

City of Hamilton's – City Enrichment Fund

Community Services – Established Programs Application Guide

City Manager's Office
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City Enrichment Fund – Community Services

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 integrated 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 Anishinaabe 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: [Urban Indigenous Strategy](#)

Community Services

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
- Invest in the organizational capacity of the local human services

All programs funded through the Community Services program area will support Hamilton's community vision, Our Future Hamilton.

Established Programs

To provide funding stability to returning applicants as established programs that align with the Community Services Stream priorities (A-G).

- A. No One is Hungry or Without Shelter
- B. Everyone Feels Safe
- C. Every Child and Family Thrives
- D. No Youth is Left Behind
- E. Everyone Can Age in Place
- F. Community Capacity Grows
- G. Everyone Has Someone to Talk to

Application Questions – Established Programs

Please use this guide as a reference while completing your application. Application questions are listed in **bold**.

Application Information Form

Complete all questions. The responses are used to determine eligibility and are not scored.

- **Applicant Contact Information**
- **Additional Contact Information** (the CEF requires a secondary contact)
- **Organization Name**
- **Is your organization legal name different than the above organization full name?** Yes / No
- **Organization Legal Name**
- **Should your application be successful, under what name are you able to deposit funds?** *Please note that legal names of organizations will be published.*
- **Organization Establish Date** Provide the date that organization was formed / incorporated.
- **Organization Address**
- **Legal Status or Organization** (select all that apply)
 - Not-for-profit

- Registered Charity
- Individual artist or collective
- Unincorporated group with not-for-profit goals and governance structure

Reminder that applicants must be legally incorporated not-for-profit organizations or registered charities in good standing, with demonstrated operations for minimum 1 year at the time of applying are eligible to apply.

- **Not-For Profit Registration Number and / or Registered Charitable Number**
- **Is your organization's head office located in the City of Hamilton? Yes / No**
- **Will the program for which you are applying take place within the city of Hamilton? Yes / No**

Program Information Form

- **Program Area:** Community Services
- **Is this application for a returning program? Yes / No**
 - To be considered returning, a program or service must be delivered by the same organization and have received funding through the same CEF program area and stream. If this is the case for your application, choose "yes".
 - You may be a program that received funding from the Emerging Needs stream in the previous granting year and now meet the conditions to apply as a returning applicant this year. If that is the case, select "yes".
 - If you are a new applicant – select "no". You will be applying to the Emerging Needs funding stream.
 - Applicants to the Organizational Capacity Building Stream will never be a returning applicant - select "no".
- **Community Services Stream**
 - Returning applicants reapplying: To maintain your returning applicant status you must select the same funding stream as the prior year.
 - Emerging Needs Applicants Transitioning to Returning Applicant Status: To maintain your returning applicant status you must select the same funding stream as was selected in the prior year Emerging Needs application.
 - *If you are unsure:* Consult your previous year's application, refer to the chart prior year CEF council report, or contact csgrant@hamilton.ca

- Select one of the Following:
- ☐ 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

Reminder

Failure to reapply to the same funding stream will cancel your Returning Applicant status or for prior year qualifying Emerging Needs grantees failure to apply to the same funding stream in the prior year application may result in a DNQ (Does Not Qualify).

- **Program Name:** Program, project or service name
 - Be sure to include the name of the program this application is in support of.
 - Please note that "Program" is the general term used in CEF to describe programming, events, services, projects etc.
 - Note that this program name will be included in a public City of Hamilton Council report.
- **Provide a brief summary of your program** (Max 60 words)
 - Do not use acronyms of organizations or program names.
 - Please note that this description will be included in a publicly accessible City of Hamilton Council report. This description is not scored.
- **Organization Mission or Mandate** (Max 200 words)
 - Please include the main objective of this program.
 - Information requested for context only and is not scored.
- **Provide a brief history of your organization** (Max 250 words)
 - Please also indicate the number of years the organization and program have been operating and the start date.
 - Include anything else important to know about the organization.
 - Information requested for context only and is not scored.
- **Provide a detailed description of your program** (Max 1000 words)

Think about your program in a broad sense, moving beyond just not what you do, but how, when, and where etc. Please be sure to also include your current year program statistics and a projection of program statistics for the following year.

Be sure to include the following information in the response:

- Include specific information on target group, program location and hours of availability. **9 points**
 - Please complete program statistics information by completing the chart on the application form. 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**
- **Please share the service levels for your current program and request year.** Include the following information:
 - Include specific information on target group, program location and hours of availability. **9 points**
 - Please complete program statistics information by completing the chart on the application form. Provide the total number of clients served up to September 30th of the current year and the projected number of clients served in the following year. If the program is an indirect service, program statistics must still be provided so adjudicators can adequately assess the program. **6 points**
- **Specify how funding from the City Enrichment Fund will be used.** (Max 500 words).
 - Include details as to what program budget lines funding will be applied to either by referring to dollar amount or percentage.
 - 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% of program supplies, etc. **5 points**
- **Describe how this program can be scaled should the total funding request not be received.** (Max 500 words)
 - The City Enrichment Fund does not guarantee that successful applicants will receive their full grant request.

- Please describe what the impact of less funding would mean both in terms of impact on the program and budget.
- Please note this response will be used for context or clarification only and will not be scored.
- **How will your program increase community participation from an inclusivity focus?** (Max 500 words)
 - Thinking along a continuum that includes policies, staff/volunteer 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.
10 points
- **Provide three (3) measurable outcomes in support of your program?**
All successful applicants are required to update these outcomes in the Final Report.
 - These outcomes should focus on the impact of your program rather than process outcomes. Ensure that each outcome is measurable. Include examples from any recent evaluations – be sure to include the year the results represent.
 - Please include any relevant data results in the impact or results expected column.
 - Provide 3 outcomes that relate 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. **15 points – 5 points per each of 3 outcomes**
- **Describe formal program partnerships that you have that relate specifically to this program.** (Max 300 words)
 - Do not include generalized partnerships or organizational examples.
 - Indicate which specific networks, planning tables, or working groups you are involved in that enhance your ability to deliver this program.
 - How do these partnerships enhance your program activities? **7 points**

- **List the team members that will ensure your program is well managed and achieves your desired goals.** (Max 300 words)
 - Please limit your list to include only those having a direct impact and only 1 layer of supervisor/manager support. Include a brief explanation of how their expertise/specialization will make your program a success.
 - Provide a bullet 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. **5 points**

- **How does this program enrich the city?** (Max 300 words)
 - Be sure your response describes the local community need for your program, any best practices and any local, provincial, national statistics, or program evaluations.
 - Include a description of the local community need. **9 points**
 - Provide 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 – [Review the City of Hamilton's Community Vision that aligns with this program](#).** Review the City of Hamilton's Community Vision that aligns with your program? (select up to three)
 - Identify the one City priority that best fits the program and describe “how” the program fits that priority by referring to specific actions etc. **3 points**
 - Describe if the program is also aligned with any other specific City of Hamilton master plans, action plans or strategies. **2 points**
 - Examples of other relevant plans for Community Services include:
 - [Housing Homeless Action Plan](#)
 - [Hamilton's Plan for an Age Friendly Community](#)
 - [Community Safety and Well Being Plan](#)
 - [Hamilton's Urban Indigenous Strategy](#)
 - [Hamilton's Food Strategy](#)

- [Hamilton Youth Strategy](#)
- **Describe how your program is aligned with the community priorities chosen.** (Max 200 words)
 - Please indicate whether your program also supports any other City of Hamilton corporate strategies, master plans, etc. A list of those most relevant to Community Services is listed above.

Organizational Capacity Form

- Indicate if your organization has the following policies, plans, or accreditations in place. If an item is not applicable to your organization, please indicate so in the "date last reviewed/Updated" column. Do not submit copies of the documents. *Please note that based on best practice, policies with a reviewed/update date older than 5 years (2021) will be considered as incomplete by adjudicators.*
15 points – 1 point for each eligible chart item.
 - 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/ Access and Equity Policies
 - New* in 2027- Cybersecurity Policy
 - Board Recruitment Policies
 - Board Training/Orientation Plan
 - New* in 2027 - Use of Predictive or Generative Artificial Intelligence Policy

Budget Form

The CEF Program Budget is separated into four distinct sections; Revenue, Expenses, Budget Summary, and In-Kind. Applicants are required to submit a complete budget providing projected financials for the request year and the actuals for the prior program year.

The Revenue and Expense sections provide a list of predetermined sections that are applicable to most applicants, budget fields that are not applicable should be left blank. Fields in the budget marked as “Other” may be customized or renamed to best describe the budget line. Applicants are encouraged to provide additional information and/or clarification within the third budget column. Examples include specific funders, confirmed or pending funding, significant increases/decreases year-to-year, specific information etc. **5 points**

Reminder, Budgets should be:

- Requests of \$15,000 or less can't represent 100% of the total program budget. Other sources of revenue are expected to be included.
- Requests of \$15,001 to \$25,000 must not be over 30% of the total program budget. CEF Request divided by Total Program Expenditures from the Budget Summary. Based on these fixed numbers, in order to submit a maximum request of \$25,000 and maintain a 30% maximum of your program budget, the total of your program can't exceed \$83,300.
- Program Budgets (not total operations of organization).
- Balanced – New in 2027 this means that the total revenues/expenses for projected budget should balance and total revenues/expenses for actuals should balance i.e. not with greater revenue than expenses, which would imply a surplus or more expenses than revenue, which would imply a deficit. *The system will not allow you to submit if the budget is not balanced.*
- Prior to adjudication, internal financial assessments are completed on all financial information overall. The financial reports inform the adjudication teams on the financial health of an organization. An unsatisfactory financial review will result in a deduction of points.

Attachments

Use this list when preparing and uploading the application attachments.

For incorporated non-profit organizations:

- **Mandatory Attachments**
 - Board of Directors list. Include role titles, length on the Board
 - Most recent annual report
 - Financial Statements -

- Audited Financial Statements required for applicants with requests of \$30,000 or more
- Audited Financial Statements or Review Engagements required for applicants with requests less than \$30,000
 - Must be signed by Board of Directors
 - Financial Statements may not be more than 3 years from the granting year
- **Optional Attachment Examples:**
 - Staff list. Include job titles and whether full or part-time
 - Program Marketing Material
 - Poster, flyer, pamphlets
 - Program Specific Material (schedules, advertising etc.)

For organizations with registered charitable status:

- **Mandatory Attachments**
 - Board of Directors list. Include role titles, length on the Board
 - Financial Statements -
 - Audited Financial Statements required for applicants with requests of \$30,000 or more
 - Audited Financial Statements or Review Engagements required for applicants with requests less than \$30,000
 - Must be signed by Board of Directors
 - Financial Statements may not be more than 3 years from the granting year
- **Optional Attachment Examples:**
 - Annual Reports
 - Staff list. Include job titles and whether full or part-time
 - Program Marketing Material
 - Poster, flyer, pamphlets
 - Program Specific Material (schedules, advertising etc.).

Reminder - As of the 2027 granting year, failure to provide mandatory and correct attachments may result in a reduced score or a DNQ (Does Not Qualify) rating. Please refer to the Submission Standards and Accountability Framework.

IDEA Form

A form collecting information about the IDEA (Inclusion, Diversity, Equity & Accessibility) 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.

Declaration

Emerging Needs applicants are asked to confirm that the guidelines were consulted to complete your application. If you have not, you are advised to ensure your application responses reflect what is requested in this guide in order to submit your request at its best potential.

The declaration includes terms of use and receives applicant signature(s).

- **Communications** (confirming correct email)
- **Outstanding CEF Final Reports:** Yes / No

Two signatures are required – Recommended 1 Board Member and 1 Staff member.

Submitting Your Application

After each task is finished, please press the 'Mark as Complete' button. Once all tasks are marked complete, and the application is ready to be submitted, please review the application for completeness by selecting the 'Review' button.

Applicants will be prompted to review each page. Any incomplete question/field will be clearly marked.

After you Apply

- The application owner will receive confirmation from the portal that the application has been submitted.
- Application results, including the application score and if successful, the recommended level of funding, will be presented to the City of Hamilton Grants Sub-Committee for review and approval in spring 2027. Applications which

receive a passing score in the adjudication process (above 60%), may be eligible to receive a funding recommendation dependant on the available budget.

- Funding notifications will be delivered by email. The email will include instructions to receive the funds and a timeline of when funds will be released.
- CEF funding must be used in the same year that it is awarded.
- Grantees must acknowledge the support provided by the City of Hamilton through the funds received by the City Enrichment Fund in program materials and promotion.
- Grantees must complete a Final Report. A form will be made available within the by the grant portal in the Fall of the grant year. CEF Final Reports provide valuable information and enable us to verify that funded activities have taken place as applied for and help us measure and demonstrate the impact of our funding programs.
 - Note that having an overdue report will impact your funding consideration for the next grant cycle.
 - If you receive CEF funding greater than \$15,001, the program budget actuals provided in your Final Report will be used to update the 30% maximum calculation.
 - CEF funding received in excess of 30% will be required to be returned.

