

City Enrichment Fund (CEF) 2025

General Fund Guidelines



OVERVIEW

The City of Hamilton invests in the community by providing grants through the City Enrichment Fund.

To provide greater transparency and access to the City Enrichment Fund this document provides the general guidelines that apply to all of its seven distinct funding program areas.

To acknowledge the unique needs within each of the seven program areas and their funding streams, program specific handbooks (located in the program area section of the CEF webpage) provide further information, eligibility criteria, and application requirements.

Applicants must consult both the general guidelines and the program specific handbooks to ensure all eligibility criteria are met.

October 1, 2024	Application submission period open Guidelines and handbooks available online
October to November, 2024	Public information and drop-in sessions
November 15, 2024 – 4pm	Application deadline
Late Spring 2024	Funding recommendations are submitted to the Grants Sub-Committee, then to Audit, Finance and Administration with final approval to City of Hamilton Council
Late Spring to Early Summer 2025	Applicants are notified of results. A funding agreement is included with notifications to successful applicants
November 1, 2024	Final Submission date for 2024 Funding Agreement Forms
February 1 – April 30, 2025	Grantee Final Reports

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CITY ENRICHMENT FUND STAFF CONTACT INFORMATION

Program Area Managers:

Agriculture

Tyson McMann

Business Development Consultant

O: 905.546.2424 ext. 5780

C: 289.556.7859

Tyson.McMann@hamilton.ca

Arts

Kristina Durka

Policy Analyst - Grants

O: 905.546.2424 ext. 1947

C: 905.979.8026

Kristina.Durka@hamilton.ca

Communities, Culture & Heritage

Kristina Durka

Policy Analyst - Grants

O: 905.546.2424 ext. 1947

C: 905.979.8026

Kristina.Durka@hamilton.ca

Community Services

Carmen Bian

Senior Policy Analyst

O: 905.546.2424 ext. 2187

C: 905.973.4861

Carmen.Bian@hamilton.ca

Digital

Jasleen Arora

Senior Project Manager – Digital Innovation

O: 905.546.2424 ext. 2262

C: 365.323.4120

Jasleen.Arora@hamilton.ca

Environment

O: 905.546.2424 ext. 4524

Grant.Coordinator@hamilton.ca

Sport & Active Lifestyles

Mike Savoy

Sport Specialist

O: 905.546.2424 ext. 3860

C: 905.973.2518

Mike.Savoy@hamilton.ca

CEF Administrative Staff:

Grant Coordinator

Rebecca Frerotte

O: 905.546.2424 ext. 4524

C: 365.378.7292

Grant.Coordinator@hamilton.ca

Advisor

Andrea Carvalho

O: 905.546.2424 ext. 6797

C: 289.260.8119

Andrea.Carvalho@hamilton.ca

APPLICANT SUPPORT

Applicant support is available to all applicants. 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 November 4th, 2024, 9 am.

Soutien aux candidats

Un soutien peut être offert à tous les candidats. Veuillez communiquer avec le personnel pour nous faire savoir comment nous pouvons vous aider tout au long du processus de demande.

الدعم لمقدمي الطلبات :

يتوفر الدعم لمقدمي الطلبات لأي مقدم طلب . الرجاء الاتصال بالموظفين لاعلامنا كيف يمكننا تقديم الدعم خلال عملية التقديم .

Apoyo al Solicitante

El apoyo para el solicitante, está disponible para cualquier persona que está aplicando. Por favor comuníquese con el personal para informarnos cómo podemos brindarle apoyo durante el proceso de solicitud.

GENERAL ELIGIBILITY

Please Note: In addition to these general criteria, applicants are required to review the relevant program area handbook for additional stream specific eligibility information.

<p>Eligibility *</p> <p><i>*Note that meeting the eligibility criteria does not guarantee that applications will be funded.</i></p>	<p>The following types of organizations are eligible within the City Enrichment Fund.</p> <ul style="list-style-type: none">• Incorporated not-for-profit organizations• Organizations with a charitable number• Community associations• Unincorporated groups with not-for-profit goals and governance structure• Professional artists and collectives (Arts Program Creation & Presentation stream only) <p>Funded activities must take place within the city of Hamilton.</p>
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<p>Ineligible Organizations/Ineligible Activities</p>	<ul style="list-style-type: none"> • For-profit organizations and ventures • Religious activities • Religious organizations* • Political parties • Hospitals • Foundations • Funding bodies or organizations • Sports Teams • Programs or events that promote the City of Hamilton • 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 • Fundraising activities • Activities that take place outside of the city of Hamilton <p>* Funding requests from religious organizations and funding bodies or organizations must demonstrate clear boundaries between its religious/fundraising content and public programming in both the program details and budget.</p>
<p>Ineligible Expenses</p>	<ul style="list-style-type: none"> • Capital projects* • Deficit reduction • Retroactive activity • HST • Programming outside of Hamilton <p>* Environment Program Capacity Building Stream permits limited capital project expenses. Refer to the Environment Handbook for further information.</p>

Funding Requests

CEF does not guarantee that funding is recommended at the full request amount.

- 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.
- Operating Streams: The 30% funding policy continues to be applied within all operating streams.

The City Enrichment Fund does not fund 100% of program expenses. Application budgets should include diverse revenue in support of the proposed program.

Follow the specific funding maximums associated with each Program Area and Stream.

<p>Other important criteria</p>	<p>Applicants with any outstanding City Enrichment Fund Final Reports or other requested follow up material are ineligible for subsequent funding.</p> <p>CEF applicants must ensure the submitted application meets the CEF Program Area funding objectives and that the organization mandate and proposed program are in alignment with the selected program area. Where cross-over may occur, applicants are encouraged to speak with staff.</p> <p>Submitted applications that do not meet the CEF Program Area objectives and eligibility do not qualify for funding and are noted as DNQ.</p> <p>Late applications will not be accepted.</p> <p>CEF applications must not be signed and submitted by City of Hamilton employees or City Councillors. City of Hamilton employees who wish to apply to the City Enrichment Fund must contact the program manager prior to applying.</p> <p>Organizations may only submit one application per program. The City Enrichment Fund does not provide funding for one program under multiple CEF Program Areas and Streams. Applications from the same organization that are found to be similar in content and scope may be found as DNQ – does not qualify. All applicants are strongly encouraged to contact staff prior to submitting an application to discuss their program details.</p>
<p>Funding Principles</p>	<p>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.</p> <p>The City Enrichment Fund is guided by the following set of funding principles:</p> <ul style="list-style-type: none"> • Allocates available funding amongst not-for profit organizations, registered charities, grassroots organizations and professional artist projects. • Allocates funding to all passing applicants. • Provides funding to programs/projects that present diverse revenue sources and a feasible budget.

	<ul style="list-style-type: none"> • Supports the programming and service delivery for both returning and new organizations and programs.
<p>Multi-Year Funding (MYF)</p> <p>New!</p>	<p>The City Enrichment Fund is piloting a 3-year multi-year funding program which offers returning A rated CEF applicants with an option to receive a 3-year funding commitment.</p> <p>The 3-year MYF period provides the opportunity for predictable and sustained funding to not-for-profit organizations that maintain good financial operations and are providing recurring programs and services.</p> <p>The 3-year pilot period begins with the 2025 CEF cycle, with qualifying MYF grantees receiving a commitment of funding for years 2 and 3, 2026 and 2027 respectively.</p> <p>Please see MYF section below for more information on eligibility requirements.</p>








CITY ENRICHMENT FUND REFERENCE GUIDE

The City Enrichment Fund is the overall name for the City of Hamilton’s municipal investment in a wide range of program areas that support the City’s strategic plan and Our Future Hamilton - Community Vision. It is comprised of program areas, streams, and categories.

Program Areas The seven unique sector areas are served by the City Enrichment Fund.

Funding Streams Specific grants available within each program area.

Categories There are categories within funding streams. Please refer to the individual program handbook for details.

Program Areas and Streams						
AGRICULTURE	ARTS	COMMUNITIES, CULTURE & HERITAGE	COMMUNITY SERVICES	DIGITAL	ENVIRONMENT	SPORT & ACTIVE LIFESTYLES
						
Programs and Events	Operating	Events	No one is Hungry or Without Shelter	Digital Equity	Capacity Building	Long Term Development
	Festivals	Projects	Everyone Feels Safe		Projects & Programs	Sports Awareness
	Capacity Building	Capacity Building	Every Child and Family Thrives			Capacity Building
	Creation & Presentation		No Youth is Left Behind			Sport for Development /Inclusion
			Everyone can Age in Place			Accessibility
			Community Capacity Grows			Active for Life
			Everyone Has Someone to Talk To			Multi- Sport Hosting
			Emerging Needs			

Program Areas and Funding Streams

The seven program areas and stream objectives are as follows:

Agriculture Program

- To support organizations, events and activities that engages the public in strengthening and celebrating agriculture and its contribution to the economy and quality of life in Hamilton.
- To encourage action-oriented initiatives across the agriculture community that maintain and build the strength of the sector.
- To help the City of Hamilton achieve its strategic goals.

Funding Stream
Program & Events To provide not-for-profit agriculture organizations with assistance towards a stable funding base to enable them to further their mission.

Arts Program

To provide opportunities for all the people of Hamilton to enjoy and actively participate in the arts while:

- Enhancing social, economic and cultural prosperity
- Building strength in the arts sector

Funding Stream	Category
Arts Operating To provide not for profit arts organizations with assistance towards a stable funding base to enable them to further their mission.	<input type="checkbox"/> Established Professional Organizations <input type="checkbox"/> Established Semi-Professional Organizations <input type="checkbox"/> Emerging Organizations
Arts Festivals To enhance the ability of organizations to produce and present arts festivals that have high merit, strong impact and solid viability.	<input type="checkbox"/> Established Festivals <input type="checkbox"/> Emerging Festivals
Capacity Building for Arts Organizations To strengthen the relevance, responsiveness, effectiveness and resilience of arts organizations.	Not applicable
Creation & Presentation Grants for Arts Professionals To provide the opportunity for arts professionals to create and to present a body of work that will build and/or strengthen their careers and/or enhance the creative profile of the city of Hamilton.	<input type="checkbox"/> Established Artists/Collectives <input type="checkbox"/> Emerging Artists/Collectives

Communities, Culture & Heritage Program

To support organizations, events and activities that engage the public in strengthening and celebrating community identity – the people, places and things that make up Hamilton.

Funding Stream	Category
Events & Established Activity To support public participation in the celebration of community identity through related activities (e.g. programs and events) delivered by cultural organizations that provide reoccurring experiences, which have merit, impact and viability.	<input type="checkbox"/> Small Requests <input type="checkbox"/> Large Requests
New Projects To support new projects from cultural organizations that increase public access to cultural experiences, expressions, and content.	Not applicable
Capacity Building for Cultural Organizations To strengthen the relevance, responsiveness, effectiveness and resilience of cultural organizations.	Not applicable

Community Services Program

To strengthen the human services system by funding programs that:

- Meet current or emerging community priorities
- Foster the growth of new programs
- Support Inclusivity, Diversity, Equity and Accessibility
- Engage equity-deserving groups
- Address underserved target groups
- Promote systems change
- Explore service delivery innovation.

Please note: all new requests for funding, must apply through the Emerging Needs stream

Funding Stream	Category
Program Streams	<input type="checkbox"/> No one is hungry or without shelter <input type="checkbox"/> Everyone feels safe <input type="checkbox"/> Every child and family thrives <input type="checkbox"/> No youth is left behind <input type="checkbox"/> Everyone can age in place

	<input type="checkbox"/> Community capacity grows <input type="checkbox"/> Everyone has someone to talk to <input type="checkbox"/> <i>Emerging Needs</i>
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Digital Program

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.

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

Environment Program

To invest in action-oriented initiatives that:

- Protect, rehabilitate, or enhance the natural environment
- Provide residents and visitors to Hamilton with access to natural spaces
Reduce greenhouse gas emissions
- Address the challenges and/or build resilience to the impacts of climate change
- Strengthen the local environmental sector or local environmental organizations

Funding Stream
Capacity Building To strengthen the relevance, responsiveness, effectiveness and resilience of environmental organizations.
Projects & Programs To support projects and programs that promote clean air, water, and soil, protect and enhance biodiversity, provide access to natural spaces, and address the challenges of climate change, either by reducing greenhouse gas emissions or by building resilience to climate change impacts.

Sport & Active Lifestyles Program

To provide opportunities for all the people of Hamilton to enjoy and actively participate in sport while:

- Enhancing social, economic and cultural opportunities
- Building community pride and connection

Funding Stream
Long-Term Athlete Development (LTAD/PD) Planning & Implementation To enable sport organizations to further their mission and align with their provincial and/or national body's Long-term Athlete/Player Development model.
Sport Awareness To enhance the ability of organizations to grow, develop and promote programs with high merit and strong impact.
Capacity Building To strengthen the relevance, responsiveness, effectiveness and resilience of sport-related organizations.
Sport Development/Inclusion To engage marginalized populations by supporting creative and visionary projects that use sport as the mechanism for something greater than itself.
Accessibility To increase participation and engage persons with disabilities that would not otherwise be able to participate in sport or physical activities through enhancing the resources in collaboration with community partners.
Active for Life To provide the opportunity for new and expanding programs for a targeted population that will build and/or strengthen physical literacy skills and support healthy, active lifestyles.
Multi-Sport Hosting To provide the opportunity for organizations to host Multi-Sport competition/tournaments and larger events that will showcase Hamilton as a Canadian Sport for Life community. The event must align with the Long-Term Athlete Development model.

HOW TO BEGIN

The application process is similar across all program areas. To begin, read through these guidelines and the program handbook specific to the funding stream you would like to apply to.

The program specific handbooks provide additional eligibility criteria, budget requirements, information regarding the application questions, and the criteria used to assess each application.

APPLYING ONLINE

City Enrichment Fund applications must be submitted online at <https://cityofhamilton.smapply.io/> . Applicants are able to create a profile, review applications, find application handbooks, upload support material and attach documents within the online submission platform.

The online application form supports the latest version of the following browsers:

- Chrome
- Firefox
- Safari
- Microsoft Edge

THE APPLICATION

Updated for 2025 – The CEF online grant portal now features specific ‘tiles’ for each CEF Program Area. Once a program area is selected, a new application can be opened.

Components of the Application

Remember to reference the program area specific handbook for detailed information.

Note that all word counts are approximate.

Application Section	Application Content or Information
Application Information Form	<p>Provide detailed information on application contact information, applicant or organization details including address, legal status, head office location and date established.</p> <p>Please note that funding payments will be made to the legal names provided.</p>
Program Information Form	<ul style="list-style-type: none"> • Confirm the Program Area, Stream, and Category (where applicable). • Identify whether the application is to be considered for Multi-Year Funding. Not applicable to all funding streams. • Provide organizational mission/mandate and history. • Provide program* details, use of funding, community benefits, program outcomes, community partnerships, etc. <p><i>*The term Program is inclusive of operations, projects, activities, events, and initiatives.</i></p> <ul style="list-style-type: none"> • Describe the program’s alignment with the City’s Strategic Plan through Our Future Hamilton - Community Vision.

<p>Multi-Year Funding (MYF) Form</p> <p>New!</p>	<p>MYF is eligible to returning CEF applicants, in good financial standing, with a commitment to delivery the program or service from 2025-2027. Applicants must receive an A rating on the 2025 CEF application.</p> <p>Eligible applicants must indicate MYF within the application.</p> <p>Applicants must download, complete, and re-upload the appropriate 3-year program plan that outlines the program plans over the MYF term.</p>
<p>Program Area Specific Questions</p>	<p>Consult the relevant program specific handbook for program area specific questions.</p>
<p>Attachments</p>	<p>General List of support material. Refer to the program area specific handbook for requirements.</p> <ul style="list-style-type: none"> • Board of Directors list • Staff list • Audited/Unaudited Financial Statements* • Program Marketing Documents (brochures, pamphlets, posters, etc. • Program specific material • CV <p>*Audited Financial Statements are required for funding requests greater than or equal to \$30,000. Please consultant the program area specific handbook for requirements.</p> <p><i>Do not submit originals. The City Enrichment Fund is not responsible for the loss or damage of support material submitted.</i></p>
<p>IDEA Form</p>	<p>A form collecting information about the IDEA (Inclusion, Diversity, Equity & Accessibility) groups supported through City Enrichment Funds. Applicants are asked to specify the target population(s) of their programs, and equity designated groups represented within their organization’s governance structure.</p> <p>Applications are not evaluated based on this form, which serves only for data collection.</p>
<p>Declaration</p>	<p>Declaration, terms of use, applicant signature(s).</p>

APPLICATION PROGRAM BUDGET

In addition to financial statements, every City Enrichment Fund application requires a completed budget that represents the entire program including all revenues, expenses, and in-kind amounts. Reference the guidelines and handbook to ensure that all expenses are eligible. A good budget is realistic, thorough, detailed, and is reflected in the application.

CEF does not guarantee that funding is recommended at the full request amount.

- 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.
- Operating Streams: The 30% funding policy continues to be applied within all operating streams.

The City Enrichment Fund does not fund 100% of program expenses. Application budgets should include diverse revenue in support of the proposed program.

Follow the specific funding maximums associated with each Program Area and Stream.

THE ADJUDICATION PROCESS

The adjudication process begins immediately after the submission deadline. Staff begin by reviewing applications for completeness and eligibility. **Ineligible and incomplete applications will not be assessed.**

You MUST consult the relevant program area Handbook for the specific assessment criteria and weighting

Applications are assessed based on the assessment criteria **specific to each program area and funding stream.**

WHO REVIEWS THE APPLICATIONS?

Applications must demonstrate good use of public funds. They are assessed according to each program area, stream, and category. For example; organizations applying within the *Agriculture Program & Events* category will be assessed in the context of applications from other established agricultural organizations. Adjudication panels review each application, including attached documents against the assessment criteria.

Adjudication teams are composed of selected City of Hamilton staff (or relevant sector-based individuals) and community reviewers based on their familiarity with the specific program area and fair-mindedness. In cases of unique or unforeseen circumstances, a two-person adjudication panel is acceptable.

Arts adjudication teams are composed of peer assessors and staff from the Tourism and Culture Division. Participants on the assessment panel will be selected based on familiarity with the arts sector and fair-mindedness and may be chosen from across the province if required.

The names of all adjudicators are published on the City of Hamilton website.

Peer assessors are required to complete a conflict-of-interest form which is maintained by the City Enrichment Fund program area manager. City staff who act as adjudicators are covered by the City's Conflict of Interest policy and are responsible for informing the program area manager of any direct or indirect conflict of interest.

ADJUDICATION PROCESS

1. Adjudicators receive the full application material for review.
2. A financial analysis is completed on all financial information.
3. The financial reports inform the adjudication panel on the financial health of an organization.
4. Prior to a team adjudication meeting, adjudicators first review each application independently to provide initial scores.
5. A passing score for an application is 60. A score of 60 or above does not guarantee a recommendation of funds.

APPLICATION SCORING AND RATING

The adjudication teams assess the applications based on the assessment criteria specific to each program area, determining a final score. The application final score will have a direct impact on staff recommendations and funding outcomes. A passing final score of 60 or above will qualify, but not guarantee the application for possible funding. The applications will be categorized into one of four categories based on the final score:

- Excellent Application (A rating and final score of 80 or above): Applicant demonstrates strong program merit and alignment to the City of Hamilton's strategic funding priorities.
- Good Application (B rating and final score between 70 and 79): Applicant demonstrates good program merit and alignment to the City of Hamilton's strategic funding priorities.
- Fair Application (C rating and final score between 60 and 69): Applicant demonstrates fair program merit, and some alignment to the City of Hamilton's strategic funding priorities.
- Failed Application (D rating and final score below 59 or below): Applicant fails to demonstrate program merit and/or alignment to the City of Hamilton's strategic funding priorities. Application not eligible for funding.

MULTI-YEAR FUNDING (MYF) PILOT

The City Enrichment Fund is piloting a 3-year multi-year funding program which offers returning A rated CEF applicants with an option to receive a 3-year funding commitment.

The 3-year MYF period provides the opportunity for predictable and sustained funding to not-for-profit organizations that maintain good financial operations and are providing recurring programs and services.

The 3-year pilot period begins with the 2025 CEF cycle, with qualifying MYF grantees receiving a commitment of funding for years 2 and 3.

Multi-Year Funding was identified during the 2023 community consultation as a long-term strategy to provide sustained equitable funding and meets three of the initial community recommendations in the design of the CEF program:

- Increased community impact – strategic and equitable
- To be more consistent with best practices
- Flexible to address the needs of the community

Evaluation of whether an organization meets the eligibility criteria for the MYF program will occur after final adjudication scores have been tallied. Applicants must have received an A rating, be a returning CEF applicant and have indicated MYF as part of the application to be evaluated for MYF.

Eligibility: In addition to meeting all of the general CEF and specific program area eligibility requirements, organizations must meet the following criteria:

- Self-identify as a multi-year candidate within the year 1 application
- Have received CEF funding for the same program in the prior year
- Submit a 3-year programming outline as part of the year 1 application, using the templates provided within the application portal
- Is in a healthy financial position according to the CEF financial review process and, if applicable, provides a deficit reduction plan and surplus justification
- Is providing the program and/or service described in the year 1 application over the 3-year MYF period
- Is applying within an eligible Program Area:
 - Agriculture
 - Programs and Events
 - Arts
 - Operating
 - Festivals
 - Communities Culture & Heritage
 - Events & Established Activities
 - Community Services
 - No one is Hungry or Without Shelter
 - Everyone Feels Safe
 - Every Child and Family Thrives
 - No Youth is Left Behind

- Capacity Building
- Everyone can Age in Place
- Community Capacity Grows
- Everyone Has Someone to Talk To
- Digital
 - Digital Equity
- Environment
 - Programs and Projects
- Sport & Active Lifestyles
 - Multi-Sport Hosting

Ineligible Program Area/Streams: Some Program Areas/Streams are not eligible for MYF due to the one-time nature of the projects/intention of these funding streams, the following are not eligible for MYF:

- Arts
 - Capacity Building
 - Creation & Presentation
- Communities Culture & Heritage
 - New Projects
 - Capacity Building
- Community Services
 - Emerging Needs
- Environment
 - Capacity Building
- Sport & Active Lifestyles
 - Long Term Athlete Development Planning & Implementation
 - Sports Awareness
 - Capacity Building
 - Sport Development & Inclusion
 - Accessibility
 - Active For Life
- Any other one-time project as arising
- Any Anniversary related program

MYF Reporting: Successful applicants to the MYF pilot will not be required to apply again for the 2026, or 2027 intakes of the City Enrichment Fund, they will however be required to complete Interim Reporting, a Final Report at the end of the 3-year cycle, and sign Funding Agreements each year.

Multi-Year Funding 3-year Pilot 2025-2027 Implementation and Timeline	
Year 1 (2024 Oct)	2025 intake - Applicants indicate preference for MYF consideration within the application
Year 1 (2025 Jan)	Applications are reviewed by the adjudication teams, A rated MYF applications are noted
Year 1 (2025 May)	Annual CEF recommendations presented to Council for consideration
Year 1 (2025 May)	Approved MYF grantees are notified and must confirm entering into a 3-year funding commitment.

Year 1 (2025 June)	Year 1 funding released
Year 2 (2026 Feb)	Interim Report - MYF grantees submit a report for approval (no application is required)
Year 2 (2026 June)	Year 2 funding agreement and payment
Year 3 (2027 Feb)	Interim Report - MYF grantees submit a report for approval (no application is required)
Year 3 (2027 June)	Year 3 funding agreement and payment
Year 3 (2028 Feb)	Final Report – MYF pilot closed
Next Multi-Year Funding Period	
Year 1 (2027 Oct)	2028 intake: Applicants indicate preference for MYF consideration within the application if pilot is made permanent or extended by Council

APPROVAL PROCESS

1. The adjudication team’s findings inform recommendations developed by City of Hamilton staff.
2. City staff prepare a report containing a summary sheet for each application that contains the name of the organization and program, the funding request, the previous year’s funding amount, the program budget, the funding recommendation, and a brief program summary.
3. The report will be reviewed by the Grant Sub-Committee for approval.
4. The report is then submitted to the Audit, Finance and Administration Committee for approval.
5. Final approval of the report is made by City Council.

**Funding amounts are dependent on the available budget of the
City Enrichment Fund**

NOTIFICATIONS

All City Enrichment Fund applicants are notified with the result of their application(s) by the Grants Coordinator. Following City Council approval, notifications are distributed via email. Successful applicants will receive an 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 City Enrichment Fund coordinator for funding to be processed.
- Funding will not be released without the receipt of a signed agreement.

- City Enrichment Fund agreement forms may be submitted at any time after notifications, but no later than the submission deadline.
- 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

- Reporting requirements and forms will be distributed by program managers.
- Grantees must submit a report and demonstrate that 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 are 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
Environment	Report required: Due February 1 st annually
Sport & Active Lifestyles	Report required: Due February 1 st annually

GLOSSARY OF TERMS

These definitions have been prepared by the City of Hamilton to provide additional clarity around the terms used in the City Enrichment Fund program. Please note that the language and definitions used are intended to be as inclusive of the breadth and depth of each funding sector and may differ from definitions used by other funding programs.

Activity

Activities includes programs and/or events that have general appeal, a theme of interest, a public profile and public access on a free and/or paid basis. Activities must occur on a reoccurring basis, e.g. annual or seasonally.

Agriculture Organization

An agriculture organization has a mandate or mission to encourage an awareness of agriculture and to promote improvements in the quality of life of persons living in an agricultural community. For the purposes of this program, Agriculture Organizations may include farmers' markets, community gardens and horticulture societies.

Artist - Amateur/Non-Professional Artist

An individual who undertakes artistic activity for personal pleasure and/or recreation without an expectation of financial gain.

Arts Professional

An individual who has professional experience in the creation, production and/or presentation of the arts.

Amateur/Non-Professional Arts Organization

An amateur/non-professional arts organization is generally led by volunteers who pursue standards of excellence within their discipline and includes participants who are not generally paid for the artistic work they do within the organization.

Artistic Merit

The City of Hamilton recognizes that all artists strive for excellence in their work. The fact that everyone experiences artistic work in his/her own way can make the assessment of artistic merit challenging. Three dimensions will be considered when assessing artistic merit:

- Idea – the intention or artistic impetus behind the work
- Practice – the effectiveness of how the work is put into practice and the impact it has on those experiencing it
- Development – the contribution the work makes to the development of the artist, the art form and the arts sector

Arts Festival

A festival is a collection of arts activities presented over a set period of time with some theme of interest. A festival may be devoted to one or more arts disciplines and can be produced annually, on a reoccurring basis, or one-time. A festival has general appeal, public profile and public access on a free and/or paid basis.

Arts Organization

An arts organization has a mandate and a mission to create, produce, present, and/or disseminate art in one or more artistic discipline.

Assessment/Adjudication

An evaluation of the submitted application made by an adjudicator, and/or adjudication panel comprised of professionals currently practicing and/or knowledgeable in a discipline relevant to the applications being considered. Applications are assessed using assessment criteria as identified in these guidelines.

Capacity Building

A process that strengthens four interrelated pillars – the relevance, responsiveness, effectiveness and resilience of organizations.

Capital

Capital assets are tangible assets that a business requires in order to operate. Capital assets are not intended for sale and usually have lifespans of a year or longer (i.e. land, building, machinery, furniture, etc.)

Capital Improvement

A capital improvement is the addition of a permanent structural change or the restorations of some aspect of a property that will either enhance the property's overall value, prolongs its useful life, or adapt it to new uses.

Collective

A collective is defined as a group of two or more artists working together under a group name, either on a single project or on an ongoing basis.

Community

A group of people bound by common beliefs, values or interests, ethnicity or place of origin, geography or other self-identified commonality.

Community Identity

The unique people, places and things that honour Hamilton's past, celebrate its present and envision its future.

Community Impact

The way in which local residents, organizations and businesses are involved with the activity. Involvement can include volunteers, participants, audience members, partners, sponsors, etc.

Cultural Organization

A cultural organization has a mandate and a mission to preserve, research, document, interpret, celebrate and / or disseminate community identity – the people, places and things that make up the city of Hamilton.

Emerging Artist

An artist who is at an early stage in their career, who has specialized training in the art form, and who has created a modest body of artistic work. Typically, emerging artists have been practicing professionally for less than seven years.

Emerging Arts Organization

An emerging arts organization is a not-for-profit professional or semi-professional arts organization that has been incorporated for between one and four years and has a history of sustained activity on an annual basis.

Established Artist

An artist who has developed skills through training and / or practice in an arts discipline, has a significant history of professional public exposure and presentation, is recognized by their peers, and is paid professional fees. Typically established artists have been practicing professionally for seven years or more.

Established Arts Organization

An established arts organization is a not-for-profit professional or semi-professional arts organization that has been incorporated for five or more years and has a history of sustained activity.

Environmental Organization

An environmental organization has a mandate and a mission to protect, rehabilitate, or enhance the natural environment.

Event

A one-off single activity, occurrence or celebration, typically taking place over a concentrated period of time, such as a few hours. Examples of events are rallies, demonstrations, single performances or other single artistic activities.

Economic Impact

Economic Impact is the effect a particular program, festival, or event may have on the economy (neighbourhood or city). Direct and indirect results can be measured in the changes to employment, membership, spending, participation, etc.

Grant/Funding

A sum of money given by the City of Hamilton for a particular purpose.

Capital Grant

A capital grant provides financial support towards building upgrades and technical or specialized equipment.

In-Kind

A contribution of equipment, supplies, resources, volunteer time, or other tangible resource. In-kind contributions are given a fair-market monetary value. Please note that in-kind values are not included within the cash budget and is not used when calculating funding amounts.

New Applicant

A new applicant is defined as a current applicant that did not apply to the City Enrichment Fund for the same program in the immediately preceding year, in the same Program Area and Stream.

- Organizations taking over applications that were previously funded by CEF but are now being offered by a new agency or organization are also considered new applicants.
- Organizations who are changing which program area or stream their application is applying to are also considered new applicants.
- Community Services: excludes applicants transitioning from the "Emerging Community Needs" stream to the first year in the stream of impact.

Not-for-profit

Is an organization who:

- Is dedicated to purposes other than pursuing a profit,
- Is a corporation without share capital, which means that the corporation does not issue ownership shares,
- May not distribute any profits to its members, directors or officers,
- Must use any profit exclusively for its not-for-profit purposes, and,
- Includes both charitable and non-charitable organizations.

Organizations may demonstrate their non-profit status through letters patent or a combination of organizational documents.

Operating Grant

An operating grant provides support for the day-to-day costs of running a not-for-profit organization as it fulfills its mission. Operating funding cannot be used for capital expenses.

Peer Assessor

A professional in a specific sector with specialized knowledge and experience in one or more area and/or disciplines.

Peer Assessment

Peer assessment is an evaluation of the submitted application made by an assessor, and/or assessment panel comprised of knowledgeable representatives of a specific sector who may be currently working / practicing in that sector.

Project Grant

Project grant programs provide one-time funding for time-limited projects.

Professional Arts Organization

A professional arts organization is led by arts professionals who observe best practices and pursue standards of excellence within their discipline. Professional organizations are those who work with other arts professionals whom they pay, at minimum standard fees, for the artistic work.

Professional Services/Consultant

Fees paid to outside professionals for expertise; consultants, branding agencies, specific support workers, website designers. These professionals are considered experts in their field and your organization or its parenting company do not have the expertise to provide this specific service. Contracts with program providers, facilitators or presenters are not allowed.

Public Access

Public access implies that any member of the public may attend or participate whether the activity is free or an admission fee is charged. Events where membership is required to participate do not meet the definition of public access.

Returning Applicant

Organizations that applied for and received funding for the same program in the same CEF program area and stream in the immediately preceding 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 CEF program recommendations, not through motion, or other appeals methodology.

Rural

The area within the municipal boundary of the City of Hamilton but outside of the urban boundary.

Semi-Professional Arts Organization

A semi-professional arts organization is generally led by arts professionals who pursue standards of excellence within their discipline and includes participants who are not generally paid for the artistic work they do within the organization.

Sport Organization

A sport organization has a mandate and a mission to create and provide organized sport opportunities.