




**CITY OF HAMILTON**  
**CITY MANAGER'S OFFICE**  
**GOVERNMENT & COMMUNITY RELATIONS**

|                           |  |
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| <b>TO:</b>                | Chair and Members<br>Grants Sub-Committee  |
| <b>COMMITTEE DATE:</b>    | March 31, 2023   |
| <b>SUBJECT/REPORT NO:</b> | Funding Recommendations for the One-Time Enhancement Grant (GRA22001(b)) (City Wide)           |
| <b>WARD(S) AFFECTED:</b>  | City Wide  |
| <b>PREPARED BY:</b>       | Morgan Stahl (905) 546-2424 Ext. 2178  |
| <b>SUBMITTED BY:</b>      | Morgan Stahl<br>Director, Government Relations & Community Engagement<br>City Manager's Office |
| <b>SIGNATURE:</b>         |               |

**RECOMMENDATION**

- (a) That, the funding allocation, earmarked for potential matching opportunities in the City Enrichment Fund reserve #112230 be approved to fund the One-Time Enhancement Grant in the amount of \$500,000;
- (b) That, the distribution of funds to recommended organizations as outlined in Appendix "A" to GRA22001(b), be approved.

**EXECUTIVE SUMMARY**

Staff have developed and implemented scoring criteria for the utilization of up to \$500,000 from the City Enrichment Fund reserve for a One-Time Enhancement Grant Relief program based on the original Council direction GRA22001(a) to demonstrate how \$500,000 would be utilized to support communities and organizations that have been adversely impacted by COVID-19, the required criteria outlining eligibility, and an overview of how funds will be distributed.

The One-Time Enhancement Grant Relief program targets projects and programs that demand greater speed and flexibility than traditional funding methods can offer and will aim to reach as many projects or programs that have an immediate impact on the community in the City of Hamilton.

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OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

On January 2, 2023, an online application portal through the City of Hamilton's website was launched in accordance with Council direction outlined in Report (GRA22001(a)). The online portal can be found on the City of Hamilton website under the header, Community Funding & Grant Programs, titled the One-Time Enhancement Grant Relief Program.

The online portal, made available through the City of Hamilton website, outlined the following:

- Existing community organizations, non-profit organizations, charities and/or grassroots groups with non-profit goals that deliver a program or service in Hamilton can now apply for funding via the application form here: [www.hamilton.ca/OneTimeGrant](http://www.hamilton.ca/OneTimeGrant).
- A total of \$500,000 (from City Enrichment Fund reserve funds) will be distributed as part of the one-time funding allocation among community organizations heavily impacted by the COVID-19 pandemic so they can continue delivering their programs/services to Hamiltonians.
- The grant will make every effort to include an equity lens as part of the funding allocations; priority status will be given to those organizations providing services for equity-deserving communities.

On an on-going basis, staff have supported community, grant, and media inquiries regarding the One-Time Enhancement Grant. Staff review of applications occurred beginning after 15 days of the application intake launch as per the original outlined criteria and process

By February 2023, approximately 152 applications had been received totalling \$3,411,307.55 worth of applicant requests through the Grants Coordinator in-take process. Of the 152 applications, staff are recommending funding for 43 organizations and projects demonstrating a local impact across the city to be funded totalling \$500,000.00 referenced in Appendix A – GRA22001(b) – One Time Enhancement Grant. All of the recommended programs for funding are Hamilton-based organizations serving Hamiltonians.

More than 80 inquiries for the One-Time Enhancement Grant were received and addressed during the months of January and February. Support to applicants was provided via phone and email by the Grants and Strategic Partnerships Coordinator. This level of support resulted in a higher application submission rate.

Additional information regarding criteria, target audience and distribution of funds are as follows:

Target Audience: This one-time allocation is open to organizations that experienced abnormal financial pressures or constraints to deliver their project or service to the community due to COVID-19 related impacts. The pandemic has put a spotlight on, and further magnified inequalities in our community and this grant will make every effort to include an equity lens in a redistribution of funds.

The approved criteria and scoring are as follows:

Eligibility: Applicants must meet the following eligibility criteria;

1. The project and/or program must take place within the City of Hamilton.
2. The program must serve Hamiltonians, priority status will be given to those organizations and agencies providing services for equity-deserving communities.
3. The legal status of the organization and/or applicant must be a non-profit, registered charity, community organization and/or volunteer organization with non-profit goals.
4. The organization must have a community impact affecting the groups disproportionately impacted by COVID-19.
5. Are seeking funding to supplement an existing, on-going or continued operation that was significantly impacted by COVID-19 and/or the pandemic.

In-eligible expenditures include capital costs, organizations operating outside of Hamilton and applications from for-profit entities.

Intent: The intent for the One-time Enhancement Grant Relief program is for immediate dispersal for on-going or continued operations. This funding is not to be expected in perpetuity (year over year) or for new programs.

Large scale initiatives may be asked to disclose other sources of funding.

Submissions: Applications will be accepted via in-take form available through the City of Hamilton website and submitted to the Grants Coordinator by email at [Grant.Coordinator@hamilton.ca](mailto:Grant.Coordinator@hamilton.ca) in the following formats: By form and/or by video submission will be accepted.

Requests: The final awarded amount will depend on the scale of the initiative, overall scoring of submission and impact on the community, however, requests for up to \$25,000 per organization are welcome.

Renewability: This is a one-time grant and will be not be renewed on an annual basis.

Application in-take: January 1, 2023 onward.

Scoring template:

| Category                       | Question   | Weighting  |
|--------------------------------|--|------------|
| <b>Program Merit</b><br>25%    | Detailed program description   | 10         |
|                                | Clearly identifies how funding will be used  | 10         |
|                                | Increases community participation/Reaches a greater number of a population (city-wide)                                   | 5          |
| <b>Community Impact</b><br>35% | Measurable outcomes (Can they collect data for metrics and performance indicators). *Examples of community impact below) | 10         |
|                                | Addresses a need not currently covered by other funding sources  | 5          |
|                                | Addressing a priority population (equity-deserving/vulnerable) demographic   | 15         |
|                                | Program demonstrates that it will enrich the city  | 10         |
|                                | Program is aligned with the City of Hamilton's Strategic priorities (1 point for every alignment)                        | 5          |
| <b>Financial Need</b><br>40%   | Request rationale provided in description  | 5          |
|                                | Need demonstrated  | 10         |
|                                | Has lack of funding from other sources   | 10         |
|                                | Financial Statements /Additional information   | 5          |
| <b>TOTAL</b>                   |  | <b>100</b> |

Definition of terms for the scoring template:

Priority Population are those which may be at risk at a disproportionate amount of harm with unique needs as compared to the general population, examples that are considered priority populations: individuals experiencing houselessness, women, equity-seeking groups, children/adolescents, seniors, individuals with special healthcare needs, those living in rural communities that may not have the same access to services.

Equity-deserving groups include women, persons with disabilities, Indigenous people, LGBTQ2+, seniors, Black and other racialized communities.

Essential Need: Ordinary needs for food, clothing, accommodation, learning, medical care, and other standard needs which are indispensable in the life of each person and family for basic survival (shelter, food, clothing, and utilities).

## **FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: The overall balance in the City Enrichment Fund Reserve #112230 is \$1,537,049.75. After funding the One-time Enhancement Grant, the balance in this reserve will be \$1,037,049.75.

Staffing/Legal: There are no staffing or legal implications of this report.

## **HISTORICAL BACKGROUND**

At the Grant's Sub-Committee Meeting of January 17, 2022, the following direction was approved:

That up to \$500,000 of the City Enrichment Fund reserve funds, be ear marked to investigate potential matching opportunities, throughout the City, to bring to a total fund of \$1M in support for communities and organizations that have been heavily impacted by COVID-19 and the pandemic more broadly, with any funds not allocated to be evenly distributed and returned back to their respective reserves, and report back to the Grants Sub-Committee.

The total budget for the 2021/2022 City Enrichment Fund program was \$6,088,340. During the year, City Enrichment Fund program funding recommendations were conditionally approved for operating grants, and conditionally approved for event and programs. At the 2021 year-end, the City Enrichment Fund budget showed an unspent balance of \$501,044. In past practice, these funds would be transferred to reserves to form part of the City's overall surplus or deficit. As of February 2022, the City Enrichment Fund Reserve # 112230 currently had a balance of \$836,025.

Prior to the final year-end closing entries, staff prepare a final draft of the City Enrichment Fund actual costs, in order to provide the Grants Sub-Committee and Council a review of any unclaimed, unspent, or unallocated Grant Funds. That report (GRA22001) outlined all the grants paid, due or allocated for the year ending December 31, 2021. This is consistent with the practice of previous years and is common practice for staff overseeing the City Enrichment Fund.

In January 2022, the Grants Sub-Committee opted not to transfer the surplus to the City Enrichment Fund Reserve # 112230. The surplus would form part of the City's overall surplus/deficit for 2021. Following this decision, staff were directed to utilize up to \$500,000.00 of the City Enrichment Fund reserve funds, in addition to investigate potential internal matching opportunities, throughout the City, to bring to a total fund of \$1M in support for communities and organizations that have been heavily impacted by COVID-19 and the pandemic more broadly, with any funds not allocated to be evenly distributed and returned back to their respective reserves, and report back to the Grants Sub-Committee.

Staff met across departments during the months of February to May 2022 to discuss the potential of matching funds, however, due to on-going pandemic financial pressures that the City faced there were no other viable financial sources within the City which provided an additional \$500,000.00 in matching dollars within existing departments, in reserves or throughout the City in discretionary envelopes.

There continues to be a deep need in the community for support, specifically for organizations that have been heavily impacted by COVID-19 and the pandemic more broadly. Through conversations and a series of meetings with community groups and City Enrichment Fund applicants, these organizations have demonstrated there is a significant need and a gap within existing funding resources as the City Enrichment Fund did not provide COVID-19 funding, relief or funds allocated to support programming for organizations that had been heavily impacted by the pandemic and were providing essential services in the community.

## **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.

### **Healthy and Safe Communities**

Hamilton is a safe and supportive City where people are active, healthy, and have a high quality of life.

### **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 – GRA22001(b) – One Time Enhancement Grant