



City of Hamilton

HAMILTON FUTURE FUND BOARD OF GOVERNORS ADDENDUM

Meeting #: 19-003

Date: October 8, 2019

Time: 9:30 a.m.

Location: Council Chambers, Hamilton City Hall
71 Main Street West

Alicia Davenport, Legislative Coordinator (905) 546-2424 ext. 2729

Pages

10. DISCUSSION ITEMS

10.1 Hamilton Future Fund Grant Process Review

*10.1.a Added Information

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Hamilton Future Fund

The Hamilton Future Fund was created in 2002 when Hamilton Hydro was sold for \$137 million dollars. The money was put into two reserves:

- \$100 million invested to provide income which will be used to fund various projects and initiatives.
- \$37 million to provide funding for various City and community organizations, projects and initiatives.

The Hamilton Future Fund is currently not accepting applications. Any future application details about the funding process will be posted here.

Board of Governors

Hamilton Future Fund Board Membership

Composed of: The Mayor, three members of City Council and 13 citizens at large

Reports to: General Issues Committee

- Mayor Fred Eisenberger
- Councillor Nrinder Nann
- Councillor Terry Whitehead
- Councillor Judi Partridge
- Councillor Arlene VanderBeek
- Piero Cherubini
- Tara Crugnale
- Gerry Davis
- Megan Dickson
- Anthony Frisina
- Cam Galindo
- John Kirkpatrick
- Anthony Macaluso
- Sonja Macdonald
- Evelyn Myrie
- Sherry Parsley
- Thomas Weisz
- Erica Bozzo

When are the Board of Governors selected?

At the new term of Council, a public notice is posted to indicate the need for members on the Board of Governors. Anyone can apply to be on the Board of Governors.

Mission Statement and Guiding Principles

Mission Statement

To create and protect a permanent legacy for current and future generations of Hamiltonians to enjoy economic prosperity and improved quality of life.

Guiding Principles

- Investments provide permanent community benefit

- Investments improve the economic prosperity of Hamiltonians
- The fund should be self-sustaining
- Investments should achieve specific, measurable results
- Fund Management should include a clear accountability framework
- Fund Management should be transparent and include community consultation

Previous Future Fund Recipients

2018/2019 Future Fund Recipients

- 91st Highlanders Athletic Association - \$150,000 for the installation of spectator bleachers and an outdoor gazebo structure at the Ray Lewis Track & Field Centre (Mohawk Sports Park)
- Ancaster Tennis Club - \$206,000 for the construction of a Tennis Dome
- Beach Canal Lighthouse Group - \$400,000 for the Restoration of the Hamilton Beach Strip Canal lighthouse and Keepers house conditional on the transfer of ownership from the federal government to the Hamilton Port Authority
- Hamilton Conservation Foundation - \$100,000 for the construction of a Canal Park Viewing Platform
- Hamilton Malayalee Samajam - \$358,000 for the conversion of a sports field into a cricket field at 1095 Woodburn Road
- Living Rock - \$34,182 for kitchen improvements
- Margaret's Place Hospice - \$250,000 for the construction of the main dining/lounge common area in a residential hospice

2017/2018 Future Fund Recipients

- Cancer Assistance Program - \$93,000 for the purchase of ride scheduling software
- City Kidz - \$102,000 for the kitchen equipment project
- City of Hamilton - \$42,500 for a Feasibility Study for an Albion Falls South Access and Viewing Platform
- Hamilton Air Force Association - \$67,000 for accessibility upgrades and a walk-in cooler
- Hamilton Olympic Club - \$35,000 for the purchase of an electronic scoreboard
- Royal Botanical Gardens - \$93,000 for the construction of a 3-season pavilion
- St. Joseph's Healthcare Hamilton Foundation - \$675,000 for the purchase of orthopaedic robotic surgery equipment
- Theatre Aquarius - \$196,000 for accessibility upgrades
- Westdale Cinema Group - \$250,000 for theatres renovations

2016 Future Fund Recipients

- Art Gallery of Hamilton - Curator of Film received \$107,000
- Green Venture - Hamilton Alleyway Project received \$33,000
- Industry Education Council of Hamilton - Hamilton Code Club received \$86,000
- Living Rock Ministries - Harvest Sandwich Shop received \$36,940
- Neighbour to Neighbour Centre - Community Food Centre received \$100,000
- Rygiel (Supports for Community Living) - Paving and Installation of Canopies at the Resource Centre and Administration Building received \$150,000
- Stewards of Cootes Watershed - Watershed Clean Up Events received \$48,221
- The Bridge (From Prison to Community) - Bridge House Transformational Project received \$58,529.86
- Troy/Lynden Branch of the Federated Women's Institute of Ontario - Troy School House Restoration Project received \$78,125
- Victoria Curling Club - Upgrades/Renovations for 150th Anniversary received \$109,719
- YMCA of Hamilton/Burlington/Brantford - Y on Wheels approved in the amount of \$125,000

2014 Future Fund recipients

- Centre 3 for Print and Media Arts (The Print Studio) – Digital Studio, Editing Suite and Social Enterprise Project received \$40,000
- Hamilton Naturalists Club – Pollinators Paradise Project received \$80,000

- Hamilton Public Library – “Love Your City, Share Your Stories” received \$150,000
- Hamilton Victory Gardens – Development of Two Garden Sites received \$70,000

2013 Future Fund recipients

- Village Theatre (Waterdown) received \$41,574
- Mustard Seed Co-operative Grocery received \$25,000
- St. Joseph’s Villa Foundation received \$400,000
- Bay Area Restoration Council received \$40,000
- Hamilton Naturalist’s Club received \$24,110
- Waterdown Memorial Hall received \$600,000

HAMILTON FUTURE FUND

FUND APPLICATION FORM

Fund Application

Please prepare your application using the following guidelines and provide all information requested on the application.

Incomplete applications and those without the required attachments will result in an automatic decline.

Fund Application Guiding Principles

Fund applications are reviewed by the Hamilton Future Fund (HFF) Board of Governors and recommendations are submitted to City Council for consideration and final approval.

Applications to the HFF will be evaluated by the Board of Governors based on their Mission Statement and Guiding Principles, found at the following link: <https://www.hamilton.ca/community-funding-grant-programs/hamilton-future-fund/hamilton-future-fund>

Only applicants meeting the HFF Application Guiding Principles, who are located in the City of Hamilton and are requesting funding for, project initiatives in the City of Hamilton will be considered.

To that end, the HFF Board of Governors will place a priority on granting initiatives where:

- applicant is a not-for-profit, registered charitable organization or leveraged partnership
- funds will be used to create legacy projects and initiatives for present and future Hamiltonians
- projects that provide a permanent benefit, long-term impact and return on investment
- clear long-term impact for economic growth and/or improved quality of life
- process for timely evaluation with indicators in place for specific measurable results

Important Dates and Deadlines:

November 1, 2018	Future Fund Opens to Applications
January 14, 2019	Future Fund Closes to Applications
February 2019	Future Fund Board of Governors will review applications, determine who will proceed to the next phase and request presentations (where necessary)

Applicants will be notified of the HFF Board of Governors' decision (pending final approval by Hamilton City Council) in late spring of 2019.

Next Steps:

Submit your completed application by the January 14th, 2019 deadline to:

Hamilton Future Fund
c/o Alicia Davenport, Legislative Coordinator
Clerk's Office
City of Hamilton
1st Floor, 71 Main Street West
Hamilton, ON
L8P 4Y5
or e-mail to: alicia.davenport@hamilton.ca

Hamilton Future Fund Application

Please prepare your application by providing the following information.

Applications submitted without complete information, and the required attachments, will be automatically declined.

1. Provide detailed information about your community organization including:

- contact person's name, mailing address, phone number and email address
- registered charitable number or business registration number
- list any other partners included in the project

2. Provide attachments to the application containing:

- current budget and financial statements of your organization (prepared by a Certified Accountant)
- registered or incorporated business documentation
- list of Directors and their contact information

3. Amount of funds requested including:

- total itemized cost of the project
- total operating and capital expenses

4. Due to the volume of funding requests only part of a request may be approved. Please provide the following information in the event that reduced funding is available:

- minimum amount of funding that will allow this project to go forward
- options if reduced funding is approved
- project breakdowns and the funds required for each component

5. If other funders are contributing to this project include:

- list of private investors and/or donors
- any municipal, provincial or federal funding
- corporate sponsorships and/or donations

Note: Include contact names and funding amounts for any funding partners.

6. Provide an overview of your project including:

- description of goals and objectives
- clear business plan for success

7. Indicate how this project will be sustainable and explain how it will provide permanent benefit to Hamiltonians:

- list explicit, measurable long-term impacts
- explain how the project will result in a return on investment for Hamiltonians

8. Indicate how the project will improve the prosperity in one or more of the following ways:

- enhancing the community's economic prosperity (including potential for economic development)
- supporting tax competitiveness with neighbouring municipalities
- supporting downtown re-development
- supporting the development of key economic clusters
- supporting job creation
- enhancing the community's social fabric
- enhancing community life

9. Regular evaluation and progress reports to the HFF Board of Governors (starting six months into the project) are a condition of funding. Indicate how any funds granted to your project will achieve specific measurable goals. Your evaluation process should incorporate:

- a reporting timeline to match the funding request
- specific performance criteria
- clearly-articulated and expected outcomes
- indicators for measuring the achievement of expected outcomes
- regular reporting to the HFF Board on the achievement of outcomes

Note: Funds will be rescinded if the project is not substantially completed within two years from the date of final approval by Council.

10. Recognition of Funding

The HFF requires recognition of funding with invitations to and participation in any public ceremonies or dedications surrounding your project. Please provide plans for how HFF recognition will be incorporated into the project.

Next Steps:

A letter will be sent to the contact person listed on the application to confirm receipt of the request.

Public presentations to the Board will not be automatic however; they may be requested.

Internal Applications

Applications from Departments, Agencies or Boards of the City of Hamilton must be accompanied with an approval from the appropriate Standing Committee of Council authorizing the application to the Future Fund.

The City of Hamilton has implemented a Lobbyist Registry. If you are a lobbyist or intend to lobby the City of Hamilton's public office holders, please consult www.hamilton.ca/lobbyistregistry for more information or consult the Office of the Lobbyist Registry by phone at 905-546-2424 ext. 2190, or by email at lobbyistregistry@hamilton.ca

Personal information collected through this process is authorized under section 417 of the *Municipal Act, 2001*, as amended, for the purpose of administering applications to the Hamilton Future Fund. Questions about the collection of personal information can be directed to the Legislative Coordinator, City Clerk's Office, City Hall, 71 Main St. W., Hamilton, ON L8P 4Y5 (905 546-2424 ext. 4408).

Hamilton Future Fund Board of Governors Application Checklist

Application: _____

Project Description: _____

Funds Requested: \$ _____

Minimum Required: \$ _____

1.

- A. To assist you in your evaluation you may want to consider assigning projects a ranking in terms of A, B, or C. (A's would automatically proceed to further consideration and C's would not.)
- B. To assist you in your evaluation you may want to consider plotting projects on the following four quadrants.

Strong Organization Weak Project	Strong Organization Strong Project
Weak Organization Weak Project	Weak Organization Strong Project

2.

A. Provide detailed information about your community organization including:

- contact person, name, address, phone, email, other locations
- registered charitable or business number
- other partners included in this project.

Comments:

B. Provide attachments to this application:

- current budget and financial statements (prepared by a certified accountant)
- registered or incorporated business documentation
- list of Directors and contact information

Comments:

C. Amount of funds requested - include;

- total itemized cost of project
- total operating and capital expenses

Comments:

D. Minimum amount of funding that will allow this project to go forward.

Options in case of reduced funding available

- due to the volume of requests for funding only part of this request may be approved.
- please provide project breakdowns and funds required for each component.
- conditions and restrictions may be attached to the funding approval.

Comments:

E. Other Funders are contributing to this project – include:

- private investors, donors
- municipal, provincial and federal funding
- corporate sponsorships/donations

N.B. include contact names and funding amounts

Comments:

F. Provide an overview of this initiative including:

- description of goals and objectives
- clear business plan for success

Comments:

G. Indicate How will this project be sustainable and provide permanent benefit to Hamiltonians:

- explicit, measurable long-term impact
- a return on investment for the Hamiltonians

Comments:

H. Indicate how the project will the improve the prosperity of one or more of the following ways:

- enhancing the community's economic prosperity
- including potential for economic development
- supporting tax competitiveness with neighbouring municipalities
- supporting downtown redevelopment
- supporting the development of key economic clusters
- supporting job creation
- enhancing the community's social fabric
- enhancing community life

Comments:

I. Indicate how funds granted from the HFF to this initiative achieve specific measurable goals.

Describe the process you will use to develop regular evaluation progress reports to be submitted to the HFF Board of Governors starting 6 months into the project. Your process for evaluation will incorporate:

- reporting timeline to match funding request.
- specific performance criteria

- clearly-articulated expected outcomes
- indicators for measuring the achievement of expected outcomes
- regular reporting to the HFF Board on the achievement of outcomes.

Comments:

J. Recognition of Funding

The HFF requires recognition of funding with invitations to and participation in any public ceremonies or dedications. Please provide plans for HFF recognition to be incorporated into this project.

Comments:

K. Next Steps : Presentation to the HFF Board of Governors

Public presentations to the Board will not be automatic however *may* be requested for applications that are selected as priority funding.

Comments:

**CITY OF HAMILTON
HAMILTON FUTURE FUND (HFF) FUNDING AGREEMENT**

TO: **CITY OF HAMILTON**
hereinafter called "the City"

ORGANIZATION

NAME: _____ **Funding Amount \$** _____
hereinafter called "the Recipient" hereinafter called "the HFF Funds"

PROJECT/INITIATIVE FOR WHICH THE HFF FUNDS WERE APPROVED:

Payment of the Approved Funding, being the HFF Funds will occur only after the City receives the signed original of this funding agreement (this "Agreement") in duplicate. Two official representatives of the Recipient are required to sign this Agreement declaring that the Recipient will act in accordance with the Terms and Conditions outlined below.

TERMS AND CONDITIONS

- 1) That the HFF Funds are used only for the purpose(s) as described in this Agreement, and as approved by the HFF Board of Governors and City Council (the "Approved Funding").
- 2) To return to the City any surplus HFF Funds not required for the project/initiative for which the funds were approved.
- 3) To return to the City any unspent HFF Funds within 2 years from the date the HFF Funds were advanced, unless an extension is granted by the HFF Board. It is the responsibility of the Recipient to request an extension prior to the expiration of the 2 year period.
- 4) To return to the City any HFF Funds as a direct result of the termination of all or part of the project/initiative for which the HFF Funds had been approved.
- 5) To return to the City the whole or part of the Approved Funding as determined by the City, if the Recipient:
 - a) ceases operating or ceases to operate as a non-profit organization;
 - b) winds-up or dissolves;
 - c) commences or has commenced against it, any proceedings in bankruptcy or is adjudged a bankrupt; or
 - d) has knowingly provided false information in its HFF application for funding.
- 6) The City may, at its sole discretion, require the Recipient to pay interest on any amount required to be repaid pursuant this Agreement, at the Bank of Canada's prime lending rate plus one half percent (.5%) per annum, calculated and payable monthly.
- 7) In consideration for the City providing the HFF Funds to the Recipient, the Recipient hereby provides the following indemnity: The Recipient hereby agrees to defend, indemnify and save the City harmless from and against any and all liability, loss, damages (including indirect, special and consequential damages), costs, expenses, fees (including legal fees on a solicitor-client basis), which includes claims or proceeding with respect to personal injury (including death), copyright

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infringement and/or third party reliance upon published materials or product arising from the performance of the Recipient's obligations pursuant to this Agreement, except to the extent that same is caused by the negligence or willful misconduct of the City. This indemnity shall survive the termination of this Agreement.

- 8) To make available, if requested, for audit by the City in a reasonable time the Recipient's books of accounts and supporting documentation to show the receipt and disbursement of the HFF Funds, for at least three (3) years from the date of funding approval by the HFF Board of Governors and City Council.
- 9) To be available for an on-site meeting during the funding year, if requested.
- 10) To acknowledge support from the City of Hamilton's Hamilton Future Fund on any materials, reports, events, signage or publicity which are paid for in full or in part with this funding.
- 11) To notify the City of any conflict of interest situations or other contentious situations that may require the Recipient to seek legal counsel or where the information may become known to the general public via the media.
- 12) This Agreement shall remain in full force and effect until the payment and performance in full of all of the Recipient's obligations under this Agreement.

Recipient Contact Information

Contact Person: _____ Phone Number _____

Mailing Address: _____
 (Address)

 (City, Postal Code)

E-Mail Address: _____

Acting for and on behalf of the Recipient, I have read, understand and agree to comply with the Terms and Conditions contained in this Agreement.

1. **SIGNATURE** _____
PRINT NAME _____
TITLE _____ **DATE** _____

"I have the authority to bind the Corporation"

2. **SIGNATURE** _____
PRINT NAME _____
TITLE _____ **DATE** _____

"I have the authority to bind the Corporation"