

## City Enrichment Fund

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### Agriculture Program

#### Objective

To support organizations, events and activities that engage the public to strengthen and celebrate agriculture and its contribution to the economy and quality of life in Hamilton. To encourage action-oriented initiatives across the agriculture community that maintains and builds the strength of the sector.

All programs funded through the Agriculture Program will support Hamilton's community vision, Our Future Hamilton. [Learn more about Our Future Hamilton.](#)

There is one active stream within the Agriculture Program:

- Programs & Events

Total funding received from all sources within the City of Hamilton cannot exceed 30% of the project budget. Funding amounts for individual grants are dependent on the City Enrichment Fund budget amount of money approved by Council for the current budget year.

#### How to apply for a grant

- Read the **City Enrichment Fund Guidelines** and the **Agriculture Programs & Events Handbook** for details about the program, stream objectives, eligibility and criteria.
- Refer to the **Application Details** section to learn about expectations and values for each question and answer for the adjudication process.
- You will be required to complete all sections of the application online.
- Upload all documents (use the checklist to confirm that you have submitted all attachments).

## **Funding Categories for Agriculture Program**

### **Programs & Events Stream**

#### **Objective**

To support activities that promote, educate and celebrate agriculture and its contribution to the economy and quality of life in Hamilton delivered by agricultural and rural-based not-for-profit organizations.

#### **Description**

The Agriculture Program – Events & Programs stream supports the planning, delivery and administration of a variety of activities (programs & events) that provide opportunities for participation in and the celebration and education of agriculture and the rural way-of-life. Programs & Events may occur on a reoccurring basis (e.g. annual, seasonally, etc.).

### **Agriculture – Program & Events Guidelines**

These guidelines are in addition to the general City Enrichment Fund guidelines and eligibility criteria

<b>Available Funding</b>	<ul style="list-style-type: none"><li>• 30% of the total program budget up to a maximum of \$35,000</li><li>• Funding amounts for individual grants are dependent on the amount of money approved by City Council for the current budget year of the City Enrichment Fund as well as the amount allocated in the Agriculture Program</li><li>• Total funding received from all sources within the City of Hamilton cannot exceed 30% of the program budget of the applicant</li></ul>
<b>Eligibility</b>	<p>The organization must be an incorporated not-for-profit agriculture or rural-based organization or unincorporated group with not-for-profit goals and governance structure.</p> <p>The organization must have their head office in the city of Hamilton and/or the majority of their activities must occur within Hamilton. The organization must operate year round (where applicable) and offer programs and services that are open to the public and widely publicized in the city of Hamilton.</p>

<b>Ineligible Applicants</b>	<ul style="list-style-type: none"> <li>• Organizations that do not have an agriculture or rural-based mandate.</li> <li>• Religious or political organizations.</li> <li>• Individuals</li> <li>• For-profit organizations and ventures.</li> <li>• 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.</li> </ul>
<b>Eligible Expenses</b>	<ul style="list-style-type: none"> <li>• Volunteer costs (e.g. training, food, non-alcoholic beverages, distinctive clothing)</li> <li>• Logistical, production and technical requirements (except for alcohol related costs)</li> <li>• Costs including supplies, fees, and expenses for demonstrators, educators, and performers of agricultural activities</li> <li>• Marketing promotion and audience development</li> <li>• Administration</li> <li>• Insurance</li> <li>• Policing and security cost (except for those costs related to alcohol)</li> <li>• Road Closure expenses</li> <li>• Evaluation</li> </ul>
<b>Ineligible Expenses</b>	<ul style="list-style-type: none"> <li>• Alcohol and associated expenses (permit fees, police, fencing, etc.)</li> <li>• Ongoing operations (e.g. salaries, wages, travel, supplies, material, fundraising, marketing, governance, and other costs related to ongoing operations)</li> <li>• Costs associated with capital projects (e.g. equipment, renovations, purchase of buildings)</li> <li>• Deficit reduction</li> <li>• Retroactive activity</li> <li>• HST</li> <li>• Expenses for programming that takes place outside of the City of Hamilton</li> </ul>

<p><b>Assessment Criteria</b></p>	<p>All applicants must be able to demonstrate good use of public funds. Organizations will be assessed separately using the following assessment criteria and weight:</p> <p><b>Organizational Capacity (25%)</b> as demonstrated by:</p> <ul style="list-style-type: none"> <li>• An active Board of Directors providing a proper stewardship role</li> <li>• Effective fiscal checks and balances</li> <li>• Evidence of thoughtful planning towards the organization’s vision</li> <li>• Proactive strategies with appropriate and updated policies</li> <li>• Good financial health</li> <li>• History of its commitment to the Hamilton community</li> </ul> <p><b>Program Merit (40%)</b> as demonstrated by:</p> <ul style="list-style-type: none"> <li>• Effective and safe execution, in compliance with your organization’s vision</li> <li>• The target group that is benefiting from this request</li> <li>• The quality in what will be offered / provided to the community</li> <li>• Benefits beyond the immediate request</li> <li>• Demonstrating what you will do to ensure program/project success</li> </ul> <p><b>Community Impact (35%)</b> as demonstrated by:</p> <ul style="list-style-type: none"> <li>• Project alignment with the City’s strategic goals.</li> <li>• A need within the community.</li> <li>• The types of partnership that will be developed.</li> <li>• The evaluation and reflection upon project completion..</li> </ul>
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## **Programs & Events application details**

### **Online recommendations**

Please turn off compatibility mode if you are using Internet Explorer as it may render false findings.

- The applicant is responsible for providing all the information and attachments requested
- The City Enrichment Fund will make decisions regarding your eligibility based on the information provided in your application
- The below sections correspond to questions in the application form

#### **Page: Organization/Applicant Information**

**Program:** select 'Agriculture'

**Stream:** Choose Programs & Events

**Contact info:** Please list the person who should be contacted for clarifications and updates on the status of the application

#### **Organization's Mission Statement. 7 points**

- Describe what is your organization trying to achieve (vision)
- Why does your organization exist?

#### **Provide a brief history of your organization. 8 points**

- What makes your organization unique or important to the Hamilton community?
- What has your organization achieved (number of years servicing the community, milestones that you are proud of as an organization)?

#### **Page: Organizational Overview**

- Ensure funding request is less than 30% of Program Budget (Grant request amount on following page and detailed Program Budget Template required as part of 'Attachments' page)
- Legal status
- Program must take place in the City of Hamilton

#### **Page: Program Information**

**Name of Program:** Title of your Program or Event

**Grant Request Amount:** The amount being requested for your program or event

**Program Budget. 7 points**

- Corresponds to Program Budget Template. See 'Attachments' section and additional Program Budget notes below.

**Additional budget notes**

Use the budget excel document to provide your program's complete budget information on all four sheets. Download the excel file, complete the budget sheets, save, and upload.

*Municipal sheet*

- If applicable, list all municipal funding totals and sources including confirmed or pending monies (Do not include your City Enrichment Fund request amount).

*Revenue/expenses sheets*

- Column B: Provide the program budget for the request year
- Column C: Provide the program actuals from the previous year
- Optional column D: Brief explanation of line items

*In-kind sheet*

Provide the estimated volunteer hours and value of other in-kind contributions. The total in-kind value will automatically be reflected on the program revenue.

**Brief Summary in 60 words. This section will not be scored.**

- Please provide a short summary of this program concept for a public document (please note this response forms a part of a public facing document).

**Provide a program description in 1000 words. 10 points**

- What is the program direction? What makes it important?
- A summary of your activities, describing the quality, diversity, and innovativeness. How will you evaluate the quality of your programming?
- Details of the program's impact on educating, informing and enhancing the agriculture sector in the City.
- Details of key dates and scheduled activities.
- Details of all marketing plans.

**Specify how funding will be used in 500 words. 7 points**

- What will the expenses be and why they are needed?
- Why are extra funds needed to support this program or event versus using a current operational budget?
- This description should relate to the details provided in the programming description above and to the proposed budget.

**Specify how the program will increase community participation in 500 words. 5 points**

- Details on the following:
  - The contribution of the program to further develop the agriculture sector in the City.
  - Description of your audience and participants.
  - Volunteer program(s) with the organization
  - External recognition of programming within the organization
  - Economic impact of the program

**Provide measurable program outcomes. 10 points**

Provide up to three measurable outcomes of the program that benefit the organization and /or the community.

- What is the primary goal?
- What does success look like?
- How is success measured? What is the start and end state?

**Provide a description of partnerships in 300 words. 10 points**

- How will you work with other groups? How does this assist your group in achieving its goal?
- Note: “other groups” may include but are not limited to; your local, provincial and national organizations, community outreach groups, other agricultural based not for profits, and for profit organizations relationships and partnerships.

**List and describe the implementation team in 300 words. 5 points**

- Describe the Board of Directors and how they reflect the community the organization serves.
- Information on the organization’s staff and lead volunteers describing their expertise and background.

**Describe how your program enriches the City in 300 words. 10 points**

- Why is this program needed and how was it identified?
- What benefits does your programming have on the agriculture sector and the City?
- What are the challenges facing your organization?

**Page: Your Program and the City’s Community Vision**

**What City of Hamilton’s community priorities does your program align with:**

- |   |   |
|---|---|
| <input type="checkbox"/> Culture and Diversity        | <input type="checkbox"/> Healthy & Safe Communities           |
| <input type="checkbox"/> Economic Prosperity & Growth | <input type="checkbox"/> Clean and Green                      |
|   | <input type="checkbox"/> Built Environment and Infrastructure |

- Community Engagement and Participation

**Describe how your program is aligned with the community priorities that you chose above in 200 words. 5 points**

**Page: Program Specific Questions**

**Describe the way your organization’s program will create educational opportunities for youth in Hamilton to become engaged and involved with agriculture and/or local food in 300 words. 6 points**

- Provide details on youth programming and partnerships to encourage youth involvement agriculture.

**Page: Attachments**

**Use this checklist when preparing and uploading your attachments**

- Board of Directors list (mandatory). Include role & titles, length on BOD
- Staff list (optional). Include job titles and whether full or part-time.
- Financial Statements (mandatory). If audited financial statements are not available, then unaudited statements are required. Please note, for grant requests greater than or equal to \$30,000 audited financial statements are mandatory.
- Program Marketing Material (optional). Poster, flyer, pamphlet, etc.
- Program Specific Material (if applicable)
- CV Not Applicable – DO NOT SUBMIT
- Program Budget (mandatory). **Download, complete and upload Program Budget Template (excel file provided)**

**Additional Budget Template Information:**

1. Grant requests can be no more than 30% of the Total Eligible Program Budget (cash only, excludes in-kind). See *Budget Summary* tab line 22.
2. It is important that submitted budgets are balanced (program expenses match program revenues). Provide comments for programs that present a budget deficit or surplus on line 28 of the *Budget Summary* tab.
3. Please note that this budget is used by all CEF programs. Use the most appropriate line items provided in addition to the “other” spaces available.

Revenue



<b>Column B</b>	<b>Column C</b>	<b>Column D</b>
Provide the program revenue budget for the request year	Provide the program revenue budget from the previous year, or the last year the program was delivered. You can only leave this blank if this is the first year that the program was delivered.	Provide a brief explanation of line items, such as: <ul style="list-style-type: none"> <li>○ Confirm government funding, sponsorship, etc.</li> <li>○ Provide a breakdown of a line item (<i>e.g. annual membership fee x number of members</i>)</li> <li>○ Provide notes for significant variances between the previous and request year</li> </ul>

Expenses

<b>Column B</b>	<b>Column C</b>	<b>Column D</b>
Provide the anticipated program expense budget for the request year.	Provide the program expense budget from the previous year or the last year the program was delivered.	Provide a brief explanation of line items, such as: <ul style="list-style-type: none"> <li>○ Breakdown of a line item (<i>e.g. staff hourly rate x number of hours to be worked</i>)</li> <li>○ Provide information on new expense items</li> <li>○ Provide notes for variances between columns B and C (<i>i.e. Anticipating an increase of external consultant's hourly rate</i>)</li> </ul>

In-kind

Provide the estimated volunteer hours and value of other in-kind contributions. The total in-kind value will automatically be reflected on the program revenue.

**After you apply**

- CEF staff will contact you by email or phone to confirm the details in your application and ensure your application is complete.
- If your application receives a passing score (above 60%), your score and recommended level of funding will be presented to the City of Hamilton Grants Sub-Committee for review and approval in spring 2021.
- You will receive confirmation of funding by email. The email will include instructions to receive your funding and a timeline of when funds will be released.
- CEF funding must be used in the same year that it is awarded.
- You must acknowledge the City of Hamilton's support through CEF in your program materials and promotion.

- You must complete a Final Report and submit it to CEF staff by February of the following year. A template will be provided by CEF staff after you have received confirmation of funding.
- Organizations that do not provide complete Final Report(s) for each program that receives CEF funding will not be eligible to apply for future CEF grants.