

HAMILTON FUTURE FUND FUND APPLICATION FORM

Fund Application

Please prepare your application using the following guidelines and provide all information requested on the application.

Incomplete applications and those without the required attachments will result in an automatic decline.

Fund Application Guiding Principles

Although Fund applications are reviewed by the Hamilton Future Fund (HFF) Board of Governors and recommendations are submitted to City Council for consideration, the final decision for any approvals rests with City Council.

Applications to the Hamilton Future Fund (HFF) will be evaluated by the Board of Governors based on their Mission Statement and Guiding Principles. This document can be found at: <http://www.hamilton.ca/community-funding-grant-programs/hamilton-future-fund/hamilton-future-fund>

Only applicants meeting this criteria and located in, and requesting funding for, project initiatives in the City of Hamilton will be considered.

To that end, the HFF Board of Governors will place a priority on granting initiatives where:

- applicant is a not-for-profit, registered charitable organization or leveraged partnership
- funds will be used to create legacy projects and initiatives for present and future Hamiltonians
- projects that provide a permanent benefit, long-term impact and return on investment
- clear long-term impact for economic growth and/or improved quality of life
- process for timely evaluation with indicators in place for specific measurable results

Important Dates and Deadlines:

September 1, 2017	Future Fund Opens to Applications
October 20, 2017	Future Fund Closes to Applications
November 2017	Future Fund Board of Governors will review applications, determine who will proceed to the next phase and request presentations (where necessary)

Applicants will be notified of the Board's decision (pending final approval by Hamilton City Council) in January of 2018.

Next Steps:

Submit your completed application by the October 20th, 2017 deadline to:

Hamilton Future Fund
c/o Lauri Leduc, Legislative Coordinator
Clerk's Office
City of Hamilton
1st Floor, 71 Main Street West
Hamilton, ON
L8P 4Y5
or e-mail to: lauri.leduc@hamilton.ca

Hamilton Future Fund Application

Please prepare your application by providing the following information.

Applications submitted without complete information, and the required attachments, will be automatically declined.

- 1. Provide detailed information about your community organization including:**
 - contact person's name, mailing address, phone number and email address
 - registered charitable number or business registration number
 - list any other partners included in the project

- 2. Provide attachments to the application containing:**
 - current budget and financial statements of your organization (prepared by a Certified Accountant)
 - registered or incorporated business documentation
 - list of Directors and their contact information

- 3. Amount of funds requested including:**
 - total itemized cost of the project
 - total operating and capital expenses

- 4. Due to the volume of funding requests only part of a request may be approved. Please provide the following information in the event that reduced funding is available:**
 - minimum amount of funding that will allow this project to go forward
 - options if reduced funding is approved
 - project breakdowns and the funds required for each component

- 5. If other funders are contributing to this project include:**
 - list of private investors and/or donors
 - any municipal, provincial or federal funding
 - corporate sponsorships and/or donations

Note: Include contact names and funding amounts for any funding partners.

- 6. Provide an overview of your project including:**
 - description of goals and objectives
 - clear business plan for success

- 7. Indicate how this project will be sustainable and explain how it will provide permanent benefit to Hamiltonians:**
 - list explicit, measurable long-term impacts
 - explain how the project will result in a return on investment for Hamiltonians

8. Indicate how the project will improve the prosperity in one or more of the following ways:

- enhancing the community's economic prosperity (including potential for economic development)
- supporting tax competitiveness with neighbouring municipalities
- supporting downtown re-development
- supporting the development of key economic clusters
- supporting job creation
- enhancing the community's social fabric
- enhancing community life

9. Regular evaluation and progress reports to the HFF Board of Governors (starting six months into the project) are a condition of funding. Indicate how any funds granted to your project will achieve specific measurable goals. Your evaluation process should incorporate:

- a reporting timeline to match the funding request
- specific performance criteria
- clearly-articulated and expected outcomes
- indicators for measuring the achievement of expected outcomes
- regular reporting to the HFF Board on the achievement of outcomes

Note: Funds will be rescinded if the project is not substantially completed within two years from the date of final approval by Council.

10. Recognition of Funding

The HFF requires recognition of funding with invitations to and participation in any public ceremonies or dedications surrounding your project. Please provide plans for how HFF recognition will be incorporated into the project.

Next Steps:

A letter will be sent to the contact person listed on the application to confirm receipt of the request.

Public presentations to the Board will not be automatic however; they may be requested.

Internal Applications

Applications from Departments, Agencies or Boards of the City of Hamilton must be accompanied with an approval from the appropriate Standing Committee of Council authorizing the application to the Future Fund.

The City of Hamilton has implemented a Lobbyist Registry. If you are a lobbyist or intend to lobby the City of Hamilton's public office holders, please consult www.hamilton.ca/lobbyistregistry for more information or consult the Office of the Lobbyist Registry by phone at 905-546-2424 ext. 2190, or by email at lobbyistregistry@hamilton.ca

Personal information collected through this process is authorized under section 417 of the *Municipal Act, 2001*, as amended, for the purpose of administering applications to the Hamilton Future Fund. Questions about the collection of personal information can be directed to the Legislative Coordinator, City Clerk's Office, City Hall, 71 Main St. W., Hamilton, ON L8P 4Y5 (905 546-2424 ext. 4408).