



Hamilton

## City Enrichment Fund

### Communities, Culture & Heritage Program

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#### Objective

To support organizations activities, programming, events, and projects that engage the public in strengthening and celebrating community identity – the people, places and things that make up Hamilton.

All programs funded through the Communities, Culture & Heritage Program will support Hamilton’s community vision, Our Future Hamilton. [Learn more about Our Future Hamilton here.](#)

#### How to apply for a grant

- Read the **City Enrichment Fund Guidelines** and the **Communities, Culture & Heritage Handbook** for details about the program, stream objectives, eligibility and criteria.
- Refer to the **Application Details** section to learn about expectations for each question.
- You will be required to complete all sections of the application online.
- Upload all documents (use the checklist to confirm that you have submitted all attachments).

# CAPACITY BUILDING FOR CULTURAL ORGANIZATIONS

## Capacity Building Handbook - Communities, Culture & Heritage Program

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**Objective**

To strengthen the relevance, responsiveness, effectiveness and resilience of Hamilton’s cultural organizations.

**Description**

The Communities, Culture & Heritage – Capacity Building funding provides grants to cultural organizations to support capacity building strategies, organizational development projects and professional development initiatives with a view to building administrative and management capacity.

Open to eligible:	<ul style="list-style-type: none"> <li>• Not-for-profit cultural organizations</li> <li>• Groups of two or more cultural organizations facing similar organizational challenges are encouraged to collaborate on a capacity</li> </ul>
Status of Organization	Incorporated not-for-profit organization, charitable organization, or an unincorporated group with not-for-profit goals and governance
Maximum Funding	\$25,000 maximum. Total funding received from all sources in the City of Hamilton cannot exceed 30% of the project, event or operational
Assessment Weighting	50% Organizational Capacity 40% Program Merit 10% Community Impact

**Capacity Building for Cultural Organizations Guidelines**

These guidelines are in addition to the general CEF guidelines and eligibility criteria

<b>Eligibility</b>	Not-for-profit cultural organizations are eligible to apply. A cultural organization has a mandate to preserve, research, document, interpret, celebrate and/or disseminate community identity – the people, places and things that make
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	<p>up Hamilton.</p> <p>Groups of two or more organizations facing similar organizational challenges are encouraged to collaborate on a capacity building project. Collaborating organizations must identify a lead organization who will be responsible for the application and funds awarded.</p> <p>Applicants may receive funding for Capacity Building only once every two years.</p> <p>Applications for capacity building funding will be considered from organizations who receive funding from other funding streams within the Communities, Culture &amp; Heritage Program.</p>
<b>Ineligible Organizations</b>	<p>In addition to the general CEF ineligible criteria:</p> <ul style="list-style-type: none"> <li>• Organizations that do not have a cultural mandate</li> <li>• Arts mandated organizations (funding is available through the Arts Program)</li> </ul>
<b>Eligible Projects</b>	<ul style="list-style-type: none"> <li>• Retaining external expertise to work with the applicant on a specific capacity building initiative</li> <li>• Organizational and human resource assessment, change management and similar processes</li> <li>• Board development and improved governance practices</li> <li>• Professional development, training, mentorship, coaching and job shadowing</li> <li>• Development of plans and strategies including, but not limited to: strategic and business planning, artistic, interpretive or education programming, revenue development, audience development, program evaluation</li> </ul>
<b>Eligible Expenses</b>	<ul style="list-style-type: none"> <li>• External experts / consultants / coaches' fees and travel costs (travel limited to within Ontario)</li> <li>• Professional development fees and travel for participation in seminars or workshops</li> <li>• Mentor and job shadowing honoraria and travel costs</li> <li>• Fees related to the use of licensed organizational development tools and related costs</li> <li>• Direct administrative costs related to the project</li> <li>• Public consultation costs</li> </ul>
<b>Ineligible Expenses</b>	<ul style="list-style-type: none"> <li>• Attendance at annual professional service organization</li> </ul>

	<p>general meetings or conferences</p> <ul style="list-style-type: none"> <li>• Ongoing operating costs (including staff time)</li> <li>• Publications</li> <li>• Undergraduate, post graduate or other academic and professional training</li> <li>• Capital project planning studies</li> <li>• Capital and equipment costs</li> <li>• Mandated training (e.g. Workplace Hazardous Materials Information System (WHMIS) or Accessibility for Ontarians with Disabilities Act (AODA))</li> </ul>
<p><b>Assessment Criteria</b></p>	<p>All applicants must be able to demonstrate good use of public funds. The applications will be assessed according to:</p> <p><b>50% Organizational Capacity</b> as demonstrated by:</p> <ul style="list-style-type: none"> <li>• Alignment of the project with the organization’s vision, mandate / mission and place in the community</li> <li>• The capacity of the organization to successfully complete the project</li> <li>• The understanding of the capacity issue(s) facing the organization</li> <li>• The probable impact on the organization and its ability to respond to change</li> <li>• The capacity of the organization to apply the results of the project</li> </ul> <p><b>40% Programming Merit</b> as demonstrated by:</p> <ul style="list-style-type: none"> <li>• The approach to monitor and evaluate the results of the project</li> <li>• The suitability of the external expertise (if applicable)</li> <li>• The project budget</li> <li>• The understanding of the capacity issue(s) facing the organization</li> <li>• The suitability of the project to address the capacity issue(s)</li> </ul> <p><b>10% Community Impact</b> as demonstrated by:</p> <ul style="list-style-type: none"> <li>• The suitability of the project participants and / or collaborating organizations</li> <li>• The skills exchange and / or learning that will be achieved</li> </ul>

## **Capacity Building for Cultural Organizations Application - Online**

- Create an account for organization.
- Applicants are responsible for providing all the information and attachments requested.
- Make updates to the saved organization information, contacts etc. before beginning a new application
- Save information as you move between pages.
- The City Enrichment Fund will make decisions regarding your eligibility based on the information provided in your application.

### **APPLICATION**

#### **General Information Form**

**Program Area:** Communities, Culture & Heritage (CCH)

**CCH Program Stream / Category:** Capacity Building

**Is your group a not-for-profit cultural organization that has a mandate to preserve, research, document, interpret, celebrate and / or disseminate community identity – the people, places and things that make up Hamilton? Yes / No**

#### **Organization Information Form**

##### **Applicant Contact Information**

**Additional Contact persons for your organization:** (We recommend including a secondary contact for your organization)

**Is your organization legal name different than the above organization full name?: Yes / No**

**Organization Legal Name:**

**To which name would funds be payable to should your application be chosen to receive funding?**

**Head Office Address**

**Organization Establish Date**

**Legal Status or Organization** (select all that apply)

**Organization mandate or mission** (Approx. 200 words)

**Provide a brief history of your organization** – include important milestones and / or changes to the organization's direction over time. (Approx. 250 words)

***Equity Diversity Inclusion question (this question is optional and not scored)***

## **Program Information Form**

**Program Name:** Capacity Building project name

**Total program budget:** Total expenses (excluding in-kind). Must match the *Total Eligible Program Budget – Current Year Eligible*

**Grant / funding amount requested:** Must match request amount in the application

**Did you receive funding for this program last year?:** Yes / No

**Provide a brief summary of your program in 60 words max.**

- This description will be published as part of your organization’s City Enrichment Fund Application Summary Report and is not scored (please note this response forms a part of a public facing document).

**Provide a detailed description of your program** (Approx. 1000 words)

- Description of the capacity issue facing the organization
- Project description
- Project timeline
- If relevant, details on the location of the project
- Information on collaborative partners (if applicable)
- Project implementation and evaluation plan
- Innovative or new approaches
- Learning opportunities

**Specify how funding from the City Enrichment Fund will be used.** (Approx. 500 words)

Your description should relate to the details provided in your programming description and to your proposed budget.

**How will your program increase community participation?** (Approx. 500 words)

Your response may describe the impact of the completed and implemented project. How will this capacity project impact your audiences and / or your organization?

**What are the measurable outcomes of your program?**

Describe the outcome of your program to your organization and / or to the community as a direct result to your activities. Ensure that each outcome is measurable. Multiple measures for a single outcome are acceptable. If your application is successful and you receive funding, you will be required to report back on the outcomes provided.

Provide three measurable outcomes.

The outcomes listed should reflect the capacity project goals in a manner that can be measured and evaluated.

- What is your desired outcome / goal?
- How will you measure your success?
- What is the impact or affect for the organization?

**Describe both formal and informal program partnerships. How do these relationships enhance your program activities?** (Approx. 300 words)

- Participants within your organization
- Partnering organizations
- Participating volunteers
- Are there training opportunities for volunteers and staff
- The consultant, expert, or firm
- Other not for-profit organizations

**List the team members that will ensure your program is well managed and achieves your desired goals. Include a brief explanation of how their expertise / specialization will make your program a success.** (Approx. 300 words)

- Consultant bio and the rationale in selecting this consultant / firm
- Staff and / or Board of Directors bio who will be leading this project

**How does this program enrich the city?** (Approx. 300 words)

- What are the benefits and contributions to the community?

### **Your Program and the City's Community Vision**

*Review the City of Hamilton's Community Vision that aligns with this program.*

**Which of our community priorities align with this program?** (check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Community Engagement and Participation | <input type="checkbox"/> Clean and Green                      |
| <input type="checkbox"/> Economic Prosperity & Growth           | <input type="checkbox"/> Built Environment and Infrastructure |
| <input type="checkbox"/> Healthy and Safe Communities           | <input type="checkbox"/> Culture and Diversity                |

**Describe how your program is aligned with the community priorities chosen.** (Approx. 200 words)

***Equity, Diversity, Inclusion question (this question is not scored)***

### **Program / Stream Specific Questions**

**Describe your organizational plans for the funding year.** (Approx. 300 words)

- Your significant organizational plans for the request year and how they were shaped by the successes and challenges of last year?
- Discuss your organizational structure and any changes to staff or significant volunteer roles.

## Budget

### Additional Budget Template Information

1. Grant Requests can be no more than 30% of the Total Eligible Program Budget (cash only, excludes in-kind).
2. It is recommended that submitted budgets are balanced. Provide comments for programs that present a budget deficit or surplus under Budget Form Notes.
3. Please note that this budget is used by all CEF program areas. Use the most appropriate line items provided in addition to the blank spaces listed as 'other'.

Example:

Item	Current Program Year Amount (\$)	Previous Program Year Actuals (\$)	Brief Explanation of confirmed amounts, rentals etc.
Membership Fees			
Admission Fees			
Sales & Commissions			

#### **Item**

List of budget line items

#### **Current Program Year Budget Amount (\$)**

Provide the proposed capacity project budget

#### **Previous Program Year Budget Amount (\$)**

Please leave blank as ongoing projects are not eligible

### **Budget Notes - Brief explanation**

Provide point form, brief notes to support proposed budget. of line items (point form). Some examples include:

- Confirm government funding, sponsorship etc., with *Pending or Confirmed*.
- Provide a breakdown of a line item i.e. *Total vendor fees, 15 vendors x \$250*.

### **In-kind**

Provide the estimated volunteer hours and value of other in-kind contributions. The total in-kind value will automatically be reflected on the program revenue.

## **Attachments**

### **Organization Attachments:**

- Board of Directors list (**mandatory**). Include role titles, length on BOD.
- Staff list (**mandatory**). Include job titles and whether full or part-time for both administrative and artistic staff.
- Financial Statements (**mandatory**). If audited financial statements are not available, then unaudited statements are required. Please note, for grant requests greater than or equal to \$30,000 audited financial statements are mandatory.

### **Program Attachments:**

- Program Marketing Material (**if applicable**). Poster, flyer, pamphlet.
- Program Specific Material  
*Optional up to 4 program materials, including;*
  - Most recent annual report
  - Additional marketing material
  - Performance programs
  - Images
- CV **If Applicable**

## **Declaration Form**

**Communications** (confirming correct email)

**Outstanding CEF Final Reports:** Yes / No

Two signatures are required – Recommended 1 Board Member and 1 Staff member.

### **Submitting Your Application**

Once you are ready to submit the application, please review the application. completeness by selecting '**Review**' (bottom right). You will be prompted to review each page. Any incomplete question / field will be clearly marked.

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