

Environment Program

Funding Guidelines

June 2015



Hamilton

ENVIRONMENT PROGRAM

CITY ENRICHMENT FUND

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The City of Hamilton's investment in environmental organizations and activities is guided by the Environmental Program of the City Enrichment Fund.

Funding Objectives

To provide opportunities for all the people of Hamilton to:

- Enjoy and actively participate in initiatives that promote clean air, water, and soil
- Protect and enhance biodiversity loss
- Provide access to natural spaces
- Address the challenges of climate change

The Environmental Program encourages action-oriented initiatives that protect, rehabilitate, or enhance the natural environment, or that build the strength of the environmental sector.

All funded Environmental Program initiatives will assist the City of Hamilton in achieving its strategic goals. The City of Hamilton's strategic plan can be found here:

<http://www2.hamilton.ca/NR/rdonlyres/1E4996C7-2D9A-4B3B-89CB-4B044F828A9D/0/StrategicPlan20122015.pdf>.

Within the Environmental Program, there are four Streams of funding:

1. **Operating Grants for Environmental Organizations (not funded)**
To provide not-for-profit environmental organizations with a stable funding base to enable them to further the mandate of their organization.
2. **Events (not funded)**
To support public participation in, and celebration of, a healthy natural environment through events which have merit, impact, and viability.
3. **Projects & Programs (not funded)**
To support projects and programs that promote clean air, water, and soil, protect and enhance biodiversity loss, provide access to natural spaces, and address the challenges of climate change.
4. **Capacity Building for Environmental Organizations**
To strengthen the relevance, responsiveness, effectiveness and resilience of Hamilton's environmental organizations.

1. Operating Grants for Environmental Organizations (not funded)

OBJECTIVE

To provide not-for-profit environmental organizations with a stable funding base to enable them to further the mandate of their organization.

DESCRIPTION

This funding stream provides annual and multi-year grants to support the operation (administration and programming) of emerging and established environmental organizations. An environmental organization has a mandate and a mission to protect, rehabilitate, or enhance the natural environment.

APPLICATION DEADLINE

The application deadline [DATE TBD].

FUNDING AVAILABLE

	Category One: Emerging Organizations	Category Two: Established Organizations
Status	Incorporated for less than five years and can demonstrate sustained programs and services on a seasonal or year-round basis	Incorporated for five or more years
Eligibility	Annual operating grant	Annual or multi-year operating grant
Maximum grant	Up to 30% of operating expenses to a maximum of \$15,000 per year	Up to 30% of operating expenses

Funding amounts for individual grants are dependent on the amount of money approved by Council for the current budget year of the City Enrichment Fund as well as the amount allocated in the Environment Program. Total funding received from all sources in the City of Hamilton cannot exceed 30% of the project, event or operational budget.

ELIGIBILITY CRITERIA

ORGANIZATIONS ELIGIBLE TO APPLY

- The organization must be an incorporated, not-for-profit environmental organization.
- The organization must have their head office in the city of Hamilton and a significant portion of their activities must occur in Hamilton.

- The organization must operate year round and offer programs and services that are open to the public and widely publicized in the City of Hamilton.
- Applicants should apply as an emerging or established environmental organization based on the number of years that the organization has been incorporated.

INELIGIBLE APPLICANTS

- Organizations who do not have an environmental mandate
- Religious or political organizations
- For-profit organizations and ventures
- 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, business improvement associations, etc.)

ELIGIBLE EXPENSES

- All ongoing programming and administrative expenses are eligible.

INELIGIBLE EXPENSES

- Costs associated with capital projects (e.g. equipment, renovations, purchase of buildings)
- Deficit reduction
- Retroactive activity
- HST

**If your organization does not meet these requirements, please visit the City Enrichment Fund website for more funding options.*

APPLICATION PROCESS

- Applicants should discuss their funding needs with City of Hamilton staff prior to development and submission of an application.
- The application deadline is [DATE TBD].
- City of Hamilton staff from the Public Works Department will review the application for eligibility and for completeness.
- Ineligible and incomplete applications will not be assessed.
- Late applications will not be accepted and will be returned to the applicant unopened.

APPLICATION REQUIREMENTS

1. A completed application form

- a. Correct application form submitted

- b. All application sections have been completed
- c. 3 signatures are on the application form
- d. Application was submitted by the deadline

2. Additional Documents submitted

- a. List of the current Board of Directors or leadership body, specialization / expertise, number of years as a Board Member, and role of each member (Chair, Secretary, etc.).
- b. List of the current staff including job title and whether full- or part-time (if applicable).
- c. Support material that will help the assessors to evaluate your application (e.g. brochure, catalogue, fundraising, education materials, etc.).
- d. Most recent copy of the organization's Annual Report (if available) or any report on the previous year's activities (if available).
- e. Most recent year-end financial statements (audited when available).

ASSESSMENT PROCESS

- Applications from Emerging and Established organizations will be assessed separately. Established organizations will be assessed in the context of applications from other established organizations. Emerging organizations will be assessed in the context of other emerging organizations.
- Organizational viability as well as community impact will be reviewed by an assessment panel. Established organizations will also be assessed on criteria to evaluate economic and social impact.
- The assessment panel will be composed of peer assessors and City of Hamilton staff. Participants on the assessment panel will be selected based on familiarity with the environmental sector and fair-mindedness, and may be drawn from across the province as required.
- Final decisions on funding will be made by Hamilton City Council.

ASSESSMENT CRITERIA

All applicants must be able to demonstrate good use of public funds. The following assessment criteria will be tailored as appropriate for Emerging and Established organizations.

Organizational Viability as determined by:

- Ability of the applicant to further their mandate
- Responsible management
- Responsible oversight and active engagement of the Board
- Financial stability and viability
- Capacity
- Effective planning and evaluation

Community Impact as determined by:

- Measurable outcomes of the organization's initiatives to protect, rehabilitate, enhance, or provide access to the natural environment.
- The effort and the success in reaching out to all of Hamilton's communities.
- The interest of the residents of Hamilton in the work being offered as reflected in engagement and participation.
- Offering meaningful opportunities for volunteers.
- Clear programming vision that reflects the organization's mandate.
- Successful track record of achievement: quality and quantity of programming.
- Leadership contribution to the development of the environmental sector in Hamilton.

Established Organizations only: Economic & Social Impact as determined by:

- Employment and training opportunities for Hamilton workers and contractors
- Direct and indirect spending in Hamilton
- Strong and successful relationships and partnerships with the for-profit and the not-for-profit community
- Extent of use of the organization's facilities or other assets by the community for community-oriented purposes
- The applicant's activities bring provincial, national or international recognition to Hamilton.

2. Events (not funded)

OBJECTIVE

To support public participation in, and celebration of, a healthy natural environment through events which have merit, impact, and viability.

DESCRIPTION

The Environment – Events funding stream supports the planning and delivery of events that create opportunities for participation in, and celebration of, a healthy natural environment.

In order to be eligible for funding, an event must have general appeal, a theme of interest, a public profile and public access on a free and/or paid basis. An event may occur annually (on a reoccurring basis), or one-time.

Events requesting more than \$5,000 in funding should have city-wide appeal. Events requesting less than \$5,000 can have impact on a smaller geographic or cultural group.

Annual (one-year) and multi-year grants are available.

APPLICATION DEADLINES

Application deadline is [DATE TBD].

FUNDING AVAILABLE

There are two funding categories:

1. Small Requests (up to \$5,000)

Requests can be up to \$5,000 but can be no more than 30% of the total event budget. Events that have taken place for three years or more can apply for multi-year funding.

2. Large Requests (\$5,000 - \$25,000)

Requests can be from \$5,000 up to \$25,000, but can be no more than 30% of the total event budget. Events that have taken place for three years or more can apply for multi-year funding.

Funding amounts are dependent on the amount of money approved by Council for the current budget year of the City Enrichment Fund as well as the amount allocated in the Environmental Program. Total funding received from all sources in the City of Hamilton cannot exceed 30% of the project, event or operational budget.

ELIGIBILITY CRITERIA

ORGANIZATIONS ELIGIBLE TO APPLY

The organization must have their head office in the city of Hamilton and a significant portion of their activities must occur in Hamilton.

Organizations must also be one of the following:

- An incorporated, not-for-profit organization
- An unincorporated group with not-for-profit goals and governance structure

Organizations receiving operating grants through the City Enrichment Fund may apply for event funding for the first year of a new event. After the event's first year is completed, all requests for future funding to cover the costs of the event must be included as part of the organization's operating budget.

INELIGIBLE APPLICANTS

- Individuals
- For-profit groups and ventures
- Religious organizations of all denominations except in cases where the organization can demonstrate clear boundaries, in both its program and budget, between religious activities and the activities for which it is requesting funding.
- Political parties
- 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, universities, social services, hospitals, government agencies etc.).

ELIGIBLE EVENTS

- The theme of the event must be focused on environmental issues.
- The event must occur in Hamilton and only expenses related to activities occurring within the city of Hamilton are eligible for consideration.
- The event must be promoted and open to the general public.
- The event must demonstrate in-kind, financial and/or organizational support from the local community (e.g. volunteer participation in the planning and delivery of the event, partnerships with other organizations and groups, businesses as sponsors, etc.).

INELIGIBLE EVENTS

- Events whose primary purpose is fundraising or competition.
- Events that are political (including rallies and demonstrations), for-profit or commercial in nature (including food sales, art and craft sales, or book fairs).
- Religious events including any religious service or form of worship in which the costs of the operation, activities and facilities are primarily used for the purpose of religious observance, including proselytizing.
- Conferences, workshops, and other activities that are not intended for the general public.
- Events that are deemed to come under the jurisdiction of other governments (e.g.

school boards, universities, social services, hospitals, government agencies etc.).

If your event does not meet these requirements, please visit the City Enrichment Fund website for more funding options.

ELIGIBLE EXPENSES

- Only expenses related to an event taking place in the city of Hamilton are eligible.
- Programming activities including facility rental costs, supplies, and fees and expenses for speakers, presenters, educators, artists, artisans, and performers.
- Volunteer costs (e.g., training, food, non-alcoholic beverages, distinctive clothing)
- Logistical, production and technical requirements (except for alcohol-related costs)
- Marketing, promotion and audience development
- Staffing and administration
- Insurance
- Policing and security cost (except for those costs related to alcohol)
- Road closure expenses
- Evaluation

INELIGIBLE EXPENSES

- Alcohol and associated expenses (permit fees, police, fencing, etc.)
- Equipment purchase
- Expenses not directly related to the event
- Expenses for event components or activities that take place outside of Hamilton
- Deficit reduction
- Harmonized Sales Tax (HST)

APPLICATION PROCESS

- Applicants should discuss their funding needs with City of Hamilton staff prior to the development and submission of an application. Contact info: [STAFF TBD].
- The application deadline is [DATE TBD].
- City of Hamilton staff from the Public Works Department will review the application for eligibility and for completeness.
- Ineligible and incomplete applications will not be assessed.
- Late applications will not be accepted. They will be returned to the applicant unopened.

APPLICATION REQUIREMENTS

A simplified application form is available for Small Requests (up to \$5,000). Funding requests for \$5,000 - \$25,000 must complete a more detailed application form.

1. A completed application form

- a. Correct application form submitted
- b. All application sections have been completed
- c. 3 signatures are on the application form
- d. Application was submitted by the deadline

2. Additional Documents submitted

- a. List of the current Board of Directors or Committee members, specialization / expertise, number of years involved as a Board Member, and role of each member (Chair, Secretary, etc.).
- b. List of the current staff including job title and whether full- or part-time (if applicable).
- c. Most recent year-end financial statements (audited when available)
- d. The program, catalogue, fundraising and/or marketing materials from last year's event (if available).
- e. Most recent copy of the organization's Annual Report (if available) or any report on the previous year's activities (if available).

ASSESSMENT PROCESS

- Applications will be evaluated based on the assessment criteria listed below.
- Funding requests will be assessed by City of Hamilton staff. The City of Hamilton reserves the right to use peer assessors external to the City as required. Peer assessors will be selected based on familiarity with the environmental sector and fair-mindedness, and may be drawn from across the province as required. The assessors' findings will inform funding recommendations.
- Final decisions on funding will be made by Hamilton City Council.

ASSESSMENT CRITERIA

Questions asked in the application form relate directly to the following assessment criteria. Applications will be assessed separately as follows:

Category One: Small Requests (up to \$5,000)

- Environmental Impact 35%
- Community Impact 35%
- Organizational Viability 30%

Category Two: Large Requests (\$5,000 - \$25,000)

- Environmental Impact 30%
- Community Impact 30%

- Organizational Viability 30%
- Economic Impact 10%

The following assessment criteria will be tailored as appropriate.

Environmental Impact as determined by:

- The event's potential to directly protect, rehabilitate, or enhance the natural environment.
- The event's potential to raise awareness of environmental issues affecting the Hamilton community.
- A clear programming direction for the event which reflects the organization's mandate.
- The quality and quantity of the event's programming and activities.

Community Impact as determined by:

- The event's potential to generate public support, participation and attendance.
- The event offers meaningful opportunities for volunteers.
- The event demonstrates strong and successful relationships and partnerships with the for-profit and the not-for-profit community.
- The event and promotion plans are appropriate for the target audience.
- Audience development initiatives aimed at reaching Hamilton's broad and diverse community.
- The event offers a unique environmental experience for the residents of Hamilton.

Organizational Viability as determined by:

- A successful track record in event programming and delivery.
- Applicant demonstrates ability to present the event as proposed and in a manner that demonstrates responsible management and good use of public funds. Capacity is demonstrated through organizational profile, event plan, volunteer plan, financials, etc.
- A balanced and realistic event budget.
- Appropriate and effective marketing and promotion of the event.
- Outcomes identified to measure success of the event are realistic.
- The ability to generate earned and private sector revenue for the event (as needed).
- The event demonstrates good use of public funds

For Large Requests (over \$5,000) only – Economic Impact as determined by:

- Employment and training opportunities for Hamilton workers and contractors.

- Direct and indirect spending generated by the event.
- Attraction of tourists to Hamilton.
- Measurable outcomes of building the capacity of the organization.

3. Projects & Programs (not funded)

OBJECTIVE

To support projects and programs that promote clean air, water, and soil, protect and enhance biodiversity loss, provide access to natural spaces, and address the challenges of climate change.

DESCRIPTION

The Environment – Projects & Programs funding supports projects that provide opportunities for the people of Hamilton to enjoy and actively participate in initiatives that promote clean air, water, and soil, protect and enhance biodiversity loss, provide access to natural spaces, and address the challenges of climate change.

Applicants must demonstrate how the public will interact with the initiative.

Project funding is for activities with a defined time frame. Initiatives may be for a single year or multiple years, but may not exceed a maximum of three years.

APPLICATION DEADLINE

The application deadline is [DATE TBD]

FUNDING AVAILABLE

30% of the project or program budget up to a maximum of \$35,000 per project.

Funding amounts for individual grants are dependent on the amount of money approved by Council for the current budget year of the City Enrichment Fund as well as the amount allocated in the Environmental Program. Total funding received from all sources in the City of Hamilton cannot exceed 30% of the project or program, event or operational budget.

ELIGIBILITY CRITERIA

ORGANIZATIONS ELIGIBLE TO APPLY

The organization must be based in the city of Hamilton and be one of the following:

- An incorporated not-for-profit organization
- An unincorporated group with not-for-profit goals and governance structure

Organizations receiving operating funding through the City Enrichment Fund may apply for project funding for the first year of a new project. After the first year, the proposed project or program must be included in the organization's operating budget.

INELIGIBLE APPLICANTS

- Individuals
- For-profit groups and ventures
- Religious organizations of all denominations 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 parties
- 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, universities, social services, hospitals, government agencies etc.).

ELIGIBLE INITIATIVES

Eligible projects and programs may include, but are not limited to:

- Initiatives that will increase public participation in environmental projects and programs, and that will achieve measurable outcomes.

INELIGIBLE INITIATIVES

- Activities which may be better suited to the Events funding Stream of Environmental Program.
- Activities whose primary purpose is fundraising or competition.
- Activities of a primarily political (including rallies and demonstrations), for-profit or commercial nature (including food sales, art and craft sales, or book fairs).
- Religious activities. This refers to any religious service or form of worship in which the project costs are primarily used for the purpose of religious observance, including proselytizing.
- Conferences, workshops, and other activities that are not intended for the general public.
- Activities that forecast a deficit.
- Activities which have already taken place.
- Activities that are deemed to come under the jurisdiction of other governments (e.g. school boards, universities, social services, hospitals, government agencies etc.).

ELIGIBLE EXPENSES

- Only expenses related to activities taking place within the city of Hamilton are eligible.
- Salaries and wages directly related to the project.
- Project administrative costs including insurance, permit fees, copyright fees, etc.
- Consultants, instructors and experts fees required for the project.

- Equipment and facility rentals related to the project.
- Materials, supplies and minor capital asset costs. In the case of minor capital assets, a maximum of \$2,000 per item is eligible and no more than 25% of the project funding provided by the City.
- Marketing, promotion and audience development costs for the project
- Costs of recruiting, training, supporting and recognizing local volunteers
- Translation of material aimed at the public or as appropriate for the project
- Fees related to copyright and other related permits (except for alcohol)
- Evaluation

INELIGIBLE EXPENSES

- Ongoing operations (for example: salaries, wages, travel, supplies, material, minor capital assets, fundraising, marketing, governance, and other costs related to ongoing operations).
- Purchase of equipment and capital expenses over \$2,000 and/or not directly related to the project (e.g., computers, stage equipment, risers, lighting, sound equipment).
- Capital projects.
- Development of proposals or applications.
- Website development activities linked to in-house operations and not related to the activity.
- Alcohol and associated expenses (permit fees, police, fencing, etc.) required to provide alcohol to project participants.
- Travel and hospitality.
- Expenses related to competitions (e.g., purchase of prizes, expenses of jury members).
- Expenses not directly related to the activity, or activity components that take place outside of the city of Hamilton.
- Deficit reduction.
- Initiatives which have already taken place.
- Harmonized Sales Tax (HST).

If your initiative does not meet the Program's requirements, please visit the City Enrichment Fund website for more funding options.

APPLICATION PROCESS

- Applicants should discuss their funding needs with City of Hamilton staff prior to the development and submission of an application. Contact info: [STAFF TBD].
- The application deadline is [DATE TBD].
- City of Hamilton staff from the Public Works Department will review the

application for eligibility and for completeness.

- Ineligible and incomplete applications will not be assessed.
- Late applications will not be accepted. They will be returned to the applicant unopened.

APPLICATION REQUIREMENTS

1. A completed application form

- a. Correct application form submitted
- b. All application sections have been completed
- c. 3 signatures are on the application form
- d. Application was submitted by the deadline

2. Additional Documents submitted

- a. List of the current Board of Directors or Committee members, specialization / expertise, number of years involved as a Board Member, and role of each member (Chair, Secretary, etc.).
- b. List of the current staff including job title and whether full- or part-time (if applicable).
- c. Most recent year-end financials (audited when available)
- d. Support material that will help the assessors to evaluate your application (e.g. annual report, strategic plans identifying the project as priority, catalogues, fundraising and marketing materials, etc.)

ASSESSMENT PROCESS

- Organizational viability, community and cultural impact will be reviewed by an assessment panel.
- The assessment panel will be composed of City of Hamilton staff. The City of Hamilton reserves the right to use peer assessors external to the City as required. Peer assessors will be selected based on familiarity with the environmental sector and fair-mindedness, and may be drawn from across the province as required. The assessors' findings will inform funding recommendations.
- Final decisions on funding will be made by Hamilton City Council.

ASSESSMENT CRITERIA

Questions asked in the application form relate directly to the following assessment criteria. For projects and programs, applications will be evaluated as follows:

- Environmental Impact 40%
- Community Impact 30%
- Organizational Viability 30%

Environmental Impact as determined by:

- The initiative's potential to directly protect, rehabilitate, or enhance the natural environment.
- The initiative's potential to raise awareness of environmental issues affecting the Hamilton community.
- A clear programming direction for the event which reflects the organization's mandate.
- The quality and quantity of the proposed programming and activities.

Community Impact as determined by:

- The initiative's potential to generate public support (participants and audience).
- The initiative offers meaningful opportunities for volunteers.
- The initiative plan is appropriate for the target audience.
- The initiative demonstrates strong and successful relationships and partnerships with the for-profit and the not-for-profit community.

Organizational Viability as determined by:

- A successful track record in project and/or program planning and delivery.
- Effective work plan including all necessary resources for implementation – volunteers, staff, time, etc.
- Applicant demonstrates ability to present the initiative as proposed and in a manner that demonstrates responsible management and good use of public funds. Capacity is demonstrated through organizational profile, work plan, volunteer plan, financials, etc.
- A balanced and realistic budget.
- Appropriate and effective marketing and promotion.
- Plan to evaluate success of initiative.
- The ability to generate earned and private sector revenue (as needed).
- The project demonstrates good use of public funds.

4. Capacity Building for Environmental Organizations

OBJECTIVE

To strengthen the relevance, responsiveness, effectiveness and resilience of Hamilton's environmental organizations.

DESCRIPTION

The Environment – Capacity Building funding stream provides grants to environmental organizations to support capacity building strategies, organizational development projects, and professional development initiatives with a view to building administrative and management capacity.

APPLICATION DEADLINE

Applications can be submitted November 2, 2016.

FUNDING AVAILABLE

- Maximum grant of \$25,000; including capital improvement or equipment costs of up to \$5,000 that clearly contribute to building the organization's capacity.

Funding amounts for individual grants are dependent on the amount of money approved by Council for the current budget year of the City Enrichment Fund as well as the amount allocated in the Environment Program. Total funding received from all sources in the City of Hamilton cannot exceed 30% of the project, event or operational budget.

ELIGIBILITY CRITERIA

ORGANIZATIONS ELIGIBLE TO APPLY:

- Not-for-profit environmental organizations are eligible to apply. An environmental organization has a mandate and a mission to protect, rehabilitate, or enhance the natural environment.
- The organization must have their head office in the city of Hamilton and a significant portion of their activities must occur in Hamilton.
- Applicants may receive funding for Capacity Building only once every two years.
- Groups of two or more organizations facing similar organizational challenges are encouraged to collaborate on a capacity building project.

INELIGIBLE APPLICANTS:

- Groups who do not have an environmental mandate
- Religious or political organizations
- Foundations
- For-profit groups and ventures

- Individuals
- 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, business improvement associations, etc.).

ELIGIBLE INITIATIVES

- Retaining external expertise to work with the applicant on a specific capacity building initiative.
- Organizational and human resource assessment, change management and similar processes.
- Board development and improved governance practices.
- Mentorship, coaching, job shadowing and professional development.
- Business development initiatives aimed to build the capacity of the applicant to generate fee-for-service revenues.
- Capital improvement or equipment grants of up to \$5,000 that clearly contribute to building the organization's capacity.

ELIGIBLE EXPENSES

- External experts and coaches' fees and travel costs.
- Professional development fees and travel for participation in seminars or workshops.
- Mentor and job shadowing honoraria and travel costs.
- Fees related to the use of licensed organizational development tools and related costs.
- Staff costs to participate in, or required to coordinate the capacity building initiative.

INELIGIBLE EXPENSES

- Ongoing operating costs (including staff time not directly related to the proposed capacity-building initiative).
- Research and publications.
- Undergraduate, post graduate or other academic and professional training
- Capital project planning studies.
- Retroactive activity.
- Harmonized Sales Tax (HST).

**If your Capacity Building project does not meet these requirements, please visit the City Enrichment Fund website for more funding options.*

APPLICATION PROCESS

- Applicants must discuss their funding needs with City of Hamilton staff prior to development and submission of an application.
- Any applications received without prior consultation with staff will be returned, unopened, to the applicant.
- City of Hamilton staff from the Public Works Department will review the application for eligibility and for completeness.
- Ineligible and incomplete applications will not be assessed.

ASSESSMENT PROCESS

- Applications will be assessed by Public Works Department staff.
- Recommendations will be developed by Public Works Department staff. The City of Hamilton reserves the right to use peer assessors external to the City as required. Peer assessors will be selected based on familiarity with the environmental sector and fair-mindedness, and may be drawn from across the province as required. The assessors' findings will inform funding recommendations.
- Final decisions on all grants are made by City Council.

ASSESSMENT CRITERIA

The assessment criteria will be adapted to the capacity building initiative proposed by each applicant and how it will improve the applicant's administrative and management capacity. In general, applications will be assessed according to:

- The situation the organization is facing, the clarity of the objectives and of the intended capacity building initiative.
- The strength of the governance structure and support of the organization.
- The suitability of the workplan to the situation at hand.
- The skills exchange and/or learning that will be achieved.
- The capacity of the organization to effect change.
- The project budget.

In addition, the assessment will consider how the project strengthens one or more aspects of the applicant's:

- Relevance to the community.
- Responsiveness to change.
- Effectiveness of operations.
- Resilience to financial or other organizational challenges.

Glossary of Terms

INTRODUCTION

These definitions have been prepared by the City of Hamilton to provide additional clarity around the terms used in the Environment Program. Please note that the language and definitions used are intended to be as inclusive of the breadth and depth of cultural organizations in Hamilton and may differ from definitions used by other funding Programs.

ASSESSMENT

An evaluation of the submitted application made by an assessor, and/or assessment panel comprised of professionals currently practicing and/or knowledgeable in a discipline relevant to the applications being considered. Applications are assessed using assessment criteria as identified in these guidelines.

CAPACITY BUILDING

A process that strengthens four interrelated pillars – the relevance, responsiveness, effectiveness and resilience of organizations.

CAPITAL

The physical assets required for environment-related creation, production and presentation.

COMMUNITY

A group of people bound by common beliefs, values or interests, ethnicity or place of origin, geography or other self-identified commonality.

COMMUNITY IMPACT

The way in which local residents, organizations and businesses are involved with the activity. Involvement can include volunteers, participants, audience members, partners, sponsors, etc.

ENVIRONMENTAL ORGANIZATION

An environmental organization has a mandate and a mission to protect, rehabilitate, or enhance the natural environment.

EVENT

An event may occur annually, on a reoccurring basis, or one-time, typically taking place over a concentrated period of time, such as a few days or hours. An event must have general appeal, a theme of interest, a public profile and public access on a free and/or paid basis.

GRANT

A sum of money given by the City of Hamilton for a particular purpose.

OPERATING GRANT

An operating grant provides support for the day-to-day costs of running a not for profit organization as it fulfills its mission. Operating funding cannot be used for capital expenses.

PROJECT GRANT

Project funding is for activities with a defined time frame. Projects may be for a single year, multiple years but may not exceed a maximum of three years.

PUBLIC ACCESS

Public access implies that any member of the public may attend or participate whether the activity is free or an admission fee is charged. Events where membership is required to participate do not meet the definition of public access.

NOT-FOR-PROFIT

Is an organization who:

- Is dedicated to purposes other than pursuing a profit,
- Is a corporation without share capital, which means that the corporation does not issue ownership shares,
- May not distribute any profits to its members, directors or officers,
- Must use any profit exclusively for its not-for-profit purposes, and,
- Includes both charitable and non-charitable organizations.

Organizations may demonstrate their non-profit status through letters patent or a combination of organizational documents.

IN-KIND

A contribution of equipment, supplies, resources, volunteer time, or other tangible resource. In-kind contributions are given a fair-market monetary value.