



Hamilton

# CITY ENRICHMENT FUND COMMUNITY SERVICES

## How to Complete the Application Form

**Applications Due – November 2, 2022**



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



Hamilton

# General Information Form

# General Information Form

General Information

General Information Form Draft

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**Instructions:**

Please refer to the Program-Specific Handbooks for the City Enrichment Fund (CEF) to confirm the most appropriate program area and program category to make your application for.

If you have been approved for CEF funding in the past, please refer to your previous years' applications to ensure you are applying to the correct program.

Should you have any questions regarding which program area and program category is appropriate for your application please direct them to [Grant.Coordinator@hamilton.ca](mailto:Grant.Coordinator@hamilton.ca)

I reviewed the CEF Program handbooks

Clear

Since score is based on how well an applicant completes the application form following the program handbook is extremely important

# General Information Form

**Program Area:**

Please identify which Program Area your application is for:

- Agriculture
- Arts
- Communities, Culture & Heritage
- Community Services
- Digital
- Environment
- Sport & Active Lifestyles

Clear

SAVE & CONTINUE EDITING

NEXT

Please note that  
you can apply to  
more than one  
stream...

# General Information Form

General Information Form



## Community Services:

NOTE: Applicants who have never applied to the City Enrichment Fund for their program before OR applicants who applied through Emerging Needs category last year (whether the program received funding or not) will continue to apply through this category – proceed to the Emerging Needs Section below. If you are not 100% sure about the category, please contact [csgrant@hamilton.ca](mailto:csgrant@hamilton.ca). Applying through the wrong category may impact how your application is assessed.

## Established Programs

- No One is Hungry or Without Shelter
- Everyone Feels Safe
- Every Child & Family Thrives
- No Youth is Left Behind
- Everyone Can Age in Place
- Community Capacity Grows
- Everyone has Someone to Talk to

## Emerging Needs:

- Emerging Needs & Program Innovation

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Please take note of this box – if you meet these conditions you must apply through the Emerging Needs portal

If you are an established program, please use the same category this year or your application could be considered as “new”

# General Information Form

Is your organization an incorporated not-for-profit?

Yes

No

Clear

Does the program/activity that the funding will be used for provide service to residents of the City of Hamilton?

Yes

No

Clear

Does the program/activity that the funding operate year-round and offer programs that are open to the public and are publicized city wide?

Yes

No

Clear

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To be eligible for funding in the Community Services Stream, an applicant must respond yes to these 3 questions as indicated in the CS guidebook



Hamilton

# Organization Information Form

# Organization Information Form


Reuse data ×

You have previously completed this task. Would you like to reuse the data you provided?

Previous instances

28 Nov 2021 10:00 AM (EST) (Groovy Girls Established) ▼

Overwrite any data I have already added to this task



If you completed an application through our online system last year, you have the option to “reuse” last year’s info. To do so – select add data. If you don’t want to reuse last year’s data, hit cancel. This will be an option for every section except the General Information Form. Note – you can edit the data you reuse You can also use the reuse tab on any page to change you mind and add last year’s data.



# Organization Information Form

Organization Information Reuse data i ...

Organization Information Form ✓ Draft saved

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**Applicant Contact Information**

First Name:

Last Name:

Position/Title:

Phone Number:

Extension:

Program Website:

**Applicant Email:**

**NOTE: The email provided below is where all CEF communications will sent to including any funding decisions. Please double check to ensure it is correct prior to completing this form.**

**Complete ALL relevant sections**

# Organization Information Form

Do you have an additional contact person for your organization?

Yes  No

Clear



## Additional Contact Information

First Name:

Last Name:

Position/Title:

Email Address:

Phone Number:

Extension:

Program Website:

**If the person for whom you provided an email for already is NOT the person the program manager should contact with questions specific to the application, please add an additional contact.**

# Organization Information Form

**Organization Full Name:**

**Is your organization legal name different than the above organization full name?**

Yes  No

**To which name would funds be payable to should your application be chosen to receive funding?**

**Head Office Address**

Street Address:

City:

Province:

Postal Code:

**Is your mailing address different from your head office address?**

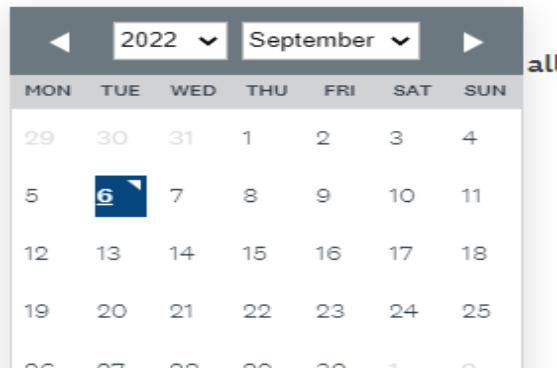
Yes  No

**Complete ALL relevant sections**

# Organization Information Form

Organization Establish Date:

An answer to this question is required.


  


Calendar showing the date selection interface for September 2022. The date 6 is highlighted.

Complete ALL relevant sections

Legal Status of Organization (select all that apply):\*

An answer to this question is required.

- For-profit
  - Not-for-profit
  - Registered charity
  - Individual artist or collective
  - Unincorporated group with not-for-profit goals and governance structure
- 

Be sure you have read the Community Services guidebook as eligibility is different than the general guidelines. Those red circled are not eligible in the CS stream

# Organization Information Form

**Organization mandate or mission statement or artistic statement:**

*Approx. 200 words*

250 Word maximum. Current word count: 0

**Provide a brief history of your organization or brief artistic biography – include important milestones and / or any changes to the organization’s direction over time. 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.**

*Approx. 250 words*

300 Word maximum. Current word count: 0

**Complete ALL sections**

# Organization Information Form

In alignment with the City's EDI 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.

Complete

*Under the Employment Equity Act, the four-employment equity designated groups are: women, Indigenous peoples, persons with disabilities and members of racialized populations (Employment Equity Act - S.C. 1995, c. 44 (Section 3)). Please note: this information is being requested for EDI data collection purposes only and will not be used by reviewers to determine an applicant's score or used by staff in any way during funding allocation processes.*

- Indigenous peoples
- Members of racialized groups
- Women
- Persons with disabilities

Other



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# **Program Information Form and Program Category Specific Question**

# Program Information Form


Reuse data ✕

You have previously completed this task. Would you like to reuse the data you provided?

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# Program Information Form

## Program Information Form

Draft 

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### CEF funding standards:

The maximum amount funding applicants are eligible to receive from all City of Hamilton sources is 30% of the applicant's yearly program budget.

If approved to receive a grant, the funds provided will not exceed 30% of the applicant's eligible program budget.

Okay

Clear

[Complete ALL relevant sections](#)

### Program Name:

*Please specify name of the specific program / activity / event your are requesting funding for on this application.*

# Program Information Form

Total program budget:

\$

Grant / funding amount requested:

Based upon your Total Program Budget, we've calculated the maximum amount of funding from all City of Hamilton sources you can request for this program to be:

\$30

\$



Did you receive funding for this program last year?

Yes  No

**Reminder: CEF can only consider up to a maximum of 30% of a total program budget. For example, if your total program budget is \$100, your request should not exceed \$30.**

# Program Information Form

Program Information Form

25%



## NOTICE:

Based upon your entries on the previous page you are requesting a funding amount exceeding 30% of your program's budget.

Please review your entries to verify you have entered the correct amounts.

Okay

**If your request is greater than 30%, you will receive this warning.**

# Program Information Form



Program Information Form

Reuse data



## Program Information Form

50%

**Provide a brief summary of your program:**

*Approx. 60 words*

The information provided in this box will be public. Please write this section as if the reader is not familiar with your program at all. Try and avoid any acronyms and spell out words people might not know.

**Provide a detailed description of your program:**

*Approx. 1000 words*

As per the CS guidebook, please include the following:

1. Length of time in years the program has been operational.
2. Include specific information on target group, program location and hours of availability.
3. Program Statistics – if your program directly serves people, please provide the total number of clients you have served until September 30th of the current year AND a projection as to how many clients you anticipate serving the following year. If your program is an indirect service, you must still provide program statistics so adjudicators can adequately assess your program.

# Program Information Form

**Specify how funding from the City Enrichment Fund will be used:**

*Approx. 500 words*

Ensure you indicate exactly how funds will be used. For example, will the funds be used for staffing (indicate % of full time equivalent and position), program supplies or subsidized costs? Be sure to specify on what areas funding will be spent and the proportion of the program budget CEF funding will cover for each item. For example .5 staff person..... 10% of program supplies, etc.

**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):**

*Approx. 500 words*

Answer the question as it relates specifically to the program for which you are applying. To be consistent and facilitate evaluation, we are looking for alignment with the following equity seeking groups: Indigenous communities, Persons with disabilities, Francophones, Newcomers and immigrants, Refugees, Ethno-racial communities, LGBTQ community, Geographically underserved areas, Low income individuals/families, and Women. In preparing your detailed response, please consider and describe policies, training, program delivery, physical space, location, and referral processes etc.

# Program Information Form

## What are the measurable outcomes of your program (based on program guidelines)?

*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.*

	Outcome	Measure(s)
1	<p>Please try and identify outcome impacts – those measuring the impact of your program as opposed to process outcomes that quantify only program participation if possible. Do not repeat program statistic measures here also outcomes should be relevant to your program only – NOT the organization</p>	<p>Quantify outcomes either quantitatively (in numbers) or qualitatively (words from program evaluations etc.).</p>
2		
3		<p>Community Serves applicants only require 3 outcomes, please do not provide 4 as adjudicators will not consider it in the scoring of your application.</p>
4		



# Program Information Form

**Describe both formal and informal program partnerships. How do these partnerships enhance your program activities?**

*Approx. 300 words*

The Community Serves stream is looking for formalized (with a MOU) types of partnerships/collaborations and would also like to know which specific networks, planning tables, working groups etc. you are involved in that enhance your ability to deliver this program.

**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:**

*Approx. 300 words*

Provide a list describing who from the organization or community will actually be implementing the program (staff, volunteer, peer, seconded staff or volunteer) and why the organization chose to implement the program in this way. Please be sure to indicate how the individuals implementing will contribute to the success of the program.

# Program Information Form

**How does this program enrich the City?**

Consider:

- What are the benefits and contributions to the community?
- Please provide information to support your position.

*Approx. 300 words*

**As per the guidebook, your response should include all three of the following:  
1. Description of the local community need of your program  
2. Evidence to support the need – include any specific local, provincial, national statistics, best practice evidence, or program evaluations  
3. Description as to how the program delivery method is best suited to deliver this program.**

PREVIOUS

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# Program Information Form

## Community Vision

Please review the City of Hamilton's Community Vision that aligns with your program [here](#).



## Which of our community priorities align with your program?

*(select all that apply)*

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

**3. Be sure to also describe if the program is also aligned with any specific City of Hamilton master plans, action plans or strategies. Consult the guidebook for other relevant plans/strategies .**

**1. Identify the City priority that best fits the program. Select more than one if applicable. 2. Describe “how” the program fits that priority including making reference to specific actions etc.**

# Program Information Form

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

Guidance: Target populations are the audiences or groups that your program aims to intentionally reach through your initiative. If your program does not target a specific population and is generally accessible and open to all residents, please select "Universal access/ No target". Please note: this information is being requested for EDI data collection purposes only and will not be used by reviewers to determine an applicant's score or used by staff in any way during funding allocation processes.

- Universal access/ No target
- Indigenous peoples
- Racialized peoples and communities/ Visible minorities
- 2SLGBTQIA+ peoples and communities
- Women
- Persons with disabilities
- People in poverty or experiencing economic insecurity
- People experiencing housing insecurity or homelessness
- Children [define]
- Youth [define]
- Older adults/ Seniors [define]
- Recent immigrants/ Newcomers/ Refugees
- Non-official language speakers
- Francophone
- Rural and remote communities
- Other underserved people or communities

Please complete following the instructions

# Program Information Form – Category Specific

## ORGANIZATIONAL CAPACITY:

Indicate if your organization has the following policies, plans, or accreditations in place. If an item is not applicable to your organization, please indicate so in the "date last reviewed / Updated" column. Do not submit copies of the documents.

If you answer no, the system requires you to enter a date, please enter today's date.

	Yes/No	Date Last Reviewed/Updated (DD/MM/YYYY)
Organization By-Laws		
Governance Policies		
CEO/ED Performance Review		
Strategic Plan		
Conflict of Interest Policies		
Human Resource Policies		
Financial Policies		
Privacy Policies		
Health and Safety Policies		
Client Complaints Policy		
Anti-Racism Policy		
Access and Equity Policies		
Board Recruitment Policies		
Board Training/Orientation Plan		
Accreditation with an external governing body		

### Notes:

(No response)



Please be sure to add a date even if you don't have a policy or you will get an error message when you try to complete this section or submit



Hamilton

# **Program Budget and Attachments**

# Program Budget



A crucial part of any grant application is the Program Budget.

This overview is to provide you with a snapshot of the key components which the CEF program budget requires...

# Program Budget – Preparing the Budget

## **Step 1: Understand the Grant Application Requirements**

Refer to the Community Services handbook to understand K eligible and ineligible items related to your program.

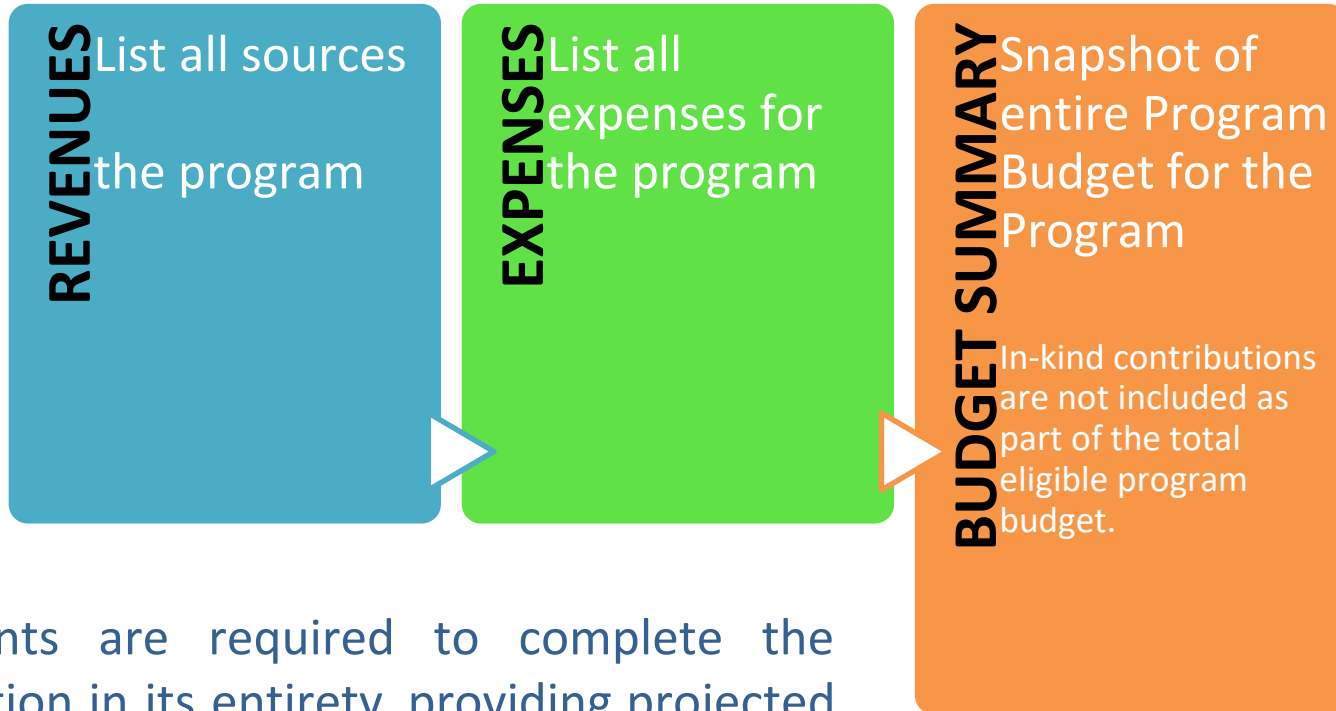
## **Step 2: Take time to Calculate and Determine Costs**

What exactly will the money for your program be used for? How much will it cost

## **Step 3: Make Sure Your Budget Aligns with Your Program Description and Request**

# Program Budget – Components

The CEF Program Budget is separated into 3 main distinct sections; Revenue, Expenses and Budget Summary.



Applicants are required to complete the application in its entirety, providing projected values for the current funding year and actuals for the prior reporting Period.

# Program Budget – Justifications

Be clear and specific in justifying expenses. For example, just listing equipment or admin expenses is vague.

Your program budget should be able to showcase your project in monetary terms. Think of specifics. Below are some examples:


- Salaries and Wages
- Supplies and Materials
- Equipment
- Travel
- Other Direct Costs
- Facilities and Administrative Costs



# Program Budget – Revenues

**Note: Column A is populated by the system, you will need to complete Columns B-D.**


## Revenue

Column B	Column C	Column D
<p>Provide the program revenue budget for the request year</p> 	<p>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.</p>	<p>Provide a brief explanation of line items, such as:</p> <ul style="list-style-type: none"><li>○ Confirm government funding, sponsorship, etc.</li><li>○ Provide a breakdown of a line item (<i>e.g. annual membership fee x number of members</i>)</li><li>○ Provide notes for significant variances between the previous and request year</li></ul>

**Note: This is just an example, you will need to complete these sections for every entry you make**

# Program Budget – Expenses

Note: Column A is populated by the system, you will need to complete Columns B-D.


<u>Expenses</u>		
Column B	Column C	Column D
<p>Provide the anticipated program expense budget for the request year.</p> 	<p>Provide the program expense budget from the previous year or the last year the program was delivered.</p>	<p>Provide a brief explanation of line items, such as:</p> <ul style="list-style-type: none"><li>○ Breakdown of a line item (<i>e.g. staff hourly rate x number of hours to be worked</i>)</li><li>○ Provide information on new expense items</li><li>○ Provide notes for variances between columns B and C (<i>i.e. Anticipating an increase of external consultant's hourly rate</i>)</li></ul>

Note: This is just an example, you will need to complete these sections for every entry you make

# Attachments

- Board of Directors list (**mandatory**). Include role titles, length on the Board
- Audited Financial Statements (mandatory)
- Annual Report (mandatory)
- Staff list and Organizational charts optional
- Program Marketing Material -- Poster, flyer, pamphlet --optional
- Program Specific Material – optional
- Additional uploads as required or requested
- Naming convention for uploaded attachments:  
**Organization Name – Program Name – Description of what is being uploaded (financial statements, stats, annual report etc.)**

# IMPORTANT LINKS AND RESOURCES

- Read both General and Community Services Program specific Guidelines  
[City Enrichment Fund - General Guidelines](#)  
[Community Services Program Specific Guidelines](#)
- Apply Online Icon on CEF website or use link - Applications Due November 2, 2022  
<https://cityofhamilton.smapply.io/> 
- How to complete the form general overview (not Community Services specific)  
<https://www.youtube.com/watch?v=eQjFwFtsA1Y&t=35s>
- To help you prepare your financial information in general  
[General Program Budget Information](#)
- Please check the specific Community Services Stream tab on the CEF website for updated resources  
[Community Services Program Specific Information](#)



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DEADLINE FOR ALL APPLICATIONS

**NOVEMBER 2, 2022**

Have more questions?

Contact: Carmen Rachelle Bian – Community Services Program Manager  
905 9734861 [csgrant@hamilton.ca](mailto:csgrant@hamilton.ca)



To apply visit the CEF webpage: [www.Hamilton.ca/CityEnrichmentFund](http://www.Hamilton.ca/CityEnrichmentFund)