Hamilton
NEIGHBOURHOOD ACTION STRATEGY

SMALL GRANTS FUNDING PROGRAM

2015

riverdale • stinson • beasley • jamesville • rolston •
keith • mcquesten • sherman • davis
creek • crownpoint • gala • riverdale • stinson • bea
sley • jamesville • rolston • keith • mcquesten • she
rman • daviscreek • crownpoint • gala • riverdale •
son • beasley • jamesville • rolston • keith • mc

IN PARTNERSHIP WITH

SPRC
SOCIAL PLANNING & RESEARCH COUNCIL OF HAMILTON

HAMILTON COMMUNITY FOUNDATION

> *"Cities have the capability of providing something for everybody, only because, and only when, they are created by everybody"*
>
> *-Jane Jacobs*

TABLE OF CONTENTS

NEIGHBOURHOOD/HUB	COMMUNITY DEVELOPER	EMAIL	PHONE NO.
Jamesville & Beasley	Brandon Braithwaite	bbraithwaite@sprc.hamilton.on.ca	905-746-2382
GALA & Riverdale	Syed-Hamid Yazdani	syazdani@sprc.hamilton.on.ca	289-489-7700
Keith	David Derbyshire	dderbyshire@sprc.hamilton.on.ca	905-818-1713
McQuesten & Rolston	Laura Ryan	lryan@sprc.hamilton.on.ca	905-317-1791
Davis Creek & Sherman	Judy Kloosterman	jkloosterman@sprc.hamilton.on.ca	905-516-6383
Crown Point and Stinson	Lyna Saad	lsaad@sprc.hamilton.on.ca	905-522-1148 x 0

BACKGROUND

The Hamilton Community Foundation and the City of Hamilton are the sponsors of the Small Grants Project Funding for the Neighbourhood Action Strategy in Hamilton. It is administered by the Social Planning and Research Council of Hamilton. The primary purpose of the small grants is to have funding available to encourage and facilitate resident engagement in the neighbourhoods/hubs identified as part of the City of Hamilton's Neighbourhood Action Strategy. Secondly, we want to make the decision making process about the use of the small grants to be the responsibility of the Community Planning Teams and be used as a tool to engage residents in neighbourhood building. The neighbourhoods that are eligible for funding are: Jamesville, Beasley, GALA (Gibson and Landsdale), Riverdale, Keith, McQuesten, Rolston, Davis Creek, Sherman, Crown Point and Stinson.

Small project funding is to be used to support projects identified by resident members/groups in your neighbourhood. These may be groups you are already aware of or new groups that want to engage more in the neighbourhood. Small projects can be a great way to reach out to residents. This funding is not for ongoing **programs** in your neighbourhood, but a way to get new ideas and people working together on time limited **projects and activities** in your neighbourhood. Each neighbourhood has up to $5,000 to spend on local projects. Each project or activity can apply for up to $1,500 per project per year.

IDEAS FOR SMALL GRANTS

We've found that residents have wonderful ideas and show great creativity in coming up with initiatives to improve their neighbourhoods and encourage neighbourhood connections. Just in case anyone gets stuck, here are some ideas to get you started in applying for a small grant project in your local neighbourhood:

- ✓ Murals and public art installations
- ✓ Volunteer-led afterschool projects
- ✓ Beautification, greening and environmental initiatives
- ✓ Sport and recreation activities (i.e. setting up a non-competitive basketball league)
- ✓ Newsletters, websites and neighbourhood information sharing activities
- ✓ Neighbourhood celebrations, festivals and events (note that we are looking for new innovations that bring people together and begin to participate in neighbourhood engagement in the long term)
- ✓ Community gardens, collective kitchens and community food startups in neighbourhood/neighbourhood/hubs
- ✓ Family and adult literacy initiatives (e.g. little free libraries, homework clubs)
- ✓ Creating opportunities for youth-involvement & youth led programming startups (youth employment engagement, social enterprise for youth)
- ✓ ….any many more!

Whatever the project, it should build on the ideas, strengths and experience of residents!

SMALL GRANT GUIDELINES

1. A maximum of $5,000 is available for small grant funding to each neighbourhood over a one year period. If for some reason the full amount is not used in the year it is given, the neighbourhood/hub can hold over what is remaining and funding will be provided to "top up" to the $5,000 amount. Each small funding grant request cannot exceed $1,500. Funds for small grants are held by the Social Planning and Research Council (SPRC). SPRC is a charity that follows the regulations set out by the Canada Revenue Agency.

2. An additional $500 is available for meeting expenses (food, transportation) for the meetings of the hub membership. The $500 should **only** be used for this purpose. If your Community Planning Team does not have food/transportation costs for meetings, you should not request the $500. To access this $500, Community Developers may put in a cheque requisition to the SPRC for advances of $100 increments to assist with cash flow. CD's will be responsible to submit receipts for expenditures for this part of the funding to "top up" the funds for meeting purposes.

3. Keeping in mind that the primary purpose of the funding is neighbourhood engagement and capacity building, there should be new projects funded that assist your ability to engage a wide range of people and groups in your neighbourhood. You may have a key community event that has been successful in engaging neighbourhood residents which you help support each year, but cannot take all of the small grants funding. New to the Small Grants Program is that only up $2000.00 is eligible for "special events" per hub per year. Special events must be open to all members of the neighbourhood. This doesn't include plans for community gatherings related to activities that improve your neighbourhood such as a BBQ after a neighbourhood cleanup. We can also work with you to leverage other sources of funding for your initiatives that fall outside of these guidelines.

4. It is important to note that as a Canada Revenue Agency approved charity, Hamilton Community Foundation does not fund **political advocacy** without prior written consent. However, for the purposes of the small grants program, it is HCF policy that the Small Grant Funds **cannot** be used for this purpose. If you are unsure if your project falls within this category, please contact Renee Wetselaar at the Social Planning & Research Council to check in. She can be reached at rwetselaar@sprc.hamilton.on.ca or 905-522-1148 x 311.

5. With the support of the Community Developer, each neighbourhood/hub will need to determine how to review the grant applications and how much time is needed to go through this process. A small grants review committee needs to be struck to review the applications and make a recommendation to be ratified by the Community Planning Team for the hub. The small grants review team should be aware of potential conflicts of interest and should ensure that none of the applicants making a submission review their own grant application.

6. Any questions/concerns/requests related to the administration of the small grants must be directed to the Community Developer for your neighbourhood/hub.

7. You will need to submit receipts for any funding received to the Social Planning and Research Council via the Community Developer.

8. If you are planning to hold an activity on City of Hamilton property and require insurance, the fee can be waived via the Planning Team. Contact your Community Developer for the process and form. If you are planning on conducting your activities on a third party site, you will need to check with the organization about their insurance requirements for third party use.

HOW TO APPLY FOR A GRANT

1. Your Community Developer is a key asset and a valuable ally in helping with the applications. A resident group with an idea for a small grants project should discuss the project idea with the Community Developer for the neighbourhood/hub. This helps ensure the project is a good fit and meets the criteria. A list of the Community Developers for each hub is included in this package.

2. Download and print the application form available at www.sprc.hamilton.ca/smallgrants. You can also access the application at your local recreation centre, through City Housing Hamilton, at your local library or through the Community Planning Team or Community Developer in your neighbourhood.

3. The resident group completes an application. The Community Developer will assist with this.

4. The application is submitted via the Community Developer to a sub-committee of the planning team. You should ensure that you follow some basic conflict of interest guidelines (i.e. those reviewing the grant are not the same people who are making the application). Your Community Developer can assist you with this process.

5. The assigned review committee will review the application using the Application Assessment Tool (attached) and present the project and their recommendations to the local planning team.

6. The community planning team will ratify the recommendation at the next scheduled CPT meeting if the application is approved. This ensures that everyone is on board with the idea and residents are involved in local decision making.

7. Once the application is approved a cheque requisition form is filled out and attached to the approved application for the amount needed for the project.

8. Small grant funding can only be used by resident groups. With the support of your CD and the Hamilton Community Foundation, we can provide some guidance on other funding opportunities for your hub's activities.

9. If you are planning on collaborating on a project with another neighbourhood, talk to your Community Developer. They can help you make an application to the respective planning teams, but the total combined request can't exceed $1,500.

   Note: If the small grants team or Community Planning Team decides that the application is declined, the Community Developer will contact the applicant to inform them of the result. If the application isn't successful, the Community Developer can review the feedback with the applicant and help with a re-submission or close the request file.

10. At the end of your project or activity, you and/or your resident group will be asked to submit a report (form provided). It needs to include an explanation of how the money was spent and receipts that were issued to you as part of the project expenses. Reports must be submitted with any outstanding receipts for expenses through the Community Planning Team to the Community Developer to close your project file. Please note that any outstanding monies not spent must be reimbursed back to the Community Planning Team's Small Grants Fund held by the SPRC.

11. The Social Planning and Research Council will provide a report to Hamilton Community Foundation at the end of the year to let us know what was achieved in the community through the use of the small project funding. The Hamilton Community Foundation will publish information about small grants in their annual report to the community.

NEIGHBOURHOOD ACTION STRATEGY SMALL PROJECT FUNDING APPLICATION

SECTION I: COVER PAGE

Neighbourhood / Hub Name	
Group / Resident Name	

GROUP / RESIDENT CONTACT INFORMATION

Contact Person	
Address	
Telephone No.	
Relationship to Group	

PROJECT DETAILS

Project Name	
Start Date	
Completion Date	
Amount Requested	
Application to a second neighbourhood for the same project? ❑YES ❑NO	
Name of neighbourhood	

_____
Group Contact Name (please print)

_____   _____
Group Contact Signature   Date (MM/DD/YYY)

_____
Community Planning Team Contact Name (please print)

_____   _____
Community Planning Team Contact Signature   Date (MM/DD/YYY)

SECTION II: GUIDELINES

Please provide a written description of your project in the boxes below or on separate pages (not to exceed two typed pages), providing information about the following:

1. **Tell us about your project:**
    - What do you want to do?
    - Why do you want to do it?
    - Who will benefit?
    - How many volunteers will be involved?
    - How long will it take?
    - Who is involved in planning and organizing the project?

2. **Tell us about your neighbourhood:**

3. **Tell us about your group:**
    - How long have you been together?
    - Who belongs?
    - How do you make decisions?
    - How are you linked to the Community Planning Team? If not, how can you become connected?

4. **What difference do you hope to make in the neighbourhood?**

5. **What is your link to local businesses, agencies and resident groups?**

6. **Have community partners been involved in the development of your plan and if so, how; if they haven't do you plan on involving them and how?**

7. **Is this a new initiative in the neighbourhood? Yes ☐   No ☐**
   If you answered no, please tell us what you are doing differently?

8. **How do you plan on telling others about your project? What is your communication plan?**

SECTION III: BUDGET

This project is for a special event: Yes☐   No ☐
Please tell us the cost of the project you want to do. Please round all figures to the nearest dollar. Remember that the maximum that will be awarded is $1,500.

Breakdown of Project Expenses (Costs - Items that you plan to purchase)

Item	Cost
Total Expenses	**$**

Breakdown of Project Revenues
(Income - Sources of income including but not limited to Small Grant Funding)

Source	Cost
Total Revenues	**$**

Please list any "in-kind" donations to the project. This might include things such as volunteer labour (valued at $15/hour) space, refreshments or supplies.

Item	Donor	Estimated Value

FUNDING APPLICATION ASSESSMENT TOOL

Date _____

Name of Neighbourhood / Hub _____

Project Name _____

Evaluator Name _____

If categories 1 and/or 2 are "no", this application does not meet the program requirements. The application does not go forward. Score categories other categories as follows: On a scale from 1(minimally meets criteria) to 5 (strongly meets criteria)

1. Idea comes from the community: ✓ The applicant lives in the neighbourhood neighbourhood/hub	☐ **Yes** ☐ **No**	**Comments:**
2. Neighborhood Based: ✓ The project will take place in the geographic community of the neighbourhood/hub	☐ **Yes** ☐ **No**	**Comments:**
Assessment of Core Requirements	**Score (1-5)**	**Comments**
1. Realistic Plan: The proposal can be done with available resources and within a reasonable time frame. (i.e. within a year of grant cycle of November to November)		
2. Capacity to Undertake Project: processes are in place to operate as a group, and there may be some past experience of working together		
3. Participation: The proposal increases resident participation shows how people put the time and energy in to work together.		
4. Project is Asset-based: The project builds on existing neighbourhood assets (locations, people, plans)		
5. Additional Grants and Contributions: The project shows how additional financial donations and in-kind contributions are being brought in		
6. Connection to local planning team: Residents have been involved with and are working in collaboration with the local planning team.		

Benefits to Community	Score (1-5)	Comments
1. **Provides a focal point/vehicle** for bringing people together (mobilize/engage residents), to respond to identified issue/need		
2. **Expands participation** beyond core groups; a wider range of residents are engaged in the neighbourhood		
3. **Increases diversity** of participation from a wider range of residents		
4. **Builds a sense of community** or increases feelings of belonging		
5. Provides **skill building** opportunities		
6. Increases **ability to plan and implement** community initiative		
7. Increases ability/opportunity for **self help**		
8. Increases **leadership** opportunities/skills		
9. Strengthens **networks**: inter-neighborhood; linkages with outside organizations		
10. **Increases resources and/or builds a legacy** within the community a. equipment or physical resources b. volunteers c. in-kind contributions d. additional financial resources		
11. **Neighborhood improvements or Enhanced physical spaces** ✓ physical improvements ✓ new social activities/programs established ✓ safety initiatives		

Overall Project Assessment	Score (1-5)	Comments
Total Score for Core Assessment Criteria	/30	
Total Score for Community Benefits	/55	
Total Assessed Strength of Project	**/85**	

SECTOR

❏ Arts & Heritage   ❏ Education

❏ Environment   ❏ Health & Human Services

❏ Recreation and sports   ❏ Other

Assessed Risk	Low	Medium	High

Comments

_____

_____

_____

_____

Recommendation

_____

_____

_____

This project is for a special event: Yes☐ No ☐

Special Event Request Amount:_____

SMALL GRANTS FUNDING CHEQUE REQUISITION FORM

This project is for a special event: Yes☐ No ☐
Please fill out information below and attach to the front of the application. Please print clearly.

Date: _____

Neighbourhood / Hub: _____

Group Name: _____

Amount Approved and Requested: _____

Request Submitted By/Name of Person Receiving Funds:

_____

Signature:_____

Cheque payable to: _____

Address: _____

_____

Community Planning Team Chair / Neighbourhood / Hub Approval Name:

_____

Signature:_____

Community Developer Name: _____

Signature: _____

INTERNAL USE ONLY

APPROVED BY:

DATE:

SIGNATURE:

EXECUTIVE DIRECTOR APPROVAL SIGNATURE:

Please note that turnaround time between requests for funding and cheque approval is two weeks. If you have any questions, please contact your Community Developer.

SMALL PROJECT FUNDING FINAL REPORT

As a recipient of a grant for a resident-led small project to support your neighbourhood neighbourhood/hub, we ask that you complete the following form.

Neighbourhood/Hub Name:

Group Name:

Report Submitted By:

Telephone: **E-mail**:

Please reply briefly to the following questions:

1. How was the grant used by your group?

_____
_____
_____
_____
_____
_____
_____

2. What difference did your project make in your neighbourhood?

_____
_____
_____
_____
_____
_____

3. What new relationships/partnerships were established as a result of working on this project?

_____
_____
_____
_____

4. What was the biggest challenge your group experienced in planning and completing your project?

_____
_____
_____
_____
_____

_____
_____
_____
_____

5. Number of meetings involved in identification, planning and implementation of the project?
_____

6. Number of participants involved in the planning of this project? _____

7. How many people participated or attended this project? _____

8. Are you or other members of your group interested in working on another neighbourhood project now or in the future?

 YES_____ NO_____

9. Are there any outstanding monies that need to be repaid back to the Community Planning Team?

YES_____ NO_____

AMOUNT: _____

10. How and when will these monies be repaid?

_____
_____
_____
_____
_____

Please include all outstanding receipts for activities carried out. Failure to submit receipts may affect future applications. Thanks for your consideration! Please submit this report to the Social Planning and Research Council of Hamilton by_____ **(insert date).**

_____
Project Applicant Name and Signature

_____
Community Developer Name and Signature Signature

SMALL GRANT FUNDING EXPENSE TRACKING FORM

Use this form to help you keep track of what you've spent. Please staple all receipts to the back of this page when submitting your final report.

Contact Name _____

Project Name _____

Date(s) of project _____

Neighbourhood(s) where project took place _____

Item	Amount Spent	Receipt attached?
Total Expenses	$	