



Hamilton

CITY ENRICHMENT FUND

-Sport and Active Lifestyles- INFORMATION SESSION



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

- Embraces the City's vision **“To be the best place in Canada to raise a child, and age successfully”**
- Acknowledges that we are investing to further improve the lives of our citizens

1

- Increased Transparency – of the process and outcomes

2

- Increased Community Impact – strategic and equitable

3

- To be more Consistent with Best Practices

4

- Flexible to address the needs of the community

5

- Increased opportunities for new applicants to receive funding



Hamilton

City Enrichment Fund
Investing in Hamilton

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
6. Environment
7. Sport & Active Lifestyles



CITY ENRICHMENT FUND (CEF) FUNDING AREAS

Program Areas and Streams						
AGRICULTURE	ARTS	COMMUNITIES, CULTURE & HERITAGE	COMMUNITY SERVICES	DIGITAL	ENVIRONMENT	SPORT & ACTIVE LIFESTYLES
						
Programs and Events	Operating	Events	No one is Hungry or Without Shelter	Digital Equity	Capacity Building	Long Term Development
	Festivals	Projects	Everyone Feels Safe		Projects & Programs	Sports Awareness
	Capacity Building	Capacity Building	Every Child and Family Thrives			Capacity Building
	Creation & Presentation		No Youth is Left Behind			Sport for Development /Inclusion
			Everyone can Age in Place			Accessibility
			Community Capacity Grows			Active for Life
			Everyone Has Someone to Talk To			Multi- Sport Hosting
			Emerging Needs			

TIMELINE & PROCESS

**CEF Application Intake
Period
(October – November)**

**Application Processing
& Financial Reviews
(November – January)**

**Adjudication of
Applications
(December-January)**

**Internal Processes
(Report
Recommendation and
Preparation)**

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

GENERAL ELIGIBILITY CRITERIA

- Incorporated, not-for-profit organizations, and unincorporated groups with not-for-profit goals and governance structure
 - Programs must be presented within the city
 - The organization's head office must be located within Hamilton
 - Applications signed by a City of Hamilton employee will not be considered
-
- CEF will not fund 100% of a program/project budget and applicants must show diverse revenue streams.
 - For requests above \$15,001 the total grant request cannot be more than 30% of the total program budget.
 - Late submissions will not be accepted

SPORT & ACTIVE LIFESTYLES - 7 STREAMS

1. LTAD Planning & Implementation

To support the development, education and/or implementation of a strategic plan or project that aligns with the sports corresponding Long-term Athlete/Player Development model.

2. Sport Awareness

To enhance the ability of organizations to grow, develop and promote programs with high merit, strong impact and solid viability.

3. Capacity Building

To strengthen the quality, relevance and effectiveness of sport related programs through leadership development and oversight.



4. Sport for Development / Inclusion

To engage marginalized populations by supporting creative and visionary projects which use sport as the mechanism for something greater than itself.

5. Accessibility

To increase participation and engage persons with disabilities that would not otherwise be able to participate in sport or physical activities through enhancing the resources in collaboration with community partners.

6. Active for Life

To provide the opportunity for new and expanding programs for a targeted population that will build and/or strengthen physical literacy skills and support healthy, active lifestyles.

7. Multi-Sport Hosting

To provide the opportunity for organizations to host Multi-Sport competition / tournaments and larger events that will showcase Hamilton as a Sport for Life community.



BEFORE YOU APPLY

HAVE THE FOLLOWING INFORMATION READY:

- Program/Project Name
- Select Program Area & Stream
- Gather applicant E-mail Address (notification letters will be sent to this address regarding outcome of the grant application)
- Organization Name & Legal Name (if different)
- Organization and Project/Program Descriptions & Details
- Create Program Budget

APPLICATION TIPS

- Read the grant program and guidelines carefully
- Contact the Program Manager to discuss your project
- Draft, save, and edit your writing in a separate document – give yourself enough time
- Use clear and direct language
- Prepare a well-researched budget, ensure it reflects the program you are proposing
- Submit Support Material (examples of past work) that demonstrate your organization's activities well and if possible, support the project you are proposing
- Get feedback from your colleagues, review your application before submitting

MULTI-YEAR FUNDING (MYF)

MYF is currently a 3-year pilot program beginning with the 2025 CEF cycle. Multi-Year Funding was identified during the initial build of the CEF program and again during the 2023 community consultation as a long-term strategy to provide sustained equitable funding. It is part of CEF's overall objectives to:

- Increase community impact – strategic and equitable
- To be more consistent with best practices
- Flexible to address the needs of the community

The **MYF** pilot offers qualifying grantees a commitment of funding over 3 years. Providing organizations with predictable and sustained funding through 15/27 funding streams.

MULTI-YEAR FUNDING (MYF)

3 Year Multi-Year Funding Pilot	Applicant	COH Staff
Year 1 (2024 Nov)	Application	Receive and review application
Year 1 (2025 May)	Agreement	Offer year 1 funding to qualifying A rated organizations
Year 2 (2026 Feb)	Interim Report	Review and approve year 2 funding
Year 3 (2027 Feb)	Interim Report	Review and approve year 3 funding
Year 3 (2028 Feb)	Final Report	Review and close multi-year funding period
Next Multi-Year Funding Period	Applicant	COH Staff
Year 1 (2027 Nov)	Application	Receive and review application

MULTI-YEAR FUNDING (MYF)

MYF Eligibility: ****Only for Multi-Sport Hosting****

- Returning Applicants to CEF
- In order to be considered for **MYF** you must receive an “A” rating during the 2025 adjudication period.
- Additional criteria apply including:
 - Applying in a Program Area and Stream that is eligible for **MYF**
 - Events & Established Activities
 - Opting into **MYF** consideration on the application form.
 - Submitting a 3-year Program Plan. (*Templates for these are within the **MYF** Form in the Portal, download, complete, and re-upload*).
- Organizations must be in a healthy financial position according to the CEF Financial Review, and, if applicable, providing either a deficit reduction plan or a surplus justification.
- Committing to providing the program or services described in your application over the 3-year **MYF** period.

MULTI-YEAR FUNDING (MYF)

- **MYF** FAQ is available on the City Enrichment Fund Website and the CEF General Guidelines.
- This is a Pilot Program for 3-year funding. If successful and approved as permanent, the next intake will be in fall 2027.
- **MYF** grantees are required to submit a report each year, providing updated financial statements, but are not required to reapply for funding until the next MYF intake.
- **MYF** provides consistent funding over the 3-year pilot period. Changes to the overall budget may result in minor increases or reductions.

TRANSLATION SERVICES

To better serve the community,
City Enrichment Fund applications can now be
translated into your language of choice.

Request a translated copy by contacting
Mike Savoy or CEF Grant Coordinator.

HOW TO APPLY

1. Review the CEF General Fund Guidelines (available online)
2. Determine Program and Funding Stream
3. Review Stream Specific Guidelines and Eligibility
4. Gather Program Budget Information
5. Create an account (Select 'individual') or login if you already have one
6. Contact your Program Manager with any questions
7. Submit before the deadline

HOW TO APPLY:

hamilton.ca/people-programs/community-funding-grant-programs/city-enrichment-fund

< Community Funding & Grant
Programs

City Enrichment Fund

CEF Agriculture Program

CEF Arts Program

CEF Communities, Culture & Heritage
Program

CEF Community Services Program

CEF Digital Program

CEF Environment Program

CEF Sport & Active Lifestyles Program



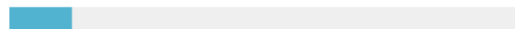
CITY ENRICHMENT FUND

2025 Applications Now Available

The 2025 City Enrichment Fund
intake period is open from
October 1 to November 15 at 4
pm.

[CEF Grant Portal](#) ↗

1 of 8 required tasks complete



Last edited: 22 Nov 2023 11:23 AM (EST)

REVIEW

SUBMIT

Deadline: 15 Dec 2023 04:00 PM (EST)

DM

Deb Mawdsley (Owner)
deborah.mawdsley@hamilton.ca

Add collaborator

Sport & Active Lifestyles - City E... [🔗](#)

[👁 Preview](#) [⋮](#)

Sport

ID: CEF-0000000039

APPLICATION

ACTIVITY

Your tasks



General Information

Completed on: 22 Nov 2023 11:20 AM (EST)



Organization Information



Program Information Form



Program Stream-Specific Information (Sports-General)



Budget Information

Last edited: 22 Nov 2023 11:23 AM (EST)



Audited Financial Statement Upload

Cannot be started at this time



Marketing documents Upload (optional)



Program information brochures Upload (optional)



Pamphlets ad Upload (optional)



Program specific material Upload (optional)



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BUDGET

Using the CEF Budget form online enter the projected (anticipated, planned) budget for your project.

- Revenue
- Expenses
- In-kind
- Budget Notes – point form

The brief description column is extremely helpful in explaining how well the program is planned, if there is confirmed/pending funds, breaking down expense fees, and providing additional information for the adjudication team.

EARNED REVENUE (FEE-FOR-SERVICE)

Item	Current Program Year Amount (\$)	Previous Program Year Actuals (\$)	Brief Explanation of confirmed amounts, rentals
Membership Fees	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Admission Fees	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Sales & Commissions	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Concessions & Merchandising	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Rentals	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Registration Fees	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Investment Income	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Other	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>

IDEA (Inclusion, Diversity, Equity & Accessibility)

Included within the application is a form collecting information about the **IDEA** groups supported through City Enrichment Funds. Applicants are asked to specify the target population(s) of their programs, and equity designated groups represented within their organization's governance structure.

Applications are not evaluated based on this form, which serves only for data collection

1. In an effort to help us understand how **IDEA** (Inclusion, Diversity, Equity & Accessibility) groups are currently supported through City Enrichment Funds, please identify the target population for the specific program you are apply to for this application. Please check all that apply. *Mandatory*
2. In alignment with the City's **IDEA** 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. *Mandatory*

EVALUATION PROCESS

- Applications are assessed based on the assessment criteria specific to each program area and funding stream.
- A minimum of 3 assessors will review and score out of 100.

Final score 80 or above	A Grade
Final score between 70 - 79	B Grade
Final score between 60 - 69	C Grade
Final Score 59 & below	D Grade (not recommended for funding)



- Funding amounts are dependent on the available budget of the City Enrichment Fund as well as the amount allocated in each program area.



Hamilton

Questions? Contact: Mike Savoy
Sport and Active Lifestyles Program Manager,
905-973-2518 or mike.savoy@hamilton.ca



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