a roadmap to ensure City funding is fully inclusive and accessible to B3 organizations.

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The Framework is an action under the Toronto Action Plan to Confront Anti-Black Racism and supports the City of Toronto's commitment to the United Nations International [Decade for People of African Descent \(2025-2028\)](#). The Framework is guided by the themes of the decade: justice, recognition, and development, through a more d purposeful approach to supporting B3 community organizations.

The Black-mandated Funding Framework is grounded in the following principles:

- **Enabling an Ecosystem of Support for Black Community Groups:** Develop informal and formal networks by leveraging the City's capacity to convene funders, non-profits, and foster cross-sectoral relationships to better meet Black communities' needs and interests
- **Ensuring City Accountability and Accessibility:** Improve City funding practices through transparent decision-making, evidence-based processes, consistent data

collection, and equity measures to foster equitable access, participation and reduce barriers for Toronto’s Black communities

- **Advancing Equity and Self-Determination:** Advance equity and pathways to justice in City funding by centering African-centred approaches and investing in, and supporting the experiences, expressed needs, and interests of Toronto’s diverse Black communities

More information on the Framework, a definition of a B3 organization, the theory of change, and the implementation plan can be found in the [Council](#) report and [Appendix](#).

Through the Framework’s annual granting program, \$1.69 million will be allocated to successful applicants in 2024 for activities over two years for Black-mandated grassroots/emerging and established organizations and groups in Toronto.

*Note: this does not constitute the total investments in Black-mandated groups and organizations receiving funding from City divisions.

C. WHO IS ELIGIBLE FOR FUNDING?

To be considered for funding, applicants must clearly demonstrate and meet all the eligibility criteria below.

Black-mandated Funding Framework/B3 Eligibility Self-Assessment:

A Black-mandated organization or group (also referred to as a B3) is assessed based on four key criteria which include the following:

Governance (Black-led)	Population Served (Black serving)	Mandate of Mission (Black-focused)	Community Accountability and Trust
Is led by a majority of staff and board members who self-identify as Black or of African descent	Primary serves Toronto’s diverse Black communities	Has a mandate that explicitly states that they serve Black communities and are grounded in Black/African-centered approaches across services and programs	Responds to community needs and continually develops and maintains relationships with the communities being served or other Black-mandated organizations and groups (e.g., partnerships)

- Your organization must align with the definition of a Black-mandated organization as described above
- **Must be a B3 grassroots/emerging group or organization** (groups and organizations that do not have recent audited financial statements, **including B3 resident-led and youth-led groups**),
- **B3 established organization** (with most recent audited financial statements uploaded to TGRIP organizational profile).

Note: applicants will need to upload supporting documentation to verify the self-assessment

eligibility before accessing the full application (i.e. copy of your strategic plan, operational plan, by-laws, articles of incorporation, partnership agreement, a document that includes your website link and/or 211 profile). Letters of support are not needed.

Community Funding - Organizational Eligibility

An eligible organization must:

- Be an incorporated or unincorporated not-for-profit organization and/or charitable organization that operates without financial gain for its members or directors
- Must be based in the City of Toronto, with a postal code that begins with M without exception. This means the organization must be located within the boundaries of the City of Toronto with an address that begins with an “M” postal code
- Acknowledge grant-supported activities must take place in Toronto, with the exception of Afro-Indigenous groups proposing to do land-based activities
- Be accountable to the community through an elected Board of Directors who are representative of the community served (for grassroots/emerging applicants, a leadership team must consist of at least three members who direct and lead the decision-making on behalf of the group)
- Have more than 50% of Board/members who reside in Toronto (for established groups)
- Consist of three or members/staff who are residents of Toronto (for grassroots/emerging groups)
- Have audited financial statements for the most recent fiscal year (for established groups only)
- Be in good standing with the City of Toronto (i.e. up-to-date on all requirements of any City of Toronto funding received in the past, including reporting)
- Comply with the City of Toronto [Grants Policy](#)
- Sign and comply with the [Declaration of Compliance with Anti-Harassment/Discrimination Legislation and City Policy](#)
- Have proven financial and program management experience.
- Have proven experience and ability to manage the project (i.e.: administrative oversight, financial processes and procedures).
- Be willing to work with an intermediary for financial management and capacity-building mentorship and support (for grassroots/emerging groups and organizations).
- Demonstrate effective grant management and administrative capacity
- Report on the use of the grant funds to the City and/or intermediary and maintain documentation for audit purposes

Applicants should provide up-to-date, accurate, and verifiable information when completing the application in TGRIP. Supporting documentation may be requested to confirm and verify eligibility and fit with the grant guidelines and Framework.

Although collaboratives and partnerships are encouraged, only one application per group and individual is permitted. Only completed and eligible applications will be assessed by the review panel. Applicants are required to specify the expertise, roles and responsibilities of each partner in the proposal. More details on collaboratives can be found in the Glossary below.

D. GOALS OF THE GRANT PROGRAM

The purpose of the annual grant program is to provide pathways to sustainable support to Toronto's Black-mandated (B3) community and social service organizations by:

- Increasing the availability of dedicated resources
- Investing in organizational infrastructure and development
- Ensuring that organizations can sustain programming and respond to community needs

Funding is available for one or two years to help support eligible B3 organizations to strengthen programming and infrastructure. Unrestricted funds are available; however, there are some limitations on how the funds can be used within these three funding deliverable goals; please refer to the Glossary for more details below. Funding priorities include one or a combination of the following in the application form:

- **Implementation of community and social service programming based on the needs and priorities identified by your community**, including new, short-term programs, projects, or initiatives; program enhancements, and the maintenance of ongoing programs (e.g., increased hours of service, number of service users, or purchase of program supplies and equipment, etc.)
- Activities that increase and/or maintain **operational capacity** (e.g., increase staffing, evaluation, social media footprint, space rental, development of operational plans, etc.)
- Activities that increase and/or maintain **organizational capacity**: (e.g., governance training, development of a fundraising plan, strategic planning, organizational development plan, audit statements, staff training and professional development, conflict mediation and resolution, etc.)

E. FUNDING AMOUNTS

Grassroots/emerging groups/organizations:

- May apply for up to \$35,000 in funding for one or two years
- Successful applicants will receive an additional \$5,000 for self-directed capacity-building support and will be matched with one of two BMFF Intermediaries: [CEE Centre For Young Black Professionals](#) or [Delta Family Resource Centre](#).
- Applicants will need to describe what capacity-building supports their organization would benefit from

Established organizations/groups:

- May apply for up to \$35,000 in funding for one or two years

F. TIMELINE

Grant Activity	Key Dates
Information sessions and drop-in sessions	September 18 - October 10

Application review period	October – November 2024
Decisions announced	December 2024 via TGRIP
Grantee onboarding and intermediary capacity-building support	January 2025

Grant program activities must be implemented between January 2025 to December 2025 (one year) or between December 2024 to December 2026 (two-year/multi-year). Final evaluation reports are due three months after the end date of your funded project activities and are guided by the evaluation framework.

G. SELECTION PROCESS

- A diverse group of Black Torontonians will recommend successful applications to the Executive Director of Social Development, Finance and Administration for final approval
- Applicants will be selected based on the strength of their application, workplan and budget, including fit with advancing the goals of the Framework’s grant program.
- Only eligible and complete applications will be assessed by the review panel.

H. ELIGIBLE AND INELIGIBLE COSTS

Examples of eligible costs include: _

- Permit costs and liability insurance
- Staff salaries and benefits, staff training
- Honoraria for volunteers, volunteer training and recognition
- Rental fees for space
- TTC tokens
- Hydro
- Childminding
- Equipment rentals
- Local artist fees
- Food
- Consultants
- Evaluation
- Purchase of service
- New technology including financial management tools
- Social media tools
- Websites
- Supplies and materials
- Accreditation

- Interpretation and translation
- Evaluation
- Small capital costs (i.e.: computers, tablets, chairs)
- General overhead administration costs

Note: there should be little to no cost for participants in grant funding activities.

Examples of ineligible costs include:

- Public relations and special events costs such as award ceremonies, banquets, receptions, etc.
- Activities that extend beyond Toronto's borders (without prior City approval)
- International artists and speakers
- Additional participant fees
- Long-term motor vehicle leases or rentals
- Religious activities/services
- Partisan political activities
- Fundraising events
- Post-secondary fees or individual subsidies/scholarships
- Fees for incorporation/charitable status,
- Walks/runs and other donations to charitable causes
- Reserve funds
- Expenses incurred but not approved in advance
- Debt repayment, and/or deficit funding
- Major capital costs including building repairs or renovations or purchase

If you have questions, please contact us.

Note: For grassroots/emerging groups and organizations, intermediary support will be provided to successful applicants, waiving the need for a trustee fee to be added to your budget request, and freeing up additional resources.

Groups are encouraged to reinvest funding within the Black community's circular economy in Toronto.

I. HOW TO APPLY

Applications are open from September 11 at 3 p.m. to October 15, 2024, at 3 pm. [Apply now](#)

Steps to apply:

1. Review the grant guidelines and eligibility information

2. Attend a grant information session and/ or virtual drop-in office hours if you have questions about the application process
3. Draft your answers in a Word document using the program Guidelines sample 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 do not have a TGRIP account.
 - Please note, when registering as a grassroots/emerging group or organization, please select “grassroots/emerging” and “resident-led” in the organizational profile when describing your group,
 - When registering as an established organization or group, please select established only
 - [How to Register for a TGRIP Account Guide](#)
 - [How to Register for a TGRIP Account – Video](#)
5. Complete an eligibility self-assessment on [TGRIP](#)

Complete and submit your grant application, including your project budget and work plan, on [TGRIP](#).

A copy of the sample application questions are included as an attachment to the Guidelines.

J. INFORMATION SESSIONS

The City is hosting virtual information sessions to support applicants from September 18 to October 10, 2024. Information sessions are optional and will cover the grant program requirements, eligibility criteria and information on how to register your TGRIP account.

Virtual Information Sessions and Grant Writing Tips

These virtual sessions will walk through the Black-mandated Funding Framework grant program guidelines and online application form, including the project work plan and budget. City staff will also provide grant writing tips and best practices. Registration is encouraged but not required for drop-in sessions.

Wednesday, September 18, 6 to 7:30 p.m.	Register here	Meeting link
Tuesday, September 24, 6 to 7:30 p.m.	Register here	Meeting link
Wednesday, October 02, 6 to 7:30 p.m.	Register here	Meeting link

Virtual One-On-One Appointments: Application Support

Support sessions are by appointment only. Complete the registration link below and then email: communityfunding@toronto.ca to confirm your time. One appointment is available per group.

Thursday, September 19, 12 to 2 p.m.	Registration here
Friday, September 20, 12 to 2 p.m.	Registration here

Friday, September 27, 12 to 2 p.m.	Registration here
Friday, October 4, 12 to 2 p.m.	Registration here

Virtual Drop-in Application Support Office Hours

Applicants can drop in to ask questions about their applications. These sessions are intended to provide applicants with support on their application and respond to any questions. Registration is encouraged but not required.

Thursday, September 26, 6 to 7:30 p.m.	Register here	Meeting link
Thursday, October 3, 6 to 7:30 p.m.	Register here	Meeting link
Thursday, October 10, 6 to 7:30 p.m.	Register here	Meeting link

K. HAVE QUESTIONS:

If you have questions, please contact:

- Community Funding Unit general inquiry
CommunityFunding@toronto.ca
- Andrew Wanjohi, Community Funding, Agency Review Officer
Andrew.Wanjohi@toronto.ca
- Okeima Lawrence, Community Funding, Project Manager
Okeima.Lawrence@toronto.ca
- Toronto Grants Rebates and Incentives Portal (TGRIP) for technical questions about registration and account set-up
TGRIP@toronto.ca

L. GLOSSARY

Anti-Black racism lens or analysis

The application of the understanding of anti-Black racism to the planning, development, operation, resource allocation and evaluation of policies, services, practices, and spaces, with the intent of achieving transformative change. More details can be found in the [Anti-Black Racism Analysis Tool](#).

Black

Refers to people of African descent who self-identify as Black. Other terms that are used

interchangeably with Black are: Black Canadians, African Canadians, and People of African Descent (e.g. Afro-Latinx, Afro-Indigenous, Afro-Caribbean, East African, West African, Southern and Central African, etc.).

Black/African-centered approaches

Practices, frameworks, principles, values and ways of working that are anchored, respond to and recognize the distinct needs and unique experiences (i.e. cultural, historical, anti-oppressive and intersectional) of diverse Black communities in the delivery of programs and/or services.

Collaborative application

When two or more organizations with a well-defined relationship work in partnership to achieve a common goal. Characteristics include mutual benefit, shared decision making and accountability to each other and to the communities they serve.

Collaborative agreement

An agreement outlining the purpose and nature of the collaborative, including role and responsibilities, the purpose of the collaborative, working arrangements that include decision-making and conflict resolution.

Established organization/group/agency

A B3 organization/agency with staff (full, part-time and/or contract staff), that has incorporated and/or charitable status, has consistent funding and resources to support operations and programs, an annual financial audit, and an established governance structure including a board of directors with a majority of members who self-identify as Black.

Grassroots and emerging organization/group

A group of Toronto residents, incorporated or unincorporated, that has at least three dedicated staff or volunteers that self-identify as Black.

Incorporated not-for-profit

A corporation whose goals do not include gain or profit for its members, [Nonprofit Law Ontario](#).

Intermediary

For the purposes of the Black-Mandated Funding Framework, is an incorporated not-for-profit organization with the capacity to trustee and provide organizational mentorship to grassroots and emerging groups and organizations. The intermediary has the financial systems and organizational infrastructure to administer and disburse grant funds and is accountable for reporting on the grant funds to the City of Toronto. The intermediary acts as the legal registered entity on behalf of a group when entering into a contract with the City.

Major capital

Typically encompasses complex projects, significant long-term investments, and procurement related to construction, land acquisition, equipment purchase, or ongoing maintenance (e.g., purchasing a building or land, new construction, major renovations, vehicle acquisition, etc.).

Multi-year funding

Funding with a duration greater than 12 months that provides long-term support to a group to advance their missions or programs. This type of funding can be unrestricted, restricted and/or

project focused.

Operational capacity

Building operational capacity focuses on maintaining, improving or strengthening the day-to-day management, sustainability, and operations of an organization or group's infrastructure. Some examples of eligible program expenses include staff salaries, training and development, program planning and evaluation, rent, hydro, extended hours of operations, supplies, purchase of new technology, etc.

Organizational Capacity

Building organizational capacity focuses on building the internal, structural elements of an organization. Some examples of eligible program expenses include development of policies and procedures, financial systems and management, partnerships, and collaborations, or for audits, a bookkeeper, consultants, accreditation, etc.

Small capital or non-capital

For this grant program, small-capital or non-capital typically refers to the acquisition of smaller items that do not necessitate significant long-term financial investments. Small capital can also encompass purchases that enhance organizational efficiency, improve processes, and advance the organization by investing in infrastructure to meet programming and organizational needs (e.g., chairs, desks, tablets, laptops, software, paint, etc.).

UBUNTU African-centered impact assessment framework

An approach to assessing systems change and evaluating impact in Black communities, which uses a decolonized approach to add value to community-defined metrics and is informed by an understanding of how Black communities experience change across various spheres of their experience, recognizing the pervasive ways that anti-Black racism impacts Black lives at personal, group, institutional and societal levels, [UBUNTU Framework](#).

Unrestricted funding

Flexible funding that can be used for any priorities, emerging needs, or community challenges if it meets the objective and goals defined in a group's governance documents, to ensure effective operation and stability to secure better outcomes. In accordance with the [City Toronto Grants policy](#), there are some limitations to what can be supported.

M. ACCOMMODATION

Accommodations such as documents in alternative formats, sign language interpreters, off-hour meetings, etc. are available as required to ensure that groups can fully participate in the funding process. For accommodation requests, please contact Okeima Lawrence at Okeima.Lawrence@toronto.ca.

N. 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 website. Questions about this collection can be directed to the Manager of Community Funding at City Hall, 15th floor, East Tower, 100 Queen Street West, Toronto, ON M5H 2N2, or by email at CommunityFunding@toronto.ca.

O. CONFLICT OF INTEREST

The members of the Review Panel will adhere to the City's Conflict of Interest and Confidentiality Policy and will be recruited and trained by City staff. All panelists 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 see 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.

