



Hamilton

# **CITY ENRICHMENT FUND COMMUNITY SERVICES**

## **Information Session -Program Overview Applications Due – November 2, 2022**



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) Funding Areas

Program and Stream Overview

AGRICULTURE Tyson McMann x5780	ARTS Andrea Carvalho x1947	COMMUNITIES, CULTURE & HERITAGE Andrea Carvalho x1947	COMMUNITY SERVICES Carmen Bian x2187	DIGITAL (New – Pilot) Kelly Austen X2733	ENVIRONMENTAL Whitney Slattery X5089	SPORTS & ACTIVE LIFESTYLES Deborah Mawdsley x4143
1. Programs and Events	1. Arts Operating	1. Events & Established Activities	1.No one is Hungry or Without Shelter	1. Digital Equity	1. Capacity Building	1. Long Term Athlete Development
	2. Arts Festivals	2. New Projects	2. Everyone Feels Safe		2. Projects & Programs	2. Sport Awareness
	3. Capacity Building	3. Capacity Building for Cultural Organizations	3. Every Child and Family Thrives			3. Capacity Building
	4. Creation & Presentation		4. No Youth Is Left Behind			4. Sport Development/ Inclusion
			5. Everyone Can Age In Place			5. Accessibility
			6. Community Capacity Grows			6. Active for Life
			7. Everyone Has Someone to Talk To			7. Multi-Sport Hosting
			8. Emerging Needs & Program Innovation			

# Timeline and Process

**CEF Application Intake  
Period  
(September 1 -  
November 2, 2022)**

**Application Processing  
& Financial Reviews  
(November – January)**

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

**Internal Processes  
(Report  
Recommendation and  
Preparation)**

**Grants Sub-  
Committee/Council  
Recommendation  
Review Meeting (Spring  
2023)**

# EVALUATION PROCESS

- Applications are assessed based on the assessment criteria specific to each program area and funding stream.
- A minimum of 3 assessors will review and score out of 100.

Final score 80 or above

Excellent Application

Final score between 60 & 80

Good/Fair Application Failed

Final Score below 60

Application



- Funding amounts are dependent on the available budget of the City Enrichment Fund as well as the amount allocated in each program area.

# General Eligibility

- ❑ The following types of organizations are eligible within the City Enrichment Fund: See Link for full details  
[City Enrichment Fund - General Guidelines](#)
  
- ❑ General Guidelines Foundational to all streams – but follow specific Community Services Stream Guidelines  
[Community Services - CEF Guidebook](#)

# Community Services - Objective

To invest in both **established** and **emerging** community programs that meet identified community needs, build community capacity, and support the new City of Hamilton's strategic funding priorities 2016-2025.

# Community Services – Specific Eligibility Criteria

- Criteria for both **Established and Emerging Needs**
- Not-for-profit organizations – unincorporated groups with not-for-profit goals and governance structure are not eligible under the Community Services Stream
- Organizations with a charitable number
- Programs must provide service to residents of the City of Hamilton. Programs that operate in Hamilton, but service clients who reside outside Hamilton are not eligible.
- Applicants must operate year-round and offer programs that are open to the public and publicized city wide.



# Community Services – Who is NOT eligible to apply

## Both Established and Emerging Needs

- For-profit organizations and ventures
- Religious activities
- Religious organizations except in cases where the applicant demonstrates clear boundaries between the religious activities and budget of the program requesting a grant.
- Public agency
- Political parties
- Hospitals
- Foundations

# Community Services – Who is NOT eligible to apply – Both Established and Emerging Needs

- Funding bodies or organizations that act in the capacity of a funding agency that make financial allocations or contributions to other groups such as service clubs, private and non-profit charitable foundations or for profit charitable foundations.
- Fundraising activities
- Organizations whose activities are deemed to come under the jurisdiction of other levels, divisions, departments or agencies of the City or other governments, i.e. school boards, post-secondary institutions, social service organizations, hospitals, business improvement associations etc.

# Community Services – Which Stream?

- Your program was approved for funding from the City Enrichment Fund as a returning program within one of the approved funding priority categories (A-G)
- Categories A-G includes the following streams: A – No One is Hungry/Without Shelter, B – Everyone is Safe from Violence, C- Every Child & Family Thrives, D – No Youth are Left Behind, E – Everyone Can Age in Place, F – Community Capacity Grows, G – Everyone has Someone to Talk to.



**Established Programs Stream A-G**

- You have never applied to the City Enrichment before
- You applied to the Emerging Needs stream in the previous grant year and was awarded funding
- You applied to the Emerging Needs stream in the previous grant year, but were not awarded any funding
- You have consistently applied to the emerging stream category but were **NOT** specifically notified by the program manager to apply to an alternate stream for the upcoming grant cycle



**Emerging Needs Funding**

# Community Services – Established Stream Objective

- To provide funding stability to established community programs with identified funding priorities.
- Applicants will apply through the funding streams A-G identified on the City Enrichment Fund online platform.
- All new requests for funding (whether your program is new or not) must apply through the Emerging Needs stream.

# Community Services – Emerging Needs Stream Objective

- To foster community programs that identify new emerging community needs, underserved target groups, areas, or service delivery innovation.
- Due to the dynamic nature of funds in the emerging needs category, funding will be allocated based on scores in each granting year.
- Applicants approved for funding under emerging needs in a previous year may apply to emerging needs the following year, but the application will not be prioritized over other applications.

# BEFORE YOU APPLY

## HAVE THE FOLLOWING INFORMATION READY:

- Program/Project Name
- Select Program Area & Stream
- Gather applicant E-mail Address (notification letters will be sent to this address regarding outcome of the grant application)
- Organization Name & Legal Name (if different)
- Organization and Project/Program Descriptions & Details
- Create Program Budget

# HOW TO APPLY

1. Review the CEF General Fund Guidelines (available online)
2. Determine Program and Funding Stream
3. Review Stream Specific Guidelines and Eligibility
4. Gather [Program Budget Information](#)
5. Create an account (Select 'individual') or login if you already have one
6. Contact your Program Manager with any questions
7. Submit before the November 2, 2022 deadline

# Preparation Prior to Completing the Application



## Additional Content

- Gather materials / documents you will need including:
  - Mission, mandate & vision
  - Information on organizational policies
  - Outcome measures
  - Audited statements
  - Locate other items required as attachments




# Preparation Prior to Completing the Application



## Technology

- Browser requirements for CEF Online Platform:
  - Internet Explorer 9.0 and above
  - Microsoft Edge
  - Firefox 4.0 and above
  - Safari 5.0 and above
  - Chrome 4.0 and above
- Please note application will not currently run on the Microsoft Pocket PC.
- Applicants out of country will not be able to access the application form on-line for security safety.
- If adding collaborators, do they have the appropriate technology?
- Save your online application often
- Try not to wait until the due date to submit to avoid CEF system capacity issues

# IMPORTANT LINKS AND RESOURCES

- Read both General and Community Services Program specific Guidelines  
[City Enrichment Fund - General Guidelines](#)  
[Community Services - CEF Guidebook](#)
- Apply Online Icon on CEF website or use link - Applications Due November 2, 2022  
<https://cityofhamilton.smapply.io/> 
- How to complete the form general overview (not Community Services specific)  
<https://www.youtube.com/watch?v=eQjFwFtsA1Y&t=35s>
- To help you prepare your financial information in general  
[General Program Budget Information](#)
- Please check the specific Community Services Stream tab on the CEF website for updated resources  
[Community Services CEF Specific Info](#)



Hamilton

**DEADLINE FOR ALL APPLICATIONS**

**NOVEMBER 2, 2022**

**Have more questions?**

**Contact: Carmen Rachelle Bian**

**Community Services Program Manager**

**905 973-4861 [csgrant@hamilton.ca](mailto:csgrant@hamilton.ca)**



To apply visit the CEF webpage: [www.Hamilton.ca/CityEnrichmentFund](http://www.Hamilton.ca/CityEnrichmentFund)