

Process for Food Initiatives Funding Requests

Step 1

- Any food initiative request for City funds that occurs outside of the Community Funding and Grants Programs should be provided in writing by the requestor.
- Once received by Council, a Standing Committee, or Staff, the written proposal should be directed to the interdepartmental Food Strategy Steering Team (FSST).

Step 2

- At the next scheduled FSST meeting, which generally occurs monthly throughout the year, staff will review the proposal and assess it according to the criteria as per the *Food Initiatives Funding Request Checklist*. Depending on the complexity of the request, additional time may be required to complete the *Checklist*.

Step 3

- Staff will report back to the Board of Health or appropriate Standing Committee with the completed *Food Initiatives Funding Request Checklist* and recommendations regarding the proposal in question.*
- Council decides to accept or not accept staff's recommendations.
- Requestor is notified of the date that the request in question will be discussed at the Board of Health or appropriate Standing Committee and when the agenda and supporting report will be posted on the City's website. This will provide the opportunity for the requestor to review the completed *Food Initiatives Funding Request Checklist* and staff report. The requestor can choose to attend the relevant meeting to hear if Council endorses the staff recommendations. This also provides the requestor the opportunity to come prepared to make a delegation or submit a written response.

*** Completed Checklist to be attached to the Staff Report that is submitted to Board of Health or appropriate Standing Committee**

Food Initiatives Funding Request Checklist

1.0 Food Initiative Proposal

1.1 Requestor Contact Information	
Applicant:	Organization(s):
Food Initiative Title:	Address:
Phone:	Email:
Committee and Date Referred to Food Strategy Steering Team	

1.2 Details of Food Initiative and Requestor
Description of Proposal
Description of Requestor

1.3 Is the request based on evidence, best practice/promising practices, and does it demonstrate innovation?
Yes, specify
No, why not?

1.4 Does the knowledge and skill set of the requestor related to the food initiative demonstrate capacity to implement the food initiative?
Yes, specify
No, why not?

1.5 Does the food initiative build on existing resources or actions, such as partnerships, collaborations, or contribute to multiple benefits?
Yes, which ones?
No, why

not?

2.0 Business case

2.1 Has the requestor shown a demonstrated need for the food initiative and projected impact on the community if the initiative was funded?

Yes, why,
what
impact?

No, why
not?

2.2 Does the requestor provide evidence of feasibility and transferability of the food initiative?

Yes, what?

No, why
not?

2.3 Does the requestor provide details of past track record of success (e.g., financial history stated, demonstrated accountability through sound management and financial practices)?

Yes, what?

No, why
not?

2.4 Does the request for the food initiative include a detailed plan to address funding and staffing requirements in the short and long term (i.e., fiscal sustainability)?

Yes/No Details

Funding source(s) identified

Staffing requirements
identified

2.5 Is the City considered as the primary source of funding for the organization to accomplish the food initiative?

Yes, why?

No, why

not?

2.6 Does the requestor have matching funds for this initiative?		
Yes/No	Details	
	Funding source(s) identified	

2.7 Has the requestor applied for any funding from other sources?			
Yes/No	Amount Requested	Results of Applications (e.g., amount received, why not successful)	
		City Enrichment Fund	
		Provincial Government	
		Federal Government	
		Other Sources (e.g., private organizations, foundations)	

2.8 Has the requestor demonstrated there is a need for financial assistance and that adequate funding from other sources is not available?	
Yes, how?	
No, why not?	

3.0 Alignment with Food Strategy and other Hamilton strategies

3.1 Does the food initiative support the principles, goals, and recommendations outlined in Hamilton Food Strategy? What specific action(s) would be addressed?	
Yes/No Specify	Details
	Goal(s)
	Recommendation(s)
	Action(s)

3.2 Would this food initiative contribute to the System-wide Approach?
Yes, why?

No, why not?

3.3 Alignment with other City Strategies, Policies, and Programs	
Specify	Details
City Strategies	
Existing Programs(s)	
Other	

4. Consultation

4.1 Have consultations been held with City staff and/or other community stakeholders?	
Who	Outcome
Yes	
No, why not?	

5.0 Staffing Evaluation

5.1 Is there an Impact on Staffing?
Yes/No
No Impact
Impact (see question 5.2)

5.2 What if any Staff Resources are required for this proposal?			
Resources	Yes/No	How many FTE & what expertise	Estimated Time Commitment per Staff
Additional staff required			
No additional staff required			

6.0 Source of Funding

6.1 Has the requestor identified a source of City funds?	
Type	Details
City Enrichment Fund	
Operating	
Existing Capital	
Future Capital project	
Other	
No Source Identified	

6.2 Will this food initiative potentially require ongoing funding to exist?
Yes, why?
No, why not?

7.0 Recommended for Approval

7.1 Staff Recommendation
Yes, why?
No, why not?
Date Completed