
City Enrichment Fund (CEF)

General Guidelines



OVERVIEW

The City of Hamilton invests in the community by providing grants through the City Enrichment Fund (CEF).

To provide greater transparency and access to the City Enrichment Fund this document provides the general guidelines that apply to all of the seven distinct funding program areas.

To acknowledge the unique needs within each of the seven program areas and their funding streams, program specific handbooks (located in the program area section of the CEF webpage) provide further information, eligibility criteria, and application requirements.

Applicants must consult both the general guidelines and the program specific handbooks to ensure all eligibility criteria are met.

Timeline

October 1, 2025	Application submission period opens. Guidelines and handbooks are available online.
October to November, 2025	Public information and drop-in sessions. <i>Consult the CEF webpage for dates and times.</i>
November 17, 2025 – 4 pm	Application deadline. Agriculture (AGR) deadline is Dec. 5.
December 5, 2025 – 4 pm	Application deadline for AGR program area.
Late Spring 2026	Funding recommendations are submitted to the Grants Sub-Committee, followed by the Audit, Finance and Administration Committee, with final approval by the City of Hamilton Council.
Late Spring to Early Summer 2026	Applicants are notified of results. A funding agreement is included with notifications for successful applicants.
November 1, 2026	Final Submission date for 2026 Funding Agreement Forms
February 1 – April 30, 2027	Grantee Final Reports.

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APPLICANT SUPPORT

The CEF team provides support to all applicants, providing accommodations as possible. Please contact staff to let us know how we can provide support through the application process.

- Translation of grant documents including the application form*
- Fillable forms
- Video support
- Information Sessions – visit the CEF [webpage](#) for dates and times
- Drop-in sessions
- One on One staff meetings

*Please note that requests must be received by November 4th, 2025, 9 am.

Soutien aux candidats

Un soutien peut être offert à tous les candidats. Veuillez communiquer avec le personnel pour nous faire savoir comment nous pouvons vous aider tout au long du processus de demande.

الدعم لمقدمي الطلبات :

يتوفر الدعم لمقدمي الطلبات لأي مقدم طلب . الرجاء الاتصال بالموظفين لاعلامنا كيف يمكننا تقديم الدعم خلال عملية التقديم .

Apoyo al Solicitante

El apoyo para el solicitante, está disponible para cualquier persona que está aplicando. Por favor comuníquese con el personal para informarnos cómo podemos brindarle apoyo durante el proceso de solicitud.

GENERAL ELIGIBILITY

Please Note: In addition to these general criteria, applicants are required to review the relevant program area handbook for additional stream specific eligibility information.

Eligibility * <i>*Note that meeting the eligibility criteria does not guarantee that applications will be funded.</i>	<p>The following types of organizations are eligible within CEF.</p> <ul style="list-style-type: none">• Incorporated not-for-profit organizations• Organizations with a charitable number• Community associations• Unincorporated groups with not-for-profit goals and governance structure• Professional artists and collectives (Arts Program Creation & Presentation stream only)
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	Funded activities <u>must</u> take place within the city of Hamilton.
Ineligible Organizations/Ineligible Activities	<ul style="list-style-type: none"> • For-profit organizations and ventures • Religious activities • Religious organizations* • Political parties • Hospitals • Foundations • Funding bodies or organizations • Sports Teams • Programs or events that promote the City of Hamilton • 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. • Fundraising activities • Activities that take place outside of the city of Hamilton • Programs must be viable at the time of application submission. Programs must be able to confirm that all requirements are received prior to funding recommendations (with the exception of the Arts-Creation & presentation Stream). i.e. While a project or program is not required to have started prior to the funding approval, the organization must confirm that it is feasible to occur. <p>* Funding requests from religious organizations and funding bodies or organizations must demonstrate clear boundaries between its religious/fundraising content and public programming in both the program details and budget.</p>
Ineligible Expenses	<ul style="list-style-type: none"> • Capital projects* • Deficit reduction • Retroactive activity • HST • Programming outside of Hamilton <p>* Environment Program Capacity Building Stream permits limited capital project expenses. Refer to the Environment Handbook for further information.</p>

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>CEF 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 within each program area and stream.</p>
Other important criteria	<p>Applicants with any outstanding CEF Final Reports or other requested follow up material are ineligible for subsequent funding.</p> <p>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.</p> <p>Submitted applications that do not meet the CEF program area objectives and eligibility do not qualify for funding and are noted as DNQ.</p> <p>Late applications will not be accepted.</p> <p>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 CEF must contact the program manager prior to applying.</p> <p>Organizations may not exceed application limits for streams. CEF 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.</p>

	<p>All applicants are strongly encouraged to contact staff to discuss their program details prior to submitting an application.</p>
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>CEF 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, services, and projects that present diverse revenue sources and a feasible budget. • Supports the programming and service delivery for both returning and new organizations and programs.
Multi-Year Funding (MYF)	<p>CEF is piloting a 3-year multi-year funding program which offered returning “A” rated CEF applicants with an option to receive a 3-year funding commitment.</p> <p>The 3-year pilot period began 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>There is no MYF intake during this application cycle. Should the pilot be converted to a permanent program, the next intake for MYF funding will be in the fall of 2027 for 2028 CEF funding period.</p>

CITY ENRICHMENT FUND REFERENCE GUIDE

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, Council Priorities, and Our Future Hamilton - Community Vision. 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. Please refer to the individual program handbook for details.

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			
			Organizational Capacity Building			

Program Areas and Funding Streams

The seven program areas and stream objectives are as follows:

Agriculture Program (AGR)

- To support organizations, events and activities that engages the public in strengthening and celebrating agriculture and its contribution to the economy and quality of life in Hamilton.
- To encourage action-oriented initiatives across the agriculture community that maintain and build the strength of the sector.
- To help the City of Hamilton achieve its strategic goals.

Funding Streams
Program & Events To provide not-for-profit agriculture organizations with assistance towards a stable funding base to enable them to further their mission.

Arts Program

To provide opportunities for all the people of Hamilton to enjoy and actively participate in the arts while:

- Enhancing social, economic, and cultural prosperity
- Building strength in the arts sector

Funding Streams	Category
Arts Operating To provide not for profit arts organizations with assistance towards a stable funding base to enable them to further their mission.	<ul style="list-style-type: none">• Established Professional Organizations• Established Semi-Professional Organizations• Emerging Organizations
Arts Festivals To enhance the ability of organizations to produce and present arts festivals that have high merit, strong impact, and solid viability.	<ul style="list-style-type: none">• Established Festivals• Emerging Festivals
Capacity Building for Arts Organizations To strengthen the relevance, responsiveness, effectiveness, and resilience of arts organizations.	Not applicable

Funding Streams	Category
Creation & Presentation Grants for Arts Professionals To provide the opportunity for arts professionals to create and to present a body of work that will build and/or strengthen their careers and/or enhance the creative profile of the city of Hamilton.	<ul style="list-style-type: none"> • Established Artists/Collectives • Emerging Artists/Collectives

Communities, Culture & Heritage Program (CCH)

To support organizations, events and activities that engage the public in strengthening and celebrating community identity – the people, places and things that make up Hamilton.

Funding Streams	Category
Events & Established Activity To support public participation in the celebration of community identity through related activities (e.g. programs and events) delivered by cultural organizations that provide reoccurring experiences, which have merit, impact, and viability.	<ul style="list-style-type: none"> • Small Requests • Large Requests
New Projects To support new projects from cultural organizations that increase public access to cultural experiences, expressions, and content.	Not applicable
Capacity Building for Cultural Organizations To strengthen the relevance, responsiveness, effectiveness, and resilience of cultural organizations.	Not applicable

Community Services Program (CS)

To strengthen the human services system by funding programs that:

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

- Invest in organizational capacity by funding on-time projects that build the resiliency of organizations to face current and ongoing challenges.

Please note: all new program requests for funding, must apply through the Emerging Needs stream.

Funding Streams
<ul style="list-style-type: none"> • No one is hungry or without shelter • Everyone feels safe • Every child and family thrives • No youth is left behind • Everyone can age in place • Community capacity grows • Everyone has someone to talk to <p>To provide funding stability to returning applicants as established programs that align with the current Community Services funding categories.</p> <p>Available to eligible organizations that have previously received CS funding.</p>
<p>Emerging Needs</p> <p>To foster new community programs that identify emerging community needs, target underserved groups/geographic areas, prioritize equity deserving groups, and to encourage either program delivery innovation or systems change while also demonstrating alignment with one of the Established Program categories listed above.</p> <p>New programs and/or new programs to CEF must apply through the Emerging Needs stream.</p>
<p>Organizational Capacity Building <i>*New</i></p> <p>To strengthen the effectiveness and resilience of Hamilton's human services organizations.</p>

Digital Program (DIG)

To support organizations, events and activities that support efforts to achieve digital equity, promote digital inclusion, and spur greater adoption of broadband among underserved populations.

Funding Streams
<p>Digital Equity</p> <p>To support organizations, events and activities that support efforts to achieve digital equity, promote digital inclusion, increase digital literacy within the community.</p>

Environment Program (ENV)

To invest in action-oriented initiatives that:

- Protect, rehabilitate, or enhance the natural environment
- Provide residents and visitors to Hamilton with access to natural spaces
- Reduce greenhouse gas emissions
- Address the challenges and/or build resilience to the impacts of climate change
- Strengthen the local environmental sector or local environmental organizations

Funding Streams
Capacity Building To strengthen the relevance, responsiveness, effectiveness, and resilience of environmental organizations.
Projects & Programs To support projects and programs that promote clean air, water, and soil, protect, and enhance biodiversity, provide access to natural spaces, and address the challenges of climate change, either by reducing greenhouse gas emissions or by building resilience to climate change impacts.

Sport & Active Lifestyles Program (SAL)

To provide opportunities for all the people of Hamilton to enjoy and actively participate in sport while:

- Enhancing social, economic, and cultural opportunities
- Building community pride and connection

Funding Streams
Long-Term Athlete Development (LTAD/PD) Planning & Implementation To enable sport organizations to further their mission and align with their provincial and/or national body's Long-term Athlete/Player Development model.
Sport Awareness To enhance the ability of organizations to grow, develop and promote programs with high merit and strong impact.
Capacity Building To strengthen the relevance, responsiveness, effectiveness, and resilience of sport-related organizations.
Sport Development/Inclusion To engage marginalized communities by supporting creative and visionary projects that use sport as the mechanism for something greater than itself.

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.

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.

Multi-Sport Hosting

To provide the opportunity for organizations to host Multi-Sport competition/tournaments and larger events that will showcase Hamilton as a Canadian Sport for Life community. The event must align with the Long-Term Athlete Development model.

HOW TO BEGIN

The application process is similar across all program areas. To begin, read through these guidelines and the relevant program area handbook.

The CEF program area specific handbooks provide additional eligibility criteria, budget requirements, information regarding the application questions, and the criteria used to assess each application.

APPLYING ONLINE

CEF applications must be submitted online at <https://cityofhamilton.smapply.io/> . Applicants are able to create a profile, review applications, find application handbooks, upload support material and attach documents within the online submission platform.

The online application form supports the latest version of the following browsers:

- Chrome
- Firefox
- Safari
- Microsoft Edge

THE APPLICATION

The CEF online grant portal now features specific ‘tiles’ for each CEF program area. Once a program area is selected, a new application can be opened.

Please note, if you are using A.I. to contribute to the production of your application, you are encouraged to use it as a tool to improve your content, but not the final product within the application.

Application Forms and Tasks

Remember to reference the program area specific handbook for detailed information.

Note that all word counts are approximate.

Application Section	Application Content or Information
Application Information Form	<p>Provide detailed information on application contact information, applicant or organization details including address, legal status, head office location and date established.</p> <p>Please note that funding payments will be made to the legal names provided.</p>
Program Information Form	<ul style="list-style-type: none">• Confirm the program area, stream, and category (where applicable).• Provide organizational mission/mandate and history.• Provide program* details, use of funding, community benefits, program outcomes, community partnerships, etc. <p><i>*The term Program is inclusive of operations, services, projects, activities, events, and initiatives. The level of detail provided should be commensurate with the level of funding requested.</i></p> <ul style="list-style-type: none">• Describe the program’s alignment with the City’s Strategic Plan through Our Future Hamilton - Community Vision (Select up to 3).
Program Area Specific Questions	<p>Consult the relevant program specific handbook for program area specific questions.</p>

Budget Information Form	<p>Provide a complete budget for the proposed program.</p> <ul style="list-style-type: none"> • Specify the request from CEF, ensuring that it meets the request limits of the program area stream in which you are applying. • CEF does not guarantee that funding is recommended at the full request amount. • 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. • CEF requests cannot make up 100% of the program expenses. • Budgets are assessed for feasibility, and sound fiscal planning.
Attachments	<p>General List of support material. Refer to the program area specific handbook for requirements.</p> <ul style="list-style-type: none"> • Board of Directors list • Staff list • Audited/Unaudited Financial Statements* • Program Marketing Documents (brochures, pamphlets, posters, etc.). • Program Specific Material • CV <p>*Audited Financial Statements are required for funding requests greater than or equal to \$30,000. Please ensure submitted statements are signed, and no later than 2023. Do not submit originals. CEF is not responsible for the loss or damage of support material submitted.</p> <p>Please consult the program area specific handbook for requirements.</p>
IDEA Form	<p>Applicants are asked to specify the target population(s) of their programs, and equity designated groups represented within their organization's governance structure.</p>

	<p>This form collects IDEA (Inclusion, Diversity, Equity & Accessibility) information on applicants and funded programs to support the evolution of the fund and to gain insights into the community about the groups supported through CEF.</p> <p>Please note that adjudicators do not have access to this form and that the data collected is not evaluated. applications are not evaluated based on this form and is for collection and research only.</p>
Declaration	Declaration, terms of use, applicant signature(s), and notice of collection.
Signing Authority Form	Please complete the signing authority form to specify the number of signing authorities for your organization, their names and email addresses. If your application is successful, the information contained in this form will be used to issue your funding agreement.

APPLICATION PROGRAM BUDGET

In addition to financial statements, every CEF application requires a completed budget that represents the entire program including all revenues, expenses, and in-kind amounts. Reference the guidelines and handbook to ensure that all expenses are eligible. A good budget is realistic, thorough, detailed, and is reflected in the application.

CEF does not guarantee that funding is recommended at the full request amount.

- **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.

CEF does not fund 100% of program expenses. Application budgets should include diverse revenue in support of the proposed program.

Follow the specific funding maximums associated with each program area and stream.

THE ADJUDICATION PROCESS

The adjudication process begins immediately following the submission deadline. Staff begin by reviewing applications for completeness and eligibility. **Ineligible and incomplete applications will not be assessed.**

You MUST consult the relevant program area Handbook for the specific assessment criteria and weighting

Applications are assessed based on the assessment criteria **specific to each program area and funding stream**. Assessment criteria is included in the handbooks.

WHO REVIEWS THE APPLICATIONS?

Applications must demonstrate good use of public funds. They are assessed according to each program area, stream, and category. For example; organizations applying within the *Agriculture Program & Events* category will be assessed in the context of applications from other agricultural organizations. Adjudication teams review each application, including attached documents against the assessment criteria.

Adjudication teams are composed of selected City of Hamilton staff (or relevant sector-based individuals) and community reviewers based on their familiarity with the specific program area and fair-mindedness. Teams are made up of three adjudicators. In cases of unique or unforeseen circumstances, a two-person adjudication panel is acceptable.

Arts adjudication teams are composed of peer assessors and staff from the Tourism and Culture Division. Participants on the assessment team will be selected based on familiarity with the arts sector and fair-mindedness and may be chosen from across the province if required.

The names of all adjudicators are published on the City of Hamilton website.

Peer assessors are required to complete a conflict-of-interest form which is maintained by CEF program area manager. City staff who act as adjudicators are covered by the City's Conflict of Interest policy and are responsible for informing the program area manager of any direct or indirect conflict of interest.

ADJUDICATION PROCESS

1. Adjudicators receive the full application material for review.
2. Financial assessments are completed on all financial information.
3. Financial reports are completed on select applications and applications with requests of \$30,000 or more. The financial reports inform the adjudication teams on the financial health of an organization.
4. Prior to a team adjudication meeting, adjudicators first review each application independently to provide initial scores.
5. A passing score for an application is 60.

APPLICATION SCORING AND RATING

Adjudication teams determine a final score by assessing the applications based on the criteria specific to each program area. The application final score will have a direct impact on staff recommendations and funding outcomes. The applications will be categorized into one of four categories based on the final score:

- Excellent Application (“A” rating and final score of 80 or above): Applicant demonstrates strong program merit and alignment to the City of Hamilton’s strategic funding priorities.
- Good Application (“B” rating and final score between 70 and 79): Applicant demonstrates good program merit and alignment to the City of Hamilton’s strategic funding priorities.
- Fair Application (“C” rating and final score between 60 and 69): Applicant demonstrates fair program merit, and some alignment to the City of Hamilton’s strategic funding priorities.
- Failed Application (“D” rating and final score below 59 or below): Applicant fails to demonstrate program merit and/or alignment to the City of Hamilton’s strategic funding priorities. Application not eligible for funding.

Please note that whether the an application is successful or unsuccessful, the applicant name, the project name, the response to the question “Provide a Brief Summary of your program”, the rating received, and the amount of funding approved (if any), together with any other information provided in the application deemed necessary by the City of Hamilton, will be published as part of the CEF reporting to City Council and will be posted on the City of Hamilton website. By submitting this application, applicants consent to disclosure of this information.

If you are not awarded funding, you are encouraged to try again. The assessment process is highly competitive, and funds are limited. If your application does not pass, we will not be able to provide funding this year, however we encourage applicants to seek feedback and we encourage all applicants to try again.

MULTI-YEAR FUNDING (MYF) PILOT

CEF is piloting a 3-year multi-year funding program which offered returning “A” rated CEF applicants with an option to receive a 3-year funding commitment.

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.

The 3-year pilot period began with the 2025 CEF cycle, with qualifying MYF grantees receiving a commitment of funding for years 2 and 3.

There is **no MYF intake during this application cycle**. Should the pilot be converted to a permanent program, the next intake for MYF funding will be fall 2027 for programs or projects beginning in 2028.

APPROVAL PROCESS

1. The adjudication team's findings inform recommendations developed by City of Hamilton staff.
2. City staff prepare a report containing a summary sheet for each application that contains the name of the organization and program, the funding request, the previous year's funding amount, the program budget, the funding recommendation, and a brief program summary.
3. The report will be reviewed by the Grant Sub-Committee for approval.
4. The report is then submitted to the Audit, Finance and Administration Committee for approval.
5. Final approval of the report is made by City Council.

Funding amounts are dependent on the available CEF budget.

NOTIFICATIONS

All CEF applicants are notified with the result of their application(s) by the Grants Coordinator. Following City Council approval, notifications are distributed via email. Successful applicants will receive an agreement form to initiate payment of funds.

FUNDING AGREEMENT (SUCCESSFUL APPLICANTS)

A funding agreement (contract) is required from all applicants receiving funding from the City. Funding agreements are signed and submitted through DocuSign.

- Successful applicants will receive a funding agreement included with their notification letter.
- The form must be filled out and signed. Completed agreements will be forward to staff via DocuSign.
- Funding will not be released without the receipt of a signed agreement.
- CEF agreement forms may be submitted at any time after notifications, but no later than November 1.
- The agreement form outlines the terms and conditions of funding.

PAYMENT PLAN

Upon City Council approval and the receipt of the signed CEF funding agreement, the following payment plan will apply:

Funding Amount	Payment Schedule
\$0 - \$10,000	Paid out 100%
\$10,001 - \$100,000	Paid 80% on Council Approval; 20% November 1 st
Over \$100,000	Paid monthly

REPORTING REQUIREMENTS

- Reporting requirements and forms will be available through the grant portal.
- Grantees must submit a report and demonstrate that funds were spent on programming as described in the application.
- Staff reserve the right to request financial records to substantiate submitted financial information.

Final Reports may include the following information:

- Financial information with actual program costs*
- Statistics
- Program summary
- Results of measurable outcomes
- Summary of City Enrichment Fund acknowledgment

* Creation and Presentation grantees are required to submit receipts for single expenses of \$500 or more.

All final reports must be submitted before subsequent grant applications can be approved. Non-Returning applicants are required to submit a complete final report for audit purposes.

Program Areas	Reporting Requirements and Deadlines
Agriculture	Report required: Due February 1 st annually
Arts	Report required: <ul style="list-style-type: none">• Organizations due February 1st annually• Artists due April 1st annually
Communities, Culture, & Heritage	Report required: Due February 1 st annually

Community Services	Report required: Due April 30 th annually
Digital	Report required: Due February 1 st annually
Environment	Report required: Due February 1 st annually
Sport & Active Lifestyles	Report required: Due February 1 st annually

GLOSSARY OF TERMS

These definitions have been prepared by the City of Hamilton to provide additional clarity around the terms used in the CEF program. Please note that the language and definitions used are intended to be as inclusive of the breadth and depth of each funding sector and may differ from definitions used by other funding programs.

Activity

Activities includes programs and/or events that have general appeal, a theme of interest, a public profile and public access on a free and/or paid basis. Activities must occur on a reoccurring basis, e.g. annual or seasonally.

Agriculture Organization

An agriculture organization has a mandate or mission to encourage an awareness of agriculture and to promote improvements in the quality of life of persons living in an agricultural community. For the purposes of this program, Agriculture Organizations may include farmers' markets, community gardens and horticulture societies.

Artist - Amateur/Non-Professional Artist

An individual who undertakes artistic activity for personal pleasure and/or recreation without an expectation of financial gain.

Arts Professional

An individual who has professional experience in the creation, production and/or presentation of the arts.

Amateur/Non-Professional Arts Organization

An amateur/non-professional arts organization is generally led by volunteers who pursue standards of excellence within their discipline and includes participants who are not generally paid for the artistic work they do within the organization.

Artistic Merit

The City of Hamilton recognizes that all artists strive for excellence in their work. The fact that everyone experiences artistic work in his/her own way can make the assessment of artistic merit challenging. Three dimensions will be considered when assessing artistic merit:

- Idea – the intention or artistic impetus behind the work
- Practice – the effectiveness of how the work is put into practice and the impact it has on those experiencing it
- Development – the contribution the work makes to the development of the artist, the art form, and the arts sector

Arts Festival

A festival is a collection of arts activities presented over a set period of time with some theme of interest. A festival may be devoted to one or more arts disciplines and can be produced annually, on a reoccurring basis, or one-time. A festival has general appeal, public profile, and public access on a free and/or paid basis.

Arts Organization

An arts organization has a mandate and a mission to create, produce, present, and/or disseminate art in one or more artistic discipline.

Assessment/Adjudication

An evaluation of the submitted application made by an adjudicator, and/or adjudication panel comprised of professionals currently practicing and/or knowledgeable in a discipline relevant to the applications being considered. Applications are assessed using assessment criteria as identified in these guidelines.

Capacity Building

A process that strengthens four interrelated pillars – the relevance, responsiveness, effectiveness, and resilience of organizations.

Capital

Capital assets are tangible assets that a business requires in order to operate. Capital assets are not intended for sale and usually have lifespans of a year or longer (i.e. land, building, machinery, furniture, etc.)

Capital Improvement

A capital improvement is the addition of a permanent structural change or the restorations of some aspect of a property that will either enhance the property's overall value, prolongs its useful life, or adapt it to new uses.

Collective

A collective is defined as a group of two or more artists working together under a group name, either on a single project or on an ongoing basis.

Community

A group of people bound by common beliefs, values or interests, ethnicity or place of origin, geography, or another self-identified commonality.

Community Identity

The unique people, places and things that honour Hamilton's past, celebrate its present and envision its future.

Community Impact

The way in which local residents, organizations and businesses are involved with the activity. Involvement can include volunteers, participants, audience members, partners, sponsors, etc.

Cultural Organization

A cultural organization has a mandate and a mission to preserve, research, document, interpret, celebrate and / or disseminate community identity – the people, places and things that make up the city of Hamilton.

Emerging Artist

An artist who is at an early stage in their career, who has specialized training in the art form, and who has created a modest body of artistic work. Typically, emerging artists have been practicing professionally for less than seven years.

Emerging Arts Organization

An emerging arts organization is a not-for-profit professional or semi-professional arts organization that has been incorporated for between one and four years and has a history of sustained activity on an annual basis.

Established Artist

An artist who has developed skills through training and / or practice in an arts discipline, has a significant history of professional public exposure and presentation, is recognized by their peers, and is paid professional fees. Typically established artists have been practicing professionally for seven years or more.

Established Arts Organization

An established arts organization is a not-for-profit professional or semi-professional arts organization that has been incorporated for five or more years and has a history of sustained activity.

Environmental Organization

An environmental organization has a mandate and a mission to protect, rehabilitate, or enhance the natural environment.

Event

A one-off single activity, occurrence, or celebration, typically taking place over a concentrated period of time, such as a few hours. Examples of events are rallies, demonstrations, single performances, or other single artistic activities.

Economic Impact

Economic Impact is the effect a particular program, festival, or event may have on the economy (neighbourhood or city). Direct and indirect results can be measured in the changes to employment, membership, spending, participation, etc.

Grant/Funding

A sum of money given by the City of Hamilton for a particular purpose.

Capital Grant

A capital grant provides financial support towards building upgrades and technical or specialized equipment.

In-Kind

A contribution of equipment, supplies, resources, volunteer time, or other tangible resource. In-kind contributions are given a fair-market monetary value. Please note that in-kind values are not included within the cash budget and is not used when calculating funding amounts.

New Applicant

A new applicant is defined as a current applicant that did not apply to the City Enrichment Fund for the same program in the immediately preceding year, in the same Program Area and Stream.

- Organizations taking over applications that were previously funded by CEF but are now being offered by a new agency or organization are also considered new applicants.
- Organizations who are changing which program area or stream their application is applying to are also considered new applicants.
- Community Services: excludes applicants transitioning from the "Emerging Community Needs" stream to the first year in the stream of impact.

Not-for-profit

Is an organization who:

- Is dedicated to purposes other than pursuing a profit,
- Is a corporation without share capital, which means that the corporation does not issue ownership shares,
- May not distribute any profits to its members, directors, or officers,
- Must use any profit exclusively for its not-for-profit purposes, and,
- Includes both charitable and non-charitable organizations.

Organizations may demonstrate their non-profit status through letters patent or a combination of organizational documents.

Operating Grant

An operating grant provides support for the day-to-day costs of running a not-for-profit organization as it fulfills its mission. Operating funding cannot be used for capital expenses.

Peer Assessor

A professional in a specific sector with specialized knowledge and experience in one or more area and/or disciplines.

Peer Assessment

Peer assessment is an evaluation of the submitted application made by an assessor, and/or assessment panel comprised of knowledgeable representatives of a specific sector who may be currently working / practicing in that sector.

Project Grant

Project grant programs provide one-time funding for time-limited projects.

Professional Arts Organization

A professional arts organization is led by arts professionals who observe best practices and pursue standards of excellence within their discipline. Professional organizations are those who work with other arts professionals whom they pay, at minimum standard fees, for the artistic work.

Professional Services/Consultant

Fees paid to outside professionals for expertise, consultants, branding agencies, specific support workers, website designers. These professionals are considered experts in their field and your organization, or its parenting company do not have the expertise to provide this specific service. Contracts with program providers, facilitators or presenters are not allowed.

Public Access

Public access implies that any member of the public may attend or participate whether the activity is free, or an admission fee is charged. Events where membership is required to participate do not meet the definition of public access.

Returning Applicant

Organizations that applied for and received funding for the same program in the same CEF program area and stream in the immediately preceding year.

- Community Services: Includes applicants transitioning from the "Emerging Community Needs" stream to the first year in the stream of impact.
- Funding must have been granted through CEF program recommendations, not through motion, or other appeals methodology.

Staff reserve the right to define applications as new or returning on a case-by-case basis depending on significant history with the CEF program where appropriate. Where applicable applicants will apply as new, and staff will identify if they should be treated as returning during the recommendation process.

Rural

The area within the municipal boundary of the City of Hamilton but outside of the urban boundary.

Semi-Professional Arts Organization

A semi-professional arts organization is generally led by arts professionals who pursue standards of excellence within their discipline and includes participants who are not generally paid for the artistic work they do within the organization.

Sport Organization

A sport organization has a mandate and a mission to create and provide organized sport opportunities.

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