

City Enrichment Fund

Appeals Funding Guidelines



OVERVIEW

The City of Hamilton recognizes the value and commitment from the not-for-profit sector by investing through the City Enrichment Fund across seven sectors: Agriculture, Arts, Communities, Culture & Heritage, Community Services, Digital, Environment, Sport & Active Lifestyles.

This document provides the eligibility criteria and process for the City Enrichment Fund (CEF) Appeals funding.

Applications are available through the [Grant Portal](https://cityofhamilton.smapply.io/).
<https://cityofhamilton.smapply.io/>

APPLICANT SUPPORT

Applicant support is available to any applicant. Please contact staff to let us know how we can provide support through the application process.

- Translation of grant documents including the application form*
- Fillable forms
- Video support
- One on One staff meetings

*Please note that requests must be received by August 15th, 2024, 4pm.

CONTENTS

Overview.....	2
Applicant Support	2
Contents	3
Important Dates and Timeline	4
Appeals Funding Eligibility	5
Application Content.....	6
Who Reviews the Applications?	6
Approval Process.....	7
Notifications	7
Limitations of the Appeal Funding Process	7
Funding Agreement (Successful Applicants).....	8
Payment Plan	8
Reporting Requirements	8
City Enrichment Fund Staff Contact Information	10

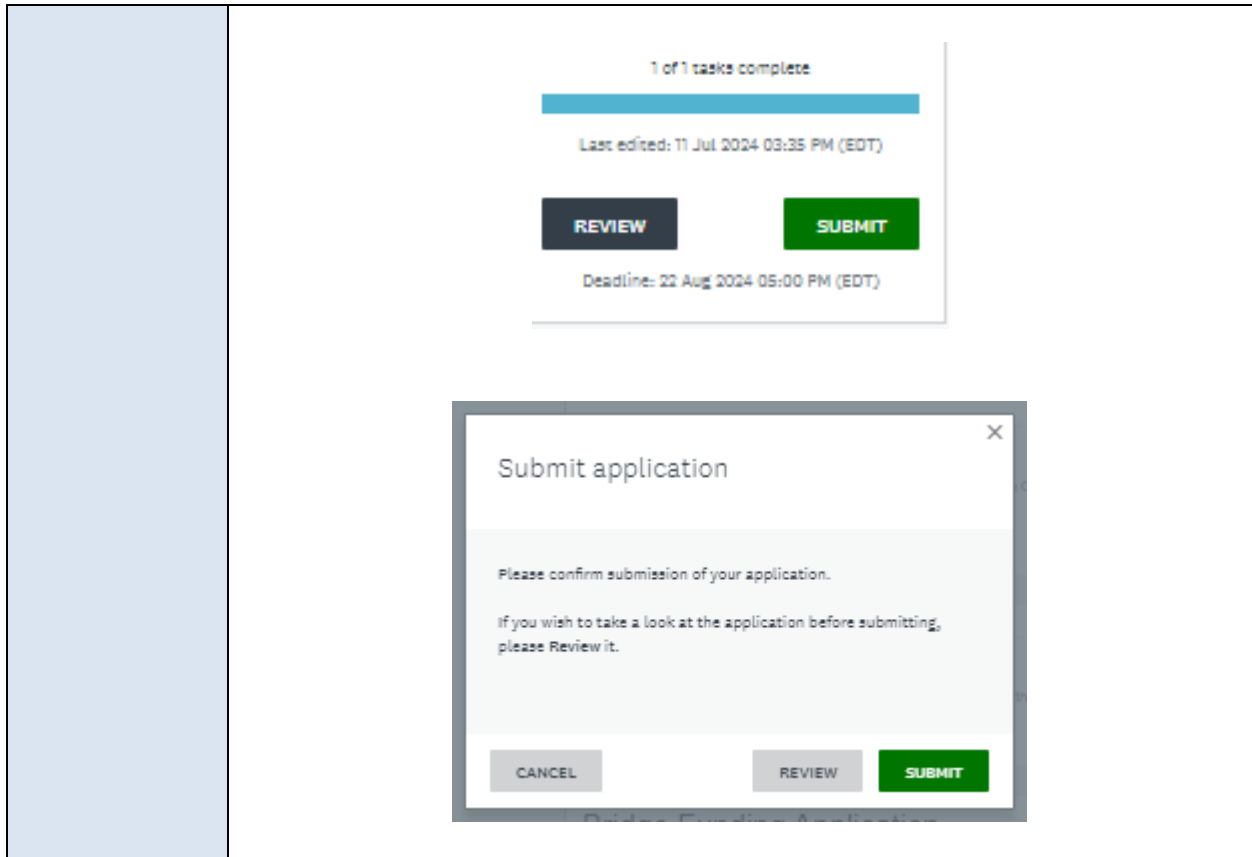
IMPORTANT DATES AND TIMELINE

July 25, 2024	Application submission period open. Guidelines and handbooks available online.
August 22, 2024 – 4 pm	Application deadline.
August 23, 2024 – Early September 2024	Appeals Applications are reviewed and approved. Successful applicants are notified of the results and are provided with a funding agreement to sign.
Early to Mid-September 2024	Council Communication listing Appeals funding results.
November 1, 2024	Final Submission date for 2024 Funding Agreement Forms.
October 1 – November 15, 2024	2025 applicants will need to include both their original recommendation and Appeals funding amounts within their application(s).
February – April 2025	Grantee CEF 2024 Final Reports, Grantees will need to include both their original recommendation and Appeals funding amounts listed in final budget.

APPEALS FUNDING ELIGIBILITY

Appeals Funding Objective: To provide City Enrichment Fund (CEF) applicants with a one-time opportunity to appeal their 2024 application outcome(s) when extenuating circumstances may exist requiring further review, or additional support. A maximum of \$50,000 will be awarded across all applications to this process. The CEF team reserves the right to not allocate any of these funds if extenuating circumstances are not demonstrated successfully

<p>Eligibility *</p> <p><i>*Note that meeting the eligibility criteria does not guarantee that applications will be funded.</i></p>	<p>To be eligible for one-time Appeal funding, 2024 City Enrichment Fund applicants must meet all the following eligibility requirements.</p> <ul style="list-style-type: none"> • Applicants must have submitted an application during the original CEF 2024 intake period of November 1, 2023 to December 15, 2023. • Applicants must be eligible to receive CEF funding based on the existing program criteria published in the General Guidelines and Program Area Handbooks. • Applicants are only able to apply either to the Appeals funding process or the Bridge funding process but not both. • A brief application, submitted through the grant portal is required, requesting Appeals funding.
<p>Ineligible Applications</p>	<ul style="list-style-type: none"> • Applications are not eligible to the Appeals Funding if any of the below conditions are true: <ul style="list-style-type: none"> ○ Application was not submitted during the original CEF 2024 intake period of November 1, 2023 to December 15, 2023. ○ Application also submitted for Bridge funding. ○ Applications whose funding allocations are equal to or greater than that which was allocated in 2023 (combined total of recommendation and appeal) are not eligible for Appeals funding. ○ Applicants cannot appeal for more than their original 2024 CEF request. ○ Applicants are also bound by the existing Program Area and Stream maximums.
<p>Other Important Criteria</p>	<ul style="list-style-type: none"> • Applicants with any outstanding City Enrichment Fund Final Reports, other outstanding material, and arrears will have any approved Appeals funding held. • Late applications will not be accepted. • Appeals applications must be submitted through the grant portal. Please ensure that the application is “Submitted”.



APPLICATION CONTENT

The application form will request applicants to confirm eligibility. Additionally, the form will require applicants to include a dollar value request within the appeal. The application form requires applicants to describe the extenuating circumstances regarding how, and why an appeal is required. Examples of extenuating circumstances include but are not limited to:

- Turnover in key grant writing personnel during the intake period of CEF 2024, or;
- Unaddressed personal and/or professional barriers at time of application.

WHO REVIEWS THE APPLICATIONS?

All Appeal applications will be reviewed by a panel of three CEF staff made up of one Program Manager from the program stream the applicant initially applied to, and two Program Managers from separate program areas of CEF. Each will review the Appeal application to determine the following criteria:

- A. The application is eligible for appeals;
- B. The information contained therein is believed to rise to the level of extenuating circumstances;

A score of 3/3 is required on criteria A, and a score of 2/3 is required on criteria B in order to be considered a "Passing" Appeal.

APPROVAL PROCESS

Applicants must submit a form prior to the deadline, meet all of the criteria, and have explained the impact of extenuating circumstances on their application and the impact of their funding result.

Once all Appeals have been reviewed, passing Appeals will receive a funding recommendation within the total envelope of \$50,000. This will be based on available funds and request value outlined in the application. CEF staff will present the appeal results to the Director of Government Relations & Community Engagement.

NOTIFICATIONS

All City Enrichment Fund applicants are notified with the result of their application(s) by the Grants Coordinator. Following approval, notifications are distributed via email. Successful applicants will receive a funding agreement form to initiate payment of funds.

LIMITATIONS OF THE APPEAL FUNDING PROCESS

- Appeals will not change the original rating received by an application through the CEF Adjudication process.
- This Appeals process is not intended to address global, national, or provincial issues beyond our control, including the cancellation of any other funding programs/sources, natural disasters, pandemics or other force majeure.
- This appeals process is one-time in nature, it does not affect an application's new vs. returning status for future CEF applications and does not imply any ongoing commitment.
- The Appeals commitment will work within a funding envelope of \$50,000 and makes no guarantee of successful appeals receiving either the entirety of their original funding request or of their Appeal request amount.
- Appeals funding will be assessed on a case-by-case basis, and CEF staff may or may not use a consistent formula in applying appeals funding allocations.

FUNDING AGREEMENT (SUCCESSFUL APPLICANTS)

A funding agreement (contract) is required from all applicants receiving funding from the City of Hamilton. Funding Agreements are signed and submitted through DocuSign.

- Successful applicants will receive a funding agreement included with their notification letter.
- The form must be filled out, signed, and returned to the Grant Coordinator in order for funding to be processed.
- Funding will not be released without the receipt of a signed agreement.
- City Enrichment Fund agreements may be submitted at any time after notifications, but no later than November 1, 2024.
- The agreement form outlines the terms and conditions of funding.

PAYMENT PLAN

Upon City Council approval and the receipt of the signed City Enrichment Fund funding agreement, the following payment plan will apply:

Funding Amount	Payment Schedule
\$0 - \$10,000	Paid out 100%
\$10,001 - \$100,000	Paid 80% on Council Approval; 20% November 1 st
Over \$100,000	Paid monthly

REPORTING REQUIREMENTS

Recipients of Appeals Funding are required to report back on this funding, as part of their 2024 CEF Final Report. All policies around use of funds, payment schedule and requirements of the broader CEF program continue to be applicable.

- Reporting requirements and forms will be distributed by program managers.
- Grant recipients must submit a report and demonstrate that grant funds were spent on programming as described in the application.

Final Reports may include the following information:

- Financial information with actual program costs
- Statistics
- Program summary
- Results of measurable outcomes
- Summary of CITY ENRICHMENT FUND acknowledgment

All final reports must be submitted before subsequent grant applications can be approved. Non-Returning applicants will be required to submit a complete final report for audit purposes.

Program Areas	Reporting Requirements and Deadline
Agriculture	Report required: Due February 1 st annually
Arts	Report required: <ul style="list-style-type: none"> • Organizations due February 1st annually • Artists due April 1st annually
Communities, Culture, & Heritage	Report required: Due February 1 st annually
Community Services	Report required: Due April 30 th annually
Digital	Report required: Due February 1 st annually
Sport & Active Lifestyles	Report required: Due February 1 st annually
Environment	Report required: Due February 1 st annually

CITY ENRICHMENT FUND STAFF CONTACT INFORMATION

Program Area Managers:

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