CITY ENRICHMENT FUND
2023 COMMUNITY SERVICES

Contents

COMMUNITY SERVICES PROGRAM AREA

To invest in both established and emerging community programs that meet identified community needs, build community capacity, and support the City of Hamilton's strategic priorities 2016-2025 – Our Community Vision.

FOLLOW THESE STEPS TO APPLY FOR A GRANT

☐ Read the City Enrichment Fund Genderal Guidelines
☐ Read and the Community Services Handbook in order to identify areas that differ from the Geneal Guidelines
☐ Use the Application section of this handbook when writing your application. Print that section or be sure to have it readily available to consult during application completion
☐ Complete all sections of the application online
☐ Upload all mandatory documents (use the checklist to confirm that you have submitted all attachments) and any other items you would like the

DEFINITIONS:

Returning Applicant	• An applicant that received funding from the City Enrichment Fund in the previous year of funding (regardless of Established or Emerging Needs stream)
New Applicant	• An applicant that has not previously received funding for the program for which they are applying regardless of how long ithe organization or program has been operational
Established Program	• Includes all funded programs transitioned from the Community Partnership Program in 2014 with more than 5 years of consecutive funding • Programs funded through the Emerging needs category that have been approved for funding for 5 consecutive years with a program score of 80 points or higher each year.for the same program.
Emerging Needs Program	• All new program funding requests made by applicants to the Community Services stream • Programs approved for funding in the Emerging Needs category in a previous grant year, that do not meet the criteria to transition to the Established Program category

	• Transition requirements: 5 years of consecutive funding for the exact same program in this category with a program score of 80 points or higher each year .

COMMUNITY SERVICES - ELIGIBILITY GUIDELINES – ALL STREAMS

These guidelines are in addition to the City Enrichment Fund General Guidelines and may be slightly different.

Eligibility	• Not-for-profit organizations – *unincorporated groups with not-for-profit goals and governance structure are not eligible under the Community Services Stream*
	• Organizations with a charitable number
	• Programs must provide service to residents of the City of Hamilton. Programs that operate in Hamilton, but service clients who reside outside Hamilton on not eligible.
	• Applicants must operate year-round and offer programs that are open to the public and publicized city wide.
Ineligible Applicants	• For-profit organizations and ventures
	• Religious activities
	• Religious organizations except in cases where the applicant demonstrates clear boundaries within both its program and budget, between religious activities and the program requesting a cash grant.
	• Political parties, Hospitals, Foundations
	• Funding bodies or organizations that act in the capacity of a funding agency that make financial allocations or contributions to other groups such as service clubs, private and non-profit charitable foundations or for profit charitable foundations.
	• Fundraising activities
	• 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.
	• Applicants deemed ineligible will be assigned a DNQ – Does Not Qualify

Eligible Expenses – Reminder City Enrichment Funding is the maximum 30% per program budget	• Administration costs • Program Delivery costs
Ineligible Expenses	• Costs associated with capital projects, e.g. equipment, renovations, purchase of buildings. • Deficit reduction - or to make up funding shortfalls resulting from programs of any kind. • Costs associated with replacing subsidies, continuing sources of funding or revenues including use of reserves or accumulated equity, nor will it replace payments, which could be made under purchase of service agreements. • Property taxes will not be added as a separate program. Taxes are to be included as part of the operating costs when calculating the budget and required funding. • Costs associated with research, program evaluation, needs assessments, development of fundraising plans. • Retroactive activity • HST

UNDER WHICH COMMUNITY SERVICE STREAM SHOULD YOU APPLY?

☐ Your program was approved for funding from the City Enrichment Fund as a returning program within one of the approved funding priority categories (A-G) ☐ Categories A-G includes the following streams: A – No One is Hungry/Without Shelter, B – Everyone is Safe from Violence, C- Every Child & Family Thrives, D – No Youth are Left Behind, E – Everyone Can Age in Place, F – Community Capacity Grows, G – Everyone has Someone to Talk to.	☐ You have never applied to the City Enrichment before ☐ You applied to the Emerging Needs stream in the previous grant year and was awarded funding ☐ You applied to the Emerging Needs stream in the previous grant year, but were not awarded any funding ☐ You have consistently applied to the emerging stream category but were **NOT** specifically notified by the program manager to apply to an alternate stream for the upcoming grant cycle

Established Programs Stream A-G	**Emerging Needs Funding**

ESTABLISHED PROGRAMS :

Objective
- To provide funding stability to established community programs delivered year round with identified funding priorities.
- Applicants will apply through the funding streams A-G identified on the City Enrichment Fund online platform.
- All new requests for funding must apply through the Emerging Needs stream.

Streams - Community Services Established Programs

A.   No one is hungry or without shelter
- Programs that address food security by providing access to food for low income individuals/families.
- Programs that attempt to secure or retain affordable housing primarily for low income individuals/families.

B.   Everyone feels safe
- Community based programs that support children and adults who have experienced physical, sexual, emotional, and financial abuse.

C.   Every child and family thrives
- Programs that promote healthy child development and positive interaction with parents/significant others.
- Programs that provide opportunities for children facing barriers to social skill development.

D.   No youth is left behind
- Programs for at risk youth assisting with housing, counselling, addictions, or drop in programs.

E.   Everyone can age in place
- Community programs that support seniors or those requiring long term care to remain in their homes.

F.   Community capacity grows
- Programs that support the community overall through outreach, community development, volunteer management, or information and referral.

G.   Everyone has someone to talk to
- Connecting individuals and families with community counselling programs.

EMERGING NEEDS PROGRAMS

Objective
- To foster community programs that identify new emerging community needs, underserviced target groups, areas, or service delivery innovation.
- Due to the dynamic nature of funds in the emerging needs category, funding will be allocated based on scores in each granting year. Applicants approved for funding under emerging needs in a previous year may apply to emerging needs the following year, but the application will not be prioritized over other applications.

Description
- Provides program funding for programs operating year round
  .

Identified Funding Priorities

Programs requesting funding from the emerging needs stream must be **aligned** with streams described under Established programs.. <mark>**Requests not aligned with these priorities will be deemed ineligible**</mark>.

APPLICATION QUESTIONS – ALL STREAMS

General Information Form:
Complete all questions in this section.

Organization Information Form:
Complete all questions in this section.
- ☐ **Brief history of the organization**. *Please also indicate how the long the program for which you are applying to CEF for has ben operational in years.*

Program Information Form:
Complete all questions in this section.
- ☐ **Program description in 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.

- ☐ **Detailed Program description in approximately 1,000 words.**
  Please ensure you include the following information in your response:
  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.

☐ **How will City Enrichment Funding be used? 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% og program supplies, etc.

☐ **Increasing Community Participation in 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: In preparing your detailed response, please consider and describe policies, training, program delivery, physical space, location, and referral processes etc.
   - ☐ Indigenous communities
   - ☐ Persons with disabilities
   - ☐ Francophones
   - ☐ Newcomers and immigrants
   - ☐ Refugees
   - ☐ Ethno-racial communities
   - ☐ LGBTQ community
   - ☐ Geographically underserviced areas
   - ☐ Low income individuals/families
   - ☐ Women

☐ **Outcomes**
Applicants to the Community Services stream must provide three specific outcomes **that relate only to** the **program you are seeking funding** for, **do not** include organizational outcomes. Make sure the item is clear, relates to your program and is measurable. Provide a list of **how** the outcome will be measured. Although not indicated on the question, please include any data results. Fuller reports could be submitted as an additional uploaded attachment.

☐ **Partnerships/Collaborations – 300 words**
Although the question specifies that informal partnerships can be included, please **do not** include these in your responses to the Community Services stream. We will be looking more for formalized (with a MOU) types of partnerships/collaborations. We also would like to know which specific networks, planning tables, working groups etc. you are involved in that enhance your ability to deliver **this** program.

☐ **Team Members and Program Implementation in approximately 300 words.**
Provide a bulleted 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.

☐ **How does this program enrich the city? Approximately 300 words.**
Your response should include all three of the following:

☐ Description of the local community need

☐ Evidence to support the need – include any specific local, provincial, national statistics, best practice evidence, or program evaluations

☐ Description as to how the program delivery method is best suited to deliver this program.

Community Vision

☐ Identify the City priority that best fits the program. Select more than one if applicable.

☐ Describe "how" the program fits that priority including making reference to specific actions etc.

☐ Describe if the program is also aligned with any specific City of Hamilton master plans, action plans or strategies

☐ Examples of other relevant plans for Community Services includes:
Housing Homeless Action Plan
Hamilton's Plan for an Age Friendly Community
Hamilton Children's Charter
Hamilton's Community Safety and Well-Being Plan
Hamilton's Urban Indigenous Strategy
Hamilton's Food Strategy
Hamilton Youth Strategy

Community Services Program Specific Question

To help us assess the organizational capacity of your organization, please indicate whether you have the following plans, policies or initiatives and when they were last reviewed or revised. Specify the last revision date.

☐ 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

Also include the date that each of the policies you selected were last reviewed.

Program Budget

Complete all budget information. Please consult the Program Budget Overview and
 and the excel budget form template to use to help complete this section.

DECLARATION

Please review all elements and have the appropriate signing authorities sign off on your submission. City of Hamilton employees can not sign a CEF submission.

ATTACHMENTS

Use this checklist when preparing and uploading the attachments
- ☐ Board of Directors list **(mandatory)**. Include role titles, length on the Board
- ☐ Staff list **(mandatory).** Include job titles and whether full or part-time
- ☐ Audited Financial Statements/Unaudited financial statements **(mandatory)**
- ☐ Program Marketing Material **(mandatory)**. Poster, flyer, pamphlet
- ☐ Program Specific Material (if applicable) x 2. Most recent Annual Report or additional marketing material
- ☐ Additional uploads as required or requested

ASSESSMENT PROCESS

- ☐ Every application is scored out of 100 : Organizational Capacity 30%, Program Merit 40% and Community Impact 30%
- ☐ Each application is reviewed by up to 3 reviewers
- ☐ Applicants will be notified as to the status of their application by June 30th