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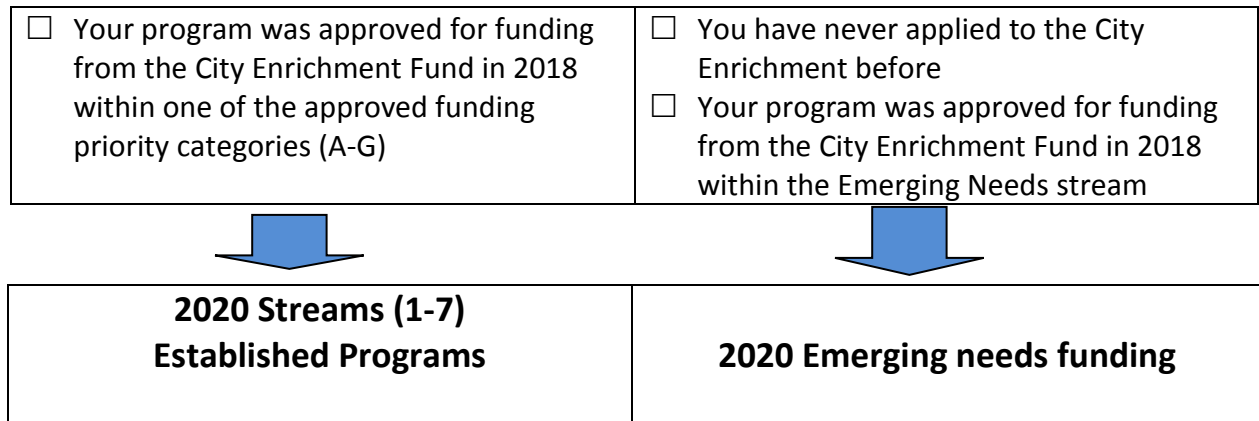
COMMUNITY SERVICES PROGRAM AREA

To invest in both established and emerging community programs that meet identified community needs, build community capacity, and support the City of Hamilton’s strategic priorities 2016-2025 – Our Community Vision.

FOLLOW THESE STEPS TO APPLY FOR A GRANT

- Read the City Enrichment Fund General Guidelines and the Community Services Handbook for details about the program and stream objectives, who and what are eligible, assessment criteria, etc.
- Remember to use the Application section of this handbook when writing your application. Print that section or be sure to have it readily available
- Complete all sections of the application online
- Upload all documents (use the checklist to confirm that you have submitted all attachments) - PLEASE NOTE – ALL ATTACHMENTS MUST BE SUBMITTED IN PD EXCEPT FOR THE PROGRAM BUDGET WHICH IS IN EXCEL

UNDER WHICH COMMUNITY SERVICE STREAM SHOULD YOU APPLY?



Refer to the appropriate section of this handbook for specific stream guidelines.

DEFINITIONS:

Returning Applicant	<ul style="list-style-type: none"> • An applicant that received funding from the City Enrichment Fund in the previous year of funding (regardless of Established or Emerging Needs stream)
New Applicant	<ul style="list-style-type: none"> • An applicant that has not previously received funding for the program for which they are applying regardless of how long the organization or program has been operational
Established Program	<ul style="list-style-type: none"> • As of 2015 includes all funded programs transitioned from the Community Partnership Program in 2014 with more than 5 years of consecutive funding AND new programs applying through the Emerging needs category approved for funding in that category for 5 consecutive years with a program score of 80 points or higher each year.
Emerging Needs Program	<ul style="list-style-type: none"> • As of 2015 includes all new program funding requests made by applicants to the Community Services stream that do not meet the eligibility criteria for established programs • Programs approved for funding in the Emerging Needs category in a previous grant year, that do not meet the criteria to transition to the Established Program category (5 years of consecutive funding in this category with a program score of 80 points or higher each year) may continue to apply to the Emerging Needs category.

ESTABLISHED PROGRAMS :

Objective

- To provide funding stability to established community programs with identified funding priorities.
- Applicants will apply through the funding streams A-G identified on the City Enrichment Fund online platform.
- All new requests for funding must apply through the Emerging Needs stream.

Description

- Provides program funding for programs delivered year round
- Any requests made by applicants in this stream that exceed a 5% increase must provide information as requested with their submission – see Program Expansion Section.

Funding Priority Streams in Established Programs

1. No one is hungry or without shelter

- Programs that address food security by providing access to food for low income individuals/families.

- Programs that attempt to secure or retain affordable housing primarily for low income individuals/families.

2. Everyone feels safe

- Community based programs that support children and adults who have experienced physical, sexual, emotional, and financial abuse.

3. Every child and family thrives

- Programs that promote healthy child development and positive interaction with parents/significant others.
- Programs that provide opportunities for children facing barriers to social skill development.

4. No youth is left behind

- Programs for at risk youth assisting with housing, counselling, addictions, or drop in programs.

5. Everyone can age in place

- Community programs that support seniors or those requiring long term care to remain in their homes.

6. Community capacity grows

- Programs that support the community overall through outreach, community development, volunteer management, or information and referral.

7. Everyone has someone to talk to

- Connecting individuals and families with community counselling programs.

ESTABLISHED PROGRAMS: GUIDELINES

These guidelines are in addition to the general City Enrichment Fund guidelines and eligibility criteria

Eligibility	<ul style="list-style-type: none"> • Not-for-profit organizations – unincorporated groups with not-for-profit goals and governance structure are not eligible under the Community Services Stream • Organizations with a charitable number • Programs must provide service to residents of the City of Hamilton. Programs that operate in Hamilton, but service clients who reside outside Hamilton on not eligible. • Applicants must operate year-round and offer programs that are open to the public and publicized city wide.
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<p>Ineligible Applicants</p>	<ul style="list-style-type: none"> • For-profit organizations and ventures • Religious activities • Religious organizations except in cases where the applicant demonstrates clear boundaries within both its program and budget, between religious activities and the program requesting a cash grant. • Public agency • Political parties • Hospitals • Foundations • Funding bodies or organizations that act in the capacity of a funding agency that make financial allocations or contributions to other groups such as service clubs, private and non-profit charitable foundations or for profit charitable foundations. • Fundraising activities • Organizations whose activities are deemed to come under the jurisdiction of other levels, divisions, departments or agencies of the City or other governments, i.e. school boards, post-secondary institutions, social service organizations, hospitals, business improvement associations.
<p>Eligible Expenses – Reminder City Enrichment Funding is the maximum 30% per program budget</p>	<ul style="list-style-type: none"> • Administration costs • Program Delivery costs
<p>Ineligible Expenses</p>	<ul style="list-style-type: none"> • Costs associated with capital projects, e.g. equipment, renovations, purchase of buildings. • Deficit reduction - or to make up funding shortfalls resulting from programs of any kind. • Costs associated with replacing subsidies, continuing sources of funding or revenues including use of reserves or accumulated equity, nor will it replace payments, which could be made under purchase of service agreements. • Property taxes will not be added as a separate program. Taxes are to be included as part of the operating costs when calculating the budget and required funding. • Costs associated with research, program evaluation, needs assessments, development of fundraising plans. • Retroactive activity • HST

Assessment Criteria	Score out of 100 : <ul style="list-style-type: none"> • Organizational Capacity 30% • Program Merit 40% • Community Impact 30%
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ESTABLISHED PROGRAMS: APPLICATION QUESTIONS

Page: Funding Request and Organization Information

- Select the appropriate funding priority from the list
- Identify an application contact. This can be different from the organization contact you identify in Section 2 if appropriate. Ensure the person listed is able to respond to staff questions on the information provided on the application form or are able to obtain information required.
- **Mission/mandate in approximately 200 words.** Complete question
- **Brief history in approximately 250 words.** Complete question

Page: Organization Overview

- Complete questions
- **Total program budget:** Complete the program budget including revenues/expenses. Please note that you will be requested to indicate if your request is 30% or less than the total program budget as per the general policies. You might want to complete your budget information prior to responding to this question.

Page: Program Information

- **Program name:** Complete question. Community services funds on a per program basis.
- **Funding in previous year:** Please refer to any official letter or email from the City of Hamilton to ensure you record the accurate amount. This should be in your program budget as well. If your application was unsuccessful, please indicate \$0.

Question 4a: Program description in approximately 60 words. This is not scored for adjudication. The description will be included in the summary package prepared for Grants Sub-Committee and City Council.

Page: Program Information - Continued

Question 4b: Detailed Program description in approximately 1,000 words.

This is worth 20% of your total score for Program Merit.

Please ensure you include the following information:

- Length of time** in years the program has been operational.
- Detailed program description** including target group, program location and hours of availability.
- Program Statistics:** Provide information on the people accessing the program, not only the target audience. Include numbers for unique individuals only.

To be consistent and facilitate evaluation, please use the following categories:

- Individuals - single adults
- Families - sole support, blended
- Children - 0 to 14 children total. A list of children by ages 0 to 5 or 6 to 14
- Youth - 15 to 24 years old
- Seniors

If a demographic breakdown is unable to be provided due to the nature of the program, include the **number of participants**. If a client is not being served directly, the programs statistics can be quantified as **indirect services**; provide a description.

Please include numbers to date (for 2019) for each target group identified and the number you project for 2020. A chart or bulleted list can be included in your response. It is important to ensure you include the correct target groups and relevant statistics.

Question 4c: How will City Enrichment funds be used in approximately 500 words.

Item is worth 5% of the Organizational Capacity score.

Ensure you indicate exactly how funds will be used. For example, will the funds be used for staffing (indicate % of full time equivalent and position), program supplies or subsidized costs?

Question 4d: Inclusion question in approximately 500 words.

Item is worth 10% of the Community Impact score.

Answer the question as it relates specifically to the program for which you are applying. Reference can be made to organizational policies that are relevant and implementation can be demonstrated with a concrete example. Simply stating that "all are welcome" is not an enough response and will be marked accordingly.

To be consistent and facilitate evaluation, we are looking for alignment with the following inclusion areas:

- Aboriginal community
- Persons with disabilities
- Francophones
- Newcomers and immigrants
- Refugees
- Ethno-racial communities
- LGBTQ community
- Geographically underserved areas
- Low income
- Women

Question 4e: Outcomes

Item is worth 15% of the Impact score.

Provide three specific outcomes that relate only to the program you are seeking funding for, **do not** include organizational outcomes. Make sure the item is clear, relates to your program and is measurable. Provide a list of **how** the outcome will be measured. Although not indicated on the question, please include any data results. Fuller reports could be submitted as an additional uploaded attachment.

Question 4f: Partnerships/Collaborations in approximately 300 words.

Item is worth 5% of the Community Benefit score.

Although the question specifies that informal partnerships can be included, please **do not** include these in your responses to the Community Services stream. We will be looking more for formalized (with a MOU) types of partnerships/collaborations. We also would like to know which specific networks, planning tables, working groups etc. you are involved in that enhance your ability to deliver **this** program. A chart or bulleted list can be included in your response.

Question 4g: Program Implementation in approximately 300 words.

Item is worth 5% of the Organizational Capacity score.

Provide a bulleted list describing who from the organization or community will actually be implementing the program (staff, volunteer, peer, seconded staff or volunteer) and why the organization chose to implement the program in this way. Please be sure to indicate how the individuals implementing will contribute to the success of the program.

Question 4h: City Enrichment in approximately 300 words.

Scored element worth 15% of the Program Merit score.

Indicate what specific community need is being addressed by the program in need of funding.

Include the following:

- Description of the local community need.
- Evidence to support the need – include any specific local, provincial, national statistics, best practice evidence, or program evaluations.
- Description as to how the program delivery method is best suited to deliver this program.

Page: Your Program and the City’s Community Vision

Please use the link in the application form to learn more about Our Future Hamilton.

Include the following:

- Select the funding priority that best fits the program. Select more than one if applicable.
- Describe “how” the program fits that priority
- Describe if the program is also aligned with any specific City of Hamilton master plans, action plans or strategies.

Page: Program Specific Questions

To help us assess the organizational capacity of your organization, please indicate whether you have the following plans, policies or initiatives and when they were last reviewed or revised. Specify the last revision date. This item is worth 15% of your Organizational Capacity score.

- Organization By-Laws
- Governance Policies
- CEO/ED Performance Review
- Strategic Plan
- Conflict of Interest Policies
- Human Resource Policies
- Financial Policies
- Privacy Policies
- Health and Safety Policies
- Client Complaints Policy
- Anti-Racism Policy
- Access and Equity Policies
- Board Recruitment Policies
- Board Training/Orientation Plan
- Accreditation with an external governing body

Program Expansion Requests (ESTABLISHED PROGRAMS ONLY)

All established programs requesting greater than a 5% increase over their previous year's allocation, must respond to the additional questions related to this request.

Primary reason for a program expansion request:

- Demand has increased over 30% since previous year
- External Pressure
- Waitlist Management
- Other Specify – (equitable funding will not be considered)

1. How will increased funding assist with the program expansion based on the primary reason? (300 word maximum)
2. What will be the impact on the program if program expansion dollars are not approved? (300 word maximum)
3. What other options have been explored in order to address the need for a program expansion request from the City Enrichment Fund? (300 word maximum)

Review Process

- Requests are assessed by funding priority and by score and recommendations made within the available City Enrichment Fund budget.

EMERGING NEEDS PROGRAMS

Objective

- To foster community programs that identify new emerging community needs, underserved target groups, areas, or service delivery innovation.
- Due to the dynamic nature of funds in the emerging needs category, funding will be allocated based on scores in each granting year. Applicants approved for funding under emerging needs in a previous year may apply to emerging needs the following year, but the application will not be prioritized over other applications.

Description

- Provides program funding for programs operating year round
- ***Please note that applicants to the Emerging Needs Stream are NOT eligible to apply for program expansion dollars. Due to a technical glitch, if you respond "yes" that you are requesting an amount of more than 5% over last year's amount, a series of program expansion questions will open. Please put NA in the boxes so you can complete the application.***

Identified Funding Priorities

Programs requesting funding from the emerging needs stream must be **aligned** with one of the following funding priorities. Requests not aligned with these priorities will be deemed ineligible.

1. No one is Hungry or Without Shelter

- Programs that address food security by providing access to food for low income individuals/families.
- Programs that attempt to secure or retain affordable housing primarily for low income individuals/families.

2. Everyone Feels Safe

- Community based programs that support children and adults who have experienced physical, sexual, emotional, and financial abuse

3. Every child and family thrives

- Programs that promote healthy child development and positive interaction with parents/significant others.
- Programs that provide opportunities for children facing barriers to social skill development.

4. No youth is left behind

- Programs for at risk youth assisting with housing, counselling, addictions, or drop in programs.

5. Everyone can age in place

- Community programs that support seniors or those requiring long term care to remain in their homes.

6. Community capacity grows

- Programs that support the community overall through outreach, community development, volunteer management, or information and referral.

7. Everyone has someone to talk to

- Connecting individuals and families with community counselling programs.

EMERGING NEEDS: GUIDELINES

These guidelines are in addition to the general City Enrichment Fund guidelines and eligibility criteria.

Eligibility- Criteria	<ul style="list-style-type: none"> • Not-for-profit organizations – unincorporated groups with not-for-profit goals and governance structure are not eligible under the Community Services Stream • Organizations with a charitable number • Programs must provide service to residents of the City of Hamilton. Programs that operate in the city of Hamilton, but service clients who reside outside of the city of Hamilton on not eligible • Applicants must operate year round and offer programs that are open to the public and publicized city wide.
Ineligible Applicants	<ul style="list-style-type: none"> • For-profit organizations and ventures • Religious activities • Religious organizations except in cases where the applicant demonstrates clear boundaries between the religious activities and budget of the program requesting a grant. • Public agency • Political parties • Hospitals • Foundations • Funding bodies or organizations that act in the capacity of a funding agency that make financial allocations or contributions to other groups such as service clubs, private and non-profit charitable foundations or for profit charitable foundations. • Fundraising activities • Organizations whose activities are deemed to come under the jurisdiction of other levels, divisions, departments or agencies of the City or other governments, i.e. school boards, post-secondary institutions, social service organizations, hospitals, business improvement associations.
Eligible Expenses – Reminder City Enrichment Funding is the maximum 30% per program budget	<ul style="list-style-type: none"> • Administration costs • Program Delivery costs
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	<p>from programs of any kind</p> <ul style="list-style-type: none"> • Costs associated with replacing subsidies, continuing sources of funding or revenues including use of reserves or accumulated equity, nor will it replace payments, which could be made under purchase of service agreements • Property taxes will not be funded as a separate program. Taxes are to be included as part of the operating costs when calculating the budget and required funding. • Costs associated with research, program evaluation, needs assessments, development of fundraising plans etc. • Retroactive activity • HST
<p>Assessment Criteria</p>	<p>Score out of 100 :</p> <ul style="list-style-type: none"> • Organizational Capacity 30% • Program Merit 40% • Community Impact 30% • Priority will be given to programs in the following order: <ul style="list-style-type: none"> 1. Emerging needs 2. Program innovation 3. New funding requests

EMERGING NEEDS : APPLICATION QUESTIONS

- You 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
- If you received funding from the Emerging Needs category last year, unless otherwise indicated to you, you will be using this application form

<p>Page: Funding Request Information and Organization Information</p> <ul style="list-style-type: none"> • Select the appropriate funding priority from the list. • Identify an application contact. This can be different from the organization contact you identify in Section 2 if appropriate. Ensure the person listed is able to respond to staff questions on the information provided on the application form or are able to obtain information required. • Mission/mandate in approximately 200 words. Complete question • Brief history in approximately 250 words. Complete question
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Page: Organization Overview

- **Total program budget:** Complete the program budget including revenues/expenses. Please note that you will be requested to indicate whether or not your request is 30% or less than the total program budget as per the general policies. You might want to complete your budget information prior to responding to this question.
- Complete questions

Page: Program Information

- **Program name:** Complete question. Community services funds on a per program basis.
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If a demographic breakdown is unable to be provided due to the nature of the program, include the **number of participants**. If a client is not being served directly, the programs statistics can be quantified as **indirect services**; provide a description.

Please include numbers to date (for 2018) for each target group identified and the number you project for 2019.

A chart or bulleted list can be included in your response. It is important to ensure you include the correct target groups and relevant statistics.

Question 4c: How will City Enrichment funds be used in approximately 500 words.

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Ensure you indicate exactly how funds will be used. For example, will the funds be used for staffing (indicate % of full time equivalent and position), program supplies or subsidized costs?

Question 4d: Inclusion question in approximately 500 words.

Item is worth 10% of the Community Impact score.

Answer the question as it relates specifically to the program for which you are applying. Reference can be made to organizational policies that are relevant and implementation can be demonstrated with a concrete example. Simply stating that “all are welcome” is not a sufficient enough response and will be marked accordingly.

To be consistent and facilitate evaluation, we are looking for alignment with the following inclusion areas:

- Aboriginal community
- Persons with disabilities
- Francophones
- Newcomers and immigrants
- Refugees
- Ethno-racial communities
- LGBTQ community
- Geographically underserved areas
- Low income
- Women

A chart or bulleted list can be included in your response.

Question 4e: Outcomes

Item is worth 15% of the Impact score.

Provide three specific outcomes that relate only to the program you are seeking funding for, **do not** include organizational outcomes. Make sure the item is clear, relates to your program and is measurable. Provide a list of **how** the outcome will be measured. Although not indicated on the question, please include any data results. Fuller reports could be submitted as an additional uploaded attachment.

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Question 4g: Program Implementation in approximately 300 words.

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Provide a bulleted list describing who from the organization or community will actually be implementing the program (staff, volunteer, peer, seconded staff or volunteer) and why the organization chose to implement the program in this way. Please be sure to indicate how the individuals implementing will contribute to the success of the program.

Question 4h: City Enrichment in approximately 300 words.

Scored element worth 15% of the Program Merit score.

Indicate what specific community need is being addressed by the program in need of funding.

Include the following:

- Description of the local community need.
- Evidence to support the need – include any specific local, provincial, national statistics, best practice evidence, or program evaluations.
- Description as to how the program delivery method is best suited to deliver this program.

Page: Your Program and the City's Community Vision

Please use the link in the application form to learn more about Our Future Hamilton.

Include the following:

Select the funding priority that best fits the program. Select more than one if applicable.

- Describe "how" the program fits that priority
- Describe if the program is also aligned with any specific City of Hamilton master plans, action plans or strategies.

Additional Information

To help us assess the organizational capacity of your organization, please indicate whether you have the following plans, policies or initiatives and when they were last reviewed or revised. Specify the last revision date. This item is worth 15% of your Organizational Capacity score.

If it is easier to include a chart, please do so. If not using a chart, respond using a bulleted list only. Information on the following elements are being requested:

- Organization By-Laws
- Governance Policies
- CEO/ED Performance Review
- Strategic Plan
- Conflict of Interest Policies
- Human Resource Policies
- Financial Policies
- Privacy Policies
- Health and Safety Policies
- Client Complaints Policy
- Anti-Racism Policy
- Access and Equity Policies
- Board Recruitment Policies
- Board Training/Orientation Plan
- Accreditation with an external governing body

Page: Attachments

Use this checklist when preparing and uploading the attachments

- Board of Directors list (**mandatory**). Include role titles, length on the Board
- Staff list (**mandatory**). Include job titles and whether full or part-time
- Audited Financial Statements (preferred)
- Program Marketing Material (**mandatory**). Poster, flyer, pamphlet
- Program Specific Material (if applicable) x 2. Most recent Annual Report or additional marketing material
- Additional uploads as required or requested
- To assist you in answering the question on program statistics, inclusion and partnerships, the following three charts may be used. Please copy and paste them in word and save them with the appropriate file name when you upload them. Please upload under other attachments.