



CITY OF HAMILTON
CITY MANAGER'S OFFICE
Government and Community Relations

TO:	Chair and Members Grants Sub-Committee
COMMITTEE DATE:	August 8, 2022
SUBJECT/REPORT NO:	City Enrichment Fund: Equity, Diversity, Inclusion (EDI) Recommendation Report (GRA21003(b)) (City Wide) (Outstanding Business List Item)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Mimi John (905) 546-2424 Ext. 4524
SUBMITTED BY: SIGNATURE:	Morgan Stahl Director, Government Relations & Community Engagement City Manager's Office 

RECOMMENDATION

- (a) That the City Enrichment Fund (CEF)'s equity, diversity and inclusion (EDI) self-identification application questions, applied across all program areas in the fund, as outlined in Appendix A to GRA21003(b), be approved.
- (b) That the existing CEF administration budget allow for translation services for applications upon request, be approved.
- (c) That staff be directed to incorporate a consistent adjudication process across all program streams and maintain category ratings to ensure equality, equity, inclusivity, and transparency in the fund.
- (d) That staff be directed to review the fund's current overall funding guidelines, program stream guidelines, related funding caps and report back to the Grants

Sub-Committee with recommendations to ensure the fund is evolving with the needs of community.

EXECUTIVE SUMMARY

The City Enrichment Fund (CEF) is the overall name for the City of Hamilton's municipal investment in a wide range of program areas that support the City's Strategic Plan and 25-year Community Vision priorities. The fund comprises of six program areas (Agriculture, Arts, Communities, Culture & Heritage, Community Services, Environment, Sports & Active Lifestyles), which include funding streams and categories. It is one of the opportunities that the City can explore to further advance the city's vision; 'To be the best place to raise a child and age successfully' by further implementing systems and processes to support an equitable, diverse and inclusive community.

From inception, the City Enrichment Fund (CEF) was created to be open to all non-profit organizations seeking grant funds. With the growing community, evolution of the fund, and changing service and program needs over the years, this report provides recommendations to further develop the fund, in an effort to make it even more accessible, equitable and inclusive to enhance the community by understanding that;

- An equity, diversity and inclusion (EDI) lens integrated into CEF processes is not something that is merely added as a (or to the) process, but is rather a key principal for ensuring all CEF participants are met with a consistent, transparent, equitable, and inclusive process across all program areas;
- Challenges remain in achieving the full participation of equity-deserving groups (including but not limited to women, racialized groups Indigenous peoples, people with diverse gender identities, and people with disabilities);
- For long-term sustainability, EDI is to be built upon for a more inclusive, accessible and equitable fund allowing for continued growth and development of the fund and enrichment in the community.

Alternatives for Consideration – Not Applicable

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: All EDI metrics and tactics associated within this report will adhere to the current CEF administration budget and ensure costs associated are within the existing approved budget.

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Staffing: There are no staffing implications associated with the recommendations in Report GRA21003(b)

Legal: There are no legal implications associated with the recommendations in Report GRA21003(b)

HISTORICAL BACKGROUND

At the February 10th, 2020 Grants Sub-Committee Meeting, CEF staff presented a workplan with initial EDI filters of inclusion as well as reintroduced the funding phase - out policy as it was recognized that program areas were becoming more competitive and funds quickly ran out to support high scoring applicant groups.

At the Grants Sub-Committee meeting on June 8, 2021, City Enrichment Fund (CEF) staff presented an Equity, Diversity, Inclusion (EDI) Report that provided an overview of stakeholder engagement efforts to better understand the fund through an EDI lens.

Engagement and communication methods included a survey, phone calls and general consultation to solicit community feedback with regards to the current process of the fund. The survey was open to both current and past CEF grants applicants as well as to the broader Hamilton community. The focus of the survey was to assess EDI within the fund and understand opportunities for growth, in order to ensure that the overall granting process is more transparent, inclusive and equitable for all. Survey questions focused on: demographic data; accessibility and inclusion; awareness of the fund in the broader community; filters of inclusion; general thoughts and feelings regarding the fund as it pertains to addressing diversity, equity and inclusion.

The results of the engagement were to be used to support future planning, decision-making, and resource allocation to further support equitable outcomes across the fund and a SWOT analysis was conducted based on community and stakeholder feedback as outlined in Appendix B to GRA21003(b).

At the June 8, 2021 Grants Sub-Committee meeting, staff were further directed to integrate the Equity, Diversity and Inclusion breakdown of allocated City Enrichment Funds in a form that enabled the consistent measurement of outcomes, and to report back to the Grants Sub-Committee (see GRA21003 – Item 6.1).

At the January 17, 2022 Grants Sub-Committee meeting, an EDI Report was brought forward to address the current challenges and opportunities within the fund. Council was then informed that EDI is not being captured consistently across the fund and staff recommended a consistent approach. Our current application process does not include a self-identification option or questionnaire for applicants to determine or identify whether they are BIPOC-led (black, indigenous, people of colour), women-led, rural or

led by other equity seeking groups. In addition, our current application does not request information about the communities that grant recipients serve. Each program area comprises of different streams with specific guidelines which address the uniqueness within the program areas. It varies based on funding stream in the way we capture information regarding which groups and demographics are being served by the fund as well as the nature of the organizations which are applying to the fund. The guidelines and process have remained unchanged year over year, however, due to the evolving demographics of the community, adding self-identification tool to the application process of all streams would enable staff to capture information and data consistently across the entirety of the City Enrichment Fund program.

Currently the application is available online only. In addition, the application is only made available in English without translation services. The bulk of any assistance provided to applicants is made available one-to-one with staff.

Presently, the only program area which capture and measure some aspects of an EDI lens is in Community Services stream. Under the program description section, applicants have 3 scorable elements, one of which asks them to identify the target group for the program. Applicants are given the option to select from the following list; BIPOC, Women, Youth, Seniors, Disabilities and Racialized in this section. In an effort to provide services and programming that is inclusive to our City residents – we request applicants select one of these options in our scorable elements which identifies directly who the organizations serve based demographics. At that meeting staff were directed to come back with the Council Direction;

That the Director Government Relations & Community Engagement be directed to incorporate an equity, diversity, and inclusion self-identification data collection tool within the City Enrichment Fund's (CEF) application in-take including:

- (i) Demographics of populations served by allocated City Enrichment Funds; and,
- (ii) Demographics of applicant's leadership including board of directors and/or staff; and,

That Director Government Relations & Community Engagement be directed to explore opportunities to enhance City Enrichment Fund accessibility, such as providing applications in multiple languages and various formats, as well as conducting robust outreach tactics in order to better reach equity-deserving communities and to report back to the Grants Sub-Committee with findings.

Previous City Wide CEF Reports Related to this Matter:

2020 Workplan (GRA19005) - February 10, 2020

Equity, Diversity, Inclusion (EDI) Information Report (GRA21003) – June 8, 2021
Equity, Diversity, Inclusion (EDI) Information Report (GRA21003(a)) - January 17, 2022

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

N/A

RELEVANT CONSULTATION

Consultation within relevant divisions throughout the corporation that play a role in shaping the fund and executing on Council direction have provided feedbacking including but not limited to the following:

Digital, Innovation & Strategic Partnerships - Corporate Initiatives has provided input into the development of this report specifically around the development of the self-identification questions to capture the requested EDI data.

Healthy & Safe Communities – The Children’s Services and Neighbourhood Development section has provided input into the development of this report with earlier supplied EDI data in earlier reports which provided insight into recommendations.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

As an annual grant program, CEF funding has varied year to year depending on several factors such as; the number of applications in the specific category, program funding envelope limit, new vs. returning programming, adjudication scoring, strength of the application and impact of external community environment as seen with, for example, limitations placed on programming due to COVID and modifications due to COVID-19 restrictions.

Over the years, especially more recently, we have witnessed an increase in funding request amounts, specifically within the Community Services and Arts Operating categories where there are no caps beyond the 30% rule. This has led to increased competition within already competitive program areas being more so and will be challenging to sustain moving forward with the expectation that increases occur year over year.

The fund transitioned from the Community Partnership Program (CPP) to the City Enrichment Fund (CEF) in 2015. While there have been many accomplishments, staff are continuing to review direction from the initial terms of reference and are now incorporating more elements to meet the growing needs of community by including EDI in CEF processes and policies, efficiencies in our internal systems, and ease of use for our applicants with the incorporation of a new online platform.

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Increased accessibility and inclusion will be reflected in future CEF outreach and marketing such as:

- Connecting with all City of Hamilton public library branches, Municipal Service Centres and providing them with hard copies of CEF marketing materials that can be distributed in physical form if requested
- Emailing local community, neighbourhood associations and newsletters to provide access to the City Enrichment Fund application
- Connecting with other community distribution networks including but not limited to the Hamilton Immigration Partnership Council (HIPC), Hamilton Anti-Racism Resource Centre, Youth and Senior networks, Hamilton Indigenous Organisations and Coalition of Hamilton Indigenous Leadership (CHILL) and promotion via Our Future of Hamilton's e-newsletter
- Sharing marketing with relevant Committees of Council (LGBTQ+, Committee Against Racism, Women & Gender Equity, Immigrant & Refugee, Status of Women, Accessibility, Clean & Green, etc)

The recommendation of incorporating translation services on request can be included within the existing CEF budget by using local vendors and services. Initial research estimates with official translation services provided the overall estimated costs as:

- Price per word – 0.16 to 0.25 per word
- Overall standard charge for one application when completing the translation of the document from English to Spanish, Chinese, Hindi and Arabic: approximately \$950.56 (taxes included)

With the fund continuously evolving, implementation of these recommendations can provide an important opportunity to ensure the fund continues to meet community needs and mold itself into what the community requires.

The fund has supported programs and projects through many years with the funding rationale demarcated between returning and new groups. For years, returning groups have been recommended for funding first as having established themselves as a viable program, however, there is no guarantee of funding. The current process is no longer sustainable as funds are running out in competitive program envelopes. It must be noted that returning applicants are required to submit an application and meet the criteria outlined for all applicants in order to receive funding. For example, in 2022, CEF funding was allocated to:

- 187 returning programs with a total fund distribution of \$5,270,771;
- 103 new programs received funding with a total of \$767,569 allocated to new projects.

- Two additional programs were funded from reserves totalling \$10,392.

The last increase to the City Enrichment Fund budget was in 2019 at an amount of \$6,088,340, and the increase was targeted to specific groups to further support their programming. Inflation is factored into our applicants request for funding, however, the fund itself has not provided any increases to applicants since 2020.

In 2022, requests from applicants totalled \$9,858,419. The total value of eligible funding requests based on 2022 applications totalled \$8,110,633. Funding allocation was capped at \$6,088,340 or 75% of the total request.

ALTERNATIVES FOR CONSIDERATION

Not Applicable

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Community Engagement and Participation

Hamilton has an open, transparent and accessible approach to City government that engages with and empowers all citizens to be involved in their community

Economic Prosperity and Growth

Hamilton has a prosperous and diverse local economy where people have opportunities to grow and develop.

Culture and Diversity

Hamilton is a thriving, vibrant place for arts, culture, and heritage where diversity and inclusivity are embraced and celebrated.

Our People and Performance

Hamiltonians have a high level of trust and confidence in their City government.

APPENDICES AND SCHEDULES ATTACHED

Appendix A to Report GRA21003(b) – Self-Identification Questions

Appendix B to Report GRA21003(b) – CEF EDI Swot Analysis