



Hamilton

2024

City Enrichment Fund  
Agriculture Program Handbook



# City Enrichment Fund

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## Agriculture Program

### Objective

To support organizations, events and activities that engage the public to strengthen and celebrate agriculture and its contribution to the economy and quality of life in Hamilton. To encourage action-oriented initiatives across the agriculture community that maintains and builds the strength of the sector.

All programs funded through the Agriculture Program will support Hamilton's community vision, Our Future Hamilton. [Learn more about Our Future Hamilton.](#)

There is one active stream within the Agriculture Program:

- Programs & Events

Funding amounts for individual grants are dependent on the City Enrichment Fund budget amount of money approved by Council for the current budget year.

### How to apply for a grant

- Read the **City Enrichment Fund Guidelines** and the **Agriculture Programs & Events Handbook** for details about the program, stream objectives, eligibility, and criteria.
- Refer to the **Application Details** section to learn about expectations and values for each question and answer for the adjudication process.
- You will be required to complete all sections of the application online.
- Upload all documents (use the checklist to confirm that you have submitted all attachments).



## **Important Dates and Timeline**

November 1, 2023	Application submission period open Guidelines and handbooks available online
November to December 2023	Public information and drop-in sessions
December 15, 2023 – 4pm	Application deadline
Late Spring 2024	Funding recommendations are submitted in a report to the Grants Sub-Committee, then to Audit, Finance and Administration with Final Approval to City of Hamilton Council
Late Spring to Early Summer 2024	Applicants are notified of results. A funding agreement is included with notifications to successful applicants
November 1, 2024	Final Submission date for 2023 Funding Agreement Forms
Early 2025	Grantee Final Reports

## **Funding Categories for Agriculture Program**

### **Programs & Events Stream**

#### **Objective**

To support activities that promote, educate and celebrate agriculture and its contribution to the economy and quality of life in Hamilton delivered by agricultural and rural-based not-for-profit organizations.

#### **Description**

The Agriculture Program – Events & Programs stream supports the planning, delivery and administration of a variety of activities (programs & events) that provide opportunities for participation in and the celebration and education of agriculture and the rural way-of-life. Programs & Events may occur on a reoccurring basis (e.g. annual, seasonally, etc.).



### **Agriculture – Program & Events Guidelines**

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

<p><b>Available Funding</b> <b><u>NEW to 2024</u></b></p>	<p>CEF does not guarantee that funding is recommended at the full request amount. A passing application does not guaranteed funding.</p> <ul style="list-style-type: none"> <li>• Funding up to a maximum of \$35,000 is available</li> <li>• Funding Requests Over \$15,001: Funding requests should not exceed 30% of the total program budget.</li> <li>• Funding Requests Below \$15,000: CEF funding requests cannot be 100% of the proposed program and must demonstrate additional funding / revenue sources.</li> </ul> <p>The City Enrichment Fund does not fund 100% of program expenses. Application budgets should include diverse revenue in support of the proposed program.</p> <p><b>Note: Audited Financial Statements are required for grant requests greater than or equal to \$30,000.</b></p>
<p><b>Eligibility</b></p>	<p>The organization must be an incorporated not-for-profit agriculture or rural-based organization or unincorporated group with not-for-profit goals and governance structure.</p> <p>The organization must have their head office in the city of Hamilton and/or the majority of their activities must occur within Hamilton. The organization must operate year round (where applicable) and offer programs and services that are open to the public and widely publicized in the city of Hamilton.</p>



<b>Ineligible Applicants</b>	<ul style="list-style-type: none"><li>• Organizations that do not have an agriculture or rural-based mandate.</li><li>• Religious or political organizations.</li><li>• Individuals</li><li>• For-profit organizations and ventures.</li><li>• 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.</li></ul>
<b>Eligible Expenses</b>	<ul style="list-style-type: none"><li>• Volunteer costs (e.g. training, food, non-alcoholic beverages, distinctive clothing)</li><li>• Logistical, production and technical requirements (except for alcohol related costs)</li><li>• Costs including supplies, fees, and expenses for demonstrators, educators, and performers of agricultural activities</li><li>• Marketing promotion and audience development</li><li>• Administration</li><li>• Insurance</li><li>• Policing and security cost (except for those costs related to alcohol)</li><li>• Road Closure expenses</li><li>• Evaluation</li></ul>
<b>Ineligible Expenses</b>	<ul style="list-style-type: none"><li>• Alcohol and associated expenses (permit fees, police, fencing, etc.)</li><li>• Ongoing operations (e.g. salaries, wages, travel, supplies, material, fundraising, marketing, governance, and other costs related to ongoing operations)</li><li>• Costs associated with capital projects (e.g. equipment, renovations, purchase of buildings)</li><li>• Deficit reduction</li><li>• Retroactive activity</li><li>• HST</li><li>• Expenses for programming that takes place outside of the City of Hamilton</li></ul>



<b>Assessment Criteria</b>	<p>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> <p><b>Organizational Capacity (25%)</b> as demonstrated by:</p> <ul style="list-style-type: none"><li>• An active Board of Directors providing a proper stewardship role</li><li>• Effective fiscal checks and balances</li><li>• Evidence of thoughtful planning towards the organization’s vision</li><li>• Proactive strategies with appropriate and updated policies</li><li>• Good financial health</li><li>• History of its commitment to the Hamilton community</li></ul> <p><b>Program Merit (40%)</b> as demonstrated by:</p> <ul style="list-style-type: none"><li>• Effective and safe execution, in compliance with your organization’s vision</li><li>• The target group that is benefiting from this request</li><li>• The quality in what will be offered / provided to the community</li><li>• Benefits beyond the immediate request</li><li>• Demonstrating what you will do to ensure program/project success</li></ul> <p><b>Community Impact (35%)</b> as demonstrated by:</p> <ul style="list-style-type: none"><li>• Project alignment with the City’s strategic goals.</li><li>• A need within the community.</li><li>• The types of partnership that will be developed.</li><li>• The evaluation and reflection upon project completion.</li></ul>
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## **Applying Online**

City Enrichment Fund applications must be submitted online at [www.hamilton.ca/cityenrichmentfund](http://www.hamilton.ca/cityenrichmentfund). Applicants are able to create a profile, review applications, find application handbooks, upload support material and attach documents on the online submission platform.

Browser requirements:

- Internet Explorer 9.0 and above
- Microsoft Edge
- Firefox 4.0 and above
- Safari 5.0 and above
- Chrome 4.0 and above

Applicants out of country will not be able to access the application form on-line for security safety.

## **Programs & Events application details**

- 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

### **Page: General Information**

**Program:** select 'Agriculture'

**Program Category:** Choose Programs & Events

**Is your organization classified as one of the following:**

- Incorporated not-for-profit agriculture
- Rural-based organization
- Unincorporated group with not-for-profit goals and governance structure.

**Is your organization's head office located in the City of Hamilton and/or the majority of your organization's activities occur within the City of Hamilton?**

Yes/No

**Does your organization operate year-round (where applicable), and offer programs and services that are open to the public that are widely publicized in the city of Hamilton?**

Yes/No



In an effort to better understand the City's local community, do any Board members within your organization publicly self-identify as the following? Please check all that apply.

## Page: Organization Information

### Applicant Contact Information

**Additional Contact Persons** (We recommend including a secondary contact for your organization)

### 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

### Organization Establish Date

### Legal Status of Organization (select all that apply)

### Organization's Mission or Mandate Statement. 7 points

- Describe what is your organization trying to achieve (vision)
- Why does your organization exist?

### Provide a brief history of your organization. 8 points

- What makes your organization unique or important to the Hamilton community?
- What has your organization achieved (number of years servicing the community, milestones that you are proud of as an organization)?

## Page: Program Information

**Name of Program:** Name of program/event/activity

**Total Program Budget:** Total expenses (excluding in-kind). Must match the Total Eligible Program Budget – Current Year Eligible

**Grant Funding Request Amount:** Must match request amount in the application





**Did you receive funding for this program last year?**

Yes/No

**Brief Summary in 60 words. Not Scored**

- This description will be published as part of your organization's City Enrichment Fund Application Summary Report and is not scored (please note this response forms a part of a public facing document).

**Provide a detailed description of your program (Approx. 1000 words). 10 points**

- 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 the agriculture sector in the City.
- Details of key dates and scheduled activities.
- Details of all marketing plans.

**Specify how funding from the City Enrichment Fund will be used. (Approx. 500 words). 7 points**

- 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.

**How will your program increase community participation? (Approx. 500 words). 5 points**

- Details on the following:
  - The contribution of the program to further develop the agriculture sector 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

**What are the measurable outcomes of your program? 10 points**

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.

Provide up to three measurable outcomes of the program that benefit the organization and /or the community.



- What is the primary goal?
- What does success look like?
- How is success measured? What is the start and end state?

**Describe both formal and informal program partnerships. How do these relationships enhance your program activities? (Approx. 300 words). 10 points**

- How will you work with other groups? How does this assist your group in achieving its goal?
- Note: “other groups” may include but are not limited to; your local, provincial and national organizations, community outreach groups, other agricultural based not for profits, and for profit organizations relationships and partnerships.

**List the team members that will ensure your program is well managed and achieves your desired goals. Include a brief explanation of how their expertise / specialization will make your program a success. (Approx. 300 words). 5 points**

- Describe the Board of Directors and how they reflect the community the organization serves.
- Information on the organization’s staff and lead volunteers describing their expertise and background.

**How does this program enrich the city? (Approx. 300 words). 10 points**

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

**Your Program and the City’s Community Vision**

**What City of Hamilton’s community priorities does your program align with:**

- |   |   |
|---|---|
| <input type="checkbox"/> Culture and Diversity                  | <input type="checkbox"/> Healthy & Safe Communities           |
| <input type="checkbox"/> Economic Prosperity & Growth           | <input type="checkbox"/> Clean and Green                      |
| <input type="checkbox"/> Community Engagement and Participation | <input type="checkbox"/> Built Environment and Infrastructure |

**Describe how your program is aligned with the community priorities chosen. (Approx. 200 words). 5 points**

**In an effort to ensure City Enrichment funds are better serving local community needs, please identify the target population for the specific program for this application. Please check all that apply. Not Scored**



**Page: Program Specific - Agriculture**

**Describe the way your organization’s program will create educational opportunities for youth in Hamilton to become engaged and involved with agriculture and/or local food in 300 words. 6 points**

- Provide details on youth programming and partnerships to encourage youth involvement agriculture.

**Page: Budget Information**

1. Funding Requests Over \$15,001: Funding requests should not exceed 30% of the total program budget.
2. Funding Requests Below \$15,000: CEF funding requests cannot be 100% of the proposed program and must demonstrate additional funding / revenue sources.
3. It is recommended that submitted budgets are balanced. Provide comments for programs that present a budget deficit or surplus under Budget Form Notes.
4. Please note that this budget is used by all CEF program areas. Use the most appropriate line items provided in addition to the blank spaces listed as ‘other’.

Example:

Item	Current Program Year Amount (\$)	Previous Program Year Actuals (\$)	Brief Explanation of confirmed amounts, rentals etc.
Membership Fees			
Admission Fees			
Sales & Commissions			

**Item**

List of budget line items for Revenues and Expense

**Current Program Year Budget Amount (\$)**

Provide the budget for the request year

**Previous Program Year Budget Amount (\$)**



Provide the expense budget from the previous year (or the last year the program/event was held)

**Budget Notes - Brief explanation**

Provide point form, brief notes to support proposed budget. of line items (point form). Some examples include:

- Confirm government funding, sponsorship etc., with Pending or Confirmed.
- Provide a breakdown of a line item
- Provide information on new expense items.
- Provide notes for significant variances between the previous and request year

**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 of Directors list (**mandatory**). Include role & titles, length on BOD
- Staff list (optional). Include job titles and whether full or part-time.
- 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)

**Page: Declaration Form**

**Communications** (confirming correct email)

**Have you received funding from other sources within the City of Hamilton?**

Yes/No

**Outstanding CEF Final Reports:**

Yes / No

**Declaration**

One signature required



## Submitting Your Application

Once you are ready to submit the application, please review the application. completeness by selecting **'Review'** (bottom right). You will be prompted to review each page. Any incomplete question / field will be clearly marked.

## After you apply

- CEF staff will contact you by email or phone should your application have incomplete/missing items.
- 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 2023.
- 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.
- 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.