

# City Enrichment Fund Agriculture Program

---

Guidelines

June 2015



Dear Community Members:

The City of Hamilton is pleased to introduce the City Enrichment Fund, formerly the Community Partnership Program (CPP). In September of 2014, City Council approved the implementation of the City Enrichment Fund for not-for-profit community organizations, following a comprehensive review of the Community Partnership Program and the various other funding sources that were supporting community based programs.

Tuesday, September 1, 2015 – Application forms and guidelines for 2016 funding becomes available on the City’s website at: [www.hamilton.ca/cityenrichmentfund](http://www.hamilton.ca/cityenrichmentfund)

Monday, November 2nd, 2015 at 4:30 pm – SUBMISSION DEADLINE - \*NEW\* No late submissions will be accepted.

The fund supports 5 broad program areas:

- Arts
- Communities, Culture, & Heritage
- Community Services
- Sport & Active Lifestyles
- Agriculture (new) – to be implemented in 2016 intake cycle
- Environment (new) – to be implemented in 2016 intake cycle

Moving forward, we are excited to continue building relationships with our community organizations and provide support for the enriching programs that make Hamilton a great place to live. We look forward to fully implementing the City Enrichment Fund. For more information, please contact the Administrative & City Enrichment Fund Coordinator, Rosanna Melatti at 905-546-2424 ext. 4524 or via email at [Rosanna.Melatti@hamilton.ca](mailto:Rosanna.Melatti@hamilton.ca).

Thank you,

John Hertel  
Director - Finance, Administration, and Revenue Generation  
Corporate Services Department  
City of Hamilton, 1st Floor, 71 Main St. W.  
Hamilton, Ontario, L8P 4Y5

AGRICULTURE PROGRAM

---

CONTENTS

---

Agriculture Program Objectives ..... 4

1. Operating Grants for Argriculture Organizations..... 5

2. Agriculture Events ..... **Error! Bookmark not defined.**

3. Projects .....**Error! Bookmark not defined.**14

Glossary of Terms ..... 19

Additional Funding Notes..... 21

## **AGRICULTURE PROGRAM OBJECTIVES**

To support organizations, events and activities that engages the public in strengthening and celebrating agriculture and its contribution to the economy and quality of life of Hamilton

The Agriculture Program encourages action oriented initiatives across the agriculture community that maintains and builds the strength of the sector

All funded Agriculture Programming will assist the City of Hamilton in achieving its strategic goals

Within the Agriculture Program there are three streams of funding:

### **THREE STREAMS :**

#### **1. Operating Grants for Agriculture Organizations**

To provide not for profit agriculture organizations with assistance towards a stable funding base to enable them to further their mission.

#### **2. Agri-Tourism and Agriculture Events**

To enhance the ability of organizations to produce and present agriculture events/festivals that has high merit, strong impact and solid viability.

#### **3. Projects**

To support the projects or approaches that increases public access to agricultural information and experiences and link food, farming and health.

## 1. OPERATING GRANTS FOR AGRICULTURE ORGANIZATIONS

### OBJECTIVE

To provide not for profit agriculture and rural based organizations with assistance towards a stable funding base to enable them to further their mission

### DESCRIPTION

This funding stream provides annual and multi-year grants to support the operation (administration and programming) of emerging and established agricultural and rural organizations.

### APPLICATION DEADLINE

The application deadline is November 2<sup>nd</sup>, 2015

### FUNDING AVAILABLE

	Category One: Emerging Organizations	Category Two: Established Organizations
<b>Status</b>	Incorporated or organized for less than five years and can demonstrate sustained programs and services on a seasonal or year-round basis	Incorporated or organized for five or more years
<b>Can apply for...</b>	Annual operating grant	Annual OR multi-year operating grant
<b>Maximum grant</b>	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 Agriculture 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 agriculture or rural-based organization or unincorporated group with not-for-profit goals and governance structure
- The organization must have their head office in the city of Hamilton and/or the majority of their activities must occur within Hamilton.
- The organization must operate year round (where applicable) 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 agricultural or rural-based organization based on the number of years that the organization has been incorporated.

#### **INELIGIBLE APPLICANTS:**

- Organizations who do not have an agriculture or rural-based 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, 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 November 2<sup>nd</sup>, 2015.
- City of Hamilton staff from the Economic Development Division 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. 2 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, including number of years involved 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. season brochure, catalogue, fundraising or education materials).
  - 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 and educational impact will be reviewed by an assessment panel. Established organizations will also be assessed on criteria to evaluate economic 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 agriculture 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 educate, inform and enhance the agriculture economy and quality of life of Hamilton residents
- 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 and innovation in development of the agriculture sector in Hamilton

**Established Organizations only - Economic impact** as determined by:

- Employment and training opportunities for Hamilton producers, 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, including other agriculture based organizations
- The applicant’s activities bring provincial, national or international recognition to Hamilton
- Extent of use of the organization’s facilities or other assets by the community for community-oriented purposes



## 2. AGRI-TOURISM & AGRICULTURE EVENTS

### OBJECTIVE

To enhance the ability of organizations to produce and present agriculture events that has high merit, strong impact and solid viability.

### DESCRIPTION

The Agri-Tourism & Agriculture Events funding supports the planning and delivery of events that create opportunities for participation in and celebration of agriculture and the rural Hamilton identity

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 demographic group.

Annual and multi-year grants are available.

### APPLICATION DEADLINES

Application deadline is November 2<sup>nd</sup>, 2015

### FUNDING AVAILABLE

There are two funding categories:

#### **Category One: 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.

#### **Category Two: Large Requests (over \$5,000)**

Requests can be from \$5,001 up to \$100,000 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 Agriculture 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 its head office in the city of Hamilton and/or the majority of its activities must occur within 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 program 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 agriculture. Events are encouraged to either celebrate the unique people, places and things of rural Hamilton and/or educate, inform and honour the physical, environmental, economic and social contributions that agriculture makes to the structure of Hamilton
- 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 activity supplies, fees and expenses for producers, demonstrators, and performers of agricultural and cultural activities
- 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
- 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: City of Hamilton, 905-546-2424, ext.5602, or [brian.morris@hamilton.ca](mailto:brian.morris@hamilton.ca)
- The application deadline is November 2<sup>nd</sup>, 2015, by 4:30 p.m.
- City of Hamilton staff from the Economic Development Division 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 \$5,001-\$100,000 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. An Event Plan may be required
- e. Application was submitted by the deadline

### **2. Additional Documents submitted**

- a. List of the current Board of Directors or Committee members, including number of years involved 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.
- 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 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 \$5000)**

- Educational Impact 35%
- Community Impact 35%
- Organizational Profile 30%

### **Category Two: Large Requests (over \$5000)**

- Educational Impact 30%
- Community Impact 30%
- Organizational Viability 30%
- Economic Impact 10%

The following assessment criteria will be tailored as appropriate.

**Educational Impact** as determined by:

- The event’s potential to raise awareness, inform and engage the community, including the youth, on the importance of agriculture and local food
- 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 agricultural, farming, or rural based 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
- A clear programming direction for the event which reflects the organization’s mandate

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

- Employment and training opportunities for Hamilton producers, event workers and contractors
- Direct and indirect spending generated by the event
- Attraction of tourists to Hamilton

### 3. Projects

#### OBJECTIVE

To support the projects or approaches that increases public access to agricultural information and experiences that help grow the sector and link food, farming and health

#### DESCRIPTION

The Agriculture Projects funding supports projects that provide opportunities for the people of Hamilton to enjoy and actively participate in initiatives that increases public access to agricultural information and experiences that help grow the sector and link food, farming and health

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.

#### APPLICATION DEADLINE

The application deadline is November 2<sup>nd</sup>, 2015, by 4:30 p.m.

#### FUNDING AVAILABLE

30% of the project 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 Communities, Culture & Heritage 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 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 project 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 PROJECTS:**

Eligible projects may include, but are not limited to:

- Projects that will increase public participation in agricultural initiatives and achieve measureable outcomes
- Research, documentation and interpretation of agricultural and rural Hamilton, including educational programming, roundtables, and workshop initiatives aimed at the general public
- Projects that aim to increase infrastructure and access to local food

#### **INELIGIBLE PROJECTS:**

- Projects which may be better suited to the Events funding stream of the Agriculture Program.
- Projects whose primary purpose is fundraising or competition
- Projects of a primarily political (including rallies and demonstrations), for-profit or commercial nature (including food sales, art and craft sales, or book fairs)
- Religious projects and 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
- Projects that forecast a deficit
- Projects which have already taken place
- Projects 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 projects 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 rentals
- 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 project proposals or applications
- Website development projects linked to in-house operations and not related to the project
- 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 project or project components/activities that take place outside of the city of Hamilton
- Deficit reduction
- Projects which have already taken place
- Harmonized Sales Tax (HST)

If your project 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: City of Hamilton, 905-546-2424, ext.5602, or [brian.morris@hamilton.ca](mailto:brian.morris@hamilton.ca)
- The application deadline is November 2<sup>nd</sup>, 2015, by 4:30 p.m.
- City of Hamilton staff from the Economic Development Division 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. A Project Plan may be required
- e. Application was submitted by the deadline

### 2. Additional Documents submitted

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

## ASSESSMENT PROCESS

- Organizational viability and community impact will be reviewed by an assessment panel.
- The assessment panel will be composed of City of Hamilton staff.
- 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, applications will be evaluated as follows:

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

**Educational Impact** as determined by:

- The projects potential to raise awareness, inform and engage the community, including the youth, on the importance of agriculture and local food
- The quality and quantity of the projects programming and activities

**Community Impact** as determined by:

- The project’s potential to generate public support (participants and audience)
- The project offers meaningful opportunities for volunteers
- The project plan is appropriate for the target audience.
- The project 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 planning and delivery
- Effective project plan including all necessary resources to make the project happen – volunteers, staff, time, etc.
- Applicant demonstrates ability to present the project as proposed and in a manner that demonstrates responsible management and good use of public funds. Capacity is demonstrated through organizational profile, project plan, volunteer plan, financials, etc.
- A balanced and realistic project budget
- Appropriate and effective marketing and promotion
- Plan to evaluate success of project
- The ability to generate earned and private sector revenue (as needed)
- The project demonstrates good use of public funds
- A clear programming direction for the project which reflects the organization’s mandate

## GLOSSARY OF TERMS

---

### Introduction

These definitions have been prepared by the City of Hamilton to provide additional clarity around the terms used in the Agriculture Program. Please note that the language and definitions used are intended to be as inclusive of the breadth and depth of agriculture related 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.

### Capital:

The physical assets required for agriculture-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.

### Agriculture Organization:

An agriculture organization has a mandate or mission to encourage an awareness of agriculture and to promote improvements in the quality of life of persons living in an agricultural community. For the purposes of this program, Agriculture Organizations may include: Farmers’ Markets, Community Gardens and Horticulture Societies

### 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.

**Rural:**

The area within the municipal boundary of the City of Hamilton but outside of the urban boundary

## **ADDITIONAL FUNDING NOTES**

---

### **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 is 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.

### **Appeal Process**

- The City Enrichment Fund does not have an appeal process.

### **Transition Policy**

In recognition that the City Enrichment Fund is a new program with new objectives, and that certain organizations/programs/projects/events previously funded by the City through a variety of mechanisms, may no longer align with the approved funding approach. This Policy outlines the conditions in which staff may recommend that funding to long-time recipients be discontinued. Staff may recommend that funding be discontinued over a transition period of 1-3 years under any of the following conditions within the No Funding Policy.

Staff will recommend an implementation strategy for transitional funding and forward it for approval to the Grants Sub-Committee. The implementation strategy will identify the time frame (immediate or up to 3 years maximum) within which the transitional funding will take place and the proportional reduction of city funding if the strategy extends beyond one year. Factors staff will consider in developing the implementation strategy will include: customer/community impact, financial capacity, and availability of other resources in the community. Any surplus funds resulting from the discontinuation of funding to a specific applicant will remain within the same program/stream.

### **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.