




**CITY OF HAMILTON  
CITY MANAGER'S OFFICE  
Government Relations & Community Engagement Division**

<b>TO:</b>	Chair and Members Grants Sub-Committee
<b>COMMITTEE DATE:</b>	May 13, 2024
<b>SUBJECT/REPORT NO:</b>	2024 City Enrichment Funding Recommendations (GRA24002) (City Wide) REVISED
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Andrea Carvalho, (289) 260-8119 Rebecca Frerotte, (905) 546- 2424 ext. 4524
<b>SUBMITTED BY:</b>	Morgan Stahl Director, Government Relations & Community Engagement City Manager's Office
<b>SIGNATURE:</b>	

**Discussion of Confidential Appendix “B” to Report GRA24002 is subject to the following requirement(s) of the City of Hamilton’s Procedural By-law and the *Ontario Municipal Act, 2001*:**

**(b) personal matters about an identifiable individual, including City or local board employees.**

**RATIONALE FOR CONFIDENTIALITY**

Appendix “B” to Report GRA24002 is being considered in Closed Session as it contains legal payee information provided to the City of Hamilton (City) in confidence. All applicants recommended for funding recommendations are included in Appendix “A” to Report GRA24002 using the applicants' common name.

**RATIONALE FOR MAINTAINING CONFIDENTIALITY**

Appendix “B” to Report GRA24002 is to remain confidential as it was provided to the City in confidence.

**RECOMMENDATIONS (CLOSED SESSION)**

None

**RECOMMENDATIONS (OPEN SESSION)**

- (a) That, the 2024 City Enrichment Fund (CEF) recommended funding allocation, in the amount of \$7,195,440 (as outlined in the attached Appendix “A” to Report GRA24002), be approved;
- (b) That, staff be directed to assign payments to the applicants’ legal names, as listed in Confidential Appendix “B” to Report GRA24002, Legal Names of Individual Applicants, and;
- (c) That Confidential Appendix “B” to Report GRA24002, Legal Names of Individual Applicants, remain confidential, and;
- (d) That, Appendix “C” to GRA24002, Application Summaries be received, and;
- (e) That, the following grants be approved, and funding be withheld, pending the submission of additional information, by July 20, 2024:
  - i. AGR - A16 Wentworth District Women's Institute
  - ii. ART - B3 Festival of Friends
  - iii. ART - D20 THB
  - iv. CCH - A32 Winona Peach Festival
  - v. ENV - A9 Sustainability Leadership (Sustainable Hamilton)
  - vi. SAL - A1 Binbrook Minor Baseball Association
  - vii. CS - H16 Scientists in School
- (f) That, the Grants for the following applicants with outstanding arrears with the City Enrichment Fund, be approved and funding be withheld (if applicable) pending the full settlement of such arrears:

**SUBJECT: 2024 City Enrichment Funding Recommendations  
(GRA24002) (City Wide) REVISED - Page 3 of 11**

---

- i. AGR - A10 Crown Point Farms Market of Ottawa St
  - ii. ART - A13 Immigrant Culture and Art Association
  - iii. CCH - A4 Pride Hamilton
  - iv. CCH - A32 Winona Peach Festival
  - v. ENV - A9 Sustainability Leadership (Sustainable Hamilton)
  - vi. SAL - D1 African Canadian Youth Sports Network
  - vii. SAL - E2 Royal Hamilton Yacht Club
  - viii. DIG - E9 Immigrant Culture and Art Association
- (g) That, Appendix “D” to GRA24002, Payment Plan be approved, and;
- (h) That, Appendix “E” to GRA24002, 2024 City Enrichment Fund presentation be received, and;
- (i) That Appendix “F” to GRA24002, Program Area Details be received, and;
- (j) That, the returning program CS - D14 The Living Rock Ministries Housing Supports, as listed in Appendix “A” to GRA24002 be funded one-time from the City Enrichment Fund Reserve #112230.

**EXECUTIVE SUMMARY**

The City Enrichment Fund (CEF) represents the City of Hamilton’s (City) municipal investment in a wide range of program areas that support the City’s Strategic Plan and 25-year Community Vision priorities. CEF invests in local charities, not-for-profit and grassroots organizations across seven unique sectors:

- Agriculture
- Arts
- Communities, Culture and Heritage
- Community Services
- Environment
- Sports and Active Lifestyles
- Digital (pilot program area)

During the 2024 budget process, Council approved a budget for the City Enrichment Fund (CEF) of \$7,101,410. This amount includes the CEF administration budget of \$50,000 and an 8 percent enhancement of \$526,000. Additionally, \$75,000 was approved through the CEF

---

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.

**SUBJECT: 2024 City Enrichment Funding Recommendations  
(GRA24002) (City Wide) REVISED - Page 4 of 11**

---

reserve, on a one-time basis and allocated to the Digital Pilot program area in the second and final pilot year.

Ahead of the 2024 CEF cycle launch, staff engaged the public and community partners to receive program feedback that informed a set of Funding Principles that are centred on the recognition of returning and new programs, and which are guiding the recommendations in this report. This is the first year that funding principles have been derived from community consultation and have informed the recommendation process. Through the introduction of a balanced funding approach between returning and new applicant programs, the CEF program will have an opportunity going forward into the 2025 cycle to further define and refine the guidelines and parameters.

In 2024, CEF received 427 applications, an increase of 90 applications or 26 percent from 2023. The total request was \$13,122,750 , a 45 percent increase from 2023. Of the 2024 applications, 58 percent are received from returning 2023 programs, with 42 percent received from new programs.

The 2024 CEF funding recommendations are within the approved budget, and the CEF reserve totaling \$7,195,440. This represents a funding allocation that is 54 percent of the total requested amount. This year marks the largest number of applications and total funding requests received. The 2024 funding recommendations are not calculated based on the appeal or other City funding totals from 2023.

As in past years, the CEF team facilitated 15 adjudication teams, comprised of internal City staff and external community members, who were invited to review and assess each application providing final scores and application feedback. The application scores are presented within an alphabetic rating system. The ratings and resulting funding recommendations are outlined in Appendices “A”, “B”, and “C” to Report GRA24002, as attached. All 377 applications that received a “A”, “B” or “C” rating have been recommended for funding.

Returning program, CS - D14 The Living Rock Ministries Housing Supports, submitted a complete application in accordance with the City Enrichment Fund guidelines and which proceeded successfully through the adjudication process, receiving a B rating. As a result of a technical issue within the online grant portal, the application was excluded from the initial funding allocations as the technical error was discovered after the 2024 CEF recommendations were determined within the existing budget. The grant of \$26,169 is recommended to be funded one-time from the CEF program reserve fund. Staff are applying

additional measures and updates to the online grant portal to ensure greater accuracy and oversight moving forward.

**Alternatives for Consideration – See Page 11**

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: The 2024 approved City Enrichment Fund budget is \$7,101,410. An additional, \$75,000 has been approved to be funded from the City Enrichment Fund Reserve #112230 for year two of the Digital Program. A one-time recommendation to approve \$26,169 in funding from the City Enrichment Fund Reserve #112230.

Staffing: N/A

Legal: N/A

**HISTORICAL BACKGROUND**

The City has played a significant role in enriching the community through grant programs that have been in place in various forms both pre and post amalgamation. Since 2015, the City Enrichment Fund has made annual investments in local charities, not-for-profit and grassroots organizations that deliver a wide range of programs and services to citizens across the city.

Each Fall, the public is invited to attend Information Sessions and meet with staff to learn about the CEF program. Program information, which includes the eligibility criteria, assessment criteria, and a copy of the application, is available online and can be provided in several languages by request. The corporate-wide CEF team work directly with potential applicants and community partners during the 8 - 10 week application intake period.

Annually, over 300 - 400 community organizations apply for funding through the 7 CEF program areas offered:

- Agriculture
- Arts
- Communities, Culture and Heritage
- Community Services
- Digital (pilot)
- Environment
- Sport and Active Lifestyles.

**SUBJECT: 2024 City Enrichment Funding Recommendations  
(GRA24002) (City Wide) REVISED - Page 6 of 11**

---

Eligible applications are reviewed by adjudication teams and are rated based on scores. Funding recommendations are presented to the Grants Sub-Committee for consideration and ratified by Council.

Through a continuous improvement approach, the CEF program is committed to evolving, adapting to best practices, and meeting the changing needs as the city of Hamilton continues to grow.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS – N/A**

**RELEVANT CONSULTATION**

Several divisions across the corporation play a key role in shaping and executing the direction of CEF, providing applicant communication and support, facilitating adjudication, and delivering the program based on direction from the Grants Sub-Committee. Program Area details are summarized in Appendix “F” to report GRA24003. The following divisions have provided feedback including but not limited to the following:

- Corporate Services Department – Finance and Administration Division
- City Manager’s Office – Digital, Innovation and Strategic Partnerships Division
- Healthy and Safe Communities Department - Human Services Integration, Strategy and Quality Improvement Division
- Healthy and Safe Communities - Sports Policy and Allocations Division
- Planning and Economic Development Department - Business Development Division
- Planning and Economic Development Department - Creative Industries and Cultural Development Division
- Public Works Department – Environmental Services Division

**ANALYSIS AND RATIONALE FOR RECOMMENDATION**

Ahead of the 2024 City Enrichment Fund intake, staff engaged the community through an online survey, in-person, and virtual sessions to receive feedback on a set of equitable funding principles to guide the program. The online survey received 126 responses and a combined 100 participants attended in-person and virtual sessions. The collective feedback

supported a funding approach that offered multi-year funding, recognized returning applicants, funded new applicants, and embraced an equity lens. The 2024 CEF cycle launched with a set of community informed principles that have guided the recommendations in this report.

---

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.

**SUBJECT: 2024 City Enrichment Funding Recommendations  
(GRA24002) (City Wide) REVISED - Page 7 of 11**

---

In 2024 the CEF program received 427 applications, which represents an increase of 89 applications or 26 percent from the previous year. The Arts, Communities, Culture and Heritage, Community Services, Digital (pilot), and Sport and Active Lifestyles program areas received overall increases in applications, while the Agriculture program area received the same level of applications as the previous year and the Environment program area received a decrease of two applications from the previous year.

The 2024 total funding request of \$13,122,750 represents a 45 percent increase from 2023, marking the highest level of funding requested through the CEF program to date. City Enrichment Fund staff continue to take steps towards improvements in program delivery, increasing accessibility, reaching equity-deserving groups, and alignment with best practices.

**Application Rating**

All CEF applications are reviewed by an adjudication team and are given a score reflective of the stream specific assessment criteria. In 2024, the CEF program has evolved the rating system to differentiate between applications scoring within the 70 range and those scoring within the 60 range. Scores are categorized into rating groups as follows:

<b>Rating Scale</b>	<b>Scoring Range</b>
Rating A	80 – 100
Rating B	79 – 70
Rating C	69 – 60
Rating D	59 – 0
Rating DNQ	Does Not Qualify
Rating WD	Withdrawn

As in previous years, all applicants are invited to meet with CEF staff to receive adjudicator comments and learn how they may strengthen future applications.

**Funding Recommendations**

The 2024 CEF recommendations support efforts to further evolve the program based on returning and new applicant programs. Through the 2023 community engagement exercise, the survey noted 53 percent of respondents supported providing funding to returning applicants to help sustain ongoing programs and services and 35 percent of respondents

supported funding to new programs each year. Through the introduction of a balanced funding approach between returning and new applicant programs, the CEF program will have

**SUBJECT: 2024 City Enrichment Funding Recommendations  
(GRA24002) (City Wide) REVISED - Page 8 of 11**

---

an opportunity going forward into the 2025 cycle to further define and refine the guidelines and parameters.

The 2023 engagement process resulted in the following community informed Funding Principles which guide the 2024 City Enrichment Fund recommendations:

- Supports the programming and service delivery for both returning and new organizations and programs.
- Allocates funding to all passing applicants.
- Allocates available funding amongst not-for profit organizations, registered charities, grassroots organizations, and professional artist projects.
- Provides funding to programs/projects that present diverse revenue sources and a feasible budget.

In keeping with community feedback, the funding rationale recommends a balance of funding prior year programs and new applicants, and is structured to maximize the available funding envelope to all passing applications. Below is a breakdown of the funding recommendations:

	<b>Number of Applications Received</b>	<b>Number of Passing Applications</b>	<b>Total Funding</b>
Prior Year Applicants	250 (58%)	245 (65%)	\$6,106,245 (85%)
New Applicants	177 (42%)	132 (35%)	\$1,039,195 (15%)
<b>Total</b>	<b>427(100%)</b>	<b>377 (100%)</b>	<b>\$7,145,440(100%)</b>

The below table outlines the funding levels by Rating category. Please note that these are not inclusive of the prior years' appeal funding levels.

<b>Rating and Group</b>	<b>Recommendations</b>
A Returning	2023 funding level + 3 %
B Returning	2023 funding level
C Returning	2023 funding level
D Returning	No funding recommended
A New	56 % of request
B New	47 % of request
C New	37 % of request
D New	No funding recommended

---

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.



**SUBJECT: 2024 City Enrichment Funding Recommendations  
(GRA24002) (City Wide) REVISED - Page 9 of 11**

---

The recommended funding levels will result in the following outcomes for applicants when comparing 2023 and 2024 funding levels, not including any appeal funding:

<b>Outcome</b>	<b>Number of Applications</b>
Increased funding over 2023	285
Same funding as 2023	134
Decreased funding over 2023	8

It is also notable that the pilot Digital program area saw a 108 percent increase in funding over 2023.

**Administration**

The City wide corporate CEF team, led by the Government Relations and Community Engagement Division, is committed to evolving the CEF program through a continuous improvement approach while also regularly supporting applicants throughout the year.

During the 2024 intake period, staff hosted 11 information sessions that provided the public with an in-depth presentation of program area objectives, assessment criteria, the application process, budget support, and information on accessing the online grant portal. A total of 89 potential applicants attended the information session, with an additional 35 accessing one-to-one support through drop-in sessions. Information sessions were recorded, and along with a general demonstration video, was made accessible through the CEF webpage. In an effort to further support applicants, staff provided one-to-one video support, the translation of CEF documents including the application, and fillable forms by request.

Similar to previous years, the CEF program was advertised both online and in print, as well as through Hamilton Public Library screen banners. Unique to this year, posters were provided to city-wide libraries and recreation centres, as well as a new digital share-kit that enabled community partners to easily share CEF information to their members and extended communities.

**Inclusion, Diversity, Equity, and Accessibility**

For the second year, applicants provided data information related to Inclusion, Diversity, Equity, and Accessibility (IDEA). Applicants responded to two questions providing information on the organization’s board of directors and population groups served by the application program or service. Applicant responses provide a greater understanding of the submitted applications and will help to inform the future evolution of the City Enrichment Fund program.

**SUBJECT: 2024 City Enrichment Funding Recommendations  
(GRA24002) (City Wide) REVISED - Page 10 of 11**

---

The IDEA data questions were not scored as part of the overall adjudication assessment. Key data received in 2024:

- 95 percent of all CEF applicants have representation from equity designated groups within their organization’s governance structure including the following:
  - 87 percent report representation of women
  - 59 percent report representation of racialized peoples and communities
  - 35 percent report representation of Indigenous people
  - 15 percent report representation of persons with disabilities
- 51 percent of applicants report universal access, or no target for the applicant programs.
- A wide variety of other targeted equity deserving groups were selected by applicants.

Results of this data are included on an applicant basis in Appendix “C” to this report and reported broadly across the CEF program in the attached Appendix “E” to Report GRA24002.

### Reporting Requirements

Following the completion of each CEF cycle, grantees submit final reports in February to April. Grantee Final Reports provide an assessment of the funded program’s measurable outcomes, overall impact, and the final program budget. Staff review the final program budget to ensure that CEF funds have been spent in alignment with the CEF Guidelines and Funding Agreement. Funded programs that do not meet the CEF Guidelines or Funding Agreement Terms of Reference are flagged, and a hold is placed on the grantee, preventing the release of any future funding until all requirements have been met. Holds are typically the result of outstanding final reports, when additional information is required, or when a grantee has not met the funding policy and must repay a portion of their CEF funding.

Pending the submission of outstanding final reports and/or additional application information, 7 applications are recommended with a hold as described in recommendation (d) to Report GRA24002. Pending the settlement of arrears with the City, 8 applications are recommended with a hold as described in recommendation (e) to Report GRA24002.

Details of each program area are provided in Appendix “F” to Report GRA24002.

### **ALTERNATIVES FOR CONSIDERATION**

An alternative for consideration would be to apply a rating system that does not differentiate between new or returning applications. This alternative would apply the 2024 City Enrichment Fund Rationale for Funding Allocation based on the following rating system:

---

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.

**SUBJECT: 2024 City Enrichment Funding Recommendations  
(GRA24002) (City Wide) REVISED - Page 11 of 11**

---

<b>Rating</b>	<b>Recommendation</b>
A 100-80 scores	65.5 % of request
B 79-60 scores	41 % of request
C 59-0	No funding
D DNQ, Withdrawn	No funding

This alternative follows the funding formula as applied in 2023 with a lower recommendation used in both in the “A” and “B” ratings. The rating system in this alternative does not differentiate between applications scoring between 79-70 and 69-60.

The disadvantage of this alternative is that, compared with 2023 the recommendations are overall lower than the 2023 funding levels. In comparison to the recommendations in this report, this alternative results in a higher number of applications that would receive funding decreases compared to the 2023 funding level.

**APPENDICES AND SCHEDULES ATTACHED**

REVISED Appendix “A” to Report GRA24002:	Recommended 2024 CEF Grants
Confidential Appendix “B” to Report GRA24002:	In Camera – Legal Names of Individual Applicants
REVISED Appendix “C” to Report GRA24002:	Application Summaries
Appendix “D” to Report GRA24002:	Payment Plan
REVISED Appendix “E” to Report GRA24002:	2024 CEF Presentation
REVISED Appendix “F” to Report GRA24002:	Program Area Details

---

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.