



Hamilton

2025

City Enrichment Fund Handbook
Agriculture Program





City Enrichment Fund

Agriculture Program

Objective

- 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.

There is one active stream within the Agriculture Program:

- Programs & Events

Funding amounts for individual grants are dependent on the City Enrichment Fund budget amount of money approved by Council for the current budget year.

How to apply for a grant

- Read the **City Enrichment Fund Guidelines** and the **Agriculture Programs & Events Handbook** for details about the program, stream objectives, eligibility, and criteria.
- Refer to the **Application Details** section to learn about expectations and values for each question and answer for the adjudication process.
- You will be required to complete all sections of the application online.
- Upload all documents (use the checklist to confirm that you have submitted all attachments).



Important Dates and Timeline

October 1, 2024	Application submission period open Guidelines and handbooks available online
October to November, 2024	Public information and drop-in sessions
November 15, 2023 – 4pm	Application deadline
Late Spring 2025	Funding recommendations are submitted in a report 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, 2025	Final Submission date for 2024 Funding Agreement Forms
February 1 – April 30, 2025	Grantee Final Reports

Funding Categories for Agriculture Program

Programs & Events Stream

Objective

To support activities that promote, educate and celebrate agriculture and its contribution to the economy and quality of life in Hamilton delivered by agricultural and rural-based not-for-profit organizations.

Description

The Agriculture Program – Events & Programs stream supports the planning, delivery and administration of a variety of activities (programs & events) that provide opportunities for participation in and the celebration and education of agriculture and the rural way-of-life. Programs & Events may occur on a reoccurring basis (e.g. annual, seasonally, etc.).



Agriculture – Program & Events Guidelines

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

Available Funding	<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 up to a maximum of \$35,000 is available • 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. <p>The City Enrichment Fund does not fund 100% of program expenses. Application budgets should include diverse revenue in support of the proposed program.</p> <p>Note: Audited Financial Statements are required for grant requests greater than or equal to \$30,000.</p>
Eligibility	<p>The organization must be an incorporated not-for-profit agriculture or rural-based organization or unincorporated group with not-for-profit goals and governance structure.</p> <p>The organization must have their head office in the city of Hamilton and/or the majority of their activities must occur within Hamilton. The organization must operate year round (where applicable) and offer programs and services that are open to the public and widely publicized in the city of Hamilton.</p>



Ineligible Applicants	<ul style="list-style-type: none">• Organizations that do not have an agriculture or rural-based mandate.• Religious or political organizations.• Individuals• For-profit organizations and ventures.• 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">• 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 agricultural activities• Marketing promotion and audience development• 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)• Costs associated with capital projects (e.g. equipment, renovations, purchase of buildings)• Deficit reduction• Retroactive activity• HST• Expenses for programming that takes place outside of the City of Hamilton



Assessment Criteria	<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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Other important criteria	<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.</p> <p>All applicants are strongly encouraged to contact staff prior to submitting an application to discuss their program details.</p>
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Funding Principles	<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.• Supports the programming and service delivery for both returning and new organizations and programs.
Multi-Year Funding (MYF) New for 2025	<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 the MYF section in the General Fund Guidelines for more information on eligibility requirements.</p>



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

Application Details

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.

- 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

Section 1: Application Information Form

Applicant Contact Information:

- First Name
- Last Name
- Position/Title
- Phone Number
- Extension
- Program Website

Applicant Email:

Do you have an additional contact person for your organization?

Organization/Applicant Full Name:

Is the Organization/Applicant legal name different than above?



Should your application be successful, under what name are you able to deposit funds?
Please note that legal names of individuals will not be made public, however legal names of organizations will.

Organization Establish Date

Organization/Applicant Address

Is your mailing address different from your Organization/Applicant address?

Yes/No

Legal Status of Organization (select all that apply):

Is your organization's head office located in the city of Hamilton?

Yes/No

Will the program for which you are applying take place within the city of Hamilton?

Yes/No

Section 2: Program Information Form

Program Area (please confirm which Program Area your application is applying under):

Is this application for a returning program?

Yes/No

Please select a funding stream

Would you like to be considered for Multi-Year Funding if eligible?

Yes/No

Name of Program: Name of program/event/activity

Brief Summary in 60 words. Not Scored

- This description will be published as part of your organization's City Enrichment Fund Application Summary Report and is not scored (please note this response forms a part of a public facing document).

Organization's Mission or Mandate 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)?

Provide a detailed description of your program (Approx. 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 the agriculture sector in the City.
- Details of key dates and scheduled activities.
- Details of all marketing plans.

Specify how funding from the City Enrichment Fund will be used. (Approx. 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.

How will your program increase community participation? (Approx. 500 words). 5 points

- Details on the following:
 - The contribution of the program to further develop the agriculture sector 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

What are the measurable outcomes of your program? 10 points

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.

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?

Describe both formal and informal program partnerships. How do these relationships enhance your program activities? (Approx. 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 agricultural based not for profits, and for profit organizations relationships and partnerships.

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

How does this program enrich the city? (Approx. 300 words). 10 points

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

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 chosen. (Approx. 200 words). 5 points

Section 3: Multi-Year Funding Form

Does this organization confirm its intention to continue this program annually for the duration of the Multi-Year Funding (3 Years)?

Yes/No

Upload 3 Year Programming Outline

Download required Program Plan Template: PDF Version or Word Version complete, and then re-upload attachment (template available for download in application)

Section 4: Agriculture Specific



Describe the way your organization’s program will create educational opportunities for youth in Hamilton to become engaged and involved with agriculture and/or local food in 300 words. 7 points

- Provide details on youth programming and partnerships to encourage youth involvement agriculture.

Section 5: Budget Information

1. Funding Requests Over \$15,001: Funding requests should not exceed 30% of the total program budget.
2. Funding Requests Below \$15,000: CEF funding requests cannot be 100% of the proposed program and must demonstrate additional funding / revenue sources.
3. It is recommended that submitted budgets are balanced. Provide comments for programs that present a budget deficit or surplus under Budget Form Notes.
4. Please note that this budget is used by all CEF program areas. Use the most appropriate line items provided in addition to the blank spaces listed as ‘other’.

Example:

Item	Request Program Year Amount (\$)	Previous Program Year Actuals (\$)	Brief Revenue Descriptions
Membership Fees	<input type="text"/>	<input type="text"/>	<input type="text"/>
Admission Fees	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sales and Commissions	<input type="text"/>	<input type="text"/>	<input type="text"/>

Item

List of budget line items for Revenues and Expense

Request Program Year Budget Amount (\$)

Provide the budget for the request year

Previous Program Year Budget Amount (\$)

Provide the expense budget from the previous year (or the last year the program/event was held)



Brief Revenue Descriptions (7 points)

Provide point form, brief notes to support proposed budget. of line items (point form). Some examples include:

- Confirm government funding, sponsorship etc., with Pending or Confirmed.
- Provide a breakdown of a line item
- Provide information on new expense items.
- Provide notes for significant variances between the previous and request year

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.

Section 6: Additional Documents

Use this checklist when preparing and uploading your attachments.

- Board of Directors list (**mandatory**). Include role & titles, length on BOD (**5 points**).
- 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 (5 points)**.
- Program Marketing Material (optional). Poster, flyer, pamphlet, etc.
- Program Specific Material (if applicable)

Section 7: IDEA Form

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

In alignment with the City's IDEA 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.

Section 7: Declaration

On behalf of, and with the authority of the Organization/Applicant named above, in signing this application I/We certify that:



- **I/We Hereby Acknowledge and Declare that all program communications will be sent to the email address provided above and I/We have verified that this email address is correct.**
- **I/We Hereby Acknowledge and Declare that for City Enrichment Fund requests above \$15,000 that the City's total investment from all sources in the program budget shall not exceed 30% of the total program budget per calendar year. I/We agree to track funding from all City departments (departmental budgets, Councillor contributions, area rating, etc.) and to notify the City Enrichment Fund Coordinator immediately if funding exceeds 30% from all City sources in a calendar year to discuss a repayment plan.**
- **I/We Hereby Acknowledge and Declare that for City Enrichment Fund requests less than \$15,001 the City's total investment from all sources in the program budget shall not be equal to 100% of the total program budget per calendar year. I/We agree to track funding from all City departments (departmental budgets, Councillor contributions, area rating, etc.) and to notify the City Enrichment Fund Coordinator immediately if funding exceeds 100% from all City sources in a calendar year to discuss a repayment plan.**
- **I/We Hereby Understand and Agree that the response to the question "Provide a Brief Summary of your program:" will be published as part of the City Enrichment Fund report to City Council and posted on the City of Hamilton website.**
- **I/We Hereby Acknowledge and Declare that I/We have read, understand and agree to be bound by the terms and conditions within the City Enrichment Fund guidelines and the eligibility criteria and further Declare that I/the Organization meets these criteria.**
- **I/We Hereby Agree to accept City Council's funding decision and acknowledge that all decisions regarding the Application are final and binding.**
- **I/We Hereby Certify and Declare that all information provided in this Application is true, accurate and complete in every respect and may be verified by the City of Hamilton by such inquiry as it deems appropriate.**
- **I/We Hereby Certify that I/We are authorized to make this Application on behalf of the Applicant.**
- **I/We Hereby Acknowledge that approved grant amounts may be less than the maximum or requested amount.**
- **I/We Hereby Acknowledge that if this Application is successful, no funds will be released until the Application and the City's budget have been approved by Council.**



- **I/We Hereby Declare that the Applicant has no outstanding City Enrichment Fund Final Reports or other requested follow up material and acknowledges that where it is determined that the Applicant has outstanding Reports or material, the Applicant is ineligible for subsequent funding.**
- **I/We HEREBY Acknowledge and Agree that neither I/We nor the Applicant will have any claim against the City of Hamilton or any of its employees, elected officials, agents, advisors or representatives for anything resulting from the exercise of any or all of the rights set out in the Guidelines. Without limiting the generality of the foregoing, I acknowledge and agree that in no event will the City of Hamilton, or any of its employees, elected officials, agents, advisors, or representatives be liable, under any circumstances, for any claim, or to reimburse or compensate the Applicant in any manner whatsoever, including, without limitation, for the costs of preparing and/or submitting the Application, awarding funding, failing to award funding, refusing an application, loss of anticipated profits, loss of opportunity, or any other matter associated with this Application.**

Submitting Your Application

Once you are ready to submit the application, please review the application. completeness by selecting **'Review'** (bottom right). You will be prompted to review each page. Any incomplete question / field will be clearly marked.

After you apply

- CEF staff will contact you by email or phone should your application have incomplete/missing items.
- If your application receives a fair rating or above (C rating and final score of at least 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 of the following year.
- 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.