



Hamilton

2025

City Enrichment Fund
Community Services
Program Handbook





CITY ENRICHMENT FUND 2025 COMMUNITY SERVICES

Contents: Revised September 20, 2024

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CITY ENRICHMENT FUND – CITY OF HAMILTON

The City Enrichment Fund is a program of the City of Hamilton. Applicants are encouraged to familiarize themselves with the City of Hamilton’s Urban Indigenous Strategy and consider how these initiatives can be included in their organization/program.

LAND ACKNOWLEDGEMENT

The City of Hamilton is situated upon the traditional territories of the Erie, Neutral, Huron-Wendat, Haudenosaunee and Mississaugas. This land is covered by the Dish With One Spoon Wampum Belt Covenant, which was an agreement between the Haudenosaunee and Anishinaabek to share and care for the resources around the Great Lakes. We further acknowledge that this land is covered by the Between the Lakes Purchase, 1792, between the Crown and the Mississaugas of the Credit First Nation.

Today, the City of Hamilton is home to many Indigenous people from across Turtle Island (North America) and we recognize that we must do more to learn about the rich history of this land so that we can better understand our roles as residents, neighbours, partners and caretakers.

To learn more about the City of Hamilton’s Urban Indigenous Strategy – see:



**INDIGENOUS
RELATIONS**

[URBAN INDIGENOUS STRATEGY - CITY OF HAMILTON](#)

COMMUNITY SERVICES PROGRAM AREA

To strengthen the human services system by funding programs that:

- Meet current or emerging community priorities
- Support the growth of new programs
- Engage equity-deserving groups.
- Foster Inclusivity, Diversity, Equity and Accessibility (IDEA)
- Address underserved target groups
- Promote systems change and explore service delivery innovation

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

FOLLOW THESE STEPS TO APPLY FOR A GRANT

- Read the City Enrichment Fund General Guidelines General Guidelines
- Read and the Community Services Handbook in order to identify areas that differ from the General Guideline
- 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 adjudication team to have as background or context material

COMMUNITY SERVICES - ELIGIBILITY GUIDELINES

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

<p>Multi-Year Funding (MYF)</p> <p>New!</p>	<p>The City Enrichment Fund is piloting a 3-year multi-year funding program which offers returning applicant rated at an A level or above rated during the 2025 adjudication cycle will be considered for the MYF pilot..</p> <p>The 3-year MYF period provides the opportunity for predictable and sustained funding to not-for-profit organizations that maintain good financial operations and are providing recurring programs and services.</p> <p>The 3-year pilot period begins with the 2025 CEF cycle, with qualifying MYF grantees receiving a commitment of funding for years 2 and 3, 2026 and 2027 respectively.</p> <p>Please see MYF section below for more information on eligibility requirements.</p>
<p>Eligibility</p> <p><i>*Note that meeting the eligibility criteria does not guarantee that applications will be funded.</i></p>	<ul style="list-style-type: none"> • 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. • Funded activities must take place within the city of Hamilton.

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<p>Ineligible Organization, Applicants, or Activities</p>	<ul style="list-style-type: none"> • 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, charitable foundations, hospitals, business improvement associations for some examples. • Specifically in the Community Services stream this includes but is not limited to: funding to build non-profit housing, operating funds for the shelter component of emergency shelters/residential care facilities etc., all childcare centres, EarlyON programs, and all programs providing before/after school childcare /recreational programming/sports of any kind in schools. • Applicants deemed ineligible will be assigned a DNQ – Does Not Qualify
<p>Eligible Program Specific Expenses</p>	<ul style="list-style-type: none"> • Administration costs • Program Delivery costs

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Ineligible Expenses	<ul style="list-style-type: none"> Capital items e.g. equipment, renovations, maintenance of any permanent infrastructure, purchase of any structures, buildings., etc. 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
Funding Requests	<p>CEF does not guarantee that funding is recommended at the full request amount.</p> <ul style="list-style-type: none"> Funding Requests Over \$15,001: Funding requests should not exceed 30% of the total program budget. Funding Requests Below \$15,000: CEF funding requests cannot be 100% of the proposed program and must demonstrate additional funding/revenue sources. Operating Streams: The 30% funding policy continues to be applied within all operating streams. <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>Follow the specific funding maximums associated with each Program Area and Stream.</p>

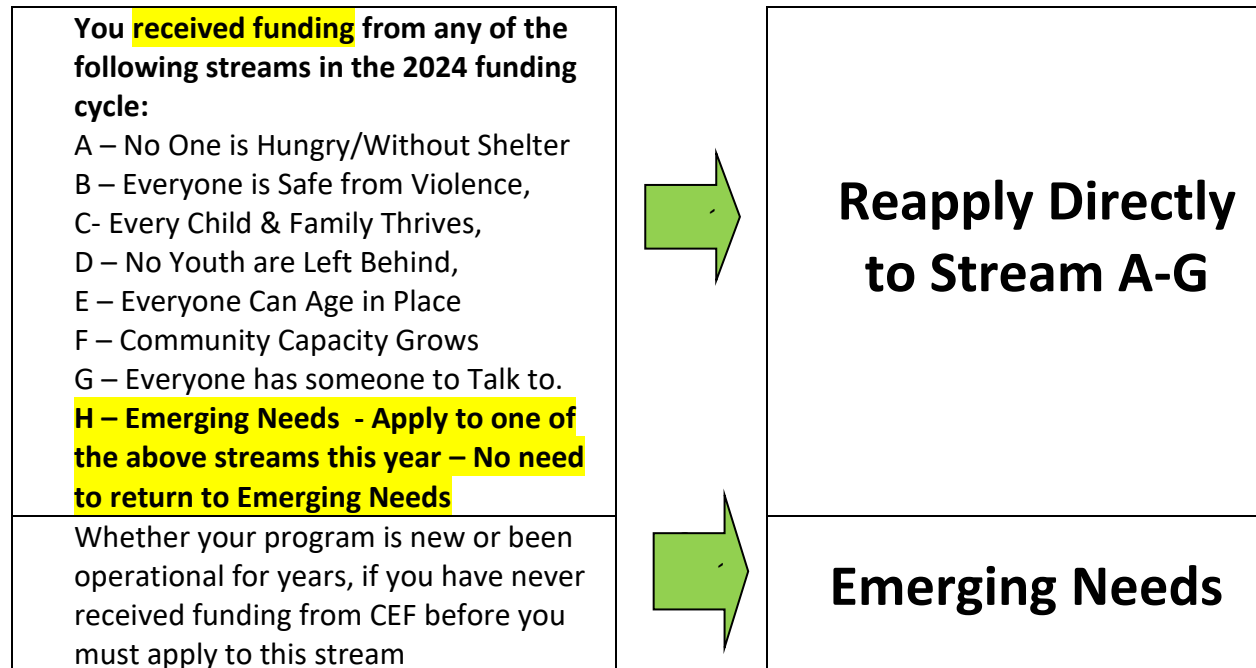
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<p>Other important criteria</p>	<ul style="list-style-type: none"> • Applicants with any outstanding City Enrichment Fund Final Reports or other requested follow up material are ineligible for subsequent funding. • CEF applicants must ensure the submitted application meets the CEF Program Area funding objectives and that the organization mandate and proposed program are in alignment with the selected program area. Where cross-over may occur, applicants are encouraged to speak with staff. • Submitted applications that do not meet the CEF Program Area objectives and eligibility do not qualify for funding and are noted as DNQ. • Late applications will not be accepted. • CEF applications must not be signed and submitted by City of Hamilton employees or City Councillors. City of Hamilton employees who wish to apply to the City Enrichment Fund must contact the program manager prior to applying. • Organizations may only submit to one program The City Enrichment Fund does not provide funding for one program under multiple CEF Program Areas and Streams. • Applications from the same organization that are found to be similar in content and scope may be found as DNQ – does not qualify. • All applicants, particularly those applying to the Emerging Needs stream, are strongly encouraged to contact staff prior to starting their application /submitting an application to discuss their program details to determine eligibility and applicaton readiness
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Funding Principles	<p>The City of Hamilton recognizes the value and commitment from the not-for-profit sector by investing through the City Enrichment Fund across seven sectors: Agriculture, Arts, Communities, Culture & Heritage, Community Services, Digital, Environment, Sport & Active Lifestyles.</p> <p>The City Enrichment Fund is guided by the following set of funding principles:</p> <ul style="list-style-type: none"> • Allocates available funding amongst not-for profit organizations, registered charities, grassroots organizations and professional artist projects. • Allocates funding to all passing applicants. • Provides funding to programs/projects that present diverse revenue sources and a feasible budget. • Supports the programming and service delivery for both returning and new organizations and programs.
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UNDER WHICH COMMUNITY SERVICE STREAM SHOULD YOU APPLY?



COMMUNITY SERVICE: FUNDING STREAMS

A. No one is hungry or without shelter

Description

Programs operating from an Inclusion, Diversity, Equity and Accessibility (IDEA)¹ framework targeted to low income individuals/families that:

- Address food shortages for low income individuals/families experiencing economic/physical barriers accessing adequate, nutritious, and culturally responsive food while also addressing special dietary needs when possible
- Foster innovation, partnerships and systems change to create a healthy, sustainable, and just food system for Hamilton.
- Programs that attempt to locate, access, or retain adequate, safe secure housing, supportive housing, or transitional housing

Stream Alignment with City of Hamilton Initiatives

- [City of Hamilton Housing and Homelessness Action Plan](#)
- [Hamilton's Food Strategy](#)
- [Declaration of Emergency Homelessness, Mental Health, and Opioid Addiction](#)

B. Everyone feels safe

Description

Programs operating from an Inclusion, Diversity, Equity and Accessibility (IDEA) framework targeted to children/youth/adults that:

- Support community based programs for those experiencing physical, psychological, sexual, emotional, and financial abuse or neglect
- Focus specifically on intimate partner violence within a continuum of services
- Create safe and inclusive spaces

Stream Alignment with City of Hamilton Initiatives

- [City of Hamilton Community Safety and Well-Being Plan.](#)
- [Declaration of Gender-Based Violence and Intimate-Partner Violence as an epidemic](#)

¹ To learn more about how the City of Hamilton operates from the IDEA framework - see [IDEA - CITY OF HAMILTON](#)

C. Every child and family thrives

Description

Community based programs operating from an Inclusion, Diversity, Equity and Accessibility (IDEA) framework targeted to children and guardians facing barriers to access and families experiencing short/long term crisis that:

- Foster child/guardian or child/adult mentor interaction
- Assist families in crisis by offering mechanisms that support families to reintegrate, stay together, or overcome significant trauma
- Offer targeted programming to support families facing specific barriers to access

Stream Alignment with City of Hamilton Initiatives

- [Early Years Community Plan](#)
- [City of Hamilton Community Safety and Well-Being Plan.](#)

D. No youth is left behind:

Description

Community Based Programs operating from an Inclusion, Diversity, Equity and Accessibility (IDEA) framework targeted to at risk youth that:

- Assist with housing/homelessness, mental health supports, addictions, or conflict with the law
- Support youth where they are either through outreach or by creating safe Drop In spaces
- Promote social navigation, program innovation, systems change or collaborative proposals

Stream Alignment with City of Hamilton Initiatives

- [City of Hamilton Youth Strategy](#)

E. Everyone can age in place

Description

Programs operating from an Inclusion, Diversity, Equity and Accessibility (IDEA) framework targeted to seniors or those eligible for Long Term Care that:

- Support community-based programs that allow individuals to age in place
- Foster collaboration amongst community-based programs to better serve the target group
- Prioritize access to community-based programs for equity deserving groups

Stream Alignment with City of Hamilton Initiatives

- [City of Hamilton Age Friendly Strategy](#)

F. Community Capacity Grows

Description

Programs operating from an Inclusion, Diversity, Equity and Accessibility (IDEA) framework targeted towards agency/community wide initiatives that:

- Provide targeted outreach, community development, social navigation, social development, human services collaboration
- Promote systems change, program innovation, or collaborative proposals

Stream Alignment with City of Hamilton Initiatives

- [City of Hamilton Community Safety and Well-Being Plan.](#)

G. Everyone has someone to talk to

Description

Programs operating from an Inclusion, Diversity, Equity and Accessibility (IDEA) framework targeted to low-income individuals, couples, and families that:

- Reduce economic/physical barriers to community counselling programs.
- Ensure access to culturally appropriate counselling

Stream Alignment with City of Hamilton Initiatives

- [Declaration of Emergency Homelessness, Mental Health, and Opioid Addiction](#)

H. Emerging Needs

- Any new or existing programs for which an applicant has never received funding from the City Enrichment Fund for in the past
- Programs must be able to demonstrate a “fit” with the streamdescription of any one of the above Community Service funding streams

APPLICATION QUESTIONS – ALL STREAMS ²

Applicant Information Form:

Complete all questions in this section.

Program Information Form:

Complete all questions in this section.

- Brief 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.
- Organization e/Program Objective.** Complete all questions. Data requested for context only and will not be scored.
- Provide a brief history of your organization.** Please also indicate the number of years the organization and program have been operating and start date. Also include anything important for us to know about your organization. Data requested for context only and will not be scored.
- Detailed Program description in approximately 1,000 words.**
Please ensure you include the following information in your response:
 1. Include specific information on target group, program location and hours of availability. **9 points**
 2. 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. **6 points**
- 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. **5 points**

² Scoreable Elements will have a point value indicated. The points listed here apply only to returning applicants applying directly to one of the Community Services streams. There is a different scoring tool used for those applying through Emerging Needs.

Describe how this program can be scaled should the total funding request not be received. 500 words

If your program is not recommended for the full amount requested, please describe what the impact of less funding would mean both in terms of impact to the program and budget. Please note this response will be used for context or clarification but will not be scored by the adjudication team.

How will your program increase community participation from an inclusivity focus? 500 words. 10 points

- Thinking along a continuum that includes policies, training, program delivery, physical space, location, and referral processes etc. describe how your program addresses the unique needs of the following equity deserving groups: Indigenous communities, persons with disabilities, Francophones, newcomers and immigrants, refugees, racialized communities, 2SLGBTQ+ community, geographically underserved areas, low-income individuals/families, and Women.

Outcomes 15 points 5 x 3 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 7 points

- 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.
- Describe formal program partnerships that you have that relate specifically to this program. Do not include generalized partnerships or organizational examples.
- How do these partnerships enhance your program activities?

Team Members and Program Implementation in approximately 300 words. 5 points

- 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 **9 points**
 - Evidence to support the need – include any specific local, provincial, national statistics, best practice evidence, or program evaluations **9 points**
 - Some possible resources for statistical data include:
[City of Hamilton Open Data](#)
[City of Hamilton Ward Profiles](#)
[Open Data Ontario](#)
[Statistics Canada](#)
- Community Vision 5 points**
- 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's Community Safety and Well-Being Plan](#)
[Hamilton's Urban Indigenous Strategy](#)
[Hamilton's Food Strategy](#)
[Hamilton Youth Strategy](#)

Multi-Year Funding Form: (MYF)

The City Enrichment Fund has introduced a 3 year Multi-Year Funding pilot. If after reading more about the multi-year funding pilot in both the General Guidelines and the section on it earlier in this guidebook you wish to be considered for the MYF pilot you can indicate your intent in this section. You will be prompted to download a document (available in both pdf and word) that requires you to describe your program in Years 2 and Year 3 of the pilot and then upload the completed document. You will not be asked to provide additional budget information at this time. You will not be scored on these responses during the adjudication phase. Instead, if eligible to be considered for the pilot, staff will use this submission to inform their decision to move your request into the pilot.

Organization Capacity Form:

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. If you identify that you are an accredited organization, be prepared to indicate with whom the accreditation completed by, year, and current status

15 points

- 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, independent/peer review at a national level or other

Emerging Needs Applicants Only:

In order to maintain consistency in the Community Services Program, applicants requesting funding through the Emerging Needs stream must demonstrate how their program fits with the stream description of one of the other Community Services categories to be considered for funding. Applicants must clearly explain the current financial status of their program and identify all funding sources sought, secured, or in progress. **15 points**

Program Budget:

Complete all budget information.

Attachments:

Use this checklist when preparing and uploading the attachments

- Board of Directors list (**mandatory**). Include role titles, length on the Board
- Audited Financial Statements/Unaudited financial statements (**mandatory**)
- Most recent annual report (**mandatory**)
- Staff list. Include job titles and whether full or part-time - optional
- Program Marketing Material . Poster, flyer, pamphlet- optional
- Program Specific Material (if applicable).
- Any additional uploads as requested by the Program Manager

IDEA Form:

In an effort to help us understand how IDEA (Inclusion, Diversity, Equity & Accessibility) groups are currently supported through City Enrichment Funds, you will be asked two questions. One will ask you to identify the target population for the specific program you are applying for this application. The other will ask whether any of your board members/governing structure self identify as a member of an equity seeking group.

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.

ASSESSMENT PROCESS

- Every application is scored out of 100 : Organizational Capacity 30%, Program Merit 40% and Community Impact 30%
- Adjudication teams of 3 review each application and assign scores based on a set of assessment criteria. Stream specific assessment criteria is included in each handbook. Each application is scored out of 100
- Each application is reviewed by up to 3 reviewers – a combination of community and staff reviewers
- Applicants will be notified as to the status of their application by June 30th