Hamilton

COMMUNITY SERVICES INFO SESSION

CITY ENRICHMENT FUND

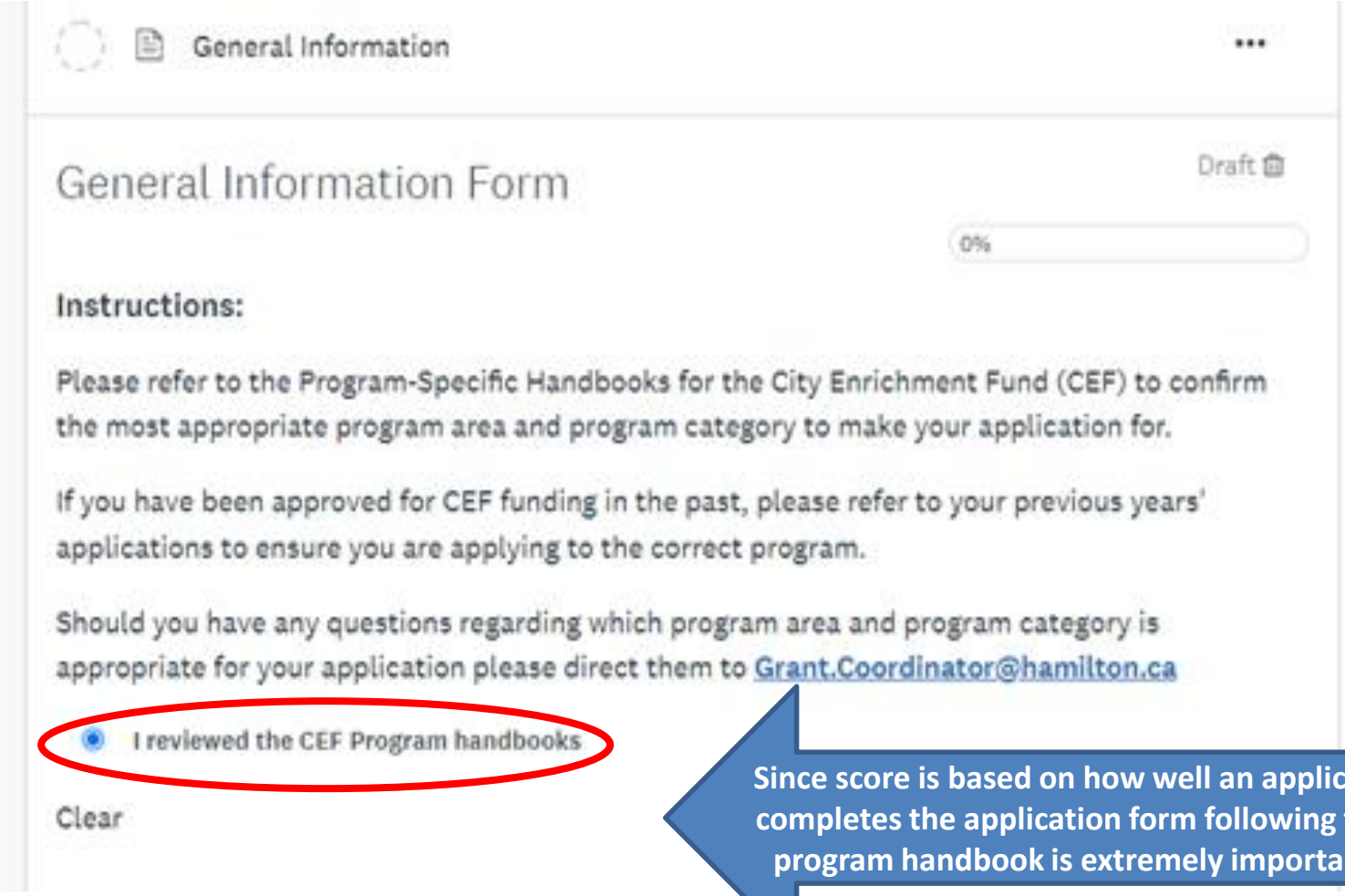
How to Complete the Application Form

Applications Due November 2, 2022

Hamilton

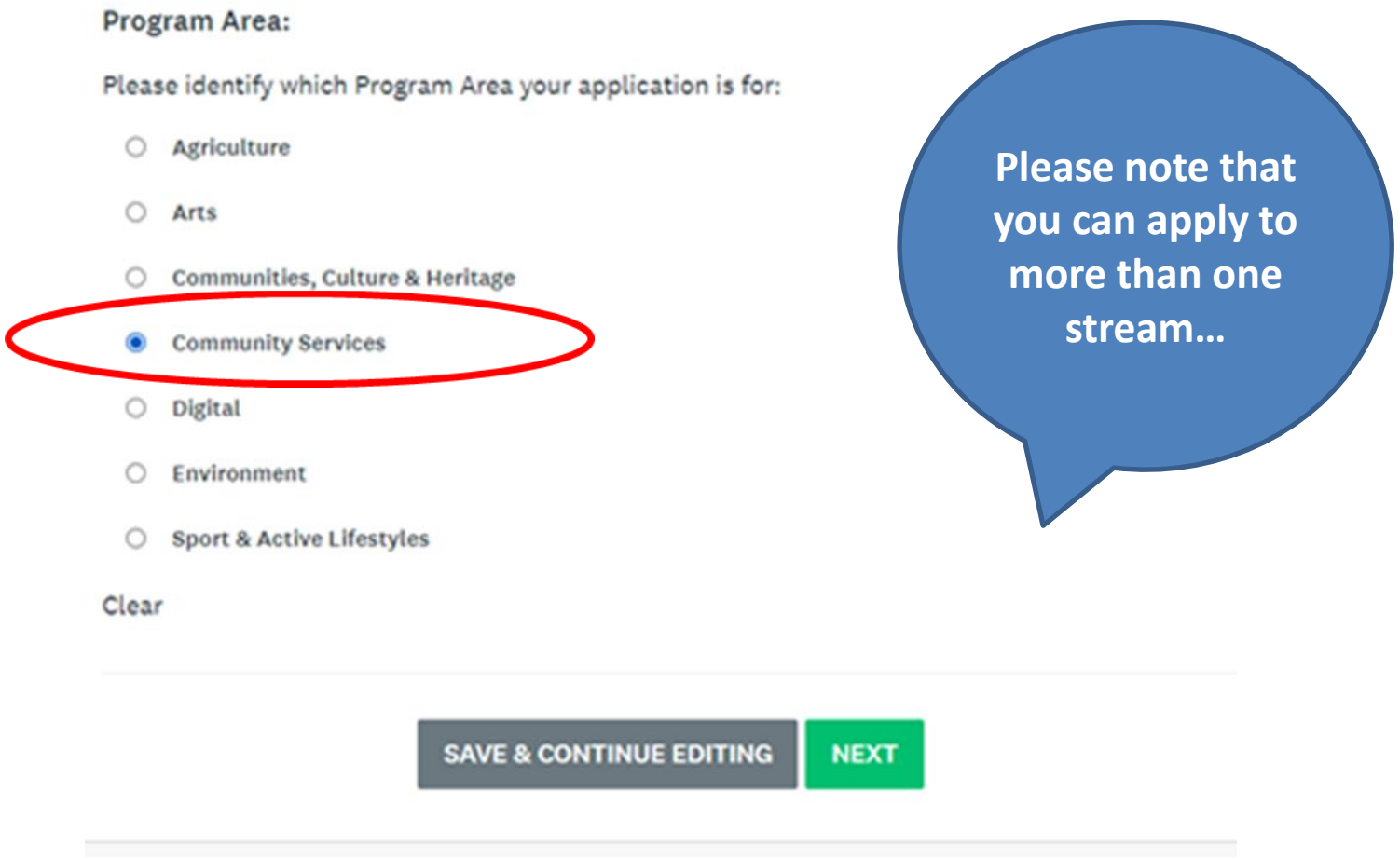
General Information Form

General Information Form



Since score is based on how well an applicant completes the application form following the program handbook is extremely important

General Information Form



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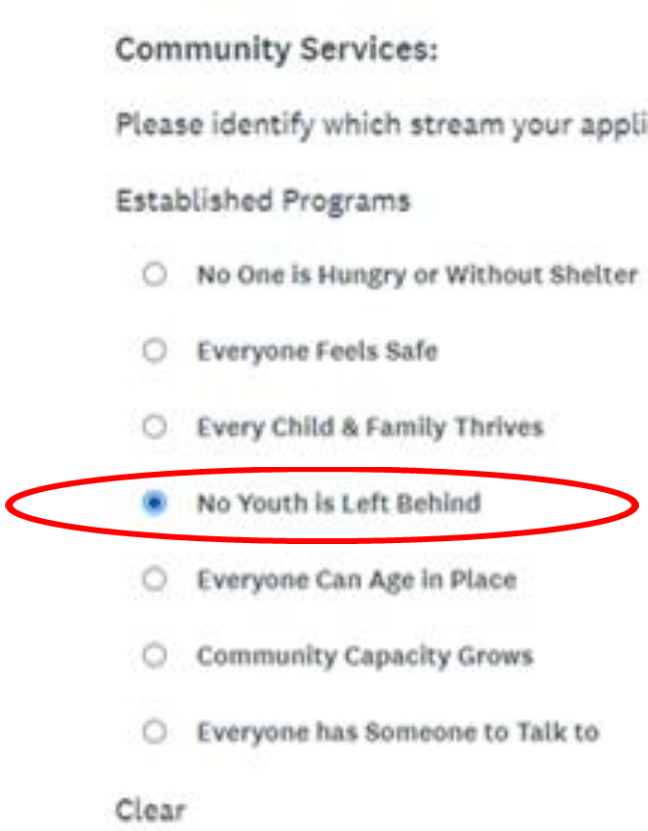
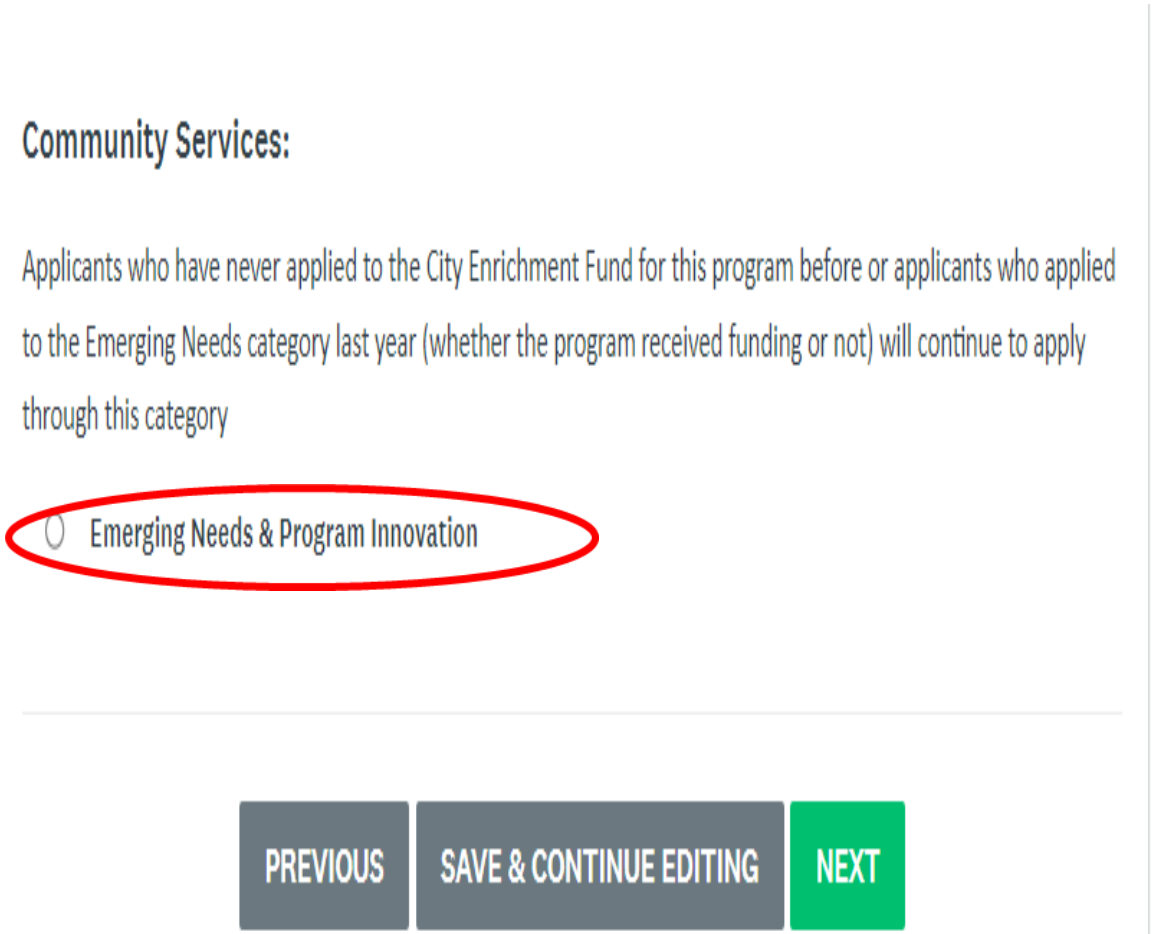


If you are an established program that received funding in one of these categories last year, please use the same category this year or your application could be considered as "new"

General Information Form



Applicants can apply for more than one program through Emerging Needs

Established programs may also apply to Emerging Needs if the program meets these conditions

General Information Form

Is your organization an incorporated not-for-profit?

- (●) Yes
- ( ) No

Clear

Does the program/activity that the funding will be used for provide service to residents of the City of Hamilton?

- (●) Yes
- ( ) No

Clear

Does the program/activity that the funding operate year-round and offer programs that are open to the public and are publicized city wide?

- (●) Yes
- ( ) No

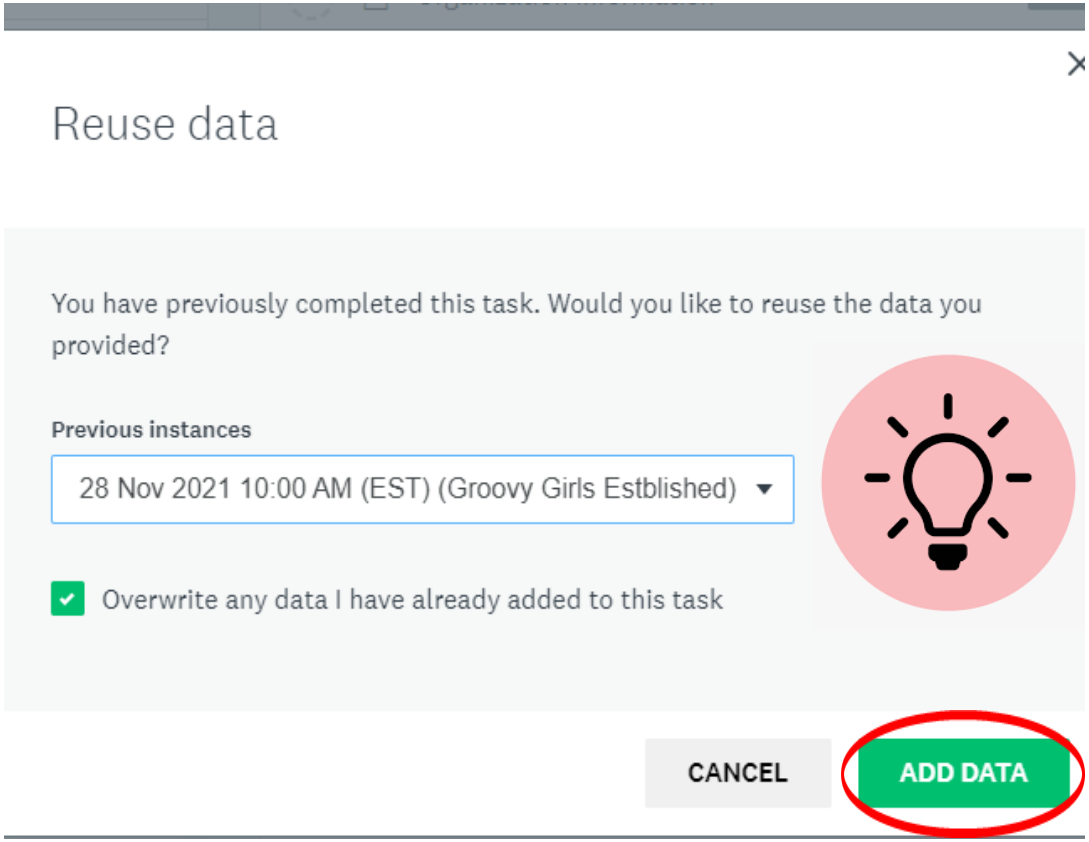
Clear

PREVIOUS | SAVE & CONTINUE EDITING | NEXT

To be eligible for funding in the Community Services Stream, an applicant must respond yes to these 3 questions as indicated in the CS guidebook

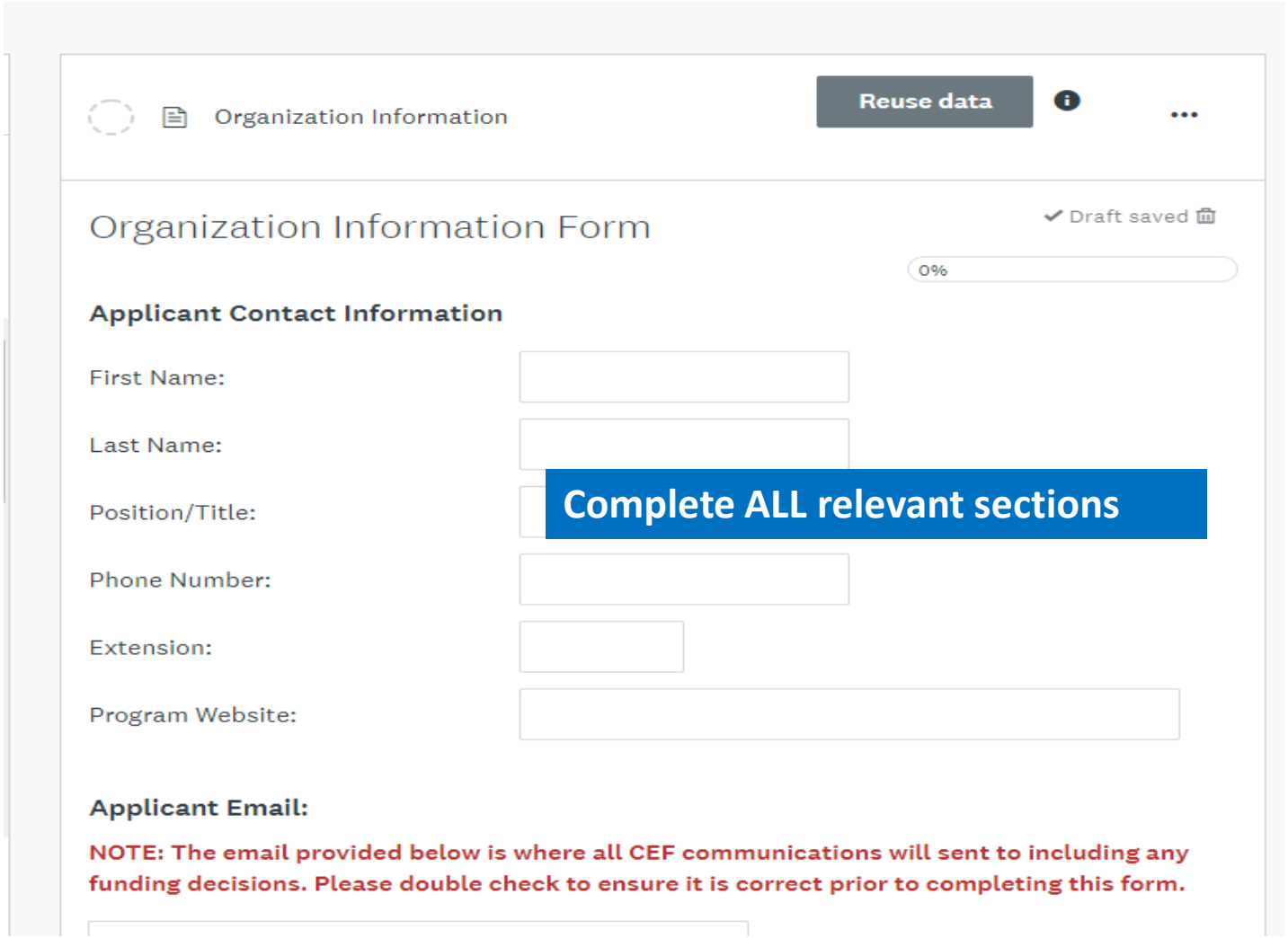
Organization Information Form

Organization Information Form



If you completed an application through our online system last year, you have the option to "reuse" last year's info. To do so – select add data. If you don't want to reuse last year's data, hit cancel. This will be an option for every section except the General Information Form. Note – you can edit the data you reuse You can also use the reuse tab on any page to change you mind and add last year's data.

Organization Information Form



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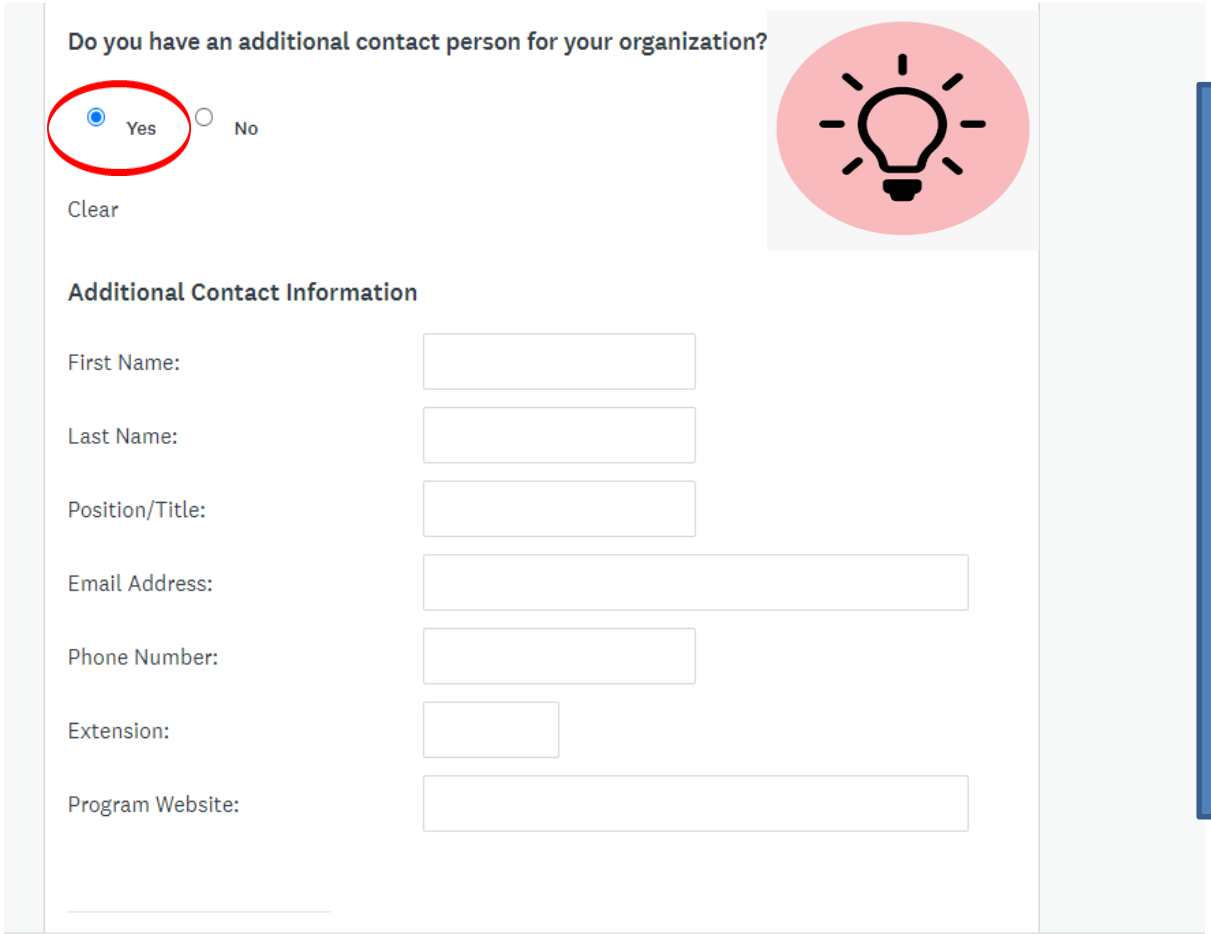
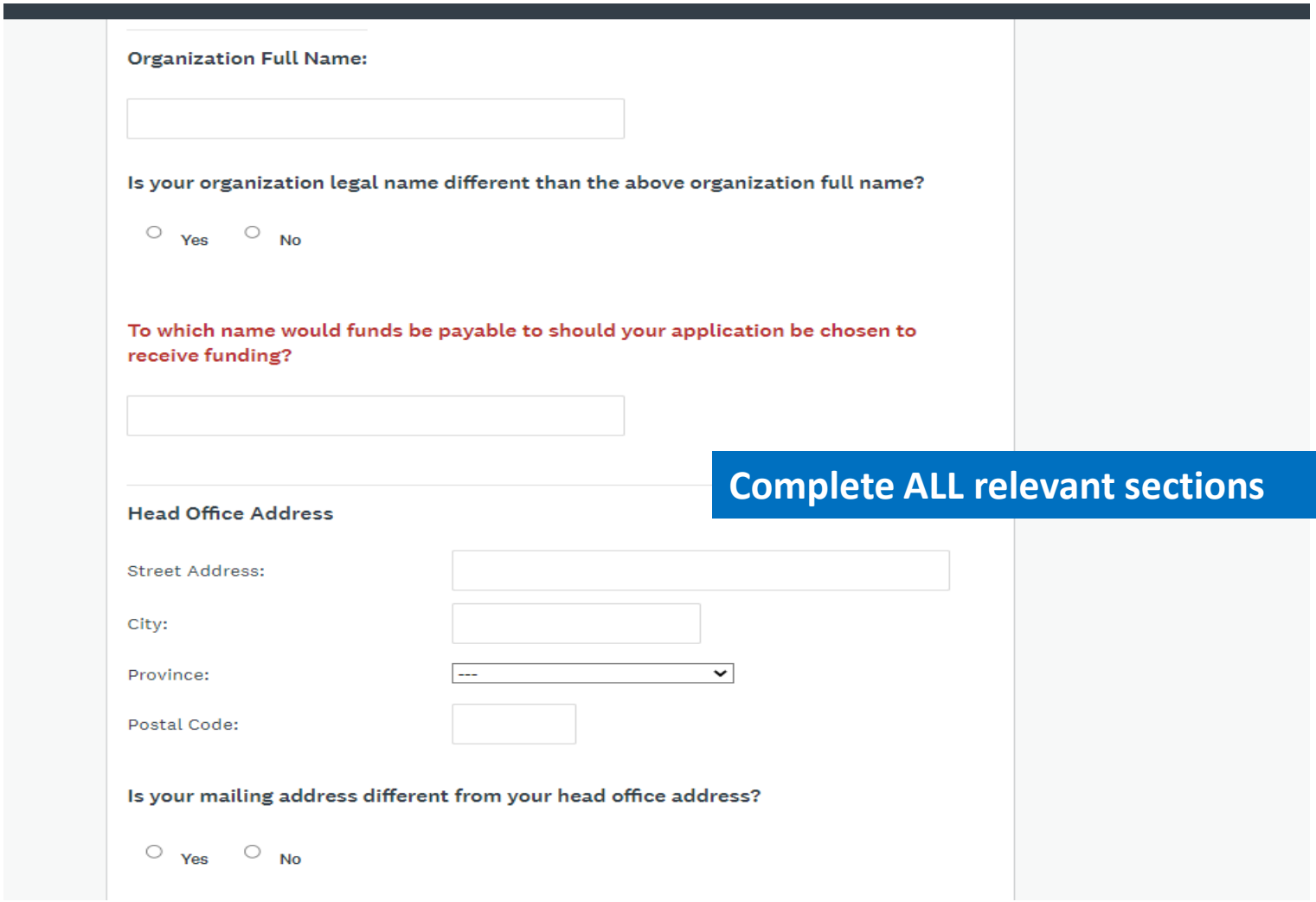


If the person for whom you provided an email for already is NOT the person the program manager should contact with questions specific to the application, please add an additional contact.

Organization Information Form



Organization Full Name:

Is your organization legal name different than the above organization full name?

Yes No

To which name would funds be payable to should your application be chosen to receive funding?

Complete ALL relevant sections

Head Office Address

Street Address:

City:

Province: ---

Postal Code:

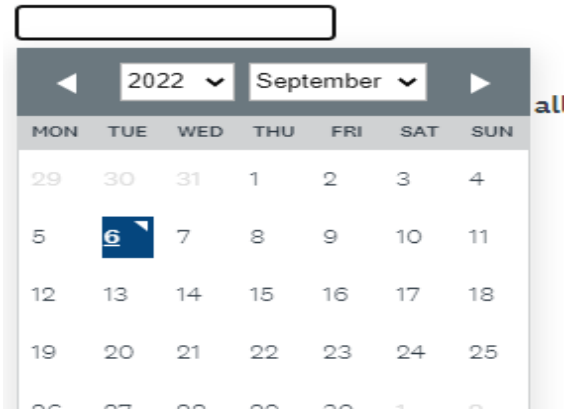
Is your mailing address different from your head office address?

Yes No

Organization Information Form

Organization Establish Date:

An answer to this question is required.



Complete ALL relevant sections

Legal Status of Organization (select all that apply):*

An answer to this question is required.

- [ ] For-profit
- [ ] Not-for-profit
- [ ] Registered charity
- [ ] Individual artist or collective
- [ ] Unincorporated group with not-for-profit goals and governance structure

Be sure you have read the Community Services guidebook as eligibility is different than the general guidelines. Those red circled are not eligible in the CS stream

Organization Information Form

Organization mandate or mission statement or artistic statement:

Approx. 200 words

250 Word maximum. Current word count: 0

Provide a brief history of your organization or brief artistic biography – include important milestones and / or any changes to the organization's direction over time. Include anything important for us to know about your organization.

If you are applying for program-based funding, please indicate the number of years the program has been operational and start date.

Approx. 250 words

300 Word maximum. Current word count: 0

Complete ALL sections

Organization Information Form

In alignment with the City's EDI goals, please indicate whether any members of your organization's governance structure (i.e., Board of Directors, Administrative Board, or Board of Trustees self-identify with any of the following groups by checking all that may apply, understanding that a member may represent more than one of these groups.

Complete

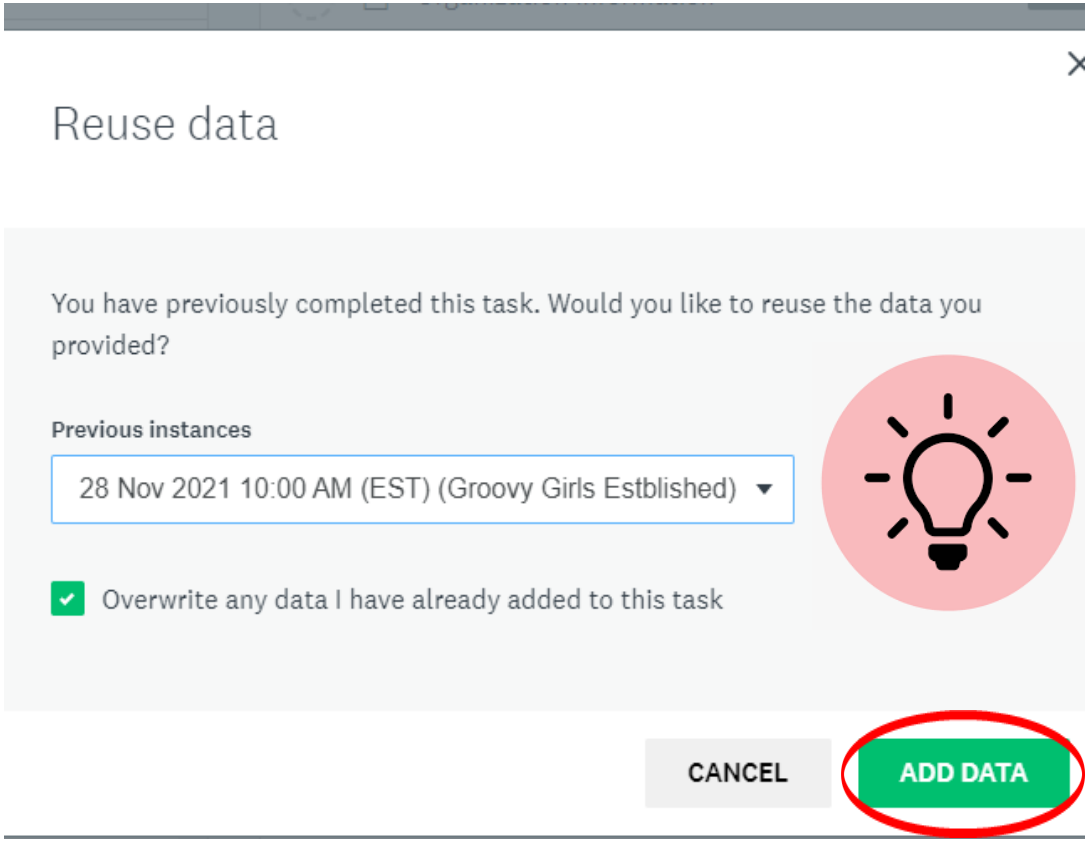
Under the Employment Equity Act, the four-employment equity designated groups are: women, Indigenous peoples, persons with disabilities and members of racialized populations (Employment Equity Act - S.C. 1995, c. 44 (Section 3)).Please note: this information is being requested for EDI data collection purposes only and will not be used by reviewers to determine an applicant's score or used by staff in any way during funding allocation processes.

- [ ] Indigenous peoples
- [ ] Members of racialized groups
- [ ] Women
- [ ] Persons with disabilities
- [ ] Other

Hamilton

Program Information Form and Program Category Specific Question

Program Information Form



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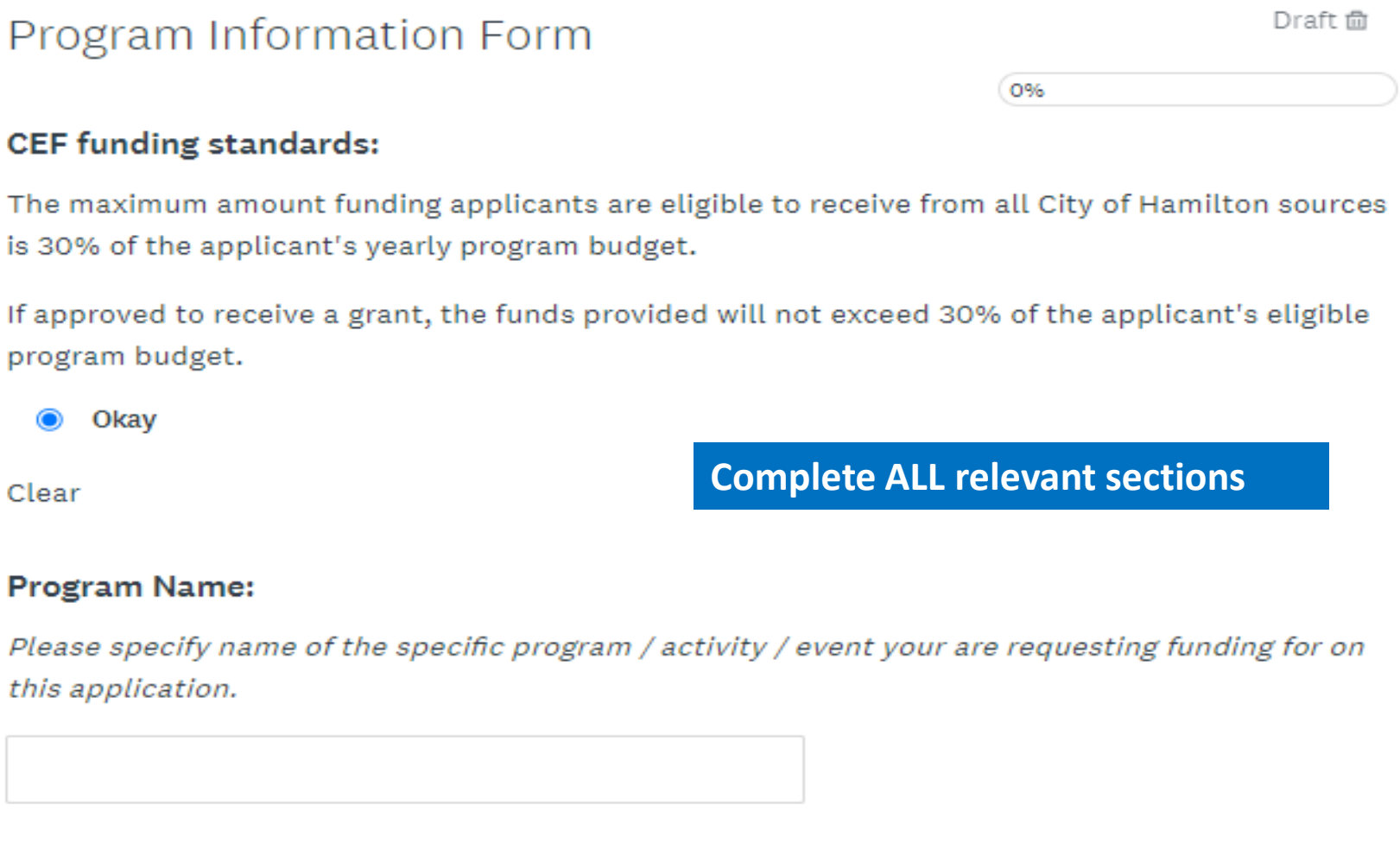
Program Information Form



Program Information Form

Total program budget:

$ 100

Grant / funding amount requested:

Based upon your Total Program Budget, we've calculated the maximum amount of funding from all City of Hamilton sources you can request for this program to be:

$30

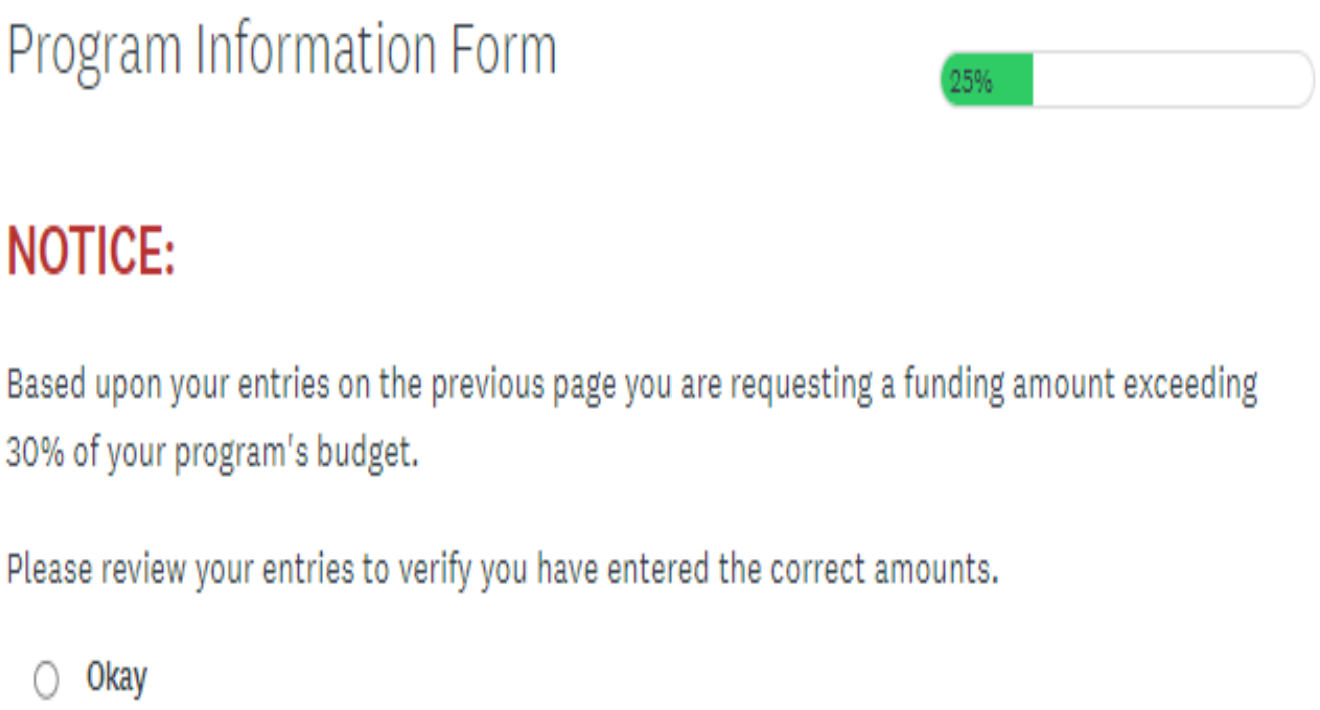
$ 30

Did you receive funding for this program last year?

(•) Yes ( ) No

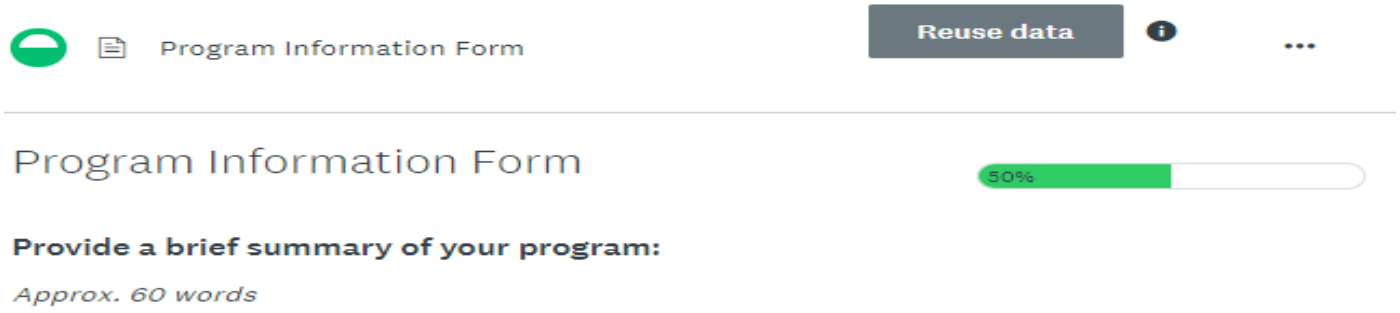
Reminder: CEF can only consider up to a maximum of 30% of a total program budget. For example, if your total program budget is $100, your request should not exceed $30.

Program Information Form



If your request is greater than 30%, you will receive this warning.

Program Information Form



The information provided in this box will be public. Please write this section as if the reader is not familiar with your program at all. Try and avoid any acronyms and spell out words people might not know.

Provide a detailed description of your program:

Approx. 1000 words

As per the CS guidebook, please include the following:

1. **Length of time in years the program has been operational.**
2. **Include specific information on target group, program location and hours of availability.**
3. **Program Statistics – if your program directly serves people, please provide the total number of clients you have served until September 30th of the current year AND a projection as to how many clients you anticipate serving the following year. If your program is an indirect service, you must still provide program statistics so adjudicators can adequately assess your program.**

Program Information Form

Specify how funding from the City Enrichment Fund will be used:

Approx. 500 words

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? Be sure to specify on what areas funding will be spent and the proportion of the program budget CEF funding will cover for each item. For example .5 staff person….. 10% og program supplies, etc.

How will your program increase community participation? (i.e. how will you contribute to participant inclusion by reducing barriers based on economic; social; language; gender; physical or other conditions):

Approx. 500 words

Answer the question as it relates specifically to the program for which you are applying. To be consistent and facilitate evaluation, we are looking for alignment with the following equity seeking groups: Indigenous communities, Persons with disabilities, Francophones, Newcomers and immigrants, Refugees, Ethno-racial communities, LGBTQ community, Geographically underserviced areas, Low income individuals/families, and Women In preparing your detailed response, please consider and describe policies, training, program delivery, physical space, location, and referral processes etc.

Program Information Form

What are the measurable outcomes of your program (based on program guidelines)?

Describe the outcome of your program to your organization and / or the community as a direct result to your activities. Ensure that each outcome is measurable. Multiple measures for a single outcome are acceptable. If your application is successful and you receive funding, you will be required to report back on the outcomes achieved.

	Outcome	Measure(s)
1		
2		
3		
4		

Please try and identify outcome impacts – those measuring the impact of your program as opposed to process outcomes that quantify only program participation if possible. Do not repeat program statistic measures here also outcomes should be relevant to your program only – NOT the organization

Quantify outcomes either quantitatively (in numbers) or qualitatively (words from program evaluations etc.).

Although not indicated on the question, please include any data results if available. Fuller reports could be submitted as an additional uploaded attachment.

Community Serves applicants only require 3 outcomes, please do not provide 4 as adjudicators will not consider it in the scoring of your application.

Program Information Form

Describe both formal and informal program partnerships. How do these partnerships enhance your program activities?

Approx. 300 words

The Community Serves stream is looking for formalized (with a MOU) types of partnerships/collaborations and would also like to know which specific networks, planning tables, working groups etc. you are involved in that enhance your ability to deliver this program.

List the team members that will ensure your program is well managed and achieve your desired goals. Include a brief explanation of how their expertise / specialization will make your program a success:

Approx. 300 words

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.

Program Information Form

How does this program enrich the City?

Consider:

- What are the benefits and contributions to the community?
- Please provide information to support your position.

Approx. 300 words

As per the guidebook, your response should include all three of the following: 1. Description of the local community need of your program 2.Evidence to support the need – include any specific local, provincial, national statistics, best practice evidence, or program evaluations 3.Description as to how the program delivery method is best suited to deliver this program.

PREVIOUS | SAVE & CONTINUE EDITING | NEXT

Program Information Form

Community Vision

Please review the City of Hamilton's Community Vision that aligns with your program here.

Which of our community priorities align with your program?

(select all that apply)

- ☐ Community Engagement and Participation
- ☐ Economic Prosperity and Growth
- ☐ Healthy and Safe Communities
- ☐ Clean and Green
- ☐ Built Environment and Infrastructure
- ☐ Culture and Diversity

3. Be sure to also describe if the program is also aligned with any specific City of Hamilton master plans, action plans or strategies. Consult the guidebook for other relevant plans/strategies .

1. Identify the City priority that best fits the program. Select more than one if applicable. 2. Describe "how" the program fits that priority including making reference to specific actions etc.

Program Information Form

In an effort to help us understand how EDI groups are currently supported through City Enrichment Funds, please identify the target population for the specific program (you are applying to?) for this application. Please check all that apply.

Guidance: Target populations are the audiences or groups that your program aims to intentionally reach through your initiative. If your program does not target a specific population and is generally accessible and open to all residents, please select "Universal access/ No target". *Please note: this information is being requested for EDI data collection purposes only and will not be used by reviewers to determine an applicant's score or used by staff in any way during funding allocation processes.*

- [x] Universal access/ No target
- [ ] Indigenous peoples
- [ ] Racialized peoples and communities/ Visible minorities
- [ ] 2SLGBTQIA+ peoples and communities
- [ ] Women
- [ ] Persons with disabilities
- [ ] People in poverty or experiencing economic insecurity
- [ ] People experiencing housing insecurity or homelessness
- [ ] Children [define] _____
- [ ] Youth [define] _____
- [ ] Older adults/ Seniors [define] _____
- [ ] Recent immigrants/ Newcomers/ Refugees
- [ ] Non-official language speakers _____
- [ ] Francophone
- [ ] Rural and remote communities
- [ ] Other underserved people or communities _____

Please complete following the instructions

Program Information Form

ORGANIZATIONAL CAPACITY:

Indicate if your organization has the following policies, plans, or accreditations in place. If an item is not applicable to your organization, please indicate so in the "date last reviewed / Updated" column. Do not submit copies of the documents.

If you answer no, the system requires you to enter a date, please enter today's date.

	Yes/No	Date Last Reviewed/Updated (DD/MM/YYYY)
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		

Notes:

(No response)

Please be sure to add a date even if you don't have a policy or you will get an error message when you try to complete this section or submit

Program Budget and Attachments

Program Budget

A crucial part of any grant application is the Program Budget.

This overview is to provide you with a snapshot of the key components which the CEF program budget requires…

Program Budget – Preparing the Budget

Step 1: Understand the Grant Application Requirements

Refer to the Community Services handbook to understand K eligible and ineligible items related to your program.

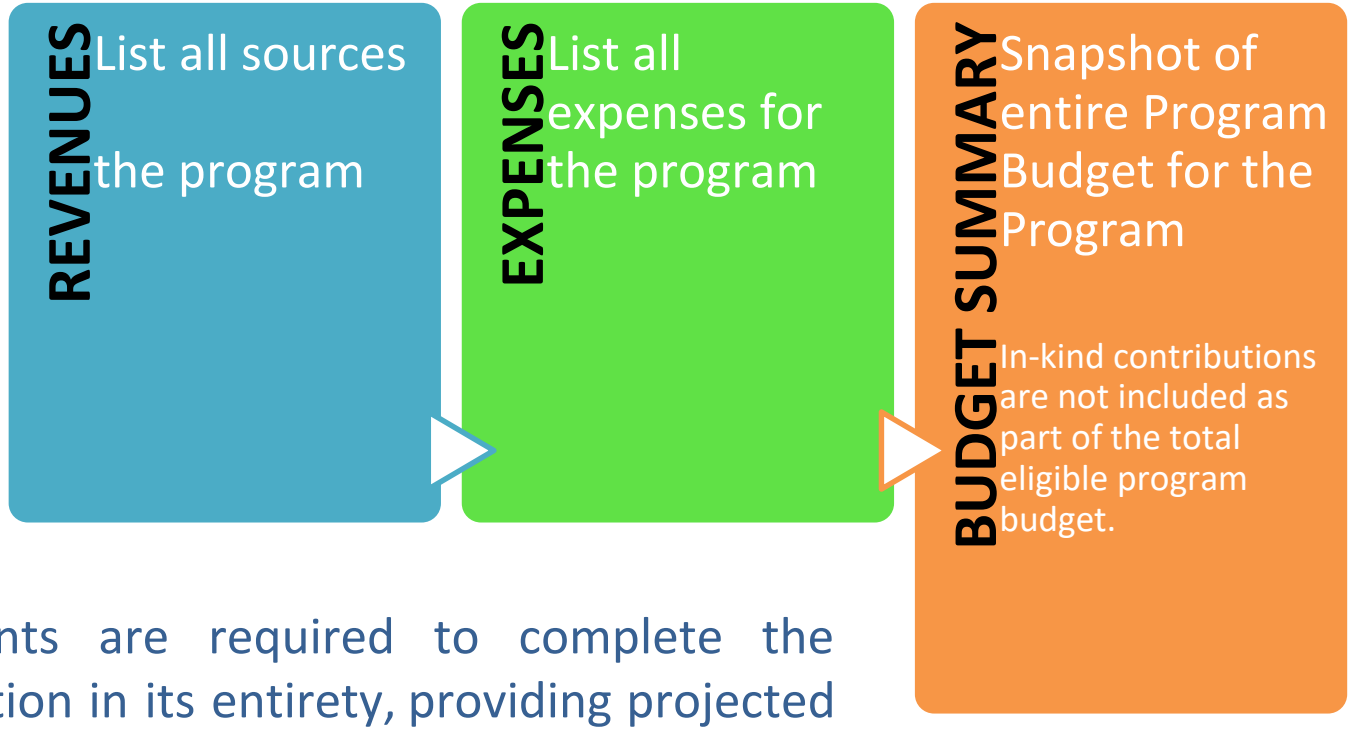
Step 2: Take time to Calculate and Determine Costs

What exactly will the money for your program be used for? How much will it cost

Step 3: Make Sure Your Budget Aligns with Your Program Description and Request

Program Budget – Components

The CEF Program Budget is separated into 3 main distinct sections; Revenue, Expenses and Budget Summary.



Applicants are required to complete the application in its entirety, providing projected values for the current funding year and actuals for the prior reporting Period.

Program Budget – Justifications

Be clear and specific in justifying expenses. For example, just listing equipment or admin expenses is vague.

Your program budget should be able to showcase your project in monetary terms. Think of specifics. Below are some examples:

- Salaries and Wages
- Supplies and Materials
- Equipment
- Travel
- Other Direct Costs
- Facilities and Administrative Costs

Program Budget – Revenues

Note: Column A is populated by the system, you will need to complete Columns B-D.

Revenue

Column B	Column C	Column D
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: ○ Confirm government funding, sponsorship, etc. ○ Provide a breakdown of a line item *(e.g. annual membership fee x number of members)* ○ Provide notes for significant variances between the previous and request year

Note: This is just an example, you will need to complete these sections for every entry you make

Program Budget – Expenses

Note: Column A is populated by the system, you will need to complete Columns B-D.

Expenses

Column B	Column C	Column D
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: ○ Breakdown of a line item *(e.g. staff hourly rate x number of hours to be worked)* ○ Provide information on new expense items ○ Provide notes for variances between columns B and C (i.e. *Anticipating an increase of external consultant's hourly rate)*

Note: This is just an example, you will need to complete these sections for every entry you make

Attachments

- Board of Directors list **(mandatory)**. Include role titles, length on the Board
- Audited Financial Statements (mandatory)
- Annual Report (mandatory)
- Staff list and Organizational charts optional
- Program Marketing Material **--** Poster, flyer, pamphlet --optional
- Program Specific Material – optional
- Additional uploads as required or requested
- Naming convention for uploaded attachments: **Organization Name – Program Name – Description of what is being uploaded (financial statements, stats, annual report etc.)**

IMPORTANT LINKS AND RESOURCES

- Read both General and Community Services Program specific Guidelines
  City Enrichment Fund - General Guidelines
  Community Services - CEF Guidebook

- Apply Online Icon on CEF website or use link - Applications Due November 2, 2022
  https://cityofhamilton.smapply.io/

- How to complete the form general overview (not Community Services specific)
  https://www.youtube.com/watch?v=eQjFwFtsA1Y&t=35s

- To help you prepare your financial information in general
  General Program Budget Information

- Please check the specific Community Services Stream tab on the CEF website for updated resources
  Community Services CEF Specific Info

Hamilton

Have more questions?

Contact: Carmen Rachelle Bian –
Community Services Program Manager
905 9734861 csgrant@hamilton.ca