

2024 City Enrichment Fund Appeals Funding Process

Objective: To provide City Enrichment Fund (CEF) applicants with a one-time opportunity to appeal their 2024 application outcome(s) when extenuating circumstances may exist requiring further review, or additional support. A maximum of \$50,000 will be awarded across all applications to this process. The CEF team reserves the right to not allocate any of these funds if extenuating circumstances are not demonstrated successfully.

Eligibility: To be eligible for one-time Appeal funding, 2024 City Enrichment Fund applicants must meet all the following eligibility requirements.

- Applicants must have submitted an application during the original CEF 2024 intake period of November 1, 2023 to December 15, 2023.
- Applicants must be eligible to receive CEF funding based on the existing program criteria published in the General Guidelines and Program Area Handbooks.
- Applicants are only able to apply either to the Appeals funding process or the Bridge funding process but not both.
- A brief application, submitted through the grant portal is required, requesting Appeals funding.

Implementation and Process:

1. Intake Period:

On July 25, 2024 an application form, through the grant portal, and Bridge funding information will be shared with all CEF applicants. The deadline to complete the form will be August 22, 2024. A reminder will be sent to applicants one week prior to August 22nd Bridge funding deadline.

2. Application Content:

The application form will request applicants to confirm eligibility. Additionally, the form will require applicants to include a dollar value request within the appeal.

The application form requires applicants to describe the extenuating circumstances regarding how, and why an appeal is required. Examples of extenuating circumstances include but are not limited to:

- Turnover in key grant writing personnel during the intake period of CEF 2024, or;
- Unaddressed personal and/or professional barriers at time of application.

3. Review Process:

All Appeal applications will be reviewed by a panel of three CEF staff made up of one Program Manager from the program stream the applicant initially applied to, and two Program Managers from separate program areas of CEF. Each will review the Appeal application to determine the following criteria:

- A) the application is eligible for appeals;
- B) the information contained therein is believed to rise to the level of extenuating circumstances;

A score of 3/3 is required on criteria A, and a score of 2/3 is required on criteria B in order to be considered a "Passing" Appeal.

Once all Appeals have been reviewed, all Passing Appeals will receive a funding recommendation within the total envelope of \$50,000. This will be based on available funds and request value outlined in the application. Applicants cannot appeal for more than their original 2024 CEF request. Applicants are also bound by the existing Program Area and Stream maximums. CEF staff will present the appeal results to the Director of Government Relations & Community Engagement.

4. Grant Approval:

2024 Appeal funding will be approved by the Director of Government Relations & Community Engagement.

5. Reporting:

A communication update will be sent to Council in mid-September outlining all Appeals requests received, and those approved by the Director of Government Relations & Community Engagement.

6. Funding Agreements:

Funding agreements will be issued to applicants who are approved by the Director of Government Relations & Community Engagement.

7. Accountability:

Successful Appeal funding recipients will report on both their CEF Funding Recommendation, and Appeals Funding within their 2024 CEF Final Report. All policies around use of funds, payment schedule and requirements of the broader CEF program continue to be applicable.

Limitations of the Appeal Funding Process

- Appeals will not change the original rating received by an application through the CEF Adjudication process.
- This Appeals process is not intended to address global, national, or provincial issues beyond our control, including the cancellation of any other funding programs/sources, natural disasters, pandemics or other force majeure.
- This appeals process is one-time in nature, it does not affect an application's new vs. returning status for future CEF applications and does not imply any ongoing commitment.
- The Appeals commitment will work within a funding envelope of \$50,000 and makes no guarantee of successful appeals receiving either the entirety of their original funding request or of their Appeal request amount.
- Appeals funding will be assessed on a case-by-case basis, and CEF staff may or may not use a consistent formula in applying appeals funding allocations.