



Hamilton

CITY ENRICHMENT FUND
Digital Program – Digital Equity
Stream
INFORMATION SESSION



The City Enrichment Fund supports the 25 Year Community Vision “Our Future Hamilton” by providing funds across a range of program areas.

CITY ENRICHMENT FUND

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

The City Enrichment Fund (CEF) Program Areas:

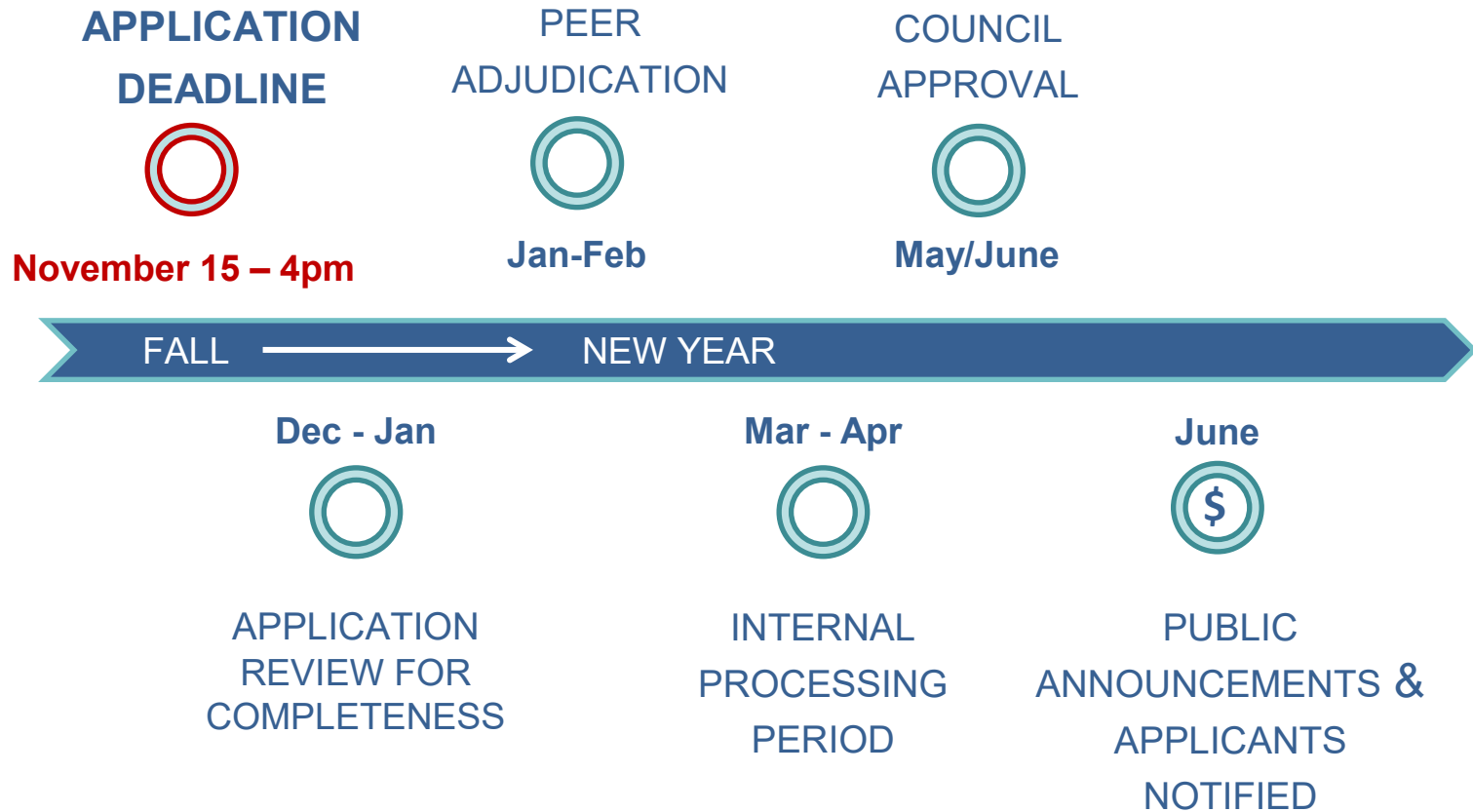
1. Agriculture
2. Arts
3. Communities, Culture & Heritage
4. Community Services
- 5. Digital**
6. Environment
7. Sport & Active Lifestyles



City Enrichment Fund (CEF) Funding Areas

AGRICULTURE	ARTS	COMMUNITIES, CULTURE & HERITAGE	COMMUNITY SERVICES	DIGITAL	ENVIRONMENT	SPORT & ACTIVE LIFESTYLES
Programs and Events	Operating	Events & Established Activities	No one is Hungry or Without Shelter	Digital Equity	Capacity Building	Long Term Development
	Festivals	New 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 Innovation			

TIMELINE AND PROCESS



WHAT IS DIGITAL EQUITY?

There are 2
types of digital
exclusion
experienced in
Hamilton:



Urban-rural gap:

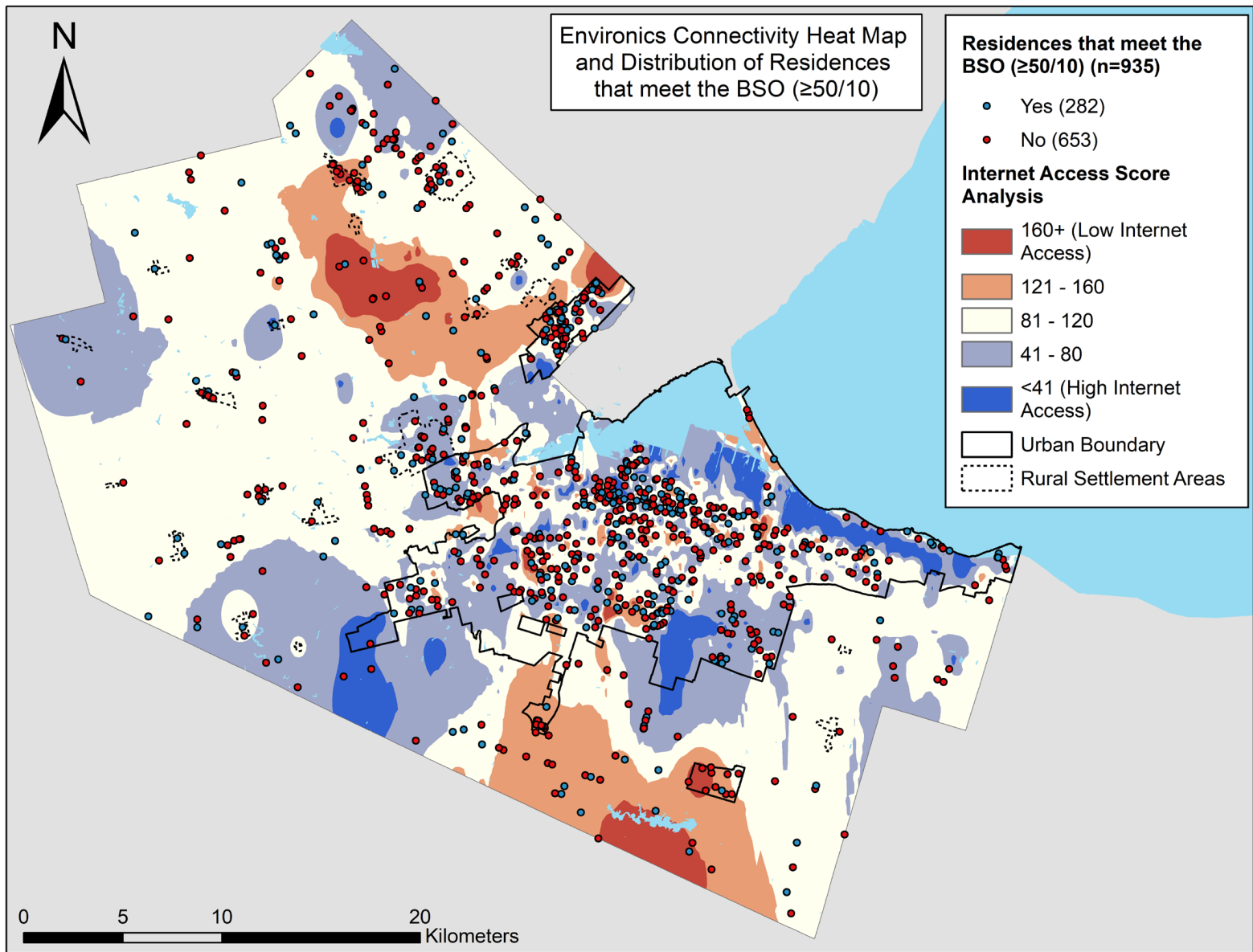
- Disparities in access to broadband internet in many parts of rural and remote Hamilton.



Digital inequality:

- Gap between those who have affordable internet access, the digital literacy/skills to use modern information / communication applications, access to devices versus those who do not.





USE CASE: COVID-19 IMPACT ON DIGITAL DIVIDE?

1. **Impact on Low-Income Residents:** pay for internet or necessities.
2. **Closure of public spaces:** especially those with Wi-Fi capabilities.
3. **Closure of schools:** children lacking universal internet access.
4. **Technology challenges:** rate technology becomes obsolete and the cost of maintaining continuous internet access.
5. **Access to broadband connection:** Many residents do not have access to a broadband connection, and access the internet through smartphones, often using limited discounted plans.
6. **Access to essential medical services:** certain postal codes have high COVID-19 infection rates and low vaccination rates.
7. **Lack of skills:** the decline in industrial employment has led to stranded workers, who do not possess the skills and access to technology to compete in the broadband economy.

DIGITAL Program – Digital Equity Stream

Objective:

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



FOCUS OF DIGITAL EQUITY STREAM

- Support the planning, delivery and administration of a variety of initiatives that bridge the digital gap.
- Ensure all City of Hamilton residents have access to the resources, opportunities and skills needed to thrive in a digital world.
- Invest in partners who will deliver impactful programs that:
 - Build digital literacy skills,
 - Facilitate access to internet service, technological devices and digital programming (improve digital infrastructure)
 - Build community leadership related to digital equity

AVAILABLE FUNDING

- **Up to a maximum of \$20,000.**
- 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. However, applicants may request a larger percentage from the City.
- The City Enrichment Fund does not fund 100% of program expenses. Application budgets should include diverse revenue in support of the proposed program.
- Late submissions will not be accepted.

ELIGIBILITY

The following types of organizations are eligible to apply for the Digital Program within the CEF:

- Incorporated, not-for-profit, community organization, volunteer organization/unincorporated groups with non-for-profit goals and governance structure, whose mandates align with the objectives of the CEF Digital program.
- The program activities must occur in Hamilton and must benefit the local community.
- The organization's head office must be located within Hamilton
- Groups of two or more organizations with similar vision/project ideas may collaborate on projects.
- Applications signed by a City of Hamilton employee will not be considered

INELIGIBILITY

The following types of organizations are ineligible to apply for the Digital Program within the CEF:

- 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.

MULTI-YEAR FUNDING (MYF)

NEW THIS YEAR!

MYF is currently a 3-year pilot program beginning with the 2025 CEF cycle. Multi-Year Funding was identified during the initial build of the CEF program and again during the 2023 community consultation as a long-term strategy to provide sustained equitable funding. It is part of CEF's overall objectives to:

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

The MYF pilot offers qualifying grantees a commitment of funding over 3 years. Providing organizations with predictable and sustained funding through 15/27 funding streams.

MULTI-YEAR FUNDING (MYF)

NEW THIS YEAR!

3 Year Multi-Year Funding Pilot	Applicant	COH Staff
Year 1 (2024 Nov)	Application	Receive and review application
Year 1 (2025 May)	Agreement	Offer year 1 funding to qualifying A rated organizations
Year 2 (2026 Feb)	Interim Report	Review and approve year 2 funding
Year 3 (2027 Feb)	Interim Report	Review and approve year 3 funding
Year 3 (2028 Feb)	Final Report	Review and close multi-year funding period
Next Multi-Year Funding Period	Applicant	COH Staff
Year 1 (2027 Nov)	Application	Receive and review application

MULTI-YEAR FUNDING (MYF)

NEW THIS YEAR!

- **Returning Applicants** to CEF.
- In order to be considered for MYF you must receive an **“A” rating** during the 2025 adjudication period.
- Additional criteria apply including:
 - Applying in a **Program Area and Stream that is eligible** for MYF
 - Events & Established Activities
 - **Opting into MYF consideration** on the application form.
 - Submitting a **3-year Program Plan**. (*Templates for these are within the MYF Form in the Portal, download, complete, and re-upload*).
 - Organizations must be in a **healthy financial position** according to the CEF Financial Review, and, if applicable, providing either a deficit reduction plan or a surplus justification.
 - **Committing to providing the program** or services described in your application over the 3-year MYF period.

MULTI-YEAR FUNDING (MYF)

NEW THIS YEAR!

- **MYF FAQ** is available on the City Enrichment Fund Website and the **CEF General Guidelines**.
- This is a **Pilot Program for 3-year funding**. If successful and approved as permanent, the next intake will be in fall 2027.
- MYF grantees are required to submit a **report each year**, providing updated financial statements, but are not required to reapply for funding until the next MYF intake.
- MYF provides **consistent funding** over the 3-year pilot period. Changes to the overall budget may result in minor increases or reductions.

BEFORE YOU APPLY:

1. Review the CEF General Fund Guidelines and the Digital Handbook (available online).
2. Attend an Information Session or Book 1 on 1 consultation with your Program Manager (Jasleen.Arora@hamilton.ca) for specific questions.
3. If returning to CEF, contact your Program Manager to receive the application feedback from the previous year's adjudication.

WHAT DO YOU NEED TO SUBMIT?

- **Application**

Please review the handbook for a copy of the questions.

- **Program Budget**

Budgets should be realistic, balanced, and represent diverse revenue streams.

Funding Requests over \$15,001 should not exceed 30% of the total budget.

Funding Requests Below \$15,000 cannot be 100% of the proposed program budget.

- **Financial Statements**

Audited Financial statements are required for requests above \$30,000

- **Other Attachments:**

Board Members List (Mandatory) and Staff List (Optional)

Program Marketing Material (Optional)

Program Specific Material (If applicable)

i.e. Most recent annual report, additional marketing material, images, program statistics and data.

Please note, applicants must be in good standing with CEF and must have completed all previous Final Reports before future grant recommendations can be received.

HOW TO APPLY:

1. Create an account (Select 'individual') or login if you already have one in the CEF SMA Grant Portal and complete the application, budget, support materials.
2. Submit before the **15 November 2024, 4pm** deadline.

<https://cityofhamilton.smapply.io/>

APPLY ONLINE

The application portal can be found on the City Enrichment Fund [webpage](#)

CITY ENRICHMENT FUND

2025 Applications Now Available

The 2025 City Enrichment Fund intake period is open from October 1 to November 15 at 4 pm.

[CEF Grant Portal](#) ↗

Additional Support:

Watch the [Demonstration Video](#)

Review the [CEF General Guidelines](#) and [Digital Handbook](#)

Call or email Jasleen Arora with any questions and/or to discuss your application.

ADJUDICATION PROCESS

1. Adjudicators receive all the 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.

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:	Program Merit (45%) as demonstrated by:	Community Impact (30%) as demonstrated by:
<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. 	<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. 	<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.

ADJUDICATION PROCESS

- Applications are assessed based on the assessment criteria specific to each program area and funding stream.
- A minimum of 3 assessors will review and score out of 100.
- **A rating and final score of 80 or above → Excellent Application**
- **B rating and final score between 79 and 70 → Good Application**
- **C rating and final score between 69 and 60 → Fair Application**
- **D rating and final score of 59 and below → Failed Application**
- Funding amounts are dependent on the available budget of the City Enrichment Fund as well as the amount allocated in each program area.

ADJUDICATION PROCESS

After Application Intake Has Closed:

- CEF staff will contact you by email or phone should your application have incomplete/missing items.
- 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.
- 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

FINAL REPORTS

Final Reports may include the following information:

- Financial information with actual program costs
- Statistics
- Program summary
- Results of measurable outcomes
- Summary of City Enrichment Fund acknowledgment

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

APPLICATION TIPS

- Read the grant program and guidelines carefully.
- Contact the program manager to discuss your project.
- Draft, save, and edit your writing in a separate document – give yourself enough time.
- Use clear and direct language.
- Prepare a well-researched budget, ensure it reflects the program you are proposing.
- Submit Support Material (examples of your work) that demonstrate your practice well and if possible, support the project you are proposing.
- Get feedback from your colleagues, review your application before submitting.

CONTACT US

Jasleen Arora

Digital Program Manager

Jasleen.Arora@hamilton.ca

905-546-2424 ext. 2262

Rebecca Frerotte

For general information on the City Enrichment Fund,
contact Rebecca Frerotte, Grant Coordinator

Grant.Coordinator@hamilton.ca

Andrea Carvalho

Advisor, City Enrichment Fund & Community Outreach

Andrea.Carvalho@hamilton.ca



Hamilton

DEADLINE FOR ALL APPLICATIONS
NOVEMBER 15 @ 4:00 PM



To apply visit the CEF webpage: www.Hamilton.ca/CityEnrichmentFund



Hamilton

THANK YOU

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 equipment)
- 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.