



Hamilton's Child and Youth Network – Standard Operating Procedure

Title Collaborative Grant Procedure

Approval Date June 6, 2025

1. PURPOSE

This document outlines the process for sharing funding opportunities with Hamilton's Child and Youth (CYN) Network, defines the role of the CYN backbone support staff in promoting collaboration among Network members, and explains how the CYN will issue a Letter of Support on behalf of the Network.

2. SCOPE

This applies to the member organizations of Hamilton's Child and Youth (CYN) Network, its backbone support staff, Co-Chairs, and any other agencies or networks seeking collaboration with the CYN or endorsement for funding related to the Network's vision and purpose.

3. KEY TERMS AND DEFINITIONS

3.1 "Grant"

A form of financial aid, typically given by a government, organization, or foundation, to an individual or agency for a specific project or program. It is typically awarded based on a meeting specific criterion, through an application or donor process, and repayment is not required if the terms of the grant are satisfied. Reporting is often required detailing the financial expenditures and project activities with outcomes.

3.2 "Funding"

A broader term that includes any source of financial support for a project or program, including grants, loans, and other sources of capital funds. Loans typically require repayment whereas grants and donations do not require repayment if the terms of the funding are satisfied. Reporting may or may not be required, based on the type of financial support.

3.3 "Letter of Support"

A formal document written to express the endorsement of a funding application. It is commonly used in grant applications, collaborative projects, or policy initiatives to demonstrate that members of Hamilton's Child and Youth Network support the effort.

3.4 "Relevant Funding Opportunities"

A shorthand terminology used to identify any funding opportunity related to the Network's vision of enhancing local outcomes for children, youth, and their families, and purpose, to ensure Hamilton's children and youth feel safe, have a sense of belonging, and can meet their health and well-being needs.

4. RESPONSIBILITY

4.1 Backbone Staff

- Identify grant opportunities to distribute to the CYN membership for collaborative or general consideration.
- Share notice of grant opportunities that align with the CYN's purpose to enhance local outcomes for children, youth, and their families.
- Provide supports to initiate collaboration among Network members towards distributed grant opportunities.
- Where appropriate, facilitate relationship building among CYN member agencies to support the collaboration and coordination of funding opportunities.
- Act as a liaison on behalf of CYN member agencies and affiliated tables to attract new grant and funding opportunities in Hamilton, Ontario.
- Support the endorsement and provision of Letters of Support for requesting applicants meeting the described criteria.

4.2 Network Members

- Identify grant and funding opportunities and share relevant information with the CYN backbone support staff by email.
- Collaborate in good faith with CYN member agencies and other local networks when applying for grants to enhance system coordination and integration related to children, youth, and their families.
- Where relevant, engage with or request support from CYN backbone support staff to coordinate, connect, and collaborate with other CYN partners.
- Request endorsement or a Letter of Support from the backbone support staff and Co-Chairs by following the standard operating procedure outlined below.
- Connect backbone support staff and/or Co-Chairs with funding agencies that align with the CYN's vision and purpose, or that support systems-level or collective impact approaches.

4.3 Network Co-Chairs

- In collaboration with backbone support staff, review and approve endorsement and/or Letters of Support requests on behalf of the Network.

5. PROCEDURE

5.1 Distribution of Relevant Funding Opportunities

- Relevant funding opportunities will be identified to backbone support staff by any Network member organization.
- Backbone staff will use active methods (e.g., web searches, direct engagement with granting agencies) and passive methods (e.g., listservs, email communications) to identify relevant funding opportunities.
- All identified relevant opportunities will be reviewed by backbone support staff for on alignment with the Network's mission and purpose, relevance to Network function, and potential to support system integration and coordination.
- Relevant funding opportunities that meet the review criteria and allow at least three (3) days prior to the application deadline will be deemed eligible for distribution to the Network via e-mail. The communication will include:
 - Name of the grant or funding opportunity
 - Name of the grant or funding agency
 - Contact Information (where available)
 - Summary of priority areas or focus
 - Submission deadline
 - Funding amount or range
 - Notation of any additional steps being taken by backbone (where available)

5.2 Network Collaboration on Relevant Funding Opportunities

- Where appropriate, backbone support staff will offer to facilitate one collaboration and coordination meeting for relevant funding opportunities exceeding \$100,000 per annum.
- Upon request of member agencies, backbone support staff may be requested to coordinate with Network Co-Chairs to provide a Letter of Support for relevant funding opportunities that address system-level local outcomes for children, youth, and their families.
- Upon request of member agencies, backbone support staff may be requested to liaise collaboration, meetings, etc., between Network member agencies.

5.3 Network Endorsement or Letters of Support

- Requests for endorsements or Letters of Support through the CYN to support relevant funding opportunities must be submitted by email to the backbone support staff. Requests should be received at least seven (7) business days in advance of the identified deadline.



Hamilton's Child and Youth Network – Standard Operating Procedure

Title Collaborative Grant Procedure

Approval Date June 6, 2025

- Email requests must include sufficient information to support the development of the endorsement or Letter of Support. This includes:
 - A clear indication that an endorsement or Letter of Support is being requested by Hamilton's Child and Youth Network.
 - Detailed contact information for the requesting agency to whom the letter should be addressed (i.e., the funder).
 - Identification of any lead and supporting agencies, including any collaborative efforts that were made to incorporate Network agencies.
 - An overview or copy of the application contents.
- The requesting agency will receive a formal response from backbone support staff, including the decision prior to the application deadline. A request for endorsement and/or Letter of Support meeting the above requirements does not guarantee the request will be fulfilled. Network Co-Chairs will review each request for endorsement or Letter of Support. A rationale will accompany their decision.
- For approved requests, a Letter of Support will be returned by backbone support staff.
- A summary of requests for endorsement or Letters of Support will be shared by Network Co-Chairs at the next available Network meeting.

6. Review and Revision

This document will be reviewed and updated biannually to ensure clarity, relevance, and efficiency. The document may be used in conjunction with other operating procedures.

This document will be reviewed for approval at the June 6, 2025, Network meeting. Once approved, a copy made available to members for their reference. By approving this Standard Operating Procedures, the Network agrees to void past iterations of procedures by the same name.