



Hamilton

## City Enrichment Fund

### Communities, Culture & Heritage Program

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#### Objective

To support organizations activities, programming, events, and projects that engage the public in strengthening and celebrating community identity – the people, places and things that make up Hamilton.

All programs funded through the Communities, Culture & Heritage Program will support Hamilton's community vision, Our Future Hamilton. [Learn more about Our Future Hamilton here.](#)

#### How to apply for a grant

- Read the **City Enrichment Fund Guidelines** and the **Communities, Culture & Heritage Handbook** for details about the program, stream objectives, eligibility and criteria.
- Refer to the **Application Details** section to learn about expectations for each question.
- You will be required to complete all sections of the application online.
- Upload all documents (use the checklist to confirm that you have submitted all attachments).

# **CAPACITY BUILDING FOR CULTURAL ORGANIZATIONS**

## **Capacity Building Handbook - Communities, Culture & Heritage Program**

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### **Objective**

To strengthen the relevance, responsiveness, effectiveness and resilience of Hamilton's cultural organizations.

### **Description**

The Communities, Culture & Heritage – Capacity Building funding provides grants to cultural organizations to support capacity building strategies, organizational development projects and

professional development initiatives with a view to building administrative and management capacity.

Open to eligible:	<ul style="list-style-type: none"> <li>• Not-for-profit cultural organizations</li> <li>• Groups of two or more cultural organizations facing similar organizational challenges are encouraged to collaborate on a capacity</li> </ul>
Status of Organization	Incorporated not-for-profit organization, charitable organization, or an unincorporated group with not-for-profit goals and governance
Maximum Funding	\$25,000 maximum. Total funding received from all sources in the City of Hamilton cannot exceed 30% of the project, event or operational
Assessment Weighting	50% Organizational Capacity 40% Program Merit 10% Community Impact

**Capacity Building for Cultural Organizations Guidelines**

These guidelines are in addition to the general CEF guidelines and eligibility criteria

<b>Eligibility</b>	<p>Not-for-profit cultural organizations are eligible to apply. A cultural organization has a mandate to preserve, research, document, interpret, celebrate and/or disseminate community identity – the people, places and things that make up Hamilton.</p> <p>Groups of two or more organizations facing similar organizational challenges are encouraged to collaborate on a capacity building project. Collaborating organizations must identify a lead organization who will be responsible for the application and funds awarded.</p> <p>Applicants may receive funding for Capacity Building only once every two years.</p> <p>Applications for capacity building funding will be considered from organizations who receive funding from other funding streams within the Communities, Culture &amp; Heritage Program.</p>
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<b>Ineligible Organizations</b>	<p>In addition to the general CEF ineligible criteria:</p> <ul style="list-style-type: none"> <li>• Organizations that do not have a cultural mandate</li> <li>• Arts mandated organizations (funding is available through the Arts Program)</li> </ul>
<b>Eligible Projects</b>	<ul style="list-style-type: none"> <li>• Retaining external expertise to work with the applicant on a specific capacity building initiative</li> <li>• Organizational and human resource assessment, change management and similar processes</li> <li>• Board development and improved governance practices</li> <li>• Professional development, training, mentorship, coaching and job shadowing</li> <li>• Development of plans and strategies including, but not limited to: strategic and business planning, artistic, interpretive or education programming, revenue development, audience development, program evaluation</li> </ul>
<b>Eligible Expenses</b>	<ul style="list-style-type: none"> <li>• External experts / consultants / coaches' fees and travel costs (travel limited to within Ontario)</li> <li>• Professional development fees and travel for participation in seminars or workshops</li> <li>• Mentor and job shadowing honoraria and travel costs</li> <li>• Fees related to the use of licensed organizational development tools and related costs</li> <li>• Direct administrative costs related to the project</li> <li>• Public consultation costs</li> </ul>
<b>Ineligible Expenses</b>	<ul style="list-style-type: none"> <li>• Attendance at annual professional service organization general meetings or conferences</li> <li>• Ongoing operating costs (including staff time)</li> <li>• Publications</li> <li>• Undergraduate, post graduate or other academic and professional training</li> <li>• Capital project planning studies</li> <li>• Capital and equipment costs</li> <li>• Mandated training (e.g. Workplace Hazardous Materials Information System (WHMIS) or Accessibility for Ontarians with Disabilities Act (AODA))</li> </ul>
<b>Assessment Criteria</b>	<p>All applicants must be able to demonstrate good use of public funds. The applications will be assessed according to:</p> <p><b>50% Organizational Capacity</b> as demonstrated by:</p>

	<ul style="list-style-type: none"><li>• Alignment of the project with the organization’s vision, mandate / mission and place in the community</li><li>• The capacity of the organization to successfully complete the project</li><li>• The understanding of the capacity issue(s) facing the organization</li><li>• The probable impact on the organization and its ability to respond to change</li><li>• The capacity of the organization to apply the results of the project</li></ul> <p><b>40% Programming Merit</b> as demonstrated by:</p> <ul style="list-style-type: none"><li>• The approach to monitor and evaluate the results of the project</li><li>• The suitability of the external expertise (if applicable)</li><li>• The project budget</li><li>• The understanding of the capacity issue(s) facing the organization</li><li>• The suitability of the project to address the capacity issue(s)</li></ul> <p><b>10% Community Impact</b> as demonstrated by:</p> <ul style="list-style-type: none"><li>• The suitability of the project participants and /or collaborating organizations</li><li>• The skills exchange and / or learning that will be achieved</li></ul>
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## Online recommendations

Please turn off compatibility mode if you are using Internet Explorer as it may render false findings.

### Capacity Building for Cultural Organizations Application

- Applicants are responsible for providing all the information and attachments requested.
- The City Enrichment Fund will make decisions regarding your eligibility based on the information provided in your application.

#### Page: Organizational Information / Applicant Artist Information

Select the CEF Program Area and stream

1. Applicant contact
2. Organization Overview
3. Organization Information
4. Head Office Address
5. Mailing Address and *Organization Established Date*
  
6. Organization mandate or mission (**Approx. 200 words**)
  
7. Provide a brief history of your organization – include important milestones and / or changes to the organization's direction over time. (**Approx. 250 words**)

#### Page: Organizational Overview

1. Confirmation of 30% funding maximum
2. Provide the organizations legal status details
3. Confirmation of program delivery in Hamilton

#### Page: Program Information

**Name of program:** Capacity building project name

1. **Grant request:** *Requests should not exceed 30% of the total program budget*
2. **Total program budget:** This must match the total amount in the budget sheet
3. **Did you receive funding for this program last year?** Yes / No
4. a. **Provide a brief summary of your program in 60 words max.**

- This description will be published as part of your organization's City Enrichment Fund Application Summary Report and is not scored (please note this response forms a part of a public facing document).

4. **b. Provide a detailed description of your program (Approx. 1000 words)**

- Description of the capacity issue facing the organization
- Project description
- Project timeline
- If relevant, details on the location of the project
- Information on collaborative partners (if applicable)
- Project implementation and evaluation plan
- Innovative or new approaches
- Learning opportunities

4. **c. Specify how funding from the City Enrichment Fund will be used. (Approx. 500 words)**

Your description should relate to the details provided in your programming description and to your proposed budget.

4. **d. How will your program increase community participation. (Approx. 500 words)**

Your response may describe the impact of the completed and implemented project. How will this capacity project impact your audiences and / or your organization?

4. **e. Describe the outcome of your program to your organization and / or to the community as a direct result of your project. Provide three measurable outcomes.**

The outcomes listed should reflect the project goals for the request year in a manner that can be measured and evaluated.

- What is your desired outcome/goal?
- How will you measure your success?
- What is the impact or affect for the organization?

4. **f. Describe both formal and informal program partnerships. How do these relationships enhance your program activities? (Approx. 300 words)**

- Participants within your organization
- Partnering organizations
- Participating volunteers
- Are there training opportunities for volunteers and staff
- The consultant, expert, or firm
- Other not for-profit organizations

4. g. **List the team members that will ensure your program is well managed and achieves your desired goals. Include a brief explanation of how their expertise / specialization will make your program a success. (Approx. 300 words)**
- Consultant bio and the rationale in selecting this consultant / firm
  - Staff and / or Board of Directors bio who will be leading this project
4. h. **How does this program enrich the city? (Approx. 300 words)**
- What are the benefits and contributions to the Community? Please provide information to support your position.

**Page: Your Program and the City’s Community Vision**

*Review the City of Hamilton’s Community Vision that aligns with this program.*

**1. Which of our community priorities align with this program? (check all that apply)**

- |   |   |
|---|---|
| <input type="checkbox"/> Community Engagement and Participation | <input type="checkbox"/> Clean and Green  |
| <input type="checkbox"/> Economic Prosperity & Growth           | <input type="checkbox"/> Built Environment and Infrastructure                       |
| <input type="checkbox"/> Healthy & Safe Communities             | <input type="checkbox"/> Culture and Diversity Built Environment and Infrastructure |

**2. Describe how your program is aligned with the City of Hamilton’s Strategic priorities chosen. (Approx. 125 words)**

**Page: Program Specific Questions *New Page***

*Only applicable to the Events & Established Activities Large Requests category. The following mandatory questions were previously submitted within an attached document.*

*Applicants applying under the Small Requests category: insert n/a*

- 1. Identify your target audience(s) and how you plan on reaching them. How will you promote the activity city-wide? (300 words max.)**
- 2. How would you describe the economic impact of your activities on the City of Hamilton? Provide an economic impact statement. (400 words max.)**



## **Page: Attachments**

### **Organization Attachments:**

1. Board of Directors list (**mandatory**). Include role titles, length on BOD.
2. Staff list (**mandatory**). Include job titles and whether full or part-time for both administrative and artistic staff.
3. Financial Statements (**mandatory**). If audited financial statements are not available, then unaudited statements are required. Please note, for grant requests greater than or equal to \$30,000 audited financial statements are mandatory.

### **Program Attachments:**

1. Program Marketing Material (**mandatory**). Poster, flyer, pamphlet.
2. Program Specific Material  
*Optional up to 3 program materials, including;*
  - Most recent annual report
  - Additional marketing material
  - Performance programs
  - Images
  - Program / Organization statistics and data
3. CV **If Applicable**
4. Program Budget Form (**mandatory**). Must use the provided CEF Budget template.  
*It is strongly recommended that budget notes are provided under Column D.*

## **Page: Declaration**

1. **Have you received funding from other sources within the City of Hamilton? Yes / NO**
2. **Declaration**
3. **Municipal Freedom of Information and Signatures**  
*Two signatures are required – Preferably 1 Board Member and 1 Staff member.*

## Submitting Your Application

Once you are ready to submit the application, you are required to first review it for completeness by selecting **'Review'** (bottom right). You will be prompted to review each page. Any incomplete question / field will be clearly marked.

It is recommended that a copy of the application is saved for your records. Select the **'Print'** option to save a pdf copy.

When the review is complete, the bottom right button will now read **'Submit'**.

[Previous](#)  [Print](#) [Withdraw](#) [Save](#) [Log Out](#) [Review](#)

### \* **Additional Budget Template Information:**

1. Grant requests can be no more than 30% of the Total Eligible Program Budget (cash only, excludes in-kind). See *Budget Summary* tab line 22.
2. It is recommended that submitted budgets are balanced. Provide comments for programs that present a budget deficit or surplus on line 28 of the *Budget Summary* tab.

#### **In-kind**

Provide the estimated volunteer hours and value of other in-kind contributions. The total in-kind value will automatically be reflected on the program revenue.

*Please note that this budget is used by all CEF programs. Use the most appropriate line items provided in addition to the "other" spaces available.*