

# 2016 City Enrichment Fund -- Community Services Program Guidelines

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Hamilton

June 2015

New Items for 2016 are highlighted in yellow.

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## COMMUNITY SERVICES PROGRAM

### PROGRAM OBJECTIVES:

- ❖ Hamilton to achieve its strategic goals To assist the City of
- ❖ of life of all individuals and the community by addressing priority human services needs To enhance the quality
- ❖ economic development efforts by supporting quality outcome based community programs To contribute to local

***Please note that approval of an application in one year or several consecutive years do not commit the City to future funding***

### FUNDING STREAMS:

These program guidelines cover four funding categories. Currently two of these streams have funding (program funding and emerging needs). The other categories remain unfunded. They are being presented in order to provide an overview of the components of the proposed Community Services Program overall.

#### **1. PROGRAM FUNDING: (Currently Funded)**

To support social and community programs that meet identified community needs based on best practice, community trends, program evaluations etc. and build community capacity.

Currently funding is provided in the following categories:

##### **A. No one is Hungry or Without Shelter**

- Programs that address food security by providing access to food for low income individuals/families
- Programs which attempt to secure or retain affordable housing primarily for low income individuals/families

**B. Everyone Feels Safe**

- Community based programs that support children and adults who have experienced physical, sexual, emotional, and financial abuse

**C. Every Child and Family Thrives (Replaced Everybody Plays)**

- Programs that promote healthy child development, positive interaction with parents/significant others.
- Programs that provide opportunities for children facing barriers to develop their social skills

**D. No Youth is Left Behind (New)**

- Programs for at-risk youth dealing with housing, counselling, addictions, or drop in programs

**E. Everyone Can Age in Place**

- Community programs that support seniors or those requiring long term care to remain within their homes

**F. Community Capacity Grows**

- Programs that support the community overall either via outreach, community development, volunteer management, or information and referral. Health and Safety, first aid, and injury prevention programs no longer eligible.

**G. Everyone Has Someone to Talk to.... (Former Category G – Everyone is Empowered by Information removed)**

- Connecting individuals and families to community counselling programs

**H. Responsible Disposal of Unusable Charitable Donations**

- Tipping Fees

**2. EMERGING NEEDS: (Partially Funded)**

To support social and community programs that meet emerging community needs based on best practice, other trending data, program evaluations etc.

**3. ONE-TIME FUNDING: (Not Funded)**

To support program improvement in social and community services by funding up to \$10,000 for program evaluation, needs assessments, minor research projects, best practice reviews etc.

**4. MINOR CAPITAL: (Not Funded)**

To support technology/minor capital expenditures or construction up to \$5,000 in order to increase efficiency through the use of technology/software , meet AODA or other equal access requirements.

**5. COMMUNITY SPECIAL EVENTS: (Not Funded)**

To support an event that seeks to raise awareness of unique community needs/conditions.

## Overall Policies for ALL Stream in Community Services:

### *Adjudication of Application*

- a. Passing Score for an application is: 60%;
- b. A minimum of Three adjudicators per application is required. In unique circumstances, a minimum of two adjudicators per application will be accepted upon approval of the Director of Corporate Services in cases of unique or unforeseen circumstances;
- c. An application's score will be reviewed through a combination of individual assessments and an adjudication team discussion;

External adjudicators are required to complete a conflict of interest form which are to be maintained by the City Enrichment Fund program area leads. City staff who act as adjudicators for the City Enrichment are covered by the City's Conflict of Interest policy but are responsible for telling the Program Area Lead of any potential assignments that could be considered a Conflict of Interest.

- d. Recommendations to Grants Sub-Committee Draft
- e. grants are made by City Council. Final decisions on all

### *Appeal Process*

The City Enrichment Fund does not have an appeal process

### *Payment Plan*

- \$0 - \$60,000 will be paid out at 90% upon Council approval with a 10% holdback.
- The 90% will be processed when the signed City Enrichment Fund Agreement is released to successful applicants upon Council approval.
- The 10% funding holdback will be released upon staff approval of the program/event requirements in accordance with the terms outlined in the application and Agreement, with a deadline date of November 2, 2015.
- Projects and events completed by September 30, 2015 must submit their final report on outcomes and budget by November 2, 2015.
- Projects and events completed between October 1 and December 31, 2015 must submit their final report on outcomes and budget by January 4, 2016.

- Over \$60,000 will be paid monthly in monthly installments.

The City Enrichment Fund Agreement will be followed by a statement regarding final reporting on outcomes from initial application and discussions with staff.

## PROGRAM FUNDING

### *Objective:*

- To support social and community programs that meet identified community needs based on best practice other trending data, program evaluations etc. and build community capacity

### *Description*

- Provides annual grants to eligible applicants
- Unspent funding in this envelope will transfer into the Emerging Needs stream at the end of a grant cycle year
- Any requests made by applicants in this stream that exceed a 5% increase must complete the additional program expansion form and include it in with their submission

### *Eligibility Criteria:*

- Incorporated, not-for-profit agencies
- Programs must provide service to residents of the City of Hamilton. Programs that operate in the city of Hamilton, but service clients who reside outside of the city of Hamilton on not eligible
- Applicants must be operating **year round** and be offering programs that are open to the public and publicized city-wide.

### *Who is not eligible to apply?*

- Other funding bodies or organizations that act in the capacity of a funding agency that makes financial allocations or contributions to other groups such as service clubs, private and non-profit charitable foundations, for profit charitable foundations etc.
- Religious organizations except in cases where the applicant demonstrates clear boundaries, within both its program and budget, between religious activities and the program requesting a cash grant for those applicants operating under the guidance of any religious group.
- Political organizations
- For-profit organizations and ventures, individuals, or fundraisers

- Organizations whose activities are deemed to come under the jurisdiction of other levels, divisions, departments or agencies of the City or other governments (e.g. school boards, social services, hospitals, health care centres etc.).
- Programs that fall under the mandate of the Provincial or Federal governments.

### *Multi-Year Funding)*

- On a four year cycle, coinciding with the new term of City Council, applicants may apply for a multi-year funding. If approved, applicants will remain eligible for the multi-year funding for an additional 3 grant years the last term of council
- To be eligible for the multi-year funding, applicants must in Year 1 complete a full application package and:
  - a) Have at least a three year history of consecutive grant funding with the City of Hamilton
  - b) Score 80 points or more when assessed against the criteria of impact, organizational capacity, and community benefit
  - c) Not be in the midst of addressing either an organization capacity issue, program delivery issue, or any other significant issue identified by staff.
- Once eligibility for the multi-year funding has been approved, organizations must submit an Accountability Form in Years Two and Three and Four, as part of their funding requirements.
- Programs whose accountability forms indicate on-going compliance with overall eligibility criteria and for which no new organizational capacity, program delivery, or other significant issue has been identified by City staff, will be recommended for continuation of the multi-year funding
- Staff reserves the right to request a full application package be completed from a multi-year funded program if the information on the submitted accountability form is insufficient.

### *Eligible Expenses*

- All ongoing program delivery and associated administrative expenses are eligible. Maximum funding available from the city from all eligible sources is 30% of the total program budget.

### *Ineligible Expenses*

- Costs associated with capital projects (e.g. equipment, renovations, purchase of buildings)
- Deficit reduction - or to



make up funding shortfalls resulting from programs of any kind unless undertaken without prior consultation with the City

- Costs associated with replacing subsidies, continuing sources of funding or revenues including use of reserves or accumulated equity, nor will it replace payments, which could be made under purchase of service agreements
- Property taxes will not be funded as a separate program. Taxes are to be included as part of the operating costs when calculating the budget and required funding.
- Costs associated with research, program evaluation, needs assessments, development of fundraising plans etc.
- Retroactive activity
- HST

### ***Application Process***

- Applicants should discuss their funding needs with City program staff prior to development and submission of an application.
- The application is submitted using the most current funding application form for the appropriate funding stream.
- The application is duly signed by the appropriate signing authority for the organization submitting the application. Applications signed by any City of Hamilton employees will not be considered.
- The application deadline is **November 2, 2015 4:30 pm.**
- Staff will review the application for eligibility and for completeness.
- Ineligible and incomplete applications will not be assessed.
- Late applications will be returned to the applicant unopened.

### ***Application Requirements***

1. **Reporting**
  - a. application form
2. **Financial Reporting**
  - a. Year-end financial

#### **Organizational**

A completed

statements

b.

Financial Data - based

on application template

3. **Statistical Reporting** - based on application template

4. **Governance**

- a. List of current Board of Directors
- b. Proof of incorporation may be requested
- c. Conflict of interest policy & procedure - If an organization receiving City funding has already submitted then ONLY SUBMIT IF IT HAS BEEN REVISED
- d. Copy of the organization's by-laws or a photocopy of the table of contents of by-laws. If an organization receiving City funding has already submitted then ONLY SUBMIT IF IT HAS BEEN REVISED

**Assessment Criteria**

- **Scoring Out of 100 –**  
**30% organizational capacity, 30% impact, 40% community benefit**

**TIPPING FEES:**

- Reinstatement current  
Tipping Fee policy. Consideration should be given as to whether or not this program is a better fit with the proposed agriculture/environment category

## 2016 Tipping Fee Policy:

The current Tipping Fee Policy provides the following level of assistance:

- first 100 tonnes (or Last full years volume which ever is lower) is free.
- tonnage between 100 and 500 Tonnes @ 50% of current gate rate
- tonnage over 500 @ full gate rate

**Applicant Responsibility: Applicants who are approved for funding**

- To meet any monitoring or other reporting requirements identified by staff or approved by Council. This could include, but not be limited to, the submission of a brief report identifying how the program/activity met its goals (including budget), the submission of quarterly reports, participation in an on-site interview with staff or any other measures identified, as required, to ensure the applicants compliance with the policies and procedures of the City Enrichment Fund.
- To make available, for

audit by the City, in a reasonable time the organization's books of accounts and supporting documentation for at least three years to show the receipt and disbursement of funds.

- To acknowledge receipt of City Enrichment Fund from the City of Hamilton on all promotional material.
- To notify the City of Hamilton of any conflict of interest situations or other contentious situations that may require the organization to seek legal counsel or may be the subject of media attention;
- To neither dispose of any surplus City Enrichment Fund dollars without prior approval of the City nor direct funding towards other programs without prior approval from the City.
- To return to the City any funding from the City Enrichment Fund upon the termination of all or part of the program/activity for which City funding has been approved.

**Applicant Responsibility: Applicants who are NOT approved for funding or do NOT re-apply**

- To submit the financial statements (audited, if available) for the year (or part thereof) for which City Enrichment Funds were originally approved.
- To provide any outstanding reports or other items that were identified as required for the year (in whole or part) for which City Enrichment Funds were originally approved.

## EMERGING NEEDS FUNDING (Partially Funded)

### Objective:

- To support social and community programs that meet emerging community needs based on best practice, other trending data, program evaluations etc.
- To fund programs that address either an emerging community need or will provide service to new or underserved target groups
- To fund new program delivery methods that emerge as best practices or meet the unique needs of those using a program
- Emerging needs funding cannot be used to apply for program expansion funds

### Description:

- Provides annual one-time grants to eligible applicants.
- Programs may be funded three times maximum through the Emerging Needs Category
- Unspent funds in the Emerging Needs category will be rolled over as the base for the next funding cycle.
- Priority will be given to programs that specifically serve equity seeking groups

### Eligibility Criteria:

- Incorporated, not-for-profit
- Applications in this stream must be aligned with the categories in the Program Funding stream
- Applicants must be operating year round and be offering programs that are open to the public and publicized city-wide.

### Who is not eligible to apply?

- Other funding bodies or organizations that act in the capacity of a funding agency that makes financial allocations or contributions to other groups such as service clubs, private and non-profit charitable foundations, for profit charitable foundations etc.
- Religious organizations except in cases where the applicant demonstrates clear boundaries, within both its program and budget, between religious activities and the program requesting a cash grant for those applicants operating under the guidance of any religious group.

- Political organizations
- For-profit organizations
- and ventures, individuals, or fundraisers
- Organizations whose activities are deemed to come under the jurisdiction of other levels, divisions, departments or agencies of the City or other governments (e.g. school boards, social services, hospitals, etc.).
- Programs that fall under the mandate of the Provincial or Federal governments.

### *Eligible Expenses*

- All ongoing program delivery and associated administrative expenses are eligible. Maximum funding available is 30% of the total program budget.

### *Ineligible Expenses*

- Costs associated with program expansion requests
- Costs associated with capital projects (e.g. equipment, renovations, purchase of buildings)
- Deficit reduction - or to make up funding shortfalls resulting from programs of any kind unless undertaken without prior consultation with the City
- Costs associated with replacing subsidies, continuing sources of funding or revenues including use of reserves or accumulated equity, nor will it replace payments, which could be made under purchase of service agreements
- Property taxes will not be funded as a separate program. Taxes are to form part of the operating costs when calculating the budget and required funding.
- Costs associated with research, program evaluation, needs assessments, development of fundraising plans etc.
- Retroactive activity
- HST

### *Application Process*

- Applicants should discuss their funding needs with City program staff prior to development and submission of an application.
- The application is submitted using the most current funding application form for the appropriate funding stream.
- The application is duly

signed by the appropriate signing authority for the organization submitting the application. Applications signed by any City of Hamilton employees will not be considered.

- The application deadline is [date to be established] 4:30 pm.
- Staff will review the application for eligibility and for completeness.
- Ineligible and incomplete applications will not be assessed.
- Late applications will be returned to the applicant unopened.

### Application Requirements

1. **Reporting**
  - a. **Organizational**  
Application form completed
2. **Financial Reporting**
  - a. Year-end financial statements
  - b. Financial Data - based on application template
3. **Statistical Reporting** - based on application template
4. **Governance**
  - a. List of current Board of Directors
  - b. Proof of incorporation may be requested
  - c. Conflict of interest policy & procedure - If an organization receiving City funding has already submitted then ONLY SUBMIT IF IT HAS BEEN REVISED
  - d. Copy of the organization's by-laws or a photocopy of the table of contents of by-laws. If an organization receiving City funding has already submitted then ONLY SUBMIT IF IT HAS BEEN REVISED

### Assessment Criteria

1. **Scoring Out of 100 – 30% organizational capacity, 30% impact, 40% community benefit**

## ONE-TIME FUNDING (Not Funded)

### Objective:

- To support program

improvement in the social and community services by funding up to \$10,000 for program evaluation, needs assessments, minor research projects, best practice reviews etc.

**Description:**

- Provides one-time funding. A program can access this program once per each unique item.

**Eligibility Criteria:**

- Incorporated, not-for-profit agencies
- Applicants must be operating year round and be offering programs that are open to the public and publicized city-wide.

**Who is not eligible to apply?**

- Other funding bodies or organizations that act in the capacity of a funding agency that makes financial allocations or contributions to other groups such as service clubs, private and non-profit charitable foundations, for profit charitable foundations etc.
- Religious organizations except in cases where the applicant demonstrates clear boundaries, within both its program and budget, between religious activities and the program requesting a cash grant for those applicants operating under the guidance of any religious group.
- Political organizations
- For-profit organizations and ventures, individuals, or fundraisers
- Organizations whose activities are deemed to come under the jurisdiction of other levels, divisions, departments or agencies of the City or other governments (e.g. school boards, social services, hospitals, etc.).

**Eligible Expenses**

- Consultant fees
- Data Acquisition
- Literature/Best Practice Searches
- Evaluation specific costs

**Ineligible Expenses**

- Program Staffing
- Equipment purchase
- On-going program evaluation costs
- HST

*Application Process*

- To be determined

*Application Requirements*

- To be determined

*Assessment Process*

- To be determined

*Assessment Criteria*

- To be determined

## MINOR CAPITAL (Not Funded)

*Objective:*

- To support technology/minor capital expenditures or construction up to \$5,000 in order to increase efficiency through the use of technology/software, meet AODA or other equal access requirements.

*Description:*

- Provides one-time funding. A program can access this program once per each unique item.

*Eligibility Criteria:*

- Incorporated, not-for-profit agencies
- Applicants must be operating year round and be offering programs that are open to the public and publicized city-wide.

*Who is not eligible to apply?*

- Other funding bodies or organizations that act in the capacity of a funding agency that makes financial allocations or contributions to other groups such as service clubs, private and non-profit charitable foundations, for profit charitable foundations etc.
- Religious organizations except in cases where the applicant demonstrates clear boundaries, within both its program and budget, between religious activities and the program requesting a cash grant for those applicants operating under the guidance of any religious group.
- Political organizations
- For-profit organizations



and ventures, individuals, or fundraisers

- Organizations whose activities are deemed to come under the jurisdiction of other levels, divisions, departments or agencies of the City or other governments (e.g. school boards, social services, hospitals, etc.).

#### *Eligible Expenses*

- Purchase of software
- Purchase of minor capital items: ipads, laptop, tablets etc.
- Minor capital renovations to a facility owned by the non-profit organization applying to this stream
- Software program application development
- Capital items to assist an agency with accessibility

#### *Ineligible Expenses*

- License renewals
- Extended Warranties
- Maintenance costs
- Upgraded software
- HST

#### *Application Process*

- To be determined

#### *Application Requirements*

- To be determined

#### *Assessment Process*

- To be determined

#### *Assessment Criteria*

- To be determined

## **COMMUNITY SERVICES SPECIAL EVENTS (Not Funded)**

#### *Objective:*

- To support an event that seeks to raise awareness of unique community needs/conditions within the City of Hamilton

**Description:**

- Provides annual grants to eligible applicants

**Eligibility Criteria:**

- Incorporated, not-for-profit agencies
- Applicants must be operating year round and be offering an event are open to the public and publicized city-wide.

**Who is not eligible to apply?**

- Other funding bodies or organizations that act in the capacity of a funding agency that makes financial allocations or contributions to other groups such as service clubs, private and non-profit charitable foundations, for profit charitable foundations etc.
- Religious organizations except in cases where the applicant demonstrates clear boundaries, within both its program and budget, between religious activities and the program requesting a cash grant for those applicants operating under the guidance of any religious group.
- Political organizations
- For-profit organizations and ventures, individuals, or non-profit organizations using the special event as a “fundraiser”
- Organizations whose activities are deemed to come under the jurisdiction of other levels, divisions, departments or agencies of the City or other governments (e.g. school boards, social services, hospitals, etc.).
- Organizations seeking special event funding to celebrate agency milestone or “anniversary” events for eg. Organization X is celebrating its 25<sup>th</sup> year in business.....

**Eligible Expenses**

- Production and technical (including equipment and venue rental)
- Marketing, promotion
- Administration
- Insurance
- Policing and security
- Road closure charges
- Evaluation

**Ineligible Expenses**

- Hospitality

- Equipment purchase
- Expenses not directly related to the festival
- Expenses for festival components or activities that take place outside of the City of Hamilton
- Retroactive activity
- HST

#### *Application Process*

- Applicants should discuss their funding needs with City program staff prior to development and submission of an application.
- The application is submitted using the most current funding application form for the appropriate funding stream.
- The application is duly signed by the appropriate signing authority for the organization submitting the application. Applications signed by any City of Hamilton employees will not be considered.
- The application deadline is [date to be established] 4:30 pm.
- Staff will review the application for eligibility and for completeness.
- Ineligible and incomplete applications will not be assessed.
- Late applications will be returned to the applicant unopened.

#### *Application Requirements*

- To be determined

#### *Assessment Process*

- To be determined

#### *Assessment Criteria*

- To be determined