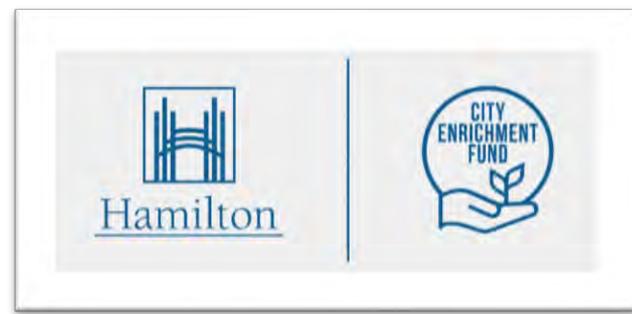# CITY ENRICHMENT FUND
COMMUNITY SERVICES
Program Overview

Applications Due – December 15th, 2023

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

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

o The City Enrichment Fund is the overall name for the City of Hamilton's municipal investment in a wide range of program areas that support the City's strategic plan -Our Future Hamilton - Community Vision.

o It is comprised of program areas, streams, and categories.

-- **Program Areas:** The seven unique sector areas are served by the City Enrichment Fund.

-- **Funding Streams:** Specific grants available within each program area.

-- **Categories:** There are categories within funding streams.

o Please refer to the individual program handbook for details.

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 (*New – Pilot)
6. Environment
7. Sport & Active Lifestyles

City Enrichment Fund (CEF) Funding Areas

Program and Stream Overview

AGRICULTURE	ARTS	COMMUNITIES, CULTURE &	COMMUNITY SERVICES	DIGITAL (New – Pilot)	ENVIRONMENTAL	SPORTS & ACTIVE LIFESTYLES
1. Programs and Events	1. Arts Operating	1. Events & Established Activities	1. No one is Hungry or Without Shelter	1. Digital Equity	1. Capacity Building	1. Long Term Athlete Development
	2. Arts Festivals	2. New Projects	2. Everyone Feels Safe		2. Projects & Programs	2. Sport Awareness
	3. Capacity Building	3. Capacity Building for Cultural Organizations	3. Every Child and Family Thrives			3. Capacity Building
	4. Creation & Presentation		4. No Youth Is Left Behind			4. Sport Development/ Inclusion
			5. Everyone Can Age In Place			5. Accessibility
			6. Community Capacity Grows			6. Active for Life
			7. Everyone Has Someone to Talk To			7. Multi-Sport Hosting
			8. Emerging Needs & Program Innovation			

Hamilton

Timeline and Process

**CEF Application Intake Period
(Fall)**

**Application Processing & Financial Reviews
(Winter)**

**Adjudication of Applications
(Winter)**

**Internal Processes
(Spring)**

Grants Sub-Committee/Council Recommendation Review Meeting (Spring May/June)

Eligibility – Two Levels

o **General-Guidelines** - Applies to ALL applicants

o **Funding Requests:**
   - CEF does not guarantee that funding is recommended at the
    full request amount
   - A passing application does not guarantee funding
   - CEF does not fund 100% of any program

o **30% Funding Maximum Funding :**
   - Requests $15,000 or less – exempt
   - 30% rule still applies for requests > $15,001

o **Community-Services-2024-Handbook**

Community Services – Specific Eligibility Criteria

- 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.

Community Services – Who is NOT eligible to apply

- For-profit organizations and ventures + Fundraising activities

- Religious activities unless the applicant demonstrates clear boundaries between the religious activities and budget of the program requesting a grant.

- Public agency, 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.*

- *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 etc.*
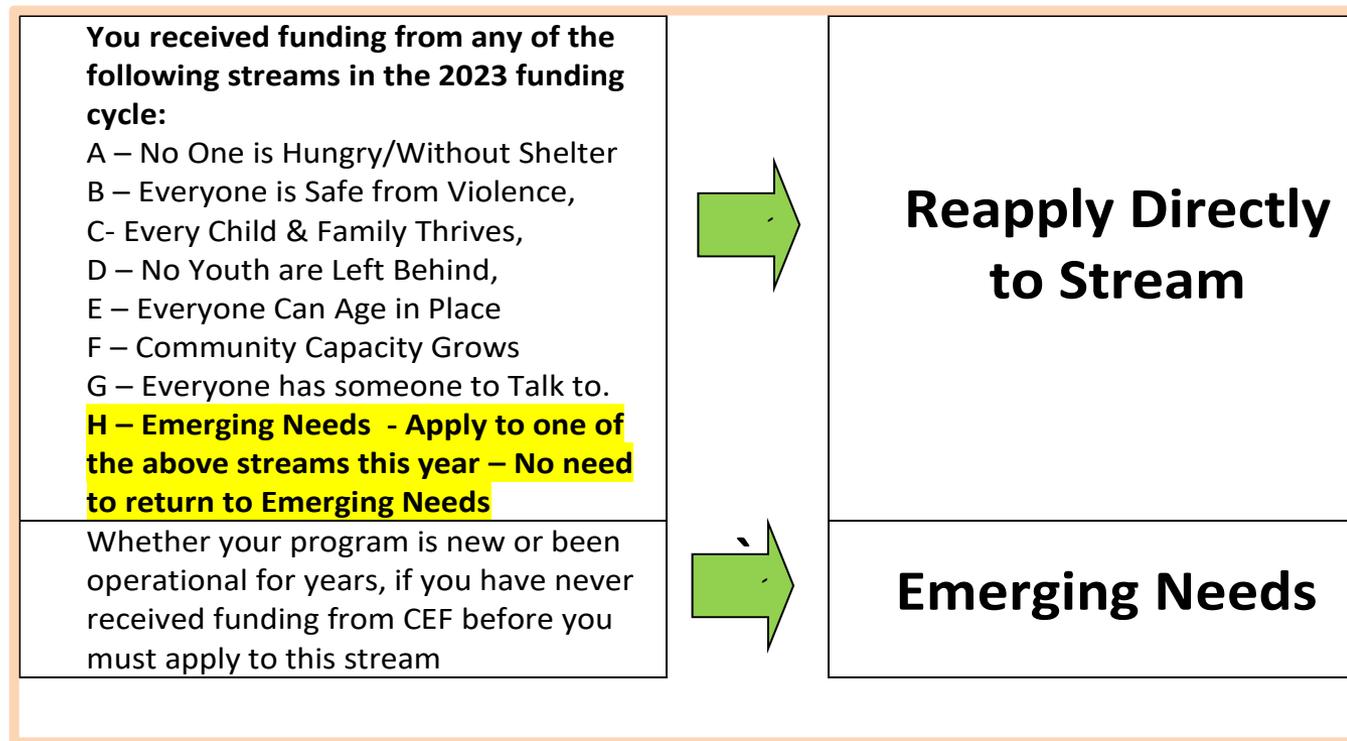
Community Services - Objective

To strengthen the human services system by funding programs that:

- Meet current or emerging community priorities
- Support the growth of new programs
- Engage Indigenous communities (see [City of Hamilton Urban Indigenous Strategy](#)) and equity-deserving groups.
- Foster Equity Diversity, Inclusion and Belonging
- Address underserviced target groups
- Promote systems change
- Explore service delivery innovation

Community Services Funding Categories

o   All of the descriptions of the 8 funding categories have been revised – please review the handbook before selecting your category

| You received funding from any of the following streams in the 2023 funding cycle:
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.
H – Emerging Needs - Apply to one of the above streams this year – No need to return to Emerging Needs | **Reapply Directly to Stream** |
| Whether your program is new or been operational for years, if you have never received funding from CEF before you must apply to this stream | **Emerging Needs** |

Tech Talk...

Technology Requirements

o Browser requirements for CEF Online Platform: Internet Explorer 9.0 and above, Microsoft Edge, Firefox 4.0 and above, Safari 5.0 and above, Chrome 4.0 and above

o Please note application will not currently run on the Microsoft Pocket PC.

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

o If adding collaborators ensure they have appropriate technology

o Save your online application **often**

o Try not to wait until the due date to submit to avoid CEF system capacity issues

Create an Account….Two Ways

- Apply use link - Bookmark for future reference
  https://cityofhamilton.smapply.io/

- Use the icon on the website – please note after the deadline the icon won't work if you need to get back into your account

City Enrichment Fund Grant Application ↗

GET READY!

Gathering Information…

Gather Information

o **Program Related Information**

    - Mission, mandate & vision
    - Information on organizational policies
    - Program Description and Statistics
    - Outcome measures
    - EDI information
    - Information on human resources/volunteers

o **Create Program Budget**

o **Attachments – Mandatory**
    - Audited Financial Statements
    - Annual Report
    - Board of Directors List

Evaluation

o Each application is reviewed and assigned a score out of 100 using Program stream specific assessment criteria

o Adjudication Teams are made up of external community/peer-adjudicators and City of Hamilton staff.

o Scoring - A = 100 – 80 B = 79 – 60 C = 59 – 0

o ***Applicants deemed ineligible will not be adjudicated***

How to Complete the 2024 Community Services City Enrichment Fund Application

Have more questions?
Contact: Carmen Rachelle Bian –
Community Services Program Manager
905 9734861 csgrant@hamilton.ca

IMPORTANT LINKS AND RESOURCES

- Read both General and Community Services Program specific Guidelines
  [General-Guidelines](#)
  [Community-Services-2024-Handbook](#)

- Apply Online Icon on CEF website or use link
  https://cityofhamilton.smapply.io/

  Complete the CEF Application ↗

- How to complete the form general overview (not Community Services specific)
  [How to complete the CEF CS Application Form Video](#)

- 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](#)

BACK FOR YEAR 2! DIGITAL EQUITY STREAM

o   For more information please consult the Digital Equity Handbook

o   Supports the planning, delivery and administration of a variety of initiatives that bridge the digital gap.
  o   Digital Gap: (a) disparities in access to broadband/internet in rural and remote Hamilton (b) Lack of affordable internet access, access to devices and digital literacy to use them.

o   Ensures all City of Hamilton residents have access to the resources, opportunities and skills needed to thrive in a digital world.

o   Invests in partners who will deliver impactful programs that:
  o   build digital literacy skills,
  o   facilitating access to internet service, technological devices and digital programming.

INFORMATION SESSIONS & DROP INS

For more info, please join:

For specific questions, you can also join the Drop In Sessions:
Monday, November 20, 1 to 2pm Online
Meeting ID: 226 489 063 944
Passcode: rCn5sR
Or Call in (Audio Only):
+1 647-749-1649 Phone Conference ID: 421 543 60#

Monday, December 4, 1 to 2pm Online
Meeting ID: 277 164 187 644
Passcode: W5Dk3v
Or Call in (Audio only)
+1 647-749-1649 Phone Conference ID: 735 294 38#