



Hamilton

**CITY ENRICHMENT FUND
COMMUNITY SERVICES PROGRAM
2024 Community Reviewer Recruitment**

**CITY OF HAMILTON
ADVISORY COMMITTEE FOR PERSONS WITH DISABILITIES
October 10, 2023**



The City Enrichment Fund supports the 25 Year Community Vision “Our Future Hamilton” by providing funds across a range of program areas.

CITY ENRICHMENT FUND

The City of Hamilton invests in the community by providing grants through the City Enrichment Fund.

The City Enrichment Fund (CEF) Program Areas:

1. Agriculture
2. Arts
3. Communities, Culture & Heritage
4. Community Services
5. Digital (*New – Pilot)
6. Environment
7. Sport & Active Lifestyles



City Enrichment Fund (CEF) – Community Services Program

COMMUNITY SERVICES - OBJECTIVE

To strengthen the human services system by funding programs that:

- Meet current or emerging community priorities
- Foster the growth of new programs
- Support equity diversity and inclusion,
- Prioritize equity seeking groups
- Address underserviced target groups
- Promote systems change
- Explore service delivery innovation

City Enrichment Fund (CEF) – Community Services Program

COMMUNITY SERVICES – EVALUATION

- Each application is reviewed by 3 adjudicators and scored out of 100
- Applications are assessed based on the assessment criteria specific to each program area and funding stream

City Enrichment Fund (CEF) – Community Services Program

COMMUNITY SERVICES – WHY AM I HERE?

- Last year we piloted adding Community Reviewers to our Adjudication Teams
- Hybrid teams that would be a combination of both community reviewers and city staff
- Every team would have at least one community reviewer and one staff person – the third adjudicator would depend on number of adjudicators available

**WE ARE LOOKING FOR
COMMUNITY REVIEWERS!!!!**

WHY RECRUIT FROM THE ADVISORY COMMITTEES?

- As Citizen/Volunteer Members you are already a community volunteer!
- You have an interest in the focus of this advisory committee
- You may have subject matter expertise, lived experience or work/professional experience relevant to this advisory committee
- Please note that your participation as a Community Reviewer is done **individually** and not as a representative of the Advisory Committee itself

What are the Roles/Responsibilities of Community Reviewers

1. Review an average about 20 applications using the City Enrichment Fund's Survey Monkey Applied (SMA) online platform.
2. Have reliable and consistent access to the internet.
3. Review background material on the City Enrichment Fund and the adjudication manual prior to completing reviews.
4. Community reviewers should also have some flexibility to participate in online meetings during the day Monday to Friday.
5. Participate in a mandatory online training session and 2 meetings with your team.
6. Must sign a Conflict of Interest Form

Why Participate?

Participating in this project will help me to...

- Share my skills and experience
- Learn new transferable skills
- Deepen my knowledge of local human services
- Broaden my network of community connections
- Acquire volunteer hours
- Receive a \$150 honorarium will be provided upon completion

Timeline and Process – Actual Dates TBD

**CEF Application Intake
Period
Fall**

**Application Processing &
Financial Reviews
Winter**

**Adjudication of
Applications
(January-February)**

**Internal Processes
(Report
Recommendation and
Preparation)
March - April**

**Grants Sub-
Committee/Council
Recommendation
Review Meeting
Spring**

I WANT IN !!!!

If you are interested in being a Community Reviewer for the Community Services Program of the City Enrichment Fund, please email csgrant@hamilton.ca by **November 1, 2023** and:

1. Tell us why you would like to participate
2. Share with us any skills or perspectives you could contribute to our review process

*Please note that due to the requirements of establishing hybrid review teams not everyone expressing interest may be invited on to a team. We anticipate being able to confirm your participation by **December 8th, 2023.***



Hamilton

Have more questions?

Contact: Carmen Rachelle Bian

Community Services Stream Program Manager

905 973-4861 csgrant@hamilton.ca



To apply visit the CEF webpage: www.Hamilton.ca/CityEnrichmentFund