



City Enrichment Fund

Digital Program

Objective

To support organizations, events and activities that support efforts to achieve digital equity, promote digital inclusion, and spur greater adoption of broadband among underserved populations.

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

There is one active stream within the Digital Program:

- Digital Equity Initiatives

In order to continue work on Equity, Diversity, and Inclusion for the City Enrichment Fund the application form contains questions specific to this initiative that are for data collection purposes only and responses will not be adjudicated and contribute to the overall score for your program.

How to apply for a grant

- Read the **City Enrichment Fund General Guidelines** and the **Digital Equity Initiatives Handbook** for details about the program, stream objectives, eligibility and criteria.
- Refer to the **Application Details** section on page 5 of this handbook to learn about expectations and values for each question and answer for the adjudication process.
- Attend an optional workshop led by program staff to learn more about the City Enrichment Fund and Digital Equity Program area guidelines.
- Create an applicant profile and submit application(s) online at: hamilton.ca/cityenrichmentfund.
- Complete all sections of the application online and upload all relevant attachments. Use the checklist on page 9 of this handbook to confirm that you have submitted all attachments.
- Provide any additional information to program staff as requested throughout the application and adjudication/scoring process.

Funding Categories for Digital Program:

Digital Equity Initiatives Stream

Objective

To support organizations, events and activities that support efforts to achieve digital equity, promote digital inclusion, increase digital literacy within the community.

Description

The Digital Program – Digital Equity Initiatives stream supports the planning, delivery and administration of a variety of initiatives that bridge the digital gap ensuring all City of Hamilton residents have access to the resources, opportunities and skills needed to thrive in our increasingly digital world. Through this Digital Equity Initiatives stream, the CEF program will look to invest in partners who will deliver impactful programs aimed at building community members' digital literacy skills as well as facilitating access to existing opportunities related to internet service, technological devices and digital programming.

Some examples of eligible programs and activities include:

Digital Literacy Programs:

- Increasing equity, skills development and empowerment of Indigenous people, youth, racialized Canadians, older adults, and low-income people.
- Developing and implementing training programs and digital inclusion activities for underserved populations that cover basic, advanced, and applied skills, or other workforce development programs.
- Public education on privacy, digital policy, data governance and understanding algorithms regarding how they shape access to information, rights, and equality.
- Developing digital skills.
- Creating regional associations devoted to media and digital literacy.
- Facilitating the adoption of broadband by underserved populations in order to provide educational and employment opportunities to those populations.

Digital Infrastructure:

- Expanding free publicly accessible Wi-Fi access points across the City of Hamilton.
- Provide affordable internet access to underserved populations at low or no cost, including in urban areas.
- Provide low cost or free equipment and devices, networking capabilities, hardware and software for those in need.
- Construct, upgrade, expand, or operate new or existing public access computing centres for covered populations through community anchor institutions.
- Pilot programs to test proof of concepts, including mesh networks and other technology solutions.

- Research and pilot projects to help define infrastructure business models that are sustainable in low density and dispersed population areas.

Community Leadership:

- Developing of a coalition or ecosystem of groups working on similar issues.
- Policy advocacy and development, including research and evidence to support it.
- Digital Ambassador Programs and/or lobbying for proactive legislative reforms.
- Taking existing research and packaging it in ways that are easily understood by decision makers.
- Countering concentration of power, monopoly issues and data trusts

Digital Equity Initiatives Guidelines

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

<p>Available Funding <i>NEW to 2024</i></p>	<p>Up to a maximum of \$20,000.</p> <p>CEF does not guarantee that funding is recommended at the full request amount. A passing application does not guaranteed funding.</p> <ul style="list-style-type: none"> • Funding Requests Over \$15,001: Funding requests should not exceed 30% of the total program budget. • Funding Requests Below \$15,000: CEF funding requests cannot be 100% of the proposed program and must demonstrate additional funding / revenue sources. • The City Enrichment Fund does not fund 100% of program expenses. Application budgets should include diverse revenue in support of the proposed program.
<p>Eligibility</p>	<ul style="list-style-type: none"> • Not-for-profit, community organization, volunteer organization with non-for-profit goals, whose mandates align with the objectives of the CEF Digital Equity program • The program activities must occur in Hamilton and must benefit the local community • Groups of two or more organizations with similar vision/project ideas may collaborate on projects.

Ineligible Applicants	<ul style="list-style-type: none"> • Foundations; political parties/organizations; for-profit groups and ventures; individuals; and, religious organizations (except in cases where the applicant demonstrates clear boundaries between religious activities and the budget of the proposed program) • 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	<ul style="list-style-type: none"> • Retaining external expertise or consultants to work with the applicant on a specific digital equity project or program, including the external experts, consultants, or coaches' fees and travel costs within Ontario • Costs associated with infrastructure projects (e.g. renovations, purchase/lease of buildings) • Volunteer costs (e.g. training, food, non-alcoholic beverages, distinctive clothing) • Logistical, production and technical requirements (except for alcohol related costs) • Costs including supplies, fees, and expenses for demonstrators, educators, and performers of digital activities • Administration • Insurance • Policing and security cost (except for those costs related to alcohol) • Road Closure expenses • Evaluation

Ineligible Expenses	<ul style="list-style-type: none">• Alcohol and associated expenses (permit fees, police, fencing, etc.)• Ongoing operations (e.g. salaries, wages, travel, supplies, material, fundraising, marketing, governance, and other costs related to ongoing operations)• Deficit reduction• Retroactive activity• HST• Expenses for programming that takes place outside of the City of Hamilton
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<p>Assessment Criteria</p>	<p>All applicants must be able to demonstrate good use of public funds. Organizations will be assessed separately using the following assessment criteria and weight:</p> <p>Organizational Capacity (25%) as demonstrated by:</p> <ul style="list-style-type: none"> • An active Board of Directors providing a proper stewardship role • Effective fiscal checks and balances • Evidence of thoughtful planning towards the organization’s vision • Proactive strategies with appropriate and updated policies • Good financial health • History of its commitment to the Hamilton community <p>Program Merit (40%) as demonstrated by:</p> <ul style="list-style-type: none"> • Effective and safe execution, in compliance with your organization’s vision • The target group that is benefiting from this request • The quality in what will be offered / provided to the community • Benefits beyond the immediate request • Demonstrating what you will do to ensure program/project success <p>Community Impact (35%) as demonstrated by:</p> <ul style="list-style-type: none"> • Project alignment with the City’s strategic goals. • A need within the community. • The types of partnership that will be developed. • The evaluation and reflection upon project completion.
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Digital Program Application Details

ONLINE RECOMMENDATION

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

- The applicant is 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
- The below sections correspond to questions in the application form

Page: Organization/Applicant Information

Program: Select “Digital”

Stream: Choose “Digital Equity Initiatives”

Contact info: Please list the person who should be contacted for clarifications and updates on the status of the application

Organization’s Mission Statement. 7 points

- Describe what is your organization trying to achieve (vision)
- Why does your organization exist?

Provide a brief history of your organization. 8 points

- What makes your organization unique or important to the Hamilton community?
- What has your organization achieved (number of years servicing the community, milestones that you are proud of as an organization)?

Page: Organizational Overview

- Ensure funding request is less than 30% of Program Budget (Grant request amount on following page and detailed Program Budget Template required as part of ‘Attachments’ page)
- Legal status
- Program must take place in the City of Hamilton

Page: Program Information

Name of Program: Title of your Program or Event

Grant Request Amount: The amount being requested for your program or event

Program Budget. 7 points

- Corresponds to Program Budget Template. See 'Attachments' section and additional Program Budget notes below.

Additional budget notes

Use the budget excel document to provide your program's complete budget information on all four sheets. Download the excel file, complete the budget sheets, save, and upload.

Municipal sheet

- If applicable, list all municipal funding totals and sources including confirmed or pending monies (Do not include your City Enrichment Fund request amount).

Revenue/expenses sheets

- Column B: Provide the program budget for the request year
- Column C: Provide the program actuals from the previous year
- Optional column D: Brief explanation of line items

In-kind sheet

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.

Brief Summary in 60 words. This section will not be scored.

- Please provide a short summary of this program concept for a public document (please note this response forms a part of a public facing document).

Provide a program description in 1000 words. 10 points

- What is the program direction? What makes it important?
- A summary of your activities, describing the quality, diversity, and innovativeness. How will you evaluate the quality of your programming?
- Details of the program's impact on educating, informing and enhancing digital equity in the City.
- Details of key dates and scheduled activities.
- Details of all marketing plans.

Specify how funding will be used in 500 words. 7 points

- What will the expenses be and why they are needed?
- Why are extra funds needed to support this program or event versus using a current operational budget?
- This description should relate to the details provided in the programming description above and to the proposed budget.
- Be specific on which of your expenses will be funded using CEF funding and why these

expenses are important to the success of the initiative

Specify how the program will increase community participation in 500 words. 5 points

- Details on the following:
 - The contribution of the program to further develop digital equity in the City.
 - Description of your audience and participants.
 - Volunteer program(s) with the organization
 - External recognition of programming within the organization
 - Economic impact of the program

Provide measurable program outcomes. 10 points

Provide up to three measurable outcomes of the program that benefit the organization and /or the community.

- What is the primary goal?
- What does success look like?
- How is success measured? What is the start and end state?

Provide a description of partnerships in 300 words. 10 points

- How will you work with other groups? How does this assist your group in achieving its goal?
- Note: “other groups” may include but are not limited to; your local, provincial and national organizations, community outreach groups, other digital based not for profits, and for profit organizations relationships and partnerships.

List and describe the implementation team in 300 words. 5 points

- Describe the Board of Directors and how they reflect the community the organization serves.
- Information on the organization’s staff and lead volunteers describing their expertise and background.

Describe how your program enriches the City in 300 words. 10 points

- Why is this program needed and how was it identified?
- What benefits does your programming have on the digital equity sector and the City?
- What are the challenges facing your organization?

Page: Your Program and the City’s Community Vision

What City of Hamilton’s community priorities does your program align with:

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

Describe how your program is aligned with the community priorities that you chose above in 200 words. 5 points

Page: Program Specific Questions

Describe how your program will bridge the digital gap ensuring City of Hamilton residents have access to the resources, opportunities and skills needed to thrive in our increasingly digital world. 300 words. 6 points

Page: Attachments

Use this checklist when preparing and uploading your attachments

- Board of Directors list (mandatory). Include role & titles, length on BOD
- Staff list (optional). Include job titles and whether full or part-time.
- 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 Marketing Material (optional). Poster, flyer, pamphlet, etc.
- Program Specific Material (if applicable)
- Program Budget (mandatory). **Download, complete, and upload Program Budget Template (excel file provided)**

Page: Declarations

1. **Have you received funding from other sources within the City of Hamilton?** Select "Yes" or "No"
2. **Declaration:** select each box to confirm acknowledgement
3. **Municipal Freedom of Information:** Provide signature(s) to confirm acknowledgement

TO SUBMIT YOUR APPLICATION:

Before submitting your application, you are required to review it by selecting the **'Review'** in the bottom right corner of the final page. You will be prompted to review each page. After reviewing, select the **'Print'** option at the bottom of the final page to save a pdf copy of the application for your records. Once you have reviewed each page, the bottom right button will now read **'Submit'**.

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 important that submitted budgets are balanced (program expenses match program revenues). Provide comments for programs that present a budget deficit or surplus in the *Budget Summary* tab.
3. 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.

Revenue

Provide the program revenue budget for the request year	Provide the program revenue budget from the previous year, or the last year the program was delivered. You can only leave this blank if this is the first year that the program was delivered.	Provide a brief explanation of line items, such as: <ul style="list-style-type: none">○ Confirm government funding, sponsorship, etc.○ Provide a breakdown of a line item (<i>e.g. annual membership fee x number of members</i>)○ Provide notes for significant variances between the previous and request year
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Expenses

Provide the anticipated program expense budget for the request year.	Provide the program expense budget from the previous year or the last year the program was delivered.	Provide a brief explanation of line items, such as: <ul style="list-style-type: none">○ Breakdown of a line item (<i>e.g. staff hourly rate x number of hours to be worked</i>)○ Provide information on new expense items○ Provide notes for variances between columns (i.e. <i>Anticipating an increase of external consultant’s hourly rate</i>)
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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.

After you apply

- You will receive a confirmation e-mail once your application is submitted.
 - If your application receives a passing score (above 60), your score and recommended level of funding will be presented to the City of Hamilton Grants Sub-Committee for review and approval in Spring.
 - You will receive confirmation of funding by email. The email will include instructions to receive your funding and a timeline of when funds will be released.
 - CEF funding must be used in the same year that it is awarded.
 - You must acknowledge the City of Hamilton's support through CEF in your program materials and promotion.
 - You must complete a Final Report and submit it to CEF staff by February of the following year. A template will be provided by CEF staff after you have received confirmation of funding.
 - Organizations that do not provide complete Final Report(s) for each program that receives CEF funding will not be eligible to apply for future CEF grants.
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