



INFORMATION REPORT

TO:	Chair and Members Grants Sub-Committee
COMMITTEE DATE:	February 4, 2016
SUBJECT/REPORT NO:	2016 City Enrichment Fund – Submission Update (GRA16004) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Rosanna Melatti (905) 546-2424 Extension 4524
SUBMITTED BY:	John Hertel Director, Finance, Administration & Revenue Generation Corporate Services Department
SIGNATURE:	

Council Direction:

6. Grants Sub-Committee Report 15-003 (City Wide) (Added as Item 8.4) – Approved Nov 25/15 Council:

(v) Incomplete City Enrichment Fund Applications for the 2016 Funding Cycle (Item 6.1)

That staff be directed to compile a list of all of the **incomplete** City Enrichment fund applications received for the 2016 funding cycle, with reasons why, where applicable, and report back to the February Grants Sub-Committee meeting.

(vii) 2015 Grant Recipients who did not apply to the 2016 City Enrichment Fund Process (Item 6.1)

That staff be directed to provide a list of all 2015 City Enrichment Fund grant recipients who **did not submit** an application for the 2016 City Enrichment Fund cycle and report back to the February Grants Sub-Committee meeting.

Information:

At its meeting on November 25, 2015, the Grants Sub-Committee (GSC) directed staff to report back on incomplete 2016 submitted applications and applicants that did not return for funding from 2015 to 2016, as set out in Appendix “A” to Report (FCS16004)

Applications for the City Enrichment Fund were released on September 1, 2015 with a submission deadline to the City of Hamilton of November 2, 2015. The program areas that were opened to the public were Agriculture, Arts, Communities, Culture & Heritage (CCH), Community Services, Environmental and Sport & Active Lifestyle (SAL).

A summary of deliverables to promote the 2016 City Enrichment Fund were:

- Ads in The Spectator (At Your Service);
- Media Release to promote the program;
- City Enrichment Fund Launch Update E-mail to Mayor and Council;
- E-mail to organizations and affiliated associations of the application launch;
- Notifications of Workshop dates and locations;
- Tweets throughout the year and in timing with deadlines as per schedule;
- City Enrichment Fund web page update regularly.

The 2016 City Enrichment Fund schedule was posted on the City of Hamilton’s website and included the following details:

ACTIVITY	DATE
Media Announcement	Week of August 2, 2015
City Enrichment Fund Application Release for 2016	September 1, 2015
City Enrichment Fund Due Date	November 2, 2015
Adjudication Input Complete	January 30, 2016
Summary Sheets Submission to Corporate Services (first draft with summary)	February 22, 2016
Final Summary Sheet Edits	March 21, 2016
Reports Input to Corporate Services	April 4, 2016
Agenda Review with Chair	April 11, 2016
Clerks Deadline	April 18, 2016
Grants Sub-Committee Meeting	May 10, 2016
Audit, Finance & Administration Committee	May 19, 2016
Report to Council	May 25, 2016