2024 CITY ENRICHMENT FUND

AGRICULTURE PROGRAM

Agenda

1.) **Introductions**

2.) **About the City Enrichment Fund (CEF)**

- Program Overview

- Timeline

3.) **Agriculture Program**

- Eligibility / General Requirements

4.) **Application**

5.) **Adjudication**

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

Timeline and Process

CEF Application Intake Period
(November 1 – December 15, 2023)

Application Processing & Financial Reviews

(December - February)

Adjudication of Applications

(February-ish)

Grants Sub-Committee/Council Recommendation Review Meeting

(Late Spring)

Applicants Notified of Results

(Later Spring – Early Summer)

Agriculture Program

All programs funded through the Agriculture Program will support Hamilton's community vision, **Our Future Hamilton**.

"The Our Future Hamilton Community Vision reflects the values and aspirations of the thousands of residents who participated in the year-long community visioning process. It defines our residents' expectations for the next 25 years and provides 88 key directions, 226 community-suggested actions, and 57 signs of success to guide long term planning."

Website: Hamilton.ca/ourfuturehamilton

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Agriculture Program

Objective:

To support organizations, events and activities that engage the public to strengthen and celebrate agriculture and its contribution to the economy and quality of life in Hamilton. To encourage action-oriented initiatives across the agriculture community that maintains and builds the strength of the sector.

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Eligibility

The following types of organizations are eligible within the CEF:

1) Incorporated not-for-profit organizations

2) Charitable organizations

3) Community associations

4) Unincorporated groups with not-for-profit goals and governance structure

5) **Organizations must have an agriculture or rural-based mandate.**

Organizations' head office must be in Hamilton and a significant portion of funded activities must take place within Hamilton.

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Ineligibility

The following types of organizations are **ineligible** within the CEF:

1) **For-profit Organizations and Ventures**

2) **Religious Activities**

3) **Religious Organizations***

4) **Foundations**

5) **Funding Bodies or Organizations***

6) **Political Parties**

7) **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, BIAs**

Agriculture Program

There is one stream within the Agriculture Program:

1) Programs & Events

Funding amounts for individual grants are dependent on the amount of money approved by Council for the current budget year of the CEF, amount of funding allocated to the Agriculture Program and the application score.

Program & Events Stream

Objective:

To support activities that promote, educate and celebrate agriculture and its contribution to the economy and quality of life in Hamilton delivered by agricultural and rural-based not-for-profit organizations.

Description:

The Agriculture Program – Events & Programs stream supports the planning, delivery and administration of a variety of activities (programs & events) that provide opportunities for participation in and the celebration and education of agriculture and the rural way-of-life. Programs & Events may occur on a reoccurring basis (e.g. annual, seasonally, etc.).

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Available Funding

Available Funding:

- Funding up to a **maximum of $35,000** is available

- Funding Requests **Over $15,001**: Funding requests should **not exceed 30%** of the total program budget.

- Funding Requests **Below $15,000**: CEF funding requests **cannot be 100%** of the proposed program and must demonstrate additional funding / revenue sources.

- The City Enrichment Fund does not fund 100% of program expenses. Application budgets should include diverse revenue in support of the proposed program.

- Note: Audited Financial Statements are required for grant requests greater than or equal to $30,000.

- CEF does not guarantee that funding is recommended at the full request amount. A passing application does not guaranteed funding.

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Eligible Expenses

- Volunteer costs (e.g. training, food, non-alcoholic beverages, distinctive clothing)

- Logistical, production and technical requirements (except for alcohol related costs)

- Costs including supplies, fees, and expenses for demonstrators, educators, and performers of agricultural activities

- Marketing promotion and audience development

- Administration

- Insurance

- Policing and security cost (except for those costs related to alcohol)

- Road Closure expenses

- Evaluation

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Ineligible Expenses

- Alcohol and associated expenses (permit fees, police, fencing, etc.)

- Ongoing operations (e.g. salaries, wages, travel, supplies, material, fundraising, marketing, governance, and other costs related to ongoing operations)

- Costs associated with capital projects (e.g. equipment, renovations, purchase of buildings)

- Deficit reduction

- Retroactive activity

- HST

- Expenses for programming that takes place outside of the City of Hamilton

Organizational Capacity (25%):

Active Board of Directors; effective fiscal checks and balances; organization's vision; proactive strategies with appropriate and updated policies; financial health; commitment to the Hamilton.

Program Merit (40%):

Effective execution; target group benefiting; quality of programming/events; long-term community impacts; program/project success.

Community Impact (35%):

Alignment with the City's strategic goals; address a need within the community; partnerships developed; evaluation and reflection.

See Agriculture Handbook, page 7 for more detailed scoring breakdown

BEFORE YOU APPLY

HAVE THE FOLLOWING INFORMATION READY:

- Program/Project Name

- 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

- Program Budget

HOW TO APPLY

1. Review the CEF General Fund Guidelines (available online)

2. Review Stream Specific Guidelines and Eligibility

3. Gather Program Budget Information

4. Create an account (Select 'individual') or login if you already have one

5. Contact your Program Manager with any questions

6. Submit before December 15th, 2023

https://cityofhamilton.smapply.io/

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Application Attachments

Important Application Attachments:

1) **Board of Directors List (mandatory)**

2) **Staff List (optional)**

3) **Financial Statements (mandatory)** –audited for requests $30,000 or above

4) **Supporting Material (optional)**

Adjudication Process

1. Adjudicators receive all the application material for review.

2. A financial analysis is completed on all financial information.

3. The financial reports inform the adjudication panel on the financial health of an organization.

4. Prior to a team adjudication meeting, adjudicators first review each application independently to provide initial scores.

5. A passing score for an application is 60. A score of 60 or above does not guarantee a recommendation of funds.

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Adjudication Scoring

- 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.

- **A rating and final score of 80 or above → Excellent Application**

- **B rating and final score between 60 and 79 → Fair Application**

- **C rating and final score below 60 → Failed Application**

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

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Payment Plan

Funding Amount	Payment Schedule
$0 - $10,000	Paid out 100%
$10,001 - $100,000	Paid 80% on Council Approval; 20% November 1st
Over $100,000	Paid Monthly

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Adjudication Process

After Application Intake Has Closed

- CEF staff will contact you by email or phone should your application have incomplete/missing items.

- You will receive confirmation of funding by email. The email will include instructions to receive your funding and a timeline of when funds will be released.

- CEF funding must be used in the same year that it is awarded.

- You must acknowledge the City of Hamilton's support through CEF in your program materials and promotion.

- You must complete a Final Report and submit it to CEF staff by February of the following year.

- Organizations that do not provide complete Final Report(s) for each program that receives CEF funding will not be eligible to apply for future CEF grants.

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Final Reports

Final Reports may include the following information:

- Financial information with actual program costs

- Statistics

- Program summary

- Results of measurable outcomes

- Summary of CITY ENRICHMENT FUND acknowledgment

All final reports must be submitted before subsequent grant applications can be approved. Non-Returning applicants will be required to submit a complete final report for audit purposes.

DIGITAL EQUITY STREAM

- Supports the planning, delivery and administration of a variety of initiatives that bridge the digital gap.

  - Digital Gap: (a) disparities in access to broadband/internet in rural and remote Hamilton (b) Lack of affordable internet access, access to devices and digital literacy to use them.

- Ensures all City of Hamilton residents have access to the resources, opportunities and skills needed to thrive in a digital world.

  - Invests in partners who will deliver impactful programs that:

  - build digital literacy skills,

  - facilitating access to internet service, technological devices and digital programming.

DIGITAL EQUITY STREAM

For more info, email **jasleen.arora@hamilton.ca**.

For specific questions, you can also join the Drop-In Sessions:

Monday, December 4, 1 to 2pm Online
Meeting ID: 277 164 187 644
Passcode: W5Dk3v
Or Call in (Audio only)
+1 647-749-1649 Phone Conference ID: 735 294 38#

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DEADLINE FOR APPLICATIONS

December 15, 2023 @ 4:00pm

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Any Questions?

Program Manager Contact Information:

Tyson McMann
tyson.mcmann@hamilton.ca

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