

²⁰²⁵ Local Leadership Grant

Grant Opens: **March 17, 2025 at 12:00 PM (Noon)**

Grant Closes: **April 28, 2025 at 12:00PM (Noon)**

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

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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 working with local partners to invest in people, services, programs and facilities in Neighbourhood Improvement Areas (NIAs) and Emerging Neighbourhoods (ENs), as well as other communities of focus.

Until 2020, the Neighbourhood Grants program provided funding to resident-led groups to help them enhance their neighbourhoods with events or activities that advanced key themes of TSNS. These activities were paused during the COVID-19 pandemic. In 2022, as a part of the restart of TSNS engagement, the City launched a two-year pilot program called the Resident Grants Pilot. The City also began the following TSNS activities:

- **TSNS Advisory Group:** made up of passionate leaders from Neighbourhood Improvement Areas and Emerging Neighbourhoods, the TSNS Advisory Group provides input on City-wide networking, engages in civic decision making and capacity building opportunities, and strengthens the connection between systems-level coordination and local community priorities throughout their membership term.
- **TSNS Community Networks:** City staff are working with The Neighbourhood Organization, in partnership with Rexdale Community Health Centre, Progress Place -Community Place Hub, University Health Network – Gattuso Centre for Social Medicine, The Neighbourhood Group, and The Corner @ SJT, to develop nine TSNS Community Networks. These virtual, quarterly community of practice spaces invite community leaders to focus on equitable community development practices through networking and collaboration, training and capacity building, connection to participation opportunities, and City resource and information sharing.
 - Please [connect with your TSNS Community Network Ambassador](#) to receive more information about upcoming TSNS Community Network meetings in your neighbourhood.
- **TSNS Community Network Ambassador Program:** City staff are working with TNO and partners to establish an ambassador program that supports TSNS Community Network engagement and development. This initiative grows out of learnings from the City's Vaccine Engagement Teams as Ambassadors are positioned in communities to increase and/or enhance communication, trust, engagement, and information sharing across Indigenous (First Nations, Inuit, Metis), Black and other equity-deserving groups and communities. This

approach will aim to deepen relationships and connections across all 9 TSNS Community Networks.

After ongoing evaluations of the Resident Grants Pilot and updated TSNS engagement activities, the Local Leadership Grant was launched in 2024.

What is the purpose of the grant?

The [Local Leadership Grant](#) (LLG) supports place-based, resident-led projects that focus on the five domains of TSNS:

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

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

What is the grant size?

Funding available per group is **\$5,000**

What is the time frame?

- Grant Opens **Monday March 17th, 2025 at 12:00pm (Noon)**
- Grant Closes **Monday April 28th, 2025 at 12:00pm (Noon)**
- Activities funded through this grant must take place between:
July 1st, 2025 - December 31st, 2025
- Activities must be a one-time event or completed within a 30-day period.
- Activities must not be a part of existing programming or services. Enhancements to existing projects are acceptable. Enhancements include introducing new activities/workshops or expanding programs to include new groups.

Application Process

How to apply?

The application process steps are described below:

1. Review these guidelines to ensure your group and project idea are eligible for funding.
2. Attend an optional grant information session and/or one of the virtual drop-in office hours to learn more about the grant program and/or ask questions about the application process.
3. Fill out the workplan and budget documents. The completed documents must be uploaded at the end of your application.

TIP: We highly recommend that your application in a separate document before filling out the online application 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.

4. Submit your completed [2025 Local Leadership Grant application](#) online by **Monday April 28th, 2025 at 12:00pm (Noon)**. A copy of the application questions can be found on the [Local Leadership Grant Webpage](#).

TIP: Grant Writing Resources are listed in the [Resource Library](#) at the end of the application to help support you with your application.

Application Link:

<https://ca.mar.medallia.com/?e=436556&d=l&h=DE232159688FCF9&l=en>

[Click Here](#)

Notes:

- Only **one Local Leadership Grant application per group** is permitted.
- **Only eligible and completed applications will be considered for funding.**

Accessibility Supports, Accommodations and/or Different Format

If you would like accessibility support, accommodation and/or a different format, please call Diarra Hughes, Agency Review Officer at 647-888-2483 or email diarra.hughes@toronto.ca

Eligibility

The Local Leadership Grant aims to support community-led activities by resident-led groups in neighbourhoods across Toronto. To be eligible, applicants and projects must meet all the following criteria.

1. Applicants must be a resident-led group consisting of at least 3 members. Groups with 3 or more members are eligible to apply and group members cannot reside in the same household. All group members must live in Toronto and will need to provide an email address, phone number and postal code.
2. The Group lead must be a resident of Toronto and must identify which [Toronto Strong Neighbourhood Strategy](#) (TSNS) Community Network they live in. To determine which TSNS Community Network you live in, see the map in "Connecting with TSNS Community Networks" section or visit the interactive map for [TSNS Community Networks Ambassadors](#).
3. Group projects must offer community-based activities that demonstrate alignment with at least one of the five domains (i.e., economic opportunities, healthy lives, participation in decision making, physical surroundings, and social development) of the [Toronto Strong Neighbourhood Strategy](#).

Notes:

- Only **one Local Leadership Grant application per group** is permitted.
- Only eligible and completed applications will be considered for funding.

4. 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. A free training session will be offered for eligible groups.
5. To be in good standing and eligible to receive a grant from the City of Toronto, all groups must comply with the [Grants Policy](#). Your group must not be in debt to the City of Toronto or be part of an active investigation.

Notes: To be eligible for the 2025 Local Leadership Grant, previously funded groups must have completed their 2024 project activities, and all funds must have been fully utilized and reported in your [Completion Report submission](#). You are still able to submit an application however, it will not be considered until we have received your 2024 final report. The 2024 Local Leadership Completion Report must be submitted by **Monday April 28, 2025** at **11:59pm**.

[Click here](#) to submit your 2024 Local Leadership Completion Report
(The link above is **Only** applicable to 2024 Local Leadership Grant Recipients)

Ineligible applicants include:

1. Groups with all members living in the same household
2. Groups without 3 members and/or groups without 3 members who do not reside in Toronto.
3. Non-profit organizations, Self-employed Individuals, registered businesses, for-profit businesses, landlord/tenant and condominium boards, corporations, political parties, BIAs, staff of the City of Toronto, members of City of Toronto Council.
4. Social enterprises or ventures (including BIAs)
5. Grant-making organizations, industry, or trade associations
6. Religious organizations with mandates that cannot show a clear separation between religious and community service functions.
7. 2024 Local Leadership funded Resident-led groups that **have not** submitted their completion report for the 2024 Local Leadership Grant call.

Connecting with TSNS Community Networks

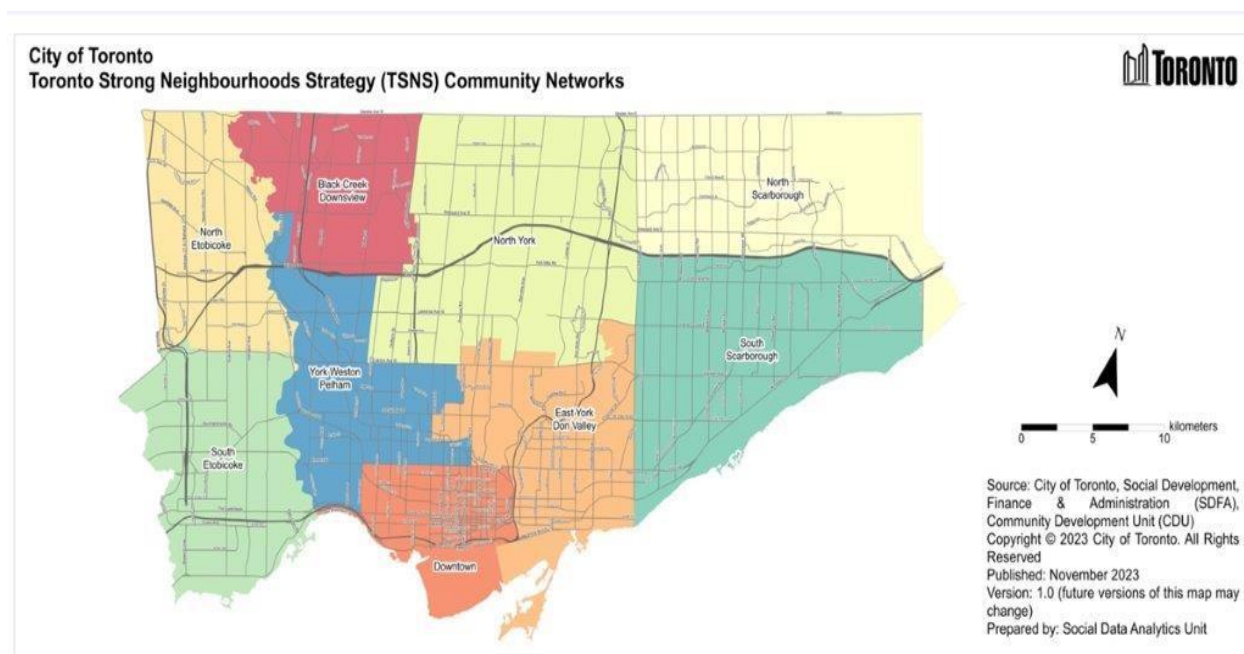
Your Voice, Your Community, Your Network

As a part of Toronto Strong Neighbourhoods Strategy (TSNS) activities, nine TSNS Community Networks operate across the city. These virtual, quarterly community of practice spaces invite community leaders to focus on equitable community development practices through networking and collaboration, training capacity building, connection to participation opportunities, and City resource and information sharing.

Locating your TSNS Community Network

TSNS Community Networks	Community Development Officers	Contact
Black Creek Downsview	Janvere Lyder	janvere.lyder@toronto.ca
Downtown	Richard Kirwan	richard.kirwan@toronto.ca
East York Don Valley	Edna Ali	edna.ali@toronto.ca
North Etobicoke	Sherry Phillips	sherry.phillips@toronto.ca
North Scarborough	Olanike Solomon	olanike.solomon@toronto.ca
North York	Fathiya Warsame	fathiya.warsame@toronto.ca
South Etobicoke	Wayne Robinson	wayne.robinson@toronto.ca
South Scarborough	Rolfe Santos	rolfe.santos@toronto.ca
York Weston Pelham	Melody Brown	melody.brown@toronto.ca

To determine which TSNS Community Network you live in, visit the interactive map for [TSNS Community Networks Ambassadors](#).



Project Activities

Project activities must be related to at least one of the five domains of the [Toronto Strong Neighbourhood Strategy](#).

Project examples include:

TSNS Domains				
Economic Opportunities	Healthy Lives	Participation in Decision Making	Social Development	Physical Surroundings
<ul style="list-style-type: none"> • Job skills workshop • Certification workshop • Employment Forum 	<ul style="list-style-type: none"> • Nutrition workshops • Wellness Day • Gardening Event 	<ul style="list-style-type: none"> • Community Speak out Event • Leadership Training • Civic Action Forum 	<ul style="list-style-type: none"> • Educational Workshops/ forum • Back to School Events • Neighbourhood Festival 	<ul style="list-style-type: none"> • Community Beautification Event • Neighbourhood Walking Tour • Community Art Event

Events/Activities must:

- Be held within the geographic area of your TSNS Community Network
- Be open and free for residents
- Occur in a public and accessible space
- Be a one-time event or series of events that are completed with 30-day period
- Be held between **July 1st , 2025 – December 31st, 2025.**

TIP: Permits are **NOT** required to be booked in advance to be eligible to apply for the **Local Leadership Grant**. Groups are encouraged to contact the relevant Community organization or City service to inquire about the Use of Space / Permit processing timeline. Understanding these details will help ensure your project timeline accounts for any necessary processing time. Trustees can work with successful groups to finalize event/activity locations.

Events/Activities cannot:

- Have a cost to participate and/or have a fundraising component
- Be connected to a pre-existing agency or City-run program
- Be a reoccurring, established or annual project
- Be private or invitation only

Notes: If you are unsure about the purpose of your event/activity, please contact your [Community Development Officer \(CDO\)](#).

Eligible Use of Funds**The following list outlines eligible costs:**

- Project costs and supplies
- Space rental
- Project Coordination to support planning, organizing and implementing your project. Compensation for the project team can be a maximum of **\$1,500**
- Compensation for Elders and honoraria for People with Lived/Living Experience and volunteers
- Transportation
- Planning and development
- Developing and supporting partnerships
- Delivery materials and participant-related costs
- Evaluation
- Interpretation and translation for events and communications
- Childminding
- Small Capital costs

Ineligible Use of Funds

Requests for the following purposes are NOT eligible for consideration.

- Fundraising events
- Subsidies for individuals (e.g., scholarships or educational bursaries)
- Donations to Charitable causes
- Reserve Funds
- Major capital costs
- Debt repayment or deficit funding
- Political or religious activities
- Grant making
- Capital costs (e.g., building repairs or renovations)
- Banquets, receptions, annual general meetings, sport tournaments

Notes: Contact communityfunding@toronto.ca 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.

Contact communityfunding@toronto.ca about any capital cost line items prior to submitting your budget request.

Trusteeship

A trustee is an incorporated not-for-profit organization and/or registered charity with audited financial statements that becomes the "legal home" of your project. City staff will identify assigned trustees who will hold funds and disburse monies to your group, assume liability for project activities, and provide insurance, administrative supports, and mentorship. Successful applicants will be required to work with one of the trustee organizations connected to the Local Leadership Grant.

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 assigned trustee and their processes
- Attend check-in meetings with your trustee about your project as needed

- Notify your trustee and the City of any changes to the project timeline and activities
- Provide trustees advance notice of funding request throughout project
- Keep record of all receipts of purchases and submit those receipts to your trustee
- Comply with trustee's guidelines, policies and procedures

For more information about trusteeship, please visit [Ontario Nonprofit Network](#).

Note: Any changes to the project activities, budgets or extension requests must be submitted by the group with Trustee approval in writing to the City, please contact communityfunding@toronto.ca .

Grant Reporting Structure

All successful applicants and trustees must complete reports and provide updates on project activities, timelines, and expenses. These reports should share the story of the project and its impact and outline expenses. Trustees will assist groups with project evaluation and the completion of the final report.

The Local Leadership Grant Reporting cycle includes:

Work Plan

A project workplan and budget is developed at the start of the project to outline the plan and initial steps.

- Objective (main goal or what the project aims to achieve)
- Timeline (schedule for tasks and important dates)
- Activities (actions to support project planning and completion)
- Budget (list expected project costs such as permit fee, food, honorarium)

Completion Report:

A summary of project activities, expenses, impact, and learnings at the end of the project.

- Summary of activities and outcomes; storytelling is a great way to share the impact of a project
- Challenges and Lessons Learned
- Evaluation and results
- Final Project Budget

Notes: Please ensure that you download and fill out the [workplan and budget documents](#). The completed documents are required to be uploaded at the end of your application.

Grant Review Process

Eligibility Review

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 to make funding recommendations to the Executive Director, Social Development Finance and Administration, for approval.

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. 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.

Grant Information

Virtual Information Sessions

These virtual sessions will walk through the Local Leadership Grant guidelines and online application form, including the project work plan and budget. City staff will also provide some grant writing tips and best practices. The dates, times, and Microsoft Teams Meeting links are listed below. Attendance is optional and the same information will be shared at both sessions. **Registration is not required.**

Virtual Local Leadership Grant Information Sessions:

Local Leadership Grant Information Session #1 March 26 th , 2025 6:00 PM – 7:00 PM	Join the meeting now Meeting ID (Access Code): 282 806 003 794 Meeting Password: 5Fn9zE3u Follow the instructions that appear on your screen Or dial in by phone: + 1 647-749-7152 Phone Conference ID:835 978 269#
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Local Leadership Grant Information Session #2 April 10 th , 2025 6:00 PM – 7:00 PM	Join the meeting now Meeting (Access Code): 210 570 598 115 Meeting Password: er7C5Rn7 Follow the instructions that appear on your screen. Or Dial in by phone: +1 647-749-7152 Phone Conference ID: 399 387 003#
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Virtual Local Leadership Office Hours:

Local Leadership Grant Office Hours #1 April 15 th , 2025 6:00 PM – 7:00 PM	Join the meeting now Meeting (Access Code): 218 561 986 039 Meeting Password: ao9dL6oT Follow the instructions that appear on your screen. Or Dial in by phone: +1 647-749-7152 Phone Conference ID: 330 711 997#
Local Leadership Grant Office Hours #2 April 17 th , 2025 6:00 PM – 7:00 PM	Join the meeting now Meeting (Access Code): 285 105 872 586 Meeting Password: ih96oC6v Follow the instructions that appear on your screen. Or Dial in by phone: +1 647-749-7152 Phone Conference ID: 186 772 130#
Local Leadership Grant Office Hours #3 April 23 rd , 2025 6:00 PM – 7:00 PM	Join the meeting now Meeting (Access Code): 223 664 725 768 Meeting Password: Hr99Di9p Follow the instructions that appear on your screen. Or Dial in by phone: +1 647-749-7152 Phone Conference ID: 203 244 901#

LLG Resource Library

A collection of useful materials and resources to support your Local Leadership Grant Application.

Community Engagement Resources

- [Toronto Strong Neighbourhood Strategy](#)
- [A Community Playbook](#)
- [Resident Engagement Workshop Toolkit!](#)
- [Find Your Neighbourhood](#)

Grant Writing Resources

- [Local Leadership Grant FAQs](#)
- [City of Toronto Community Grants Policy](#)
- [Grant Writing Tips - Toronto Arts Council](#)
- [Grant Writing Toolkits, Video & Resources – ArtReachOntario Not-For-Profit Network – Resource Centre](#)

Key Dates

Local Leadership Grant Timeline:

	Date	Time
Grant Application Launch	March 17th, 2025	12:00 PM (Noon)
Virtual Information Session #1	March 26 th , 2025	6:00 PM – 7:00 PM
Virtual Information Session #2	April 10 th , 2025	6:00 PM – 7:00 PM
Office Hours (Virtual)	April 15 th , 2025	6:00 PM – 7:00 PM
Office Hours (Virtual)	April 17 th , 2025	6:00 PM – 7:00 PM
Office Hours (Virtual)	April 23 rd , 2025	12:00 PM – 1:00 PM
Grant Submission Deadline	April 28th, 2025	12:00 PM (Noon)
Grant Application Review	May 2025	-
Grant Announcements	June 2025	-
Project Implementation	July 1 st , 2025 – Dec 31 st , 2025	-
Final Report	January 31 st , 2026	-

Need to get in touch?

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

- If you have questions about your TSNS Community Networks, contact neighbourhoods@toronto.ca.
- If you have questions about the grant guidelines, application contact communityfunding@toronto.ca

Business Information Statement

As stated in the Municipal Freedom of Information and Protection of Privacy Act, section 2(2.1) and 2(2.2), information collected on this form/collection/application is considered business identity information. Business identity information could be publicly available and/or disclosed upon request unless an exception applies.

Questions about this collection can be directed to Jennifer Hoffman, Community Funding Manager at 416-392-0102 or email Jennifer.Hoffman@toronto.ca using your business email account.