

City Enrichment Fund

Bridge 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) Bridge 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.

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IMPORTANT DATES AND TIMELINE

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

BRIDGE FUNDING ELIGIBILITY

Bridge Funding Objective: To provide returning City Enrichment Fund (CEF) applicants with an opportunity to receive one-time Bridge funding during a transitional year for the City Enrichment Fund. This is not intended as a multi-year commitment, nor a commitment to offer this process in future years.

<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 to apply for one-time Bridge funding, 2024 City Enrichment Fund applicants must meet all the following eligibility requirements. Those applications that do not meet these requirements may consider applying to the Appeals process as an alternative:</p> <ul style="list-style-type: none">• Applicants must have received a funding recommendation as part of the 2024 CEF program.• Applicants must have received an “A” rating as part of the adjudication process, those with a “B”, “C”, or “D” rating, DNQ, or applications that were “Withdrawn” are not eligible to apply.• Applicants must be returning to the program, defined as the following:<ul style="list-style-type: none">○ Returning Applicants:<ul style="list-style-type: none">▪ Organizations that applied for and received funding for the same program in the same CEF program area and stream in the 2023 year.▪ Community Services: Includes applicants transitioning from the "Emerging Community Needs" stream to the first year in the stream of impact.▪ Funding must have been granted through program recommendations, not through motion, or other appeals methodology.• Applicants must have received less funding in 2024 than the total amount received in 2023 through the annual CEF recommendations and Appeals funding.• Receiving Appeals funding in 2023 does not immediately qualify applicants for Bridge Funding in 2024, unless all other criteria are met.• Applicants are only able to apply either to the Appeals funding process or the Bridge funding process but not both.• Applicants must submit a brief application requesting and outlining the challenges faced due to the 2024 recommendations.
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<p>Ineligible Applications</p>	<ul style="list-style-type: none"> • Applications are not eligible to the Bridge Funding if any of the below conditions are true: <ul style="list-style-type: none"> ○ Application is not returning to the program as outlined above. ○ Application received a “B”, “C”, “D”, DNQ, or Withdrawn rating during 2024 adjudication process. ○ Application also submitted for appeals 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 Bridge funding.
<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 Bridge funding held. • Late applications will not be accepted. • Bridge applications must be submitted through the grant portal. Please ensure that the application is “Submitted”. <div data-bbox="711 898 1123 1180" data-label="Image"> </div> <div data-bbox="633 1255 1205 1675" data-label="Image"> </div>

WHO REVIEWS THE APPLICATIONS?

Bridge Funding applications will be reviewed on a rolling basis, with applicants receiving results in the order in which the completed eligible applications are received. These applications will be reviewed by CEF staff.

APPROVAL PROCESS

Applicants must submit a form prior to the deadline, meet all of the criteria, and have explained an impact of reduced funding. The Director of Government Relations and Community Engagement will approve Bridge funding. Bridge funding amounts will be based on the following formulas:

2024 A Rated Returning Applicants	100% of the difference between 2024 Recommended Grant, and 2023 Total CEF Funding (Recommendation + Appeal)
B, C, D Rated Applications, DNQ Applications, Withdrawn Applications, New Applicants of any Rating	No Funding Recommendations will be made.

Example: In 2023, applicant X received \$10,000 in CEF funding, and an appeals amount of \$5000, to a total 2023 funding amount of \$15,000.

Applicant X applied again in the same program area and stream for the same program as last year, this year applicant X received an A Rating through adjudication, and a funding recommendation of \$10,300. If a Bridge funding application is submitted and approved, Applicant X would be eligible for \$4,700 in Bridge funding to a total of \$15,000.

$(2023 \text{ Funding Recommendation} + 2023 \text{ Appeals Funding Amount}) - 2024 \text{ Funding Recommendation} = \text{Bridge Funding Maximum.}$

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.

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 Bridge 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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