



Hamilton

CITY ENRICHMENT FUND

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:

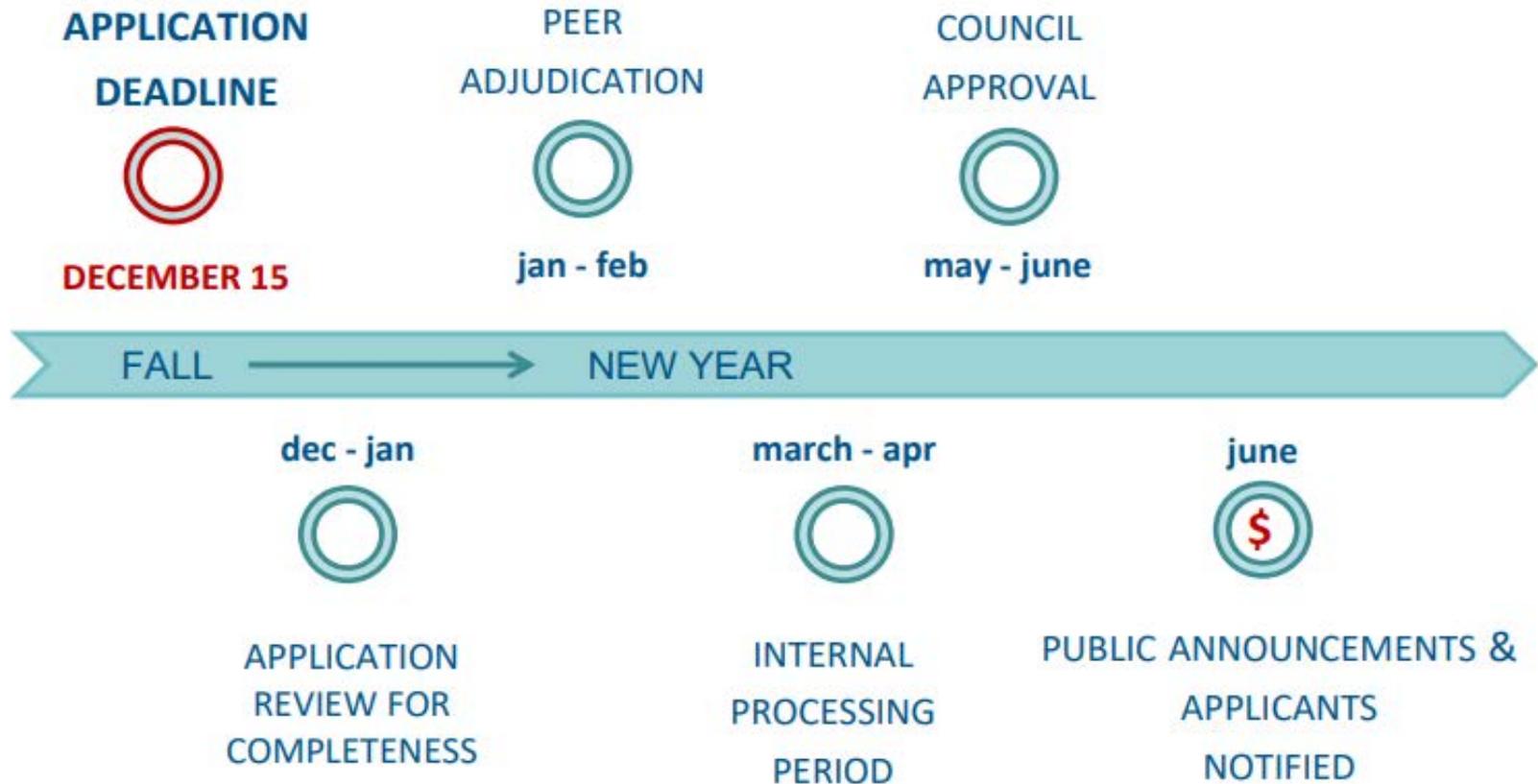
1. Agriculture
2. Arts
3. Communities, Culture & Heritage
4. Community Services
5. **Digital (Pilot)**
6. Environment
7. Sport & Active Lifestyles



City Enrichment Fund (CEF) Funding Areas

Program Areas and Streams						
AGRICULTURE	ARTS	COMMUNITIES, CULTURE & HERITAGE	COMMUNITY SERVICES	DIGITAL (Pilot)	ENVIRONMENT	SPORTS & 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
			Capacity Building			Accessibility
			Everyone Can Age in Place			Active for Life
			Community Capacity Grows			Multi-Sport Hosting
			Everyone Has Someone to Talk To			
			Emerging Needs & Program Innovation			

TIMELINE AND PROCESS



WHAT IS DIGITAL EQUITY?

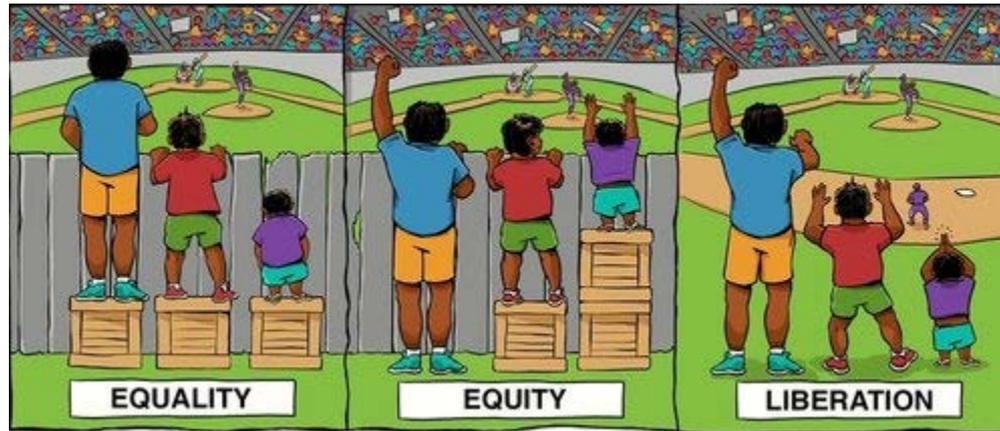
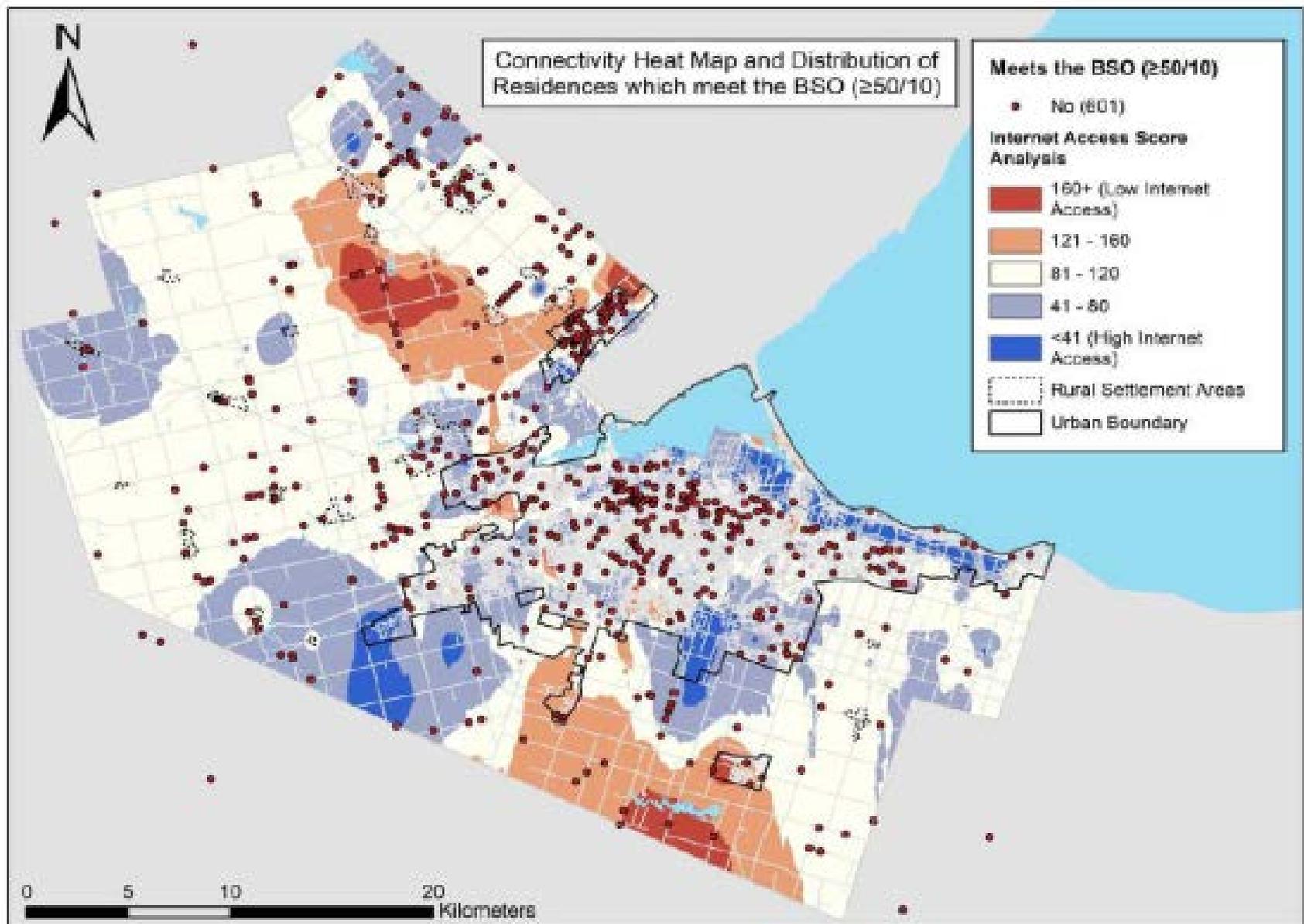


Image Credit: A collaboration between Center for Story-based Strategy & Interaction Institute for Social Change.

- There are 2 types of digital exclusion experienced in Hamilton:
 1. **Urban-rural gap:** disparities in access to broadband internet in many parts of rural and remote Hamilton.
 2. **Digital inequity/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.

FOCUS OF DIGITAL EQUITY STREAM

- Supports the planning, delivery and administration of a variety of initiatives that bridge the digital gap.
- Ensures all City of Hamilton residents have access to the resources, opportunities and skills needed to thrive in a digital world.
- Invests in partners who will deliver impactful programs that:
 - build digital literacy skills,
 - facilitating access to internet service, technological devices and digital programming.

ELIGIBILITY

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

- 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.

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

AVAILABLE FUNDING

Available Funding
NEW to 2024

- **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 guarantee 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.

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.

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:

<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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BEFORE YOU APPLY

HAVE THE FOLLOWING INFORMATION READY:

- Program/Project Name
- Select Program Area & Stream
- Gather applicant E-mail Address (notification letters will be sent to this address regarding outcome of the grant application)
- Organization Name & Legal Name (if different)
- Organization and Project/Program Descriptions & Details
- Create Program Budget

HOW TO APPLY

1. Review the CEF General Fund Guidelines (available online)
2. Determine Program and Funding Stream
3. Review Stream Specific Guidelines and Eligibility
4. Gather Program Budget Information
5. Create an account (Select 'individual') or login if you already have one
6. Contact your Program Manager with any questions
7. Submit before the December 15, 2023 deadline

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

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. A score of 60 or above does not guarantee a recommendation of funds.

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 60 and 79 → Fair Application**
- **C rating and final score below 60 → 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.



Hamilton

DEADLINE FOR ALL APPLICATIONS
NOVEMBER 15, 2023 @ 4:00 PM

Program Manager Contact Information:
Jasleen Arora: jasleen.arora@hamilton.ca



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