

# CITY ENRICHMENT FUND

## APPEALS FUNDING GUIDELINES



## **OVERVIEW**

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.

This document provides the eligibility criteria and process for the City Enrichment Fund (CEF) appeals.

Applications are available through the [Grant Portal](https://cityofhamilton.smapply.io/). <https://cityofhamilton.smapply.io/>

## **APPLICANT SUPPORT**

Applicant support is available to any current year applicant. 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
- One on One staff meetings

\*Please note that requests must be received by seven days prior to appeals application closing date.

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## **IMPORTANT DATES AND TIMELINE**

Third Monday in June Annually

- Application submission period open.
- Guidelines available online.

4 Week Application Period (July 10, 2026)

- Application deadline.

July 13, 2026 – Early August 2026

- Appeals applications are reviewed.
- Applicants are notified.
- Successful applicants are provided a funding agreement.

Early to Mid - August 2026

- Appeals results shared through with Council.

November 1, 2026

- Final submission date for funding agreement forms.

October 1 – November 16, 2026

- 2027 CEF intake period. Applicants are required to include original recommendation and appeals funding amounts as separate entries in their application(s).

February – April 2027

- Grantee CEF 2026 Final Reports due.
- Grantees are required to include original recommendation and appeals funding amounts as separate line items in the final budget.

## **APPEALS FUNDING ELIGIBILITY**

**Appeals Funding Objective:** To provide City Enrichment Fund (CEF) applicants with a one-time opportunity to appeal their application outcome(s) when extenuating circumstances may exist requiring further review, or additional support. A maximum budget of \$50,000 will be available across all applications to this process. The CEF team reserves the right to not allocate any of these funds if extenuating circumstances are not successfully demonstrated.

### **Eligibility**

To be eligible for Appeal funding, current year CEF applicants must meet all of the following eligibility requirements.

- Applicants must have submitted an application during the original current year intake period. Applications that were not submitted, or missed the intake period will not be considered for appeals funding.
- Applicants must be eligible to receive CEF funding based on the existing program criteria published in the General Guidelines and Program Area Handbooks.
- Applicants must have received a “B”, “C”, “D”, or “DNQ” rating.
- All appeals applications must be submitted through the grant portal.

### **Ineligible Applications**

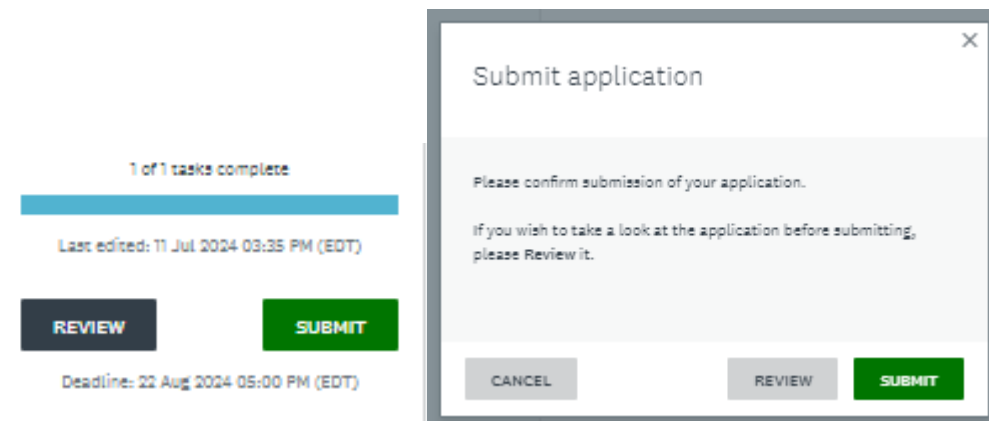
Applications are not eligible to the appeals Funding if any of the below conditions are true:

- Application was not submitted during the original CEF intake period.
- Applicant or Applicant Program received appeals funding in the immediately preceding year, or twice in a five-year time span (beginning with the 2024 appeals process).
  - Applications from organizations are not permitted to receive appeals funding in two consecutive years.
  - Creation & Presentation (C&P) stream applicants are not eligible to receive appeals funding in two consecutive grant cycles.
    - For example: An artist applies in Year 1 and receives appeal, they are not eligible to apply in Year 2. If they apply again in Year 3 and seek an appeal, they would be ineligible, as this would represent two consecutive appeals in the C&P stream’s grant cycle.
  - “A” rated applicants are not eligible to appeal, as they have received the best possible outcome for their application through the CEF recommendation process.
  - Applicants cannot appeal for more than their original current year CEF request.
  - Applicants are also bound by the existing Program Area and Stream maximums.
  - Applicants who withdrew their application are not eligible to appeal.

- - Applications appealing the outcome of the Multi-Year Funding Program (MYF) are not eligible.
- A complete application does not guarantee a successful appeal.

**Other Important Criteria**

- Meeting the eligibility criteria does not guarantee that applications will be funded.
- Meeting the eligibility criteria does not guarantee that the full appeals amount requested will be funded.
- Applicants with any outstanding City Enrichment Fund Final Reports, other outstanding material, and arrears will have any approved appeals funding held.
- Incomplete and late applications will not be accepted.
- Appeal applications must be submitted by the original organization/applicant for the original proposed program.
- Appeals applications must be submitted through the grant portal. Please ensure that the application is “Submitted”.



**APPLICATION CONTENT**

The application form will request applicants to confirm eligibility. Additionally, the form will require applicants to include a dollar value request within the appeal. The application form requires applicants to describe the extenuating circumstances regarding how, and why an appeal is required. Examples of extenuating circumstances include but are not limited to:

- Turnover in key grant writing personnel during the intake period of current year CEF, or;
- Unaddressed personal and/or professional barriers at time of application, or;
- Procedural error resulting in an error to the recommendation of funding, i.e. a

returning application is recommended funding in error as a new application, or if a returning organization's prior year funding was not accurate if used in current year funding formula.

If an applicant applied to appeals funding in the prior year, and were not successful, they will be required to explain what is new or different about their reason for appealing in the current year.

## **WHO REVIEWS THE APPLICATIONS?**

All appeal applications will be reviewed by a panel of three CEF staff made up of one Program Manager from the program area the applicant initially applied to, and two Program Managers from separate program areas of CEF. Each will review the appeal application to determine the following criteria:

- A. The application is eligible for appeals;
- B. The information contained therein is believed to rise to the level of extenuating circumstances.

A score of 3/3 is required on criteria A, and a score of 2/3 is required on criteria B to be considered a "Passing" Appeal.

## **APPROVAL PROCESS**

Applicants must submit an appeals application prior to the deadline, meet all of the criteria, and have explained the impact of extenuating circumstances on their application and the impact of their funding result.

Once all appeals have been reviewed, passing appeals are eligible to receive a funding recommendation within the total envelope of \$50,000. This will be based on available funds and request value outlined in the application. CEF staff will present the appeal results to the Director of Communications and Engagement. Receiving a passing appeals score does not guarantee funding.

## **NOTIFICATIONS**

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

## **LIMITATIONS OF THE APPEAL FUNDING PROCESS**

- Appeals will not change the original rating received by an application through the CEF Adjudication process.

- This appeals process is not intended to address global, national, or provincial issues beyond our control, including the cancellation of any other funding programs/sources, natural disasters, pandemics, or other force majeure.
- This appeals process does not affect an application's new vs. returning status for future CEF applications and does not imply any ongoing commitment.
- The appeals commitment will work within a funding envelope of \$50,000 and makes no guarantee of successful appeals receiving either the entirety of their original funding request or of their appeal request amount.
- Appeals funding will be assessed on a case-by-case basis. Funding recommendations may or may not be consistently applied across approved appellants.
- If an applicant applied to an appeals funding process in the prior year, and were successful, they are not eligible to apply again in the immediate subsequent year or receive appeals funding more than twice per five-year timespan. The objective of appeals funding is to provide an opportunity for support when extenuating circumstances have existed.
- Extenuating circumstances occurring for greater than a one-year period, or with frequency are no longer considered extenuating.

## **FUNDING AGREEMENT (SUCCESSFUL APPLICANTS)**

A funding agreement (contract) is required from all applicants receiving funding from the City of Hamilton. Funding Agreements are signed and submitted through Adobe Acrobat.

- Successful applicants will receive a funding agreement included with their notification letter.
- The form must be filled out, signed, and returned to the Grant Coordinator for funding to be processed.
- Funding will not be released without the receipt of a signed agreement.
- City Enrichment Fund agreements may be submitted at any time after notifications, but no later than November 1<sup>st</sup> annually.
- The agreement form outlines the terms and conditions of funding.

## **PAYMENT PLAN**

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

### **Funding Amount**

\$0 - \$10,000

\$10,001 - \$100,000

### **Payment Schedule**

Paid out 100%

Initial payment, paid 80% remaining 20% payment processed November 1<sup>st</sup>

## **REPORTING REQUIREMENTS**

Recipients of appeals funding are required to report back on this funding, as part of their CEF Final Report. All policies around the use of funds, payment schedule and requirements of the broader CEF program continue to be applicable.

- Reporting requirements and forms will be distributed by program managers.
- Grant recipients must submit a report and demonstrate that grant funds were spent on programming and/or services as described in the application.

### **Final Reports are required and include the following information:**

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

All final reports must be submitted for audit purposes and before subsequent grant applications can be approved. Non-Returning applicants will be required to submit a complete final report for audit purposes. Failure to submit a final report may result in the return of funds.

### **Program Areas and Reporting Requirements and Deadlines**

<b>Agriculture</b>	Report required: Due February 1 <sup>st</sup> annually
<b>Arts</b>	Report required: <ul style="list-style-type: none"><li>• Organizations due February 1<sup>st</sup> annually</li><li>• Artists due August 1<sup>st</sup> annually</li></ul>
<b>Communities, Culture, &amp; Heritage</b>	Report required: Due February 1 <sup>st</sup> annually
<b>Community Services</b>	Report required: Due April 30 <sup>th</sup> annually
<b>Digital</b>	Report required: Due February 1 <sup>st</sup> annually
<b>Environment</b>	Report required: Due February 1 <sup>st</sup> annually
<b>Sport &amp; Active Lifestyles</b>	Report required: Due February 1 <sup>st</sup> annually