Agenda

1. City Enrichment Fund Overview
2. Sport & Active Lifestyles Program
3. Application Overview
4. Keys to Successful Applications
5. Overview of Online Applications
6. Resource & Contact Information
7. Questions
City Enrichment Fund

• Reflects the City’s long term commitment and understanding of the value of these organizations to the community

• Embraces the City’s vision “To be the best place in Canada to raise a child, and age successfully”

• Acknowledges that we are investing to further improve the lives of our citizens
City Enrichment Fund Overview:

1. Increased Transparency – of the process and outcomes
2. Increased Community Impact – strategic and equitable
3. To be more Consistent with Best Practices
4. Flexible to address the needs of the community
5. Increased opportunities for new applicants to receive funding
<table>
<thead>
<tr>
<th>PROGRAM AREAS</th>
<th>ARTS</th>
<th>COMMUNITIES, CULTURE &amp; HERITAGE</th>
<th>COMMUNITY SERVICES</th>
<th>SPORT &amp; ACTIVE LIFESTYLES</th>
<th>AGRICULTURE</th>
<th>ENVIRONMENT</th>
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<tbody>
<tr>
<td></td>
<td>7. Capital Improvement and Equipment Grant</td>
<td>7. Multi-Sport Hosting</td>
<td>7. Capital Improvement and Equipment Grant</td>
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**LEGEND:**
- Black - Open Streams
- White - Future Funding Streams
General Eligibility Criteria

- Incorporated, not-for-profit organizations and community associations
- Programs must be presented within the city
- Applications signed by a City of Hamilton employee will not be considered
- The total grant requested cannot be more than 30% of total program/project’s operating costs
- Applications must be received by November 2\textsuperscript{nd} at 4:30pm
- Late submissions will not be accepted
General Ineligible Criteria

- Organizations whose purpose is related to political activity, as defined by Canada Revenue Agency
- For-profit organizations
- Foundations
- Universities/Colleges, schools, hospitals and public agencies
- Religious activities
- Fundraising Events/Projects
TIMELINE

APPLICATION DEADLINE
NOVEMBER 2

APPLICATION PROCESSING PERIOD
Feb - Apr

PUBLIC ANNOUNCEMENTS & APPLICANTS NOTIFIED
May - June

Fall → New Year

Nov - Feb
ADJUDICATION PROCESS

May
COUNCIL APPROVAL

City Enrichment Fund
Investing in Hamilton
Sport & Active Lifestyles - 7 Streams

1. LTAD Planning & Implementation
   To support the development, education and/or implementation of a strategic plan or project that aligns with the sports’ corresponding Long-term Athlete/Player Development model.

2. Sport Awareness
   To enhance the ability of organizations to grow, develop and promote programs with high merit, strong impact and solid viability.

3. Capacity Building
   To strengthen the quality, relevance and effectiveness of sport-related programs through leadership development and oversight.
4. Sport for Development / Inclusion
To engage marginalized populations by supporting creative and visionary projects which use sport as the mechanism for something greater than itself.

5. 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.

6. 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.

7. Multi-Sport Hosting
To provide the opportunity for organizations to host Multi-Sport competition / tournaments and larger events that will showcase Hamilton as a Sport for Life community.
Program Handbooks

- Organized by stream
- Eligible projects
- Eligible Expenses
- Assessment criteria
- Glossary

Takeaway
- Read them!
General
Keys to Successful Applications

**Clarity**
- Be as clear as possible, remember to answer the question, avoid jargon
- When appropriate feel free to use list formats rather than prose when providing information

**Edit**
- Have someone read your application for grammar and spelling
- Ask someone who isn’t intimately involved in your activity to read your application, do they understand its history, plan, complexities, structure, etc?

**Financials**
- Make sure to comment on budget line variances from year to year. This is an extremely helpful section of the application. It further informs the assessors of your planning, etc.
Outcomes

Keys to Successful Applications

In the application, you are asked to identify outcomes that you expect the project or activity to achieve.

*Consider: What are the impacts and goals? Can they be quantified?*

*Consider: A simple and direct way to illustrate your outcomes in your application is to make them measurable. They can be compared to figures from a previous year or not.*

Ex. If the activity was ‘Historic Harbour Boat Tours’ aimed at Hamilton’s harbour heritage, an example of a goal and outcome could be:

- Greater numbers of Hamiltonians exposed to the history of the city

You could measure that through:

- Participation. An increase of participants by XXX or XXX%
- XX number of social media posts before and after each tour
- An increase in media coverage of this seasons tours from 1 in 2019 to 3 in 2020
- Social media activity discussing the event
Online Application
Getting Started

City Enrichment Fund

- City Enrichment Fund
  - Create your user account for the City Enrichment Fund
  - City Enrichment Fund Grant Application Form
  - Sign in as an Adjudicator
  - City Enrichment Fund Program Budget

Program areas

Agriculture

- Agriculture Program – Operating Grants Handbook (PDF, 133 KB)
- Agriculture Grant Information Sessions
Submit an Application!

Welcome, please choose one of the options below to get started

- Edit Profile/Organization Information
- Create New Grant Application
- View/Edit Applications in Progress

- You can edit Organization profile information at any time.
- The system will require you to review your entire application before you can submit it.
- At any time, you can view in progress and/or submitted applications.
Account information will be kept for future applications. Use an email that more than one person can access.

Important to identify if your common name is different than your legal name.
Information entered here will become part of your ‘tombstone information’ and will auto-populate in future applications. You will not be asked to re-write this each year, but do have the opportunity to edit information as needed.

**Organizational Contact**
- Name:
- Position / Title:
- Email Address:
- Phone No.: Extension:

**Was your organization established prior to 1900?**
- Yes
- No

**Organization mandate or mission statement or artistic statement**
(Max 1000 char.)

**Provide a brief history of your organization or brief artistic biography – include important milestones and/or any changes to the**
(Max 1250 char.)
## Outcomes

### Keys to Successful Applications

<table>
<thead>
<tr>
<th>Weak Outcome</th>
<th>Strong and Clearly Stated Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>We hope that we have a large numbers of enthusiastic participants</td>
<td>An increase of participants from 1000 (2015) to 1300, with an average of 25% survey respondents</td>
</tr>
<tr>
<td>Many happy business partners</td>
<td>80% return of business sponsors and 4 new sponsors</td>
</tr>
<tr>
<td>To have the same # of vendors as last year</td>
<td>To maintain a realistic number of vendors (local and abroad). 15 vendors total</td>
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</tbody>
</table>
# Budget Form

## City Enrichment Fund

Investing in Hamilton

<table>
<thead>
<tr>
<th>Item</th>
<th>Program Budget Amount ($)</th>
<th>Previous Year Actuals Program ($) (if applicable)</th>
<th>Brief Explanation of confirmed amounts, rentals etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership Fees</td>
<td></td>
<td></td>
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<tr>
<td>Admission Fees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>(box office, gate fees, program entry fees, etc.)</em></td>
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<td></td>
<td></td>
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<tr>
<td>Sales &amp; Commissions</td>
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For More Information

• For general information on the City Enrichment Fund, contact Mimi John
  mimi.john@hamilton.ca or (905)546-2424, ext. 4524

• Sport & Active Lifestyles Program: Deb Mawdsley
  deborah.mawdsley@hamilton.ca or
  (905)546-2424, ext. x4143