



Hamilton

CITY ENRICHMENT FUND COMMUNITY SERVICES

How to Complete the Application Form

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.



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

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

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

General 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

General Information Form

  General Information ...

General Information Form

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Community Services:

NOTE: If you have never received funding for your program from CEF in the past, please submit your request through the Emerging Needs Stream. If you applied to Emerging Needs in 2023 and received funding, please re-apply to the stream that best fits your program. If you are unsure, please contact csgrant@hamilton.ca

Please identify which stream and category your application is for:

- 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 & Program Innovation

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

If you received funding for a program last year, 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



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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.


2022 September

MON	TUE	WED	THU	FRI	SAT	SUN
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

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



Hamilton

Program Information Form and Program Category Specific Question

Program Information Form

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

Did you receive funding for this program last year?

Yes No

Clear

Grant / funding amount requested:

An answer to this question is required.

\$

Please confirm the request meets the funding maximum in this stream.

Confirm

Clear

Total program budget:

\$

Complete ALL relevant sections

Program Information Form



Program Information Form

Reuse data



Program Information Form

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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		
2		
3		
4		


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

Quantify outcomes either quantitatively (in numbers) or qualitatively (words from program evaluations etc.).

Although not indicated on the question, please include any data results if available. Fuller reports could be submitted as an additional uploaded attachment.

Community Serves applicants only require 3 outcomes, please do not provide 4 as adjudicators will not consider it in the scoring of your application.





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 only looking for 1. formalized types of partnerships/collaborations and would also like to know 2. 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 1. a list describing who from the organization or community will actually be implementing the program (staff, volunteer, peer, seconded staff or volunteer) and 2. 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.**

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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 – 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

Program Information Form – Category Specific – Emerging Needs Applicants Only

EMERGING NEEDS APPLICANTS ONLY

In order to maintain consistency in the Community Services Program, applicants requesting funding through the Emerging Needs category must demonstrate that their program aligns with one of the other Community Services categories to be considered for funding. Specify which one of the following Community Services categories your Emerging Needs request aligns with:

No Responses Selected

Please explain how the program for which you are requesting emerging needs funding aligns with the category selected above (500 words) text box

(No response)

What other specific funding sources have you sought for this program? (100 words)

(No response)



Hamilton

Program Budget and Attachments

Program Budget – Preparing the Budget

Step 1: Understand the Grant Application Requirements

Refer to the Community Services handbook to understand what are eligible or ineligible items related to your program.

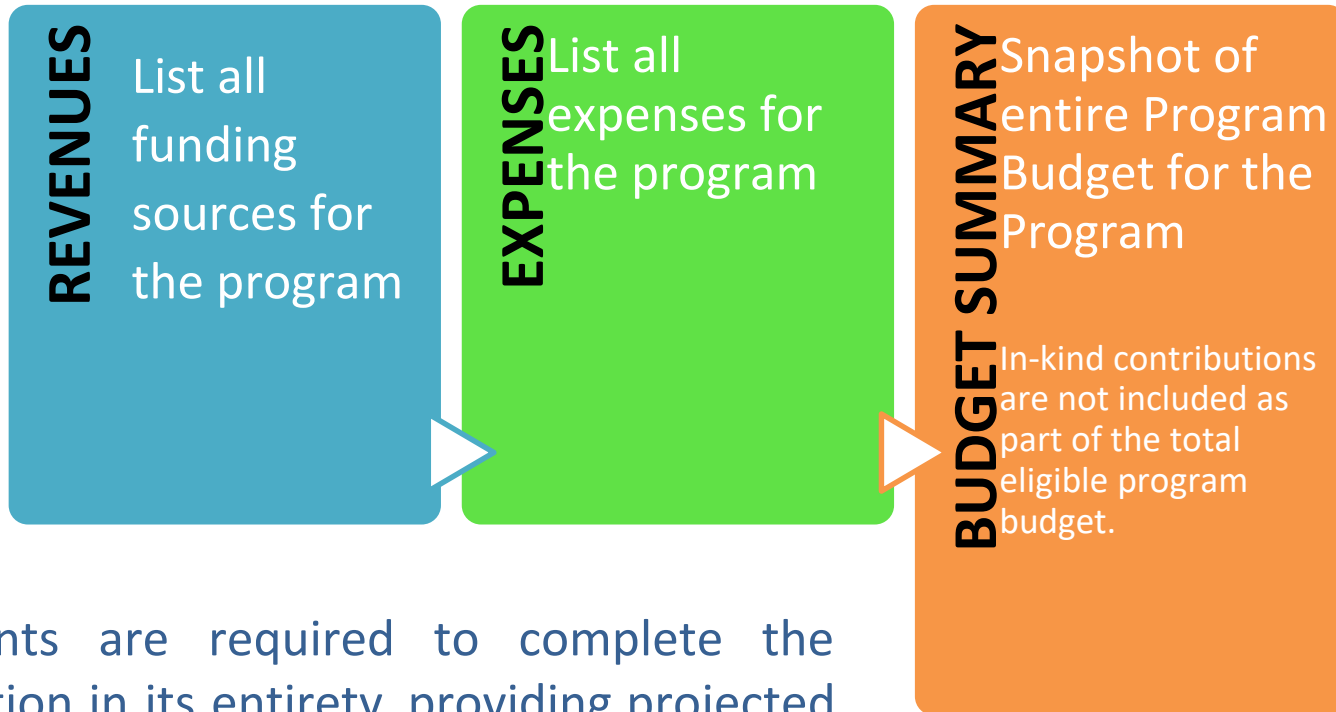
Step 2: Take time to Calculate and Determine Costs

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.

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.)



Hamilton

DEADLINE FOR ALL APPLICATIONS

December 15th, 2023

Have more questions?

**Contact: Carmen Rachelle Bian – Community Services Program Manager
905 9734861 csgrant@hamilton.ca**



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