



City of Hamilton
GRANTS SUB-COMMITTEE
AGENDA

23-004

September 14, 2023

9:30 am

Room 264, 2nd Floor, City Hall (hybrid) (RM)

71 Main Street West

Angela McRae, Legislative Coordinator (905) 546-2424 ext. 5987

1. **APPROVAL OF AGENDA**
2. **DECLARATIONS OF INTEREST**
3. **APPROVAL OF MINUTES OF PREVIOUS MEETING**
 - 3.1 June 13, 2023
4. **COMMUNICATIONS**
5. **STAFF PRESENTATIONS**
6. **CONSENT ITEMS**
 - 6.1 Annual Update, City Enrichment Fund - Digital Pilot Program (CM22015(a) / GRA22003(a)) (City Wide) (Outstanding Business List Item)
 - 6.2 City Enrichment Fund, Scope of Work: Community Consultation (GRA23003(b)) (City Wide) (Outstanding Business List Item)
7. **DISCUSSION ITEMS**
 - 7.1 City Enrichment Fund – Program Updates (GRA23004) (City Wide) (Outstanding Business List Item)
8. **MOTIONS**

9. NOTICES OF MOTION
10. GENERAL INFORMATION / OTHER BUSINESS
11. ADJOURNMENT



Hamilton

GRANTS SUB-COMMITTEE MINUTES 23-003

2:00 p.m.

June 13, 2023

Council Chambers, City Hall, 2nd Floor
71 Main Street West, Hamilton, Ontario

Present: Councillors N. Nann (Chair), C. Kroetsch (Vice Chair)
Councillors M. Francis, T. Jackson, and M. Tadeson

Absent: Councillor M. Wilson – City Business

Also Present: Councillors J. Beattie and T. McMeekin

THE FOLLOWING ITEMS WERE REFERRED TO THE AUDIT, FINANCE & ADMINISTRATION COMMITTEE FOR CONSIDERATION:

**1. City Enrichment Fund – Appeal Process Update (GRA23003(a)) (City Wide)
(Item 9.1)**

(i) (Jackson/Tadeson)

That Report GRA23003(a), respecting City Enrichment Fund – Appeal Process Update, be received.

Result: Motion CARRIED by a vote of 3 to 0, as follows:

Absent	-	Ward 1	Councillor Maureen Wilson
Absent	-	Ward 2	Councillor Cameron Kroetsch
Yes	-	Ward 3	Councillor Nrinder Nann
Absent	-	Ward 5	Councillor Matt Francis
Yes	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 11	Councillor Mark Tadeson

(ii) (Nann/Jackson)

WHEREAS, as an annual funding program, City Enrichment Fund (CEF) staff were directed to bring forward a funding formula and rationale that does not exceed the approved and allocated overall budget amount;

WHEREAS, during the 2023 budget process Council approved of \$6,575,410 (8% enhancement included which was approved through the 2023 budget deliberations);

WHEREAS, at the May 16, Grants Sub-Committee, staff recommended that all City Enrichment Fund applicants who received a passing score be recommended for funding;

WHEREAS, at the May 24, 2023 Council meeting, Council approved a one-time appeal process for all applicants of the 2023 City Enrichment Fund;

WHEREAS, the appeal process was open to all 2023 CEF grant applicants; applicants must demonstrate need and clearly articulate the adverse impacts hindering operational capacity with the original recommended amount;

WHEREAS, the Grants Sub-Committee will review the list of appeals and identify additional funding amounts;

THEREFORE, BE IT RESOLVED:

- (a) That the appeal requests from applicants in all categories in the amount of \$673,742 be approved, and funded from the City Enrichment Fund Reserve # 112230;
- (b) That the Sexual Assault Center (Hamilton and Area) funding request for CS-B5 for \$26,000, CS-B7 for \$25,000, and CS-B8 for \$16,000, be topped up to the full amount by further funding \$6,500 to CS-B5, \$2,000 to CS-B7, and \$4,000 to CS-B8, to be funded from the City Enrichment Fund Reserve # 112230;
- (c) That the Binbrook Santa Clause Parade funding request be topped up by \$1,250 to be funded from the City Enrichment Fund Reserve # 112230;
- (d) That any funds allocated and distributed through the City Enrichment Fund appeal process be exempt on a one-time basis and not be counted toward any formula that restricts regular funding from the City, based on the 30% guideline and threshold; and,
- (e) That staff be directed to consult with community organizations in order to develop a further equitable City Enrichment Fund process and report back to the Grants Sub-Committee.

Result: Motion CARRIED by a vote of 3 to 0, as follows:

Absent	-	Ward 1	Councillor Maureen Wilson
Absent	-	Ward 2	Councillor Cameron Kroetsch
Yes	-	Ward 3	Councillor Nrinder Nann
Absent	-	Ward 5	Councillor Matt Francis
Yes	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 11	Councillor Mark Tadeson

FOR INFORMATION:

(a) APPROVAL OF AGENDA (Item 1)

The Committee Clerk advised of the following changes to the agenda:

4. COMMUNICATIONS

- 4.1 Correspondence from Matt Afinec, President and Chief Operating Officer, Hamilton Sports Group (HSG), respecting HSG support for the annual Hamilton Santa Claus Parade

5. DELEGATION REQUESTS

- 5.5 Chelsea Kirkby, YWCA Hamilton, respecting Item 9.1 - 2023 City Enrichment Fund Allocation Process (In-Person) (For today's meeting)
- 5.6 Kojo Dampthey, McMaster University, respecting Item 9.1 - 2023 City Enrichment Fund Allocation Process (In-Person)
- 5.7 Jessica Bonilla-Dampthey, Sexual Assault Centre (Hamilton Area), respecting Item 9.1 - 2023 City Enrichment Fund (In-Person)

(Francis/Jackson)

That the June 13, 2023 agenda for the Grants Sub-Committee, be approved, as amended.

Result: Motion CARRIED by a vote of 4 to 0, as follows:

Absent	-	Ward 1	Councillor Maureen Wilson
Absent	-	Ward 2	Councillor Cameron Kroetsch
Yes	-	Ward 3	Councillor Nrinder Nann
Yes	-	Ward 5	Councillor Matt Francis
Yes	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 11	Councillor Mark Tadeson

(b) DECLARATIONS OF INTEREST (Item 2)

There were no declarations of interest.

(c) APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 3)

(i) May 16, 2023 (Item 3.1)

(Francis/Jackson)

That the Minutes of the May 16, 2023 Grants Sub-Committee meeting, be approved, as presented.

Result: Motion CARRIED by a vote of 4 to 0, as follows:

Absent	-	Ward 1	Councillor Maureen Wilson
Absent	-	Ward 2	Councillor Cameron Kroetsch
Yes	-	Ward 3	Councillor Nrinder Nann
Yes	-	Ward 5	Councillor Matt Francis
Yes	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 11	Councillor Mark Tadeson

(d) COMMUNICATIONS (Item 4)

- (i) Correspondence from Matt Afinec, President and Chief Operating Officer, Hamilton Sports Group (HSG), respecting HSG support for the annual Hamilton Santa Claus Parade (Item 4.1)**

(Jackson/Tadeson)

That the Correspondence from Matt Afinec, President and Chief Operating Officer, Hamilton Sports Group (HSG), respecting HSG support for the annual Hamilton Santa Claus Parade, be received and referred to consideration of Item 10.1.

Result: Motion CARRIED by a vote of 4 to 0, as follows:

Absent	-	Ward 1	Councillor Maureen Wilson
Absent	-	Ward 2	Councillor Cameron Kroetsch
Yes	-	Ward 3	Councillor Nrinder Nann
Yes	-	Ward 5	Councillor Matt Francis
Yes	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 11	Councillor Mark Tadeson

(e) DELEGATION REQUESTS (Item 5)

(i) (Jackson/Tadeson)

That the following Delegation Requests be approved for today's meeting:

- (1) Doug Hobson, Hamilton Santa Claus Parade Committee, respecting Item 10.1 - 2023 Hamilton Santa Claus Parade (In Person) (Item 5.1)
- (2) Craig Zuk, Hamilton Santa Claus Parade Committee, respecting Item 10.1 - 2023 Hamilton Santa Claus Parade (In Person) (Item 5.2)
- (3) Stephanie Wilsack, Santa Claus Parade, respecting Item 10.1 - 2023 Flamborough Santa Claus Parade (Virtual) (Item 5.3)
- (4) Kim Martin, Social Planning and Research Council of Hamilton, respecting Item 9.1 - 2023 City Enrichment Fund Allocation Process (In Person) (Item 5.4)

- (5) Chelsea Kirkby, YWCA Hamilton, respecting Item 9.1 - 2023 City Enrichment Fund Allocation Process (In Person) (Added Item 5.5)
- (6) Kojo Dampsey, McMaster University, respecting Item 9.1 - 2023 City Enrichment Fund Allocation Process (In Person) (Added Item 5.6)
- (7) Jessica Bonilla-Dampsey, Sexual Assault Centre (Hamilton Area), respecting Item 9.1 - 2023 City Enrichment Fund (In Person) (Added Item 5.7)

Result: Motion CARRIED by a vote of 4 to 0, as follows:

Absent	-	Ward 1	Councillor Maureen Wilson
Absent	-	Ward 2	Councillor Cameron Kroetsch
Yes	-	Ward 3	Councillor Nrinder Nann
Yes	-	Ward 5	Councillor Matt Francis
Yes	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 11	Councillor Mark Tadeson

(f) DELEGATIONS (Item 6)

(i) Doug Hobson, Hamilton Santa Claus Parade Committee, respecting Item 10.1 - 2023 Hamilton Santa Claus Parade (In Person) (Added Item 6.1)

Doug Hobson, Hamilton Santa Claus Parade Committee, addressed the Committee respecting Item 10.1 - 2023 Hamilton Santa Claus Parade.

(Jackson/Tadeson)

That the Delegation from Doug Hobson, Hamilton Santa Claus Parade Committee, respecting Item 10.1 - 2023 Hamilton Santa Claus Parade, be received.

Result: Motion CARRIED by a vote of 4 to 0, as follows:

Absent	-	Ward 1	Councillor Maureen Wilson
Absent	-	Ward 2	Councillor Cameron Kroetsch
Yes	-	Ward 3	Councillor Nrinder Nann
Yes	-	Ward 5	Councillor Matt Francis
Yes	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 11	Councillor Mark Tadeson

(ii) Craig Zuk, Hamilton Santa Claus Parade Committee, respecting Item 10.1 - 2023 Hamilton Santa Claus Parade (In Person) (Added Item 6.2)

Craig Zuk, Hamilton Santa Claus Parade Committee, addressed the Committee respecting Item 10.1 - 2023 Hamilton Santa Claus Parade.

(Tadeson/Kroetsch)

That the Delegation from Craig Zuk, Hamilton Santa Claus Parade Committee, respecting Item 10.1 - 2023 Hamilton Santa Claus Parade, be received.

Result: Motion CARRIED by a vote of 5 to 0, as follows:

Absent	-	Ward 1	Councillor Maureen Wilson
Yes	-	Ward 2	Councillor Cameron Kroetsch
Yes	-	Ward 3	Councillor Nrinder Nann
Yes	-	Ward 5	Councillor Matt Francis
Yes	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 11	Councillor Mark Tadeson

(iii) Kim Martin, Social Planning and Research Council of Hamilton, respecting item 9.1 - 2023 City Enrichment Fund Allocation Process (In Person) (Added Item 6.4)

Kim Martin, Social Planning and Research Council of Hamilton, addressed the Committee respecting Item 9.1 - 2023 City Enrichment Fund Allocation Process.

(Kroetsch/Tadeson)

That the Delegation from Kim Martin, Social Planning and Research Council of Hamilton, addressed the Committee respecting Item 9.1 - 2023 City Enrichment Fund Allocation Process, be received.

Result: Motion CARRIED by a vote of 5 to 0, as follows:

Absent	-	Ward 1	Councillor Maureen Wilson
Yes	-	Ward 2	Councillor Cameron Kroetsch
Yes	-	Ward 3	Councillor Nrinder Nann
Yes	-	Ward 5	Councillor Matt Francis
Yes	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 11	Councillor Mark Tadeson

(iv) Stephanie Wilsack, Santa Claus Parade, respecting Item 10.1 - 2023 Flamborough Santa Claus Parade (Virtual) (Added Item 6.3)

Stephanie Wilsack, Santa Claus Parade, addressed the Committee respecting Item 10.1 - 2023 Flamborough Santa Claus Parade.

(Jackson/Tadeson)

That the Delegation from Stephanie Wilsack, Santa Claus Parade, respecting Item 10.1 - 2023 Flamborough Santa Claus Parade, be received.

Result: Motion CARRIED by a vote of 4 to 0, as follows:

Absent	-	Ward 1	Councillor Maureen Wilson
Absent	-	Ward 2	Councillor Cameron Kroetsch

Yes - Ward 3 Councillor Nrinder Nann
Yes - Ward 5 Councillor Matt Francis
Yes - Ward 6 Councillor Tom Jackson
Yes - Ward 11 Councillor Mark Tadeson

(v) Chelsea Kirkby, YWCA Hamilton, respecting item 9.1 - 2023 City Enrichment Fund Allocation Process (Virtual) (Added Item 6.5)

Chelsea Kirkby, YWCA Hamilton, addressed the Committee respecting Item 9.1 - 2023 City Enrichment Fund Allocation Process.

(Francis/Tadeson)

That the Delegation from Chelsea Kirkby, YWCA Hamilton, respecting Item 9.1 - 2023 City Enrichment Fund Allocation Process, be received.

Result: Motion CARRIED by a vote of 4 to 0, as follows:

Absent - Ward 1 Councillor Maureen Wilson
Absent - Ward 2 Councillor Cameron Kroetsch
Yes - Ward 3 Councillor Nrinder Nann
Yes - Ward 5 Councillor Matt Francis
Yes - Ward 6 Councillor Tom Jackson
Yes - Ward 11 Councillor Mark Tadeson

(vi) Kojo Dampsey, McMaster University, respecting Item 9.1 - 2023 City Enrichment Fund Allocation Process (In Person) (Added Item 6.6)

Kojo Dampsey, McMaster University, addressed the Committee respecting Item 9.1 - 2023 City Enrichment Fund Allocation Process.

(Tadeson/Jackson)

That the Delegation from Kojo Dampsey, McMaster University, respecting Item 9.1 - 2023 City Enrichment Fund Allocation Process, be received.

Result: Motion CARRIED by a vote of 4 to 0, as follows:

Absent - Ward 1 Councillor Maureen Wilson
Absent - Ward 2 Councillor Cameron Kroetsch
Yes - Ward 3 Councillor Nrinder Nann
Yes - Ward 5 Councillor Matt Francis
Yes - Ward 6 Councillor Tom Jackson
Yes - Ward 11 Councillor Mark Tadeson

(vii) Jessica Bonilla-Dampsey, Sexual Assault Centre (Hamilton Area), respecting Item 9.1 - 2023 City Enrichment Fund (In Person) (Added Item 6.7)

Jessica Bonilla-Dampsey, Sexual Assault Centre (Hamilton Area), addressed the Committee respecting Item 9.1 - 2023 City Enrichment Fund.

(Jackson/Francis)

That the Delegation from Jessica Bonilla-Dampney, Sexual Assault Centre (Hamilton Area), respecting Item 9.1 - 2023 City Enrichment Fund, be received.

Result: Motion CARRIED by a vote of 3 to 0, as follows:

Absent	-	Ward 1	Councillor Maureen Wilson
Absent	-	Ward 2	Councillor Cameron Kroetsch
Yes	-	Ward 3	Councillor Nrinder Nann
Yes	-	Ward 5	Councillor Matt Francis
Yes	-	Ward 6	Councillor Tom Jackson
Absent	-	Ward 11	Councillor Mark Tadeson

(g) DISCUSSION ITEMS (Item 9)

(i) City Enrichment Fund – Appeal Process Update (GRA23003(a)) (City Wide) (Item 9.1)

Chain Nann relinquished the Chair to introduce a motion respecting Report GRA23003(a), City Enrichment Fund – Appeal Process Update.

For disposition of this matter refer to Item 1(ii).

Councillor Nann assumed the Chair.

(h) MOTIONS (Item 10)

(i) 2023 Hamilton Santa Claus Parade, Binbrook Santa Claus Parade, Stoney Creek Santa Claus Parade and Flamborough Santa Claus Parade (Item 10.1)

Councillor Jackson WITHDREW the following motion:

WHEREAS, the Hamilton Santa Claus Parade, Binbrook Santa Claus Parade, Stoney Creek Santa Claus Parade and Flamborough Santa Claus Parade events are long time holiday season community offerings;

WHEREAS, the Hamilton Santa Claus Parade, Binbrook Santa Claus Parade, Stoney Creek Santa Claus Parade and Flamborough Santa Claus Parade have been receiving annual grants from the City Enrichment Fund from the City of Hamilton to support planning and delivery of the events for many years;

WHEREAS, the local Santa Claus Parades require higher levels of City financial support to be successful than the City Enrichment Fund guidelines allow;

THEREFORE, BE IT RESOLVED:

- (a) That the City Enrichment Fund's 30% maximum funding guideline be waived for the Hamilton Santa Claus Parade, Binbrook Santa Claus Parade, Stoney Creek Santa Claus Parade and Flamborough Santa Claus Parade in 2023;
- (b) That the differences between the requested amount and City Enrichment Fund scoring guideline amount be funded from the City Enrichment Fund Reserve # 112230 for the four applicants below:
 - 2023 Hamilton Santa Claus Parade
 - 2023 Flamborough Santa Claus Parade
 - 2023 Stoney Creek Santa Claus Parade
 - 2023 Binbrook Santa Claus Parade
- (c) That a grant of \$50,000 be approved for the 2023 Hamilton Santa Claus Parade;
- (d) That a grant of \$15,000 be approved for the 2023 Flamborough Santa Claus Parade;
- (e) That an additional top-up of \$1,365 be approved in the form of a grant for the 2023 Stoney Creek Santa Claus Parade; and,
- (f) That an additional top-up of \$1,250 be approved in the form of a grant for the 2023 Binbrook Santa Claus Parade.

(i) ADJOURNMENT (Item 13)

(Tadeson/Jackon)

That, there being no further business, the Grants Sub-Committee be adjourned at 3:50 p.m.

Result: Motion CARRIED by a vote of 3 to 0, as follows:

Absent	-	Ward 1	Councillor Maureen Wilson
Absent	-	Ward 2	Councillor Cameron Kroetsch
Yes	-	Ward 3	Councillor Nrinder Nann
Absent	-	Ward 5	Councillor Matt Francis
Yes	-	Ward 6	Councillor Tom Jackson
Yes	-	Ward 11	Councillor Mark Tadeson

Respectfully submitted,



Councillor Nrinder Nann
Chair, Grants Sub-Committee

Angela McRae
Legislative Coordinator
Office of the City Clerk



Hamilton

INFORMATION REPORT

TO:	Chair and Members Grants Sub-Committee
COMMITTEE DATE:	September 14, 2023
SUBJECT/REPORT NO:	Annual Update, City Enrichment Fund - Digital Pilot Program (CM22015(a)/GRA22003(a)) (City Wide) (Outstanding Business List Item)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Kelly Austen (905) 546-2424 Ext. 2733 Andrea Carvalho (905) 546-2424 Ext. 1947
SUBMITTED BY: SIGNATURE:	Morgan Stahl Director, Government Relations & Community Engagement City Manager's Office 
SUBMITTED BY: SIGNATURE:	Cyrus Tehrani Chief Digital Officer & Director of Innovation City Manager's Office 

COUNCIL DIRECTION

On August 11, 2022, Council amended report CM22015/GRA22003, to include “that staff be directed to report back to the Grants Sub-Committee annually respecting the City Enrichment Fund - Digital Pilot Program.”

INFORMATION

The City of Hamilton recognizes that internet connectivity is essential for many residents, businesses, and institutions in our communities. Access to affordable, reliable High-Speed Internet Connectivity is critical to our community to access services and information, work remotely, access on-line learning or operate a business. High speed

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

broadband availability across Hamilton is a key economic driver and is central to economic growth and job creation in our community. However, many residents still lack the skills, resources and connectivity required to participate in our increasingly digital society. When left unchecked, digital inequity can become a huge enabler of systemic discrimination and the disadvantages for equity-deserving and rural communities across the City.

On August 11, 2022 Council approved a new two-year pilot, Digital Pilot Program, for inclusion in the City Enrichment Fund (CEF) 2023 through recommendation report CM22015/GRA22003. A \$150,000 one-time commitment from the CEF reserve was approved for the two year-pilot for year 2023 and 2024. The objective of the Digital Pilot Program is to make funding available to organizations, events, and activities that support efforts to achieve digital equity, promote digital inclusion and literacy, and support digital infrastructure. Each year, \$75,000 is earmarked to be approved for disbursement to successful applicants that meet the Digital Pilot Program and City Enrichment Fund criteria.

As part of that work, a mutually beneficial partnership was also formed between the R.R. McCann Family Foundation (the “Foundation”) and the CEF Digital Pilot Program, on behalf of the City of Hamilton. The Foundation has a keen interest in funding digital equity-related initiatives in our community. The City has entered a partnership Memorandum of Understanding, that will see successful, Digital Program grantees receive additional funding from the Foundation to support their programs and complement their 2023 City Enrichment Fund grant.

A total of \$100,000 will be disbursed to Digital Program grantees at the discretion of the Foundation over the two-year pilot. Any funding from the Foundation to CEF Digital Program grantees is in addition to the 2023 CEF funding recommendations. This partnership is meant to complement the 2023-2024 funding recommendations and does not impact grantee’s future eligibility within CEF.

The partnership between the City and the R.R. McCann Family Foundation represents a model for future strategic investments. Through partnerships with other local funders and foundations, the City Enrichment Fund has the potential to make greater funding impacts through the programs and services delivered by CEF applicants.

2023 Digital Pilot Program

The Digital Program offers funding through one stream, the *Digital Equity Initiatives Stream* with the objective “to support organizations, events and activities that support efforts to achieve digital equity, promote digital inclusion, increase digital literacy within the community.”

**SUBJECT: City Enrichment Fund - Digital Program (CM22015(a)/GRA22003(a))
(City Wide) - Page 3 of 4**

CEF staff hosted two virtual information sessions meeting with 10 potential applicants during the intake period. Many other community organizations expressed interest in applying for the pilot program but did not feel they could meet the November 2022 application deadline. It is anticipated that the 2024 intake cycle will result in more applications based on community feedback and increased efforts by staff to reach potential applicants across the city’s not-for-profit sectors.

The Digital Pilot Program received five applications, four of the five were successful with a total of \$50,078 in requests. One application was withdrawn by the applicant, because the organization could not complete the application in time to meet the CEF deadline, but they do intend to apply for 2024 cycle. All eligible applications received “A” ratings and were recommended for funding at 75% of their request.

In the first year of the CEF Digital Pilot Program, Council approved \$33,809 in funding.

The following chart is a summary of the applications supported through the pilot program:

Organization and Program Name:	Program Description and Target Audience:	CEF 2023 Grant	Foundation Funding
Mathstronauts STEAM Engine Program	Mathstronauts delivers high quality inclusive, STEM programs to students in grades 4 to 12 in underrepresented communities in Hamilton. Target: Grades 4-12, free to participate.	\$ 11,250	\$ 11,500
Glanbrook Community Services Digital Program	To provide training, assisted and supportive internet connectivity for home bound or isolated seniors and other marginalized individuals. Target: Seniors, free to participate.	\$ 4,725	Declined to participate
Theatre Aquarius Digital Workshops	Theatre Aquarius will run two 5-day Virtual Reality Storytelling workshops in spring and fall 2023 for Hamilton-based artists who want to learn new digital skills in this artistic medium. This workshop will be offered free to those participating.	\$ 11,250	\$ 11,250

OUR Vision: To be the best place to raise a child and age successfully.
 OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.
 OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

**SUBJECT: City Enrichment Fund - Digital Program (CM22015(a)/GRA22003(a))
(City Wide) - Page 4 of 4**

	Target: Creative Industry, free to participate.		
Dundas Valley School of Art (DVSA) Digital Content Production for Charities and Not-for-Profits	DVSA's Digital Art Studio will provide quality instruction on content development and production for local charities and not-for-profits especially those who work closely with marginalized communities. Target: Not-For-Profit Community, free to participate.	\$ 6584	n/a

The Digital Program anticipates more applications in year two. All CEF Program Managers will be encouraged to share information on the Digital Program within their respective areas in addition to continued marketing and communication efforts to increase access to the program overall. Lessons learned from year one of the pilot will be applied to program guidelines, workshops, and scoring for continuous improvement.

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to report CM22015/GRA22003 – Digital Handbook

City Enrichment Fund

Digital Program

Objective

To support organizations, events and activities that support efforts to achieve digital equity, promote digital inclusion, and spur greater adoption of broadband among underserved populations.

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

There is one active stream within the Digital Program:

- Digital Equity Initiatives

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 General Guidelines** and the **Digital Equity Initiatives Handbook** for details about the program, stream objectives, eligibility and criteria.
- Refer to the **Application Details** section on page 5 of this handbook to learn about expectations and values for each question and answer for the adjudication process.
- Attend an optional workshop led by program staff to learn more about the City Enrichment Fund and Digital Equity Program area guidelines.
- Create an applicant profile and submit application(s) online at: hamilton.ca/cityenrichmentfund.
- Complete all sections of the application online and upload all relevant attachments. Use the checklist on page 9 of this handbook to confirm that you have submitted all attachments.
- Provide any additional information to program staff as requested throughout the application and adjudication/scoring process.

Funding Categories for Digital Program:

Digital Equity Initiatives Stream

Objective

To support organizations, events and activities that support efforts to achieve digital equity, promote digital inclusion, increase digital literacy within the community.

Description

The Digital Program – Digital Equity Initiatives stream supports the planning, delivery and administration of a variety of initiatives that bridge the digital gap ensuring all City of Hamilton residents have access to the resources, opportunities and skills needed to thrive in our increasingly digital world. Through this Digital Equity Initiatives stream, the CEF program will look to invest in partners who will deliver impactful programs aimed at building community members' digital literacy skills as well as facilitating access to existing opportunities related to internet service, technological devices and digital programming.

Some examples of eligible programs and activities include:

Digital Literacy Programs:

- Increasing equity, skills development and empowerment of Indigenous people, youth, racialized Canadians, older adults, and low-income people.
- Developing and implementing training programs and digital inclusion activities for underserved populations that cover basic, advanced, and applied skills, or other workforce development programs.
- Public education on privacy, digital policy, data governance and understanding algorithms regarding how they shape access to information, rights, and equality.
- Developing digital skills.
- Creating regional associations devoted to media and digital literacy.
- Facilitating the adoption of broadband by underserved populations in order to provide educational and employment opportunities to those populations.

Digital Infrastructure:

- Expanding free publicly accessible Wi-Fi access points across the City of Hamilton.
- Provide affordable internet access to underserved populations at low or no cost, including in urban areas.
- Provide low cost or free equipment and devices, networking capabilities, hardware and software for those in need.
- Construct, upgrade, expand, or operate new or existing public access computing centres for covered populations through community anchor institutions.
- Pilot programs to test proof of concepts, including mesh networks and other technology solutions.

- Research and pilot projects to help define infrastructure business models that are sustainable in low density and dispersed population areas.

Community Leadership:

- Developing of a coalition or ecosystem of groups working on similar issues.
- Policy advocacy and development, including research and evidence to support it.
- Digital Ambassador Programs and/or lobbying for proactive legislative reforms.
- Taking existing research and packaging it in ways that are easily understood by decision makers.
- Countering concentration of power, monopoly issues and data trusts

Digital Equity Initiatives Guidelines

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

Available Funding	<ul style="list-style-type: none"> • 30% of the eligible project or program budget up to a maximum of \$15,000 • Total funding received from all sources within the City of Hamilton cannot exceed 30% of the program budget of the applicant
Eligibility	<ul style="list-style-type: none"> • Not-for-profit, community organization, volunteer organization with non-for-profit goals, whose mandates align with the objectives of the CEF Digital Equity program • The program activities must occur in Hamilton and must benefit the local community • Groups of two or more organizations with similar vision/project ideas may collaborate on projects.
Ineligible Applicants	<ul style="list-style-type: none"> • Foundations; political parties/organizations; for-profit groups and ventures; individuals; and, religious organizations (except in cases where the applicant demonstrates clear boundaries between religious activities and the budget of the proposed program) • 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.

Eligible Expenses	<ul style="list-style-type: none"> • Retaining external expertise or consultants to work with the applicant on a specific digital equity project or program, including the external experts, consultants, or coaches' fees and travel costs within Ontario • Costs associated with infrastructure projects (e.g. renovations, purchase/lease of buildings) • Volunteer costs (e.g. training, food, non-alcoholic beverages, distinctive clothing) • Logistical, production and technical requirements (except for alcohol related costs) • Costs including supplies, fees, and expenses for demonstrators, educators, and performers of digital activities • Administration • Insurance • Policing and security cost (except for those costs related to alcohol) • Road Closure expenses • Evaluation
Ineligible Expenses	<ul style="list-style-type: none"> • Alcohol and associated expenses (permit fees, police, fencing, etc.) • Ongoing operations (e.g. salaries, wages, travel, supplies, material, fundraising, marketing, governance, and other costs related to ongoing operations) • Deficit reduction • Retroactive activity • HST • Expenses for programming that takes place outside of the City of Hamilton

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

Digital Program Application Details

ONLINE RECOMMENDATION

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 "Digital"

Stream: Choose "Digital Equity Initiatives"

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 digital equity 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.
- Be specific on which of your expenses will be funded using CEF funding and why these expenses are important to the success of the initiative

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 digital equity 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 digital 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 digital equity 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"/> Community Engagement and Participation | <input type="checkbox"/> Built Environment and Infrastructure |

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

Page: Program Specific Questions

Describe how your program will bridge the digital gap ensuring City of Hamilton residents have access to the resources, opportunities and skills needed to thrive in our increasingly digital world. 300 words. 6 points

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)
- Program Budget (mandatory). **Download, complete, and upload Program Budget Template (excel file provided)**

Page: Declarations

1. **Have you received funding from other sources within the City of Hamilton?** Select "Yes" or "No"
2. **Declaration:** select each box to confirm acknowledgement
3. **Municipal Freedom of Information:** Provide signature(s) to confirm acknowledgement

TO SUBMIT YOUR APPLICATION: Before submitting your application, you are required to review it by selecting the **'Review'** in the bottom right corner of the final page. You will be prompted to review each page. After reviewing, select the **'Print'** option at the bottom of the final page to save a pdf copy of the application for your records. Once you have

reviewed each page, the bottom right button will now read ‘Submit’.

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

Column B	Column C	Column D
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"> ○ Confirm government funding, sponsorship, etc. ○ Provide a breakdown of a line item (<i>e.g. annual membership fee x number of members</i>) ○ Provide notes for significant variances between the previous and request year

Expenses

Column B	Column C	Column D
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"> ○ Breakdown of a line item (<i>e.g. staff hourly rate x number of hours to be worked</i>) ○ Provide information on new expense items ○ Provide notes for variances between columns B and C (<i>i.e. Anticipating an increase of external consultant’s hourly rate</i>)

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

- You will receive a confirmation e-mail once your application is submitted.
- 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.
- 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.



INFORMATION REPORT

TO:	Chair and Members Grants Sub-Committee
COMMITTEE DATE:	September 14, 2023
SUBJECT/REPORT NO:	City Enrichment Fund, Scope of Work: Community Consultation (GRA23003(b)) (City Wide) (Outstanding Business List Item)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Andrea Carvalho (905) 546-2424 Ext. 1947
SUBMITTED BY:	Morgan Stahl Government Relations & Community Engagement City Manager's Office
SIGNATURE:	

COUNCIL DIRECTION

At its June 13, 2023 meeting, the Grants Sub-Committee approved City Enrichment Fund – Appeal Process Update (GRA23003(a)) (City Wide) (Item 9.1), which included the motion:

- e) That staff be directed to consult with community organizations in order to develop a further equitable City Enrichment Fund process and report back to the Grants Sub-Committee.

INFORMATION

Since 2015, the City Enrichment Fund (CEF) has invested in local charities, not-for-profit and grassroots organizations across seven sector areas in the city each year. Designed in consultation with community and City staff across multiple departments, CEF staff continue to take steps towards making improvements in program delivery, increasing accessibility, reaching equity-deserving groups, and alignment with best practices.

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

The City of Hamilton has played a significant role in enriching the community through the City Enrichment Fund's direct investment in a variety of programs throughout the City. As the needs of the Hamilton community continues to grow and evolve, there has been community feedback provided through Council delegations, surveys and applicant feedback which has informed enhancements to the fund. Evolution of the program has been driven with the applicant experience and community benefit at the forefront of decision making with staff recommending incremental changes to Grants Sub-Committee to ensure the program is meeting the current needs of the community and the continuously changing landscape.

The 2024 CEF intake process, which would typically run from September through to November as in previous years, has been shifted to facilitate community engagement prior to the intake process. The 2024 intake period will open on November 1 with a deadline of December 15, 2023 to ensure effective community consultation as per Council's direction. The expectation is that initial feedback will inform a funding framework and provide a set of principles to guide the 2024 funding approach.

Staff will continue to engage with the community throughout the 2024 cycle, both in-person and online, to share findings and identify CEF program improvement opportunities.

CEF Update and Community Engagement Plan

While CEF has progressed to meet Council priorities and has grown to include new program areas, staff recognize the opportunity to assess the overall program. Over the next twelve months staff have planned a review of previous community feedback received through applicant surveys, relevant recommendations, and will lead opportunities for community engagement sessions. To complement and support this work, staff will facilitate focus groups with CEF applicants, other local funders and community groups to solicit their feedback and advice. This work involves an internal review of operational areas and external consultation.

The engagement exercise will target both returning and new potential applicants as well as community partners. Efforts to reach equity-deserving members of the community will be hosted through arms-length facilitation. This work will also include information sharing sessions and opportunities for participation through in-person meetings, virtual sessions and the Engage Hamilton online platform.

The Community Engagement Plan, included as Appendix A, objectives include:

- developing a funding framework
- updated public documents
- updates to the online grant portal to ensure a more user-friendly experience for applicants

SUBJECT: City Enrichment Fund, Scope of Work: Community Consultation (GRA23003(b)) (City Wide) - Page 3 of 3

- recommendations for 2025 CEF program enhancements
- updates to the Funding Agreement / DocuSign process
- creating program stretch goals
- enhancements to the application process – reducing barriers to access
- document Plan – a user-friendly public facing CEF Funding Report

Developing a Funding Principal

In 2023, staff used a new approach to the funding recommendations that saw each passing application funded, regardless of previous year funding amounts. This is in alignment with the current CEF guidelines. While this approach recognized CEF as an annual program and made recommendations that expanded CEF's reach overall, applicants were not informed of a new approach before the submission of their applications. As part of the staff recommendations, multiple approaches were recommended inclusive of alternatives for consideration and review of the Grants Sub-Committee including the status quo, which would have seen funding envelopes run out in program areas despite organizations scoring a passing grade.

Following best practices, CEF will be publishing the program's community informed funding principals within the applicant guidebooks (available online) as well as sharing this information during public information sessions. The funding principals will create a framework within which staff can make funding recommendations that are equitable and transparent year to year.

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report GRA23003(b)): CEF Update and Community Engagement Plan
– Scope of Work

City Enrichment Fund (CEF) Program Update and Community Engagement Plan - Scope of Work


	Area	Scope Details	Timelines	Objective
1.	Planning	<ul style="list-style-type: none"> • Project Plan • CEF team initial review 1 • Grants Sub-Committee (GSC) report • Public Communications • Share recommendations and report 	Q3 2023	<ul style="list-style-type: none"> • Develop community consultation work scope • Delay 2024 Intake to allow for consultation work <ul style="list-style-type: none"> ○ Council Communication ○ Webpage Update ○ Applicant Communication
2.1	Phase I Initial Updates	<ul style="list-style-type: none"> • Recommended Phase I improvements <ul style="list-style-type: none"> ○ 30% Policy ○ Applicant Financial Reviews • Public facing document changes • Grant Portal updates • 2024 CEF cycle launch • Public Information Sessions and Workshops • Communications - promotion 	Q3-4 2023	<ul style="list-style-type: none"> • Implement 30% policy and financial review changes to improve funding impact and CEF program operations <ul style="list-style-type: none"> ○ GSC Sept. 14 Report • Launch 2024 cycle with community informed Funding Principles <ul style="list-style-type: none"> ○ Revision of online documents ○ Communications • 2024 Cycle Information Sessions <ul style="list-style-type: none"> ○ In-person and virtual ○ Host Partners ○ Online recordings
2.2	Phase I Community Consultation	<ul style="list-style-type: none"> • Community Consultation • Communications, funding principles • Public facing document changes • 2024 CEF cycle launch • Public Information Sessions and Workshops 	Q3-4 2023	<ul style="list-style-type: none"> • Community engagement sessions <ul style="list-style-type: none"> ○ In-person ○ virtual ○ Engage Hamilton • Launch 2024 cycle with community informed Funding Principles

	Area	Scope Details	Timelines	Objective
		<ul style="list-style-type: none"> • Grant Portal updates • Communications – outreach and promotion 		<ul style="list-style-type: none"> ○ Revision of online documents ○ Communications
2.2	<p>Between 2018 – 2022 the CEF funding approach remained relatively unchanged, with 1 funding formula applied across 7 sector areas and 300+ applications.</p> <p>CEF does not have a set of published Funding Principles or approach to funding. The previous model prioritized returning applicants. The previous model did not distinguish between recurring programs and one-time projects. The previous model did not prioritize funding or strategically fund year to year. The previous model applies a single formula across all program areas and applications. The previous model did not recommend reductions to funding.</p>			
3.1	<p>Phase II Operational &</p>	<ul style="list-style-type: none"> • Internal Review II • Proposed CEF changes for 2025 • Proposed Program Area changes beginning in 2025 • Implement and evaluate financial review process - with recommendations to follow • Implementation Funding Principles 	<p>Q4 2023 – Q2 2024</p>	<ul style="list-style-type: none"> • Phase II of program review <ul style="list-style-type: none"> ○ Review of previous consultation material ○ Staff review of program stages ○ Program recommendations (2025 implementation) • Funding Framework implementation <ul style="list-style-type: none"> ○ GSC, May - June
3.2	<p>Phase II Community Consultation</p>	<ul style="list-style-type: none"> • Community Consultation • Implement and evaluate financial review process - with recommendations to follow • Implementation Funding Principles 	<p>Q4 2023 – Q2 2024</p>	<ul style="list-style-type: none"> • Phase II of program review <ul style="list-style-type: none"> ○ Community Engagement Sessions ○ Engage Hamilton ○ Focus Groups

	Area	Scope Details	Timelines	Objective
4.	Phase III Implementation	<ul style="list-style-type: none"> • GSC 2024 CEF Funding recommendations • Proposed Grant Portal enhancements • DocuSign, internal facing evaluation • Communicate project outcomes • Closing project deliverables 	Q2 2024	<ul style="list-style-type: none"> • Funding Framework implementation <ul style="list-style-type: none"> ○ GSC, May - June • Grant Portal – improved user experience (internal and external) • Close community engagement and report findings
5.	Phase IV Project Close & Report	<ul style="list-style-type: none"> • CEF program evaluation • Stretch goal recommendations • CEF Report (public facing) document plan • Project assessment 	Q3 2024	<ul style="list-style-type: none"> • Program goals identified 2026-28 • Recommendations for a user-friendly public CEF Report, sharing program achievements



CITY OF HAMILTON
CITY MANAGER'S OFFICE
Government Relations & Community Engagement

TO:	Chair and Members Grants Sub-Committee
COMMITTEE DATE:	September 14, 2023
SUBJECT/REPORT NO:	City Enrichment Fund – Program Updates (GRA23004) (City Wide) (Outstanding Business List Item)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Andrea Carvalho (905) 546-2424 Ext. 1947
SUBMITTED BY:	Morgan Stahl Director, Government Relations & Community Engagement
SIGNATURE:	

RECOMMENDATION

- (a) That the 30% funding policy for all City Enrichment Fund requests be revised to only apply to applications with requests above \$15,001;
- (b) That the financial review process for all City Enrichment Fund applications be revised and only apply to applications with requests of \$30,000 or greater;
- (c) That staff be directed to report back on the following motion “That staff be directed to review the (CEF) fund’s current overall funding guidelines, program stream guidelines, related funding caps and report back to the Grants Sub-Committee with recommendations to ensure the fund is evolving with the needs of community” in advance of the 2025 intake;
- (d) That item A, on the Grants Sub-Committee Outstanding Business List respecting “That up to \$500,000 of the City Enrichment Fund reserve funds, be ear marked to investigate potential matching opportunities, throughout the City, to bring to a total fund of \$1M in support for communities and organizations that have been heavily impacted by COVID-19 and the pandemic more broadly, with any funds not allocated to be evenly distributed and returned back to their respective reserves, and report back to the Grants Sub-Committee” be identified as completed and be removed; and,

- (e) That item 2023-A, on the Grants Sub-Committee Outstanding Business List respecting “That staff be directed to report back on appeals process with an overview of all submitted applicant appeals, in the form of an information report, upon concluding the appeals process to the Grants Sub-Committee by mid-June 2023;” be identified as completed and be removed.

EXECUTIVE SUMMARY

The City Enrichment Fund (CEF) is the overall name for the City of Hamilton’s municipal investment in a wide range of program areas that support the City’s Strategic Plan and 25-year Community Vision priorities. CEF invests in local charities, not-for-profit and grassroots organizations across seven unique sectors: Agriculture, Arts, Communities, Culture and Heritage, Community Services, Environment, Sports and Active Lifestyles, and the Digital pilot program area.

CEF is committed to a continuous improvement approach to evolve the program in response to the growing and changing community needs. CEF staff continue to take steps towards making improvements in program delivery, increasing accessibility, reaching equity-deserving groups, and alignment with best practices. Through this work, staff have identified recommendations to further develop the fund to increase CEF’s funding impact and streamline the internal process, including:

- Removing a 30% funding threshold on requests of \$15,000 and below benefiting applicants by increasing the potential dollars that CEF funds can contribute to a program or initiative which in turn increases the impact CEF grants can make towards the viability and success of a program; and,
- Streamlining the internal financial review process for applications with requests of \$30,000 or greater improving internal efficiencies through using a consistent approach, while continuing to provide a method through which risk is mitigated and program staff and adjudicators receive support in their assessment.

These recommendations provide greater access to the City’s granting program and support the work of staff in designing and delivering a program that is accessible and responsive to our changing community needs.

Alternatives for Consideration – Not Applicable

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: N/A

Staffing: N/A

Legal: N/A

HISTORICAL BACKGROUND

At the August 11, 2022, Audit Finance & Administration meeting, CEF staff were directed to review the fund's current overall funding guidelines, program stream guidelines, related funding caps and report back to the Grants Sub-Committee with recommendations to ensure the fund is evolving with the needs of community.

Launched in 2015, the City Enrichment Fund presented overall guidelines and specific program area criteria approved within report FCS14024(b), 2014. The 30% funding policy was not applied to all streams equally until the 2016 cycle. This would mark the first time a revision to the policy is being recommended.

Financial reviews of applicant requests above \$30,000 have been a component of the CEF process since 2015. As part of the 2017 CEF Workplan, the financial review of all applications was introduced and subsequently embedded into the application review process through the online portal. As a result, the adjudication stage has been moved forward to accommodate this stage, adding increased constraints on the application assessment timeline. In 2023, 27% of applicant requests were \$30,000 or greater. The financial review process has not been revisited since that time.

On May 27, 2016 the Director of the Government Relations and Community Engagement Division was delegated the authority to amend all City Enrichment Fund forms, guidelines and program areas as needed, reporting any and all changes annually to the Grants Sub-Committee.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

Recommendation (a) to Report GRA23004 is a revision to the City Enrichment Funds' current funding policy applied to all applicant requests. The applicant guidelines and handbooks, updated annually, would include this change ahead of the 2024 intake.

There are no legislated requirements.

RELEVANT CONSULTATION

Consultation with relevant divisions throughout the corporation that play a role in shaping and executing the direction of CEF, applicant communication and support,

facilitating adjudication, and executing on direction from the Grants Sub-Committee have provided feedback including but not limited to the following:

Corporate Services – Finance and Administration
Digital, Innovation and Strategic Partnerships – Digital Innovation
Healthy and Safe Communities - Neighbourhood Action Strategy
Healthy and Safe Communities - Sports Policy and Allocations
Planning and Economic Development - Business Development
Planning and Economic Development - Creative Industries and Cultural Development
Public Works - Business Programs

ANALYSIS AND RATIONALE FOR RECOMMENDATION

City Enrichment Fund staff have committed to reviewing the program operations internally and through external engagement with the lens of continuous improvement and improved applicant experience. In this effort, staff have identified two recommendations to be implemented in the 2024 CEF cycle: (a) the 30% funding policy with direct applicant benefits; and (b) streamlining the applicant financial review process with benefits to the programs operations and staff resources.

The recommendations to the program are guided by the criteria expressed by the community in the initial design of the CEF program and direction from Council, including:

- Increased transparency – of the process and outcomes
- Increased community impact – strategic and equitable
- To be more Consistent with Best Practices
- Flexible to address the needs of the community
- Increased opportunities for new applicants to receive funding; and,
- Increased accessibility to the program including: improved online grant portal, translation services, information sessions recorded and available online, increase number of workshops

Revision of the 30% Funding Policy:

There is no proposed change to the 30% funding policy for the operating streams and requests over \$15,001. Applicants within these categories are typically larger in scale and are required to demonstrate diversified revenue, accounting for the remaining 70% of their budget. All applicants will continue to demonstrate sound fiscal planning, sound fiscal management, and revenue outside of the City Enrichment Fund.

SUBJECT: City Enrichment Fund – Program Updates (GRA23004) (City Wide) - Page 5 of 7

A revised funding threshold for requests \$15,000 and below provide the City with the ability to make a greater impact to approximately 60% of applicants through CEF grants. This change largely impacts small organizations, equity-deserving groups, new initiatives, and one-time projects across all program areas of CEF.

Presently, the 30% funding policy is a barrier to many applicants seeking funding in support of their community programs and program services. This policy is applied to grantees at the request and final report stages. Grantee’s must demonstrate, through a final report budget, that the funding remains within the 30% funding threshold. It is not uncommon for a proposed budget to differ slightly from a completed budget, resulting in arrears owed to the City. Some examples explaining a grantee’s changed budget can include unrealized grants, lower than expected fundraising and / or sponsorship. As a result of this policy some organizations are required to return funds which can negatively impact their financial positions as their program has been completed and in most cases they have budgeted to a \$0 cash balance.¹

Revising the 30% funding policy would provide grantees with a greater capacity to deliver public programming and services and reduce staff resources to administer arrears within a reasonable funding threshold amount:

30% policy applied to requests of \$15,001 and above only	
<p><u>Impact of policy change:</u></p> <ul style="list-style-type: none"> • Greater capacity for applicant to deliver programs • Greater support to applicants that do not have access to other funding sources • Applicants can leverage City support with other funders • Greater support for equity-deserving organizations • EDIA - Equity Diversity Inclusion Accessibility program improvements • Improved support to one-time projects and new initiatives 	<p><u>How does this benefit:</u></p> <ul style="list-style-type: none"> • Benefits All CEF Program Areas • Smaller organizations, Equity-deserving groups, and Community Organizations (smaller budgets in general) • City increases the impacts made through funding
<p><u>What does not change as a result of this recommendation:</u></p>	

¹ In 2023, the India Canada Society, Gandhi Peace Festival had their funding held due to arrears of \$1051 on their 2022 program. The organization had small changes throughout their expenses that resulted in the 2022 CEF grant accounting for 40% of their completed budget.

In 2023 the South Asian Heritage Association of Hamilton and Region, had their funding held due to arrears of \$837 on their 2022 program. The organization had unrealized grant requests to other funders, resulting in the 2022 CEF grant accounting for 37% of their completed budget.

OUR Vision: To be the best place to raise a child and age successfully.
 OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.
 OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

- A 30% funding policy continues to be applied to funding requests \$15,001 and above
- A 30% funding policy continues to be applied within all operating streams
- Does not guarantee that funding is recommended at the full request amount
- Does not guarantee that CEF is the sole funder for program

Revision to Financial Review Process:

Presently, the financial review process is an added ‘benefit’ that does not have any policy or funding implications. The value of this process lies with having a robust financial scan of applications with significant budgets and requests, as well as those previously red flagged, or unknown to staff. The financial viability of all applications is evaluated through the adjudication assessment and scoring stage.

The current financial review process involves applications receiving a red, yellow, or green score. The colour score and related information are provided as supplementary material to staff and adjudicators. A resulting red score does not result in further implications, i.e. hold on an application or reduction to recommendations.

While the benefit of this process remains true for 27% of the applications, the full financial review process does not provide an added benefit for the remaining 73%. However, it occupies a significant portion of the CEF process and staff resources. Revising the financial review process would streamline the application review process and would focus staff resources on applications with greater financial risk, red flagged and new applications. All applications will continue to provide a proposed budget and organization financial statements for adjudication assessment and scoring.

CEF applicant financial reviews are applied to requests \$30,000 and above only	
<p><u>Impact of process change:</u></p> <ul style="list-style-type: none"> • Streamlines financial review process and provides consistency to the process. All \$30K+ requests provide audited financial statement, unlike \$30K- requests* • Better use of staff resources • Improves application review period (potential to expediate process in 2025 cycle) • Focuses staff time on applications with greater risk / loss to City • Provides informed feedback to adjudicators 	<p><u>How does this benefit:</u></p> <ul style="list-style-type: none"> • City staff. Approving this change reduces the workload by 73% or from 337 to 88 relevant applications • When this process was implemented, there was a dedicated team member to perform this function for 300+ applications.

OUR Vision: To be the best place to raise a child and age successfully.
 OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.
 OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

	<ul style="list-style-type: none">• Applicants (no need to include additional data) within application
--	--

What does not change as a result of this recommendation:

- No change to applicants, who are still required to submit financial statements
- All application budgets and financial statements will continue to be reviewed by adjudicators to determine financial health of applicant organizations
- Applicants below the \$30K threshold may still be subject to a financial review at random, at the request of Program Managers, CEF admin staff, or Council

* Applicants with requests below \$30,000 are able to submit varying types of financial statements. As a result, the review is inconsistent for applicants requesting below \$30K>.

Administration:

As of September 2023, the 2024 CEF intake was delayed to facilitate community engagement ahead of application submissions. The 2024 intake will take place from November 1 through December 15, 2023, with the expectation that initial feedback will inform an equitable funding framework and provide a set of principles to guide the 2024 funding approach.

If approved, these CEF program recommendations will be applied to the 2024 cycle through the standard program operations. These program updates will be embedded into all printed and online material and shared widely through several information sessions held by staff for potential and returning applicants in November 2024.

ALTERNATIVES FOR CONSIDERATION – N/A

APPENDICES AND SCHEDULES ATTACHED

N/A