City Enrichment Fund (CEF)
2025

Digital Program Area Handbook

City Enrichment Fund

Digital Program Handbook

Objective

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.

All programs funded through the Digital Program will support Hamilton's community vision, Our Future Hamilton. Learn more about Our Future Hamilton.

There is one active stream within the Digital Program:
•   Digital Equity Initiatives

In order to continue work on Equity, Diversity, and Inclusion for the City Enrichment Fund the application form contains questions specific to this initiative that are for data collection purposes only and responses will not be adjudicated and contribute to the overall score for your program.

How to apply for a grant

☐   Read the **City Enrichment Fund General Guidelines** and the **Digital Equity Initiatives Handbook** for details about the program, stream objectives, eligibility and criteria.

☐   Refer to the **Application Details** section in this handbook to learn about expectations for each question and answer for the adjudication process.

☐   Attend an optional workshop led by program staff to learn more about the City Enrichment Fund and Digital Equity Program area guidelines.

☐   Create an applicant profile and submit application(s) online at: https://cityofhamilton.smapply.io/

☐   Complete all sections of the application online and upload all relevant attachments.

☐   Provide any additional information to program staff as requested throughout the application and adjudication/scoring process.

Funding Categories for Digital Program:

Digital Equity Initiatives Stream

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

Description
The Digital Program – Digital Equity Initiatives stream supports the planning, delivery and administration of a variety of initiatives that bridge the digital gap ensuring all City of Hamilton residents have access to the resources, opportunities and skills needed to thrive in our increasingly digital world. Through this Digital Equity Initiatives stream, the CEF program will look to invest in partners who will deliver impactful programs aimed at building community members' digital literacy skills as well as facilitating access to existing opportunities related to internet service, technological devices and digital programming.

Some examples of eligible programs and activities include:

Digital Literacy Programs:
- Increasing equity, skills development and empowerment of Indigenous people, youth, racialized Canadians, older adults, and low-income people.
- Developing and implementing training programs and digital inclusion activities for underserved populations that cover basic, advanced, and applied skills, or other workforce development programs.
- Public education on privacy, digital policy, data governance and understanding algorithms regarding how they shape access to information, rights, and equality.
- Developing digital skills.
- Creating regional associations devoted to media and digital literacy.
- Facilitating the adoption of broadband by underserved populations in order to provide educational and employment opportunities to those populations.

Digital Infrastructure:
- Expanding free publicly accessible Wi-Fi access points across the City of Hamilton.
- Provide affordable internet access to underserved populations at low or no cost, including in urban areas.
- Provide low cost or free equipment and devices, networking capabilities, hardware and software for those in need.
- Construct, upgrade, expand, or operate new or existing public access computing centres for covered populations through community anchor institutions.
- Pilot programs to test proof of concepts, including mesh networks and other technology solutions.
- Research and pilot projects to help define infrastructure business models that are sustainable in low density and dispersed population areas.

Community Leadership:
- Developing of a coalition or ecosystem of groups working on similar issues.
- Policy advocacy and development, including research and evidence to support it.
- Digital Ambassador Programs and/or lobbying for proactive legislative reforms.
- Taking existing research and packaging it in ways that are easily understood by decision makers.
- Countering concentration of power, monopoly issues and data trusts

Digital Equity Initiatives Guidelines

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

Available Funding	**Up to a maximum of $20,000.** CEF does not guarantee that funding is recommended at the full request amount. A passing application does not guaranteed funding. - 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. - The City Enrichment Fund does not fund 100% of program expenses. Application budgets should include diverse revenue in support of the proposed program.
Eligibility	- Not-for-profit, community organization, volunteer organization with non-for-profit goals, whose mandates align with the objectives of the CEF Digital Equity program - The program activities must occur in Hamilton and must benefit the local community - Groups of two or more organizations with similar vision/project ideas may collaborate on projects.
Ineligible Applicants	- Foundations; political parties/organizations; for-profit groups and ventures; individuals; and, religious organizations (except in cases where the applicant demonstrates clear boundaries between religious activities and the budget of the proposed program) - 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	• Retaining external expertise or consultants to work with the applicant on a specific digital equity project or program, including the external experts, consultants, or coaches' fees and travel costs within Ontario • Costs associated with infrastructure projects (e.g. renovations, purchase/lease of buildings) • 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 digital activities • Administration • Insurance • Policing and security cost (except for those costs related to alcohol) • Road Closure expenses • Evaluation
Ineligible Expenses	• 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) • Deficit reduction • Retroactive activity • HST • Expenses for programming that takes place outside of the City of Hamilton

Assessment Criteria	All applicants must be able to demonstrate good use of public funds. Organizations will be assessed separately using the following assessment criteria and weight: **Organizational Capacity** (25%) as demonstrated by: • 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 **Program Merit** (45%) as demonstrated by: • 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 **Community Impact** (30%) as demonstrated by: • 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.

Digital Program Application Details

> Applicants are to apply through the
> **Survey Monkey Apply Online Platform**

- 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

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Page: Application Information Form

1. **Applicant contact information:** List the person to be contacted for clarifications and updates on the status of the application.
2. **Applicant Email:** the provided email address is where all City Enrichment Fund communications will be sent.
3. **Do you have an additional contact person for your organization:** If yes, provide additional contact information details.
4. **Organization/Applicant Full Name:** Please provide the name of the organization that is applying.
5. **Is the Organization/Applicant Legal Name different than above?** If yes provide different name.
6. **Should your application be successful under what name are you able to deposit funds? Legal names of organizations will be made public:** Ensure name provided is able to receive deposits.
7. **Organization Established Date:** Provide date that organization was formed/incorporated.
8. **Organization/Applicant Address:** Organizational address information.
9. **Is your mailing address different from your Organization/Applicant address?** If yes, include additional address information.
10. **Legal Status of Organization (select all that apply).**
    - Not-for-profit
    - Registered charity
    - Individual artist or collective
    - Unincorporated group with not-for-profit goals and governance structure
11. **Registration Number:** If the registered as a not-for-profit or registered charity, applicants will be prompted to include registration numbers.
12. **Is your organization's head office located in the city of Hamilton?** Yes, No, Not Applicable.
13. **Will the program for which you are applying take place within the city of Hamilton?** Yes, No

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Page: Program Information Form

Page 1:

1. **Program Area:** Select 'Digital'
   If you are seeking to apply to a different program area return to the "Program" page of the Grant Portal and select the correct program area.
2. **Is this application for a returning program:** To be considered returning, a program or service must be delivered by the same organization and have received funding through the same CEF program area and stream. Please note if your organization received funding through the appeals process, but not the recommendations process in 2024 it is not considered returning by the program.
3. **Digital Stream:** Select 'Digital Equity'
4. **Would you like to be considered for Multi-Year Funding if eligible?**
   This question will only appear to applications that are returning, and are applying in an eligible stream for Mult-Year Funding.

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5. **Program Name**: Please specify the name of the program, project or service this application is in support of. Please note that "Program" is the general term used in CEF to describe programming, events, services, projects etc.
6. **Provide a brief summary of your program:** Please note that this program will be included in a publicly accessible City of Hamilton Council report. (Max 60 words)
7. **Organization mandate or mission statement:** (Max 200 words)
8. **Provide a brief history of your organization or brief biography** – include important milestones and/or any changes to the organization's direction over time as it relates to objectives of the Digital Program. 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. (Max 250 words)
9. **Provide a detailed description of your program:** (Max 1000 words)
- 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 digital equity in the City.
- Details of key dates and scheduled activities.
- Details of all marketing plans.
10. **Specify how funding from the City Enrichment Fund will be used:** (Max 500 words)
- 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.
- Be specific on which of your expenses will be funded using CEF funding and why these expenses are important to the success of the initiative.

11. **Describe how this program can be scaled should the total funding request not be received.** (Max 500 words)
    The City Enrichment Fund does not guarantee that successful applicants will receive their full grant request. Applicants are asked to confirm how they will adapt to funding amounts below request level.

12. **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).** (Max 500 words)
    Explain how your program will increase digital equity for those in equity deserving communities, identify how you will recruit participants from these communities if applicable?
    - The contribution of the program to further develop digital equity 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

13. **Provide a minimum of three (3) measurable outcomes in support of your program.**
    Provide up to three measurable outcomes of the program that benefit the organization and /or the community as a direct result of your program/services/projects/events.
    - What is the primary goal?
    - What does success look like?
    - How is success measured?   What is the start and end state?
    Ensure that each outcome is measurable. Multiple measures for a single outcome are acceptable. All successful applicants are required to report on the outcomes achieved in the Final Report.

14. **Describe both formal and informal program partnerships. How do these partnerships enhance your program's activities?** (Max. 300 words)
    1. How will you work with other groups? How does this assist your group in achieving its goal?
    2. Note: "other groups" may include but are not limited to; your local, provincial and national organizations, community outreach groups, other digital based not for profits, and for profit organizations relationships and partnerships

15. **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.** (Max 300 words)
    - This may include staff, members of the Board of Directors, and volunteers.
    - What are each team members' skills, education, experience, knowledge and how will their skills (etc.) contribute to the success of the program?

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16. **How does this program enrich the City?** (Max 300 words)
    Consider: What are the benefits and contributions to the community? Please provide information to support your position.

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

Review the City of Hamilton's Community Vision that aligns with this program.
Please click here for a copy of Our Future Hamilton Community Vision

17. Community Vision

Please review the City of Hamilton's Community Vision that aligns with your program <u>here</u>. (Select all that apply)

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

18. Describe how your program is aligned with the community priorities checked above. (Max 200 words)

Page: Program Stream - Specific Questions (Digital – Digital Equity)

1. **Describe how your program will bridge the digital gap ensuring City of Hamilton residents have access to the resources, opportunities and skills needed to thrive in our increasingly digital world**

Page: Multi-Year Funding Form (NEW!)

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. Eligible applicants must indicate MYF within the application. Applicants must download, complete, and re-upload the appropriate 3-year program plan that outlines the program plans over the MYF term.

1. **Does this organization confirm its intention to continue this program annually for the duration of the Multi-Year Funding (3 Years)? Yes/No**
   Selecting no to this question will make your application ineligible for MYF.
2. **Upload 3 Year Programming Outline**
   Download required Program Plan Template: <u>PDF Version</u> or <u>Word Version</u> complete, and then re-upload attachment. Accepted formats: .pdf, .doc, .docx

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Page: Organizational Capacity Form

1. **Organizational Capacity (mandatory).**

Complete the chart that shown on the application form to indicate which of the relevant policies your organization has in place and when they were implemented, reviewed, or updated. If this chart does not appear on your application, please contact Jasleen Arora.

Page: Budget Information

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.

- Grant requests for greater than $15,000 can be no more than 30% of the Total Eligible Program Budget (cash only, excludes in-kind). See *Budget Summary* tab line 22.
- Grant requests for less than $15,000
- It is important that submitted budgets are balanced (program expenses match program revenues). Provide comments for programs that present a budget deficit or surplus on line 28 of the *Budget Summary* tab. (accessed through your online account)
- Please note that this budget is used by all CEF programs. Use the most appropriate line items provided in addition to the "other" spaces available.

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

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)*

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.

Page: Attachments

Use this checklist when preparing and uploading your attachments:
- □ Board Members list (mandatory). Include role & titles, length on BOD
- □ Staff list (optional). Include job titles and whether full or part-time.
- □ Audited 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.
- □ Program Marketing Material (optional). Poster, flyer, pamphlet, etc.
- □ Program Specific Material (if applicable)
- □ Additional Information (optional) (if any)

Page: IDEA Form

Please note that these questions are not used for adjudication scores but rather for data collection only.
- □ **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.**

Page: Declarations
Applicants must agree to all items on the Declaration form in order to submit the application and sign off on the grant submission.

TO SUBMIT YOUR APPLICATION:

- Before submitting your application, you are required to review it by selecting the 'Review' in the bottom right corner of the final page.
- You will be prompted to review each page.
- After reviewing, select the 'Print' option at the bottom of the final page to save a pdf copy of the application for your records.
- Once you have reviewed each page, the bottom right button will now read 'Submit'.

AFTER YOU APPLY:

- CEF staff will contact you by email or phone to confirm the details in your application and ensure your application is complete.
- If your application receives a passing score (above 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 2025.
- 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. In the Final Report, you are required provide the following information:
    - The anticipated vs. actual program budget
    - Examples of any marketing materials, supporting documents, photos, etc. that help tell the story of your initiative and its impact.
    - The measurable outcomes and measures included in your application. You must report on how your initiative achieved this goal by describing the direct or indirect impact of your program or project on your organization or the community.
    - Describe any unanticipated changes made to the delivery or implementation of the program.
    - Describe your learnings from this initiative and provide recommendations to improve this initiative if you were to initiate it again, or if you were going to provide advice others considering a similar initiative.
- 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.