



Halton Region Community Investment Fund (HRCIF)

Guidelines for 2024 Funding: Category Two

Submission deadline

November 2, 2023 at 2 p.m. ET

This deadline is for the initial intake. Applications for the continuing intake will be accepted in 2024. Information about the continuing intake will be posted on the [HRCIF](#) web page in January 2024.

Table of Contents

1. How to apply.....	3
2. Information sessions.....	3
3. Other important dates.....	3
4. Questions?.....	4
5. About the Halton Region Community Investment Fund.....	4
6. Eligibility for Category Two funding.....	6
7. How to apply to the initial intake.....	10
8. What to include in your submission.....	11
9. How applications are reviewed and funds are allocated.....	11
10. Contact Information.....	13
11. Freedom of information.....	13
12. Accessibility and assistance.....	13
13. Regional discretion.....	13

1. How to apply

1. Download the application form from the [HRCIF](#) web page at halton.ca or by calling 311 (in Halton) or 1-866-442-5866 (toll free).
2. Read these guidelines carefully and attend an information session if possible.
3. Fill in your application form completely.
4. Gather the additional materials for your submission. These are described in Section 8 of these guidelines.
5. Submit your application form and documents by selecting “Submit an application” on the [HRCIF](#) web page and uploading all of the required files.

Note: Your application will not be reviewed if it is incomplete.

2. Information sessions

Applicants are encouraged to attend a virtual or in-person information session to learn more about the HRCIF and the application process. Information sessions will address both categories of funding.

To attend a session, register online by visiting the [HRCIF](#) webpage at halton.ca or by calling 311 (in Halton) or 1-866-442-5866 (toll-free). You must register at least one hour before the session begins.

HRCIF information sessions:

Session 1: Thursday, September 28, 2023, 9:30 - 11 a.m. (Virtual)

Session 2: Tuesday, October 3, 2023, 1:30 - 3 p.m. Milton Sports Centre, 605 Santa Maria Blvd., Milton, Optimist Room (In-person)

Session 3: Wednesday, October 4, 2023, 6 - 7:30 p.m. (Virtual)

3. Other important dates

November 2, 2023 by 2 p.m. ET: Initial intake deadline

April 2024: Funding decisions sent to applicants.

Beginning May 2024: Develop funding agreements for applicants approved for funding during the initial intake.

These dates are subject to change at the discretion of Halton Region.

4. Questions?

If you have questions about the HRCIF or your application, email them to CommunityInvestmentFund@halton.ca or to the people listed in Section 10 of these guidelines.

5. About the Halton Region Community Investment Fund

The HRCIF enhances the health, safety and well-being of Halton residents through funding to non-profit human service programs and initiatives.

How much funding is available?

The HRCIF provides \$4 million in annual funding. Approximately \$2.5 million of this is available for new HRCIF grants in 2024. The remaining amount is funding multi-year grants that were previously approved.

How can projects qualify for funding?

To be considered for funding, programs and initiatives must:

- Meet all eligibility criteria in Section 6 of these guidelines.
- Achieve a defined impact, including measurable objectives and a clear evaluation plan. The community's need for the program or initiative should be supported by program, population, or community data.
- Demonstrate an impact in one (or more) of the three Community Safety and Well-Being (CSWB) objectives described below.

CSWB objectives

Health: A community where everyone is supported to reach both physical and mental well-being.

Safety: A community where everyone can go about their daily activities without risk or fear of harm.

Well-Being: A community where everyone is connected and engaged with a vibrant, healthy environment and strong social supports.

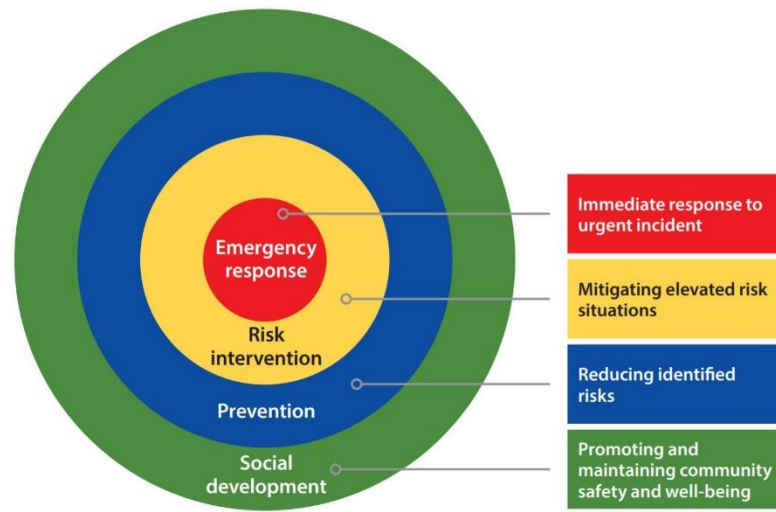
- Fit within the CSWB planning framework. The framework highlights four key areas that work together to make communities safer and healthier.

Social development: Improve the social determinants of health (the things that make us healthy) and reduce the probability of harm and victimization.

Prevention: Reduce risks to community safety and well-being before they result in crime, victimization and/or harm.

Risk intervention: Prevent an incident from occurring and reduce the need for incident response.

Emergency response: Respond immediately to a situation that involves a sense of urgency.



For more information about the CSWB objectives, see the [CSWB](#) web page and the [CSWB 2020 Population Level Indicator Report](#) at halton.ca.

What types of funding can organizations apply for?

The HRCIF has two categories of funding:

Category One:

- Grants available for a single year.
- Up to \$30,000 per grant.
- Funding for short-term, small capital, or innovative projects.
- Non-profit, charitable, and unincorporated community organizations may apply.

Category Two:

- Up to three years of funding per grant.
- There is no set maximum on the amount of funding that can be requested.
- The applicant must be an incorporated non-profit and a registered charity.

These guidelines are for Category Two. If you are applying under Category One, please download the Category One guidelines from the [HRCIF](#) webpage at halton.ca.

Applicants that meet eligibility criteria may submit one application to **each category** of funding during the initial intake period.

Operational and administrative costs are acceptable expenses in the HRCIF budget request. However, we recommend that administrative costs make up to a maximum of 10% of the overall request. Capital items and equipment required to implement and deliver the program or initiative or improve service delivery are also acceptable. If possible, applicants are encouraged to have revenue sources in addition to HRCIF funding.

Applications that involve multiple organizations

We encourage **collaborative applications**. These are partnerships that involve two or more organizations with a well-defined relationship. They can submit a collaborative proposal for funding to achieve a common human services goal. Their programs or initiatives should use a coordinated, integrated, or collective approach to meeting community needs. Well-defined relationships may include mutual benefit, shared organizational decision-making, and accountability to partners and the communities they serve.

Applicants that act as the lead organization on a collaborative proposal may also independently submit a separate Category Two proposal for their organization. Please speak with a member of the Human Services Planning and Investment team if you think this might apply to your organization's funding request. (See Section 10 of these guidelines for contact information.)

Letters of support from partner organizations must be submitted for applications where one or more other organizations is providing free space and/or is essential for the delivery of the program or initiative. Action Table leads are required to submit letters of support for applications submitted on behalf of current CSWB Action Tables.

6. Eligibility for Category Two funding

To be considered for funding, the program or initiative for which funds are requested must:

- Have a clear human service objective (such as social services or community health);
- Be delivered in an equitable and inclusive way to support diverse, equity-deserving, or marginalized populations in Halton;
- Impact the health, safety, or well-being of people who are vulnerable to negative health or social outcomes, including those at risk of becoming vulnerable; and
- Provide services to residents of Halton. Applicants that are not located in Halton will be considered only if the request is entirely focused on providing services to Halton residents.

In addition, applicants must meet **all** of the following criteria:

- Incorporated as a non-profit organization.
- Registered as a charity under Canada's [Income Tax Act](#).
- Governed by a volunteer board of directors that is democratically elected and active. The board must include at least three members who are not related by blood or marriage.
- Operate in accordance with the [Ontario Human Rights Code](#).
- Be compliant with all applicable rules, regulations, and laws of the Government of Canada and the Province of Ontario, including those that apply to the regulation of non-profit corporations and registered charities.

Organizations already receiving HRCIF funding

Organizations currently receiving HRCIF grants are eligible to apply for new funding for 2024. They can request funding to expand or continue a currently funded program or initiative, or to launch a new program or initiative. If approved for a new grant, the applicant must be in compliance with the accountability requirements of their current grant(s).

Minimum insurance coverage requirements

All HRCIF applicants must have at least the following insurance*:

- Commercial General Liability Policy with coverage of a minimum of \$2 million per occurrence. If the Commercial General Liability Policy coverage is subject to a \$2 million aggregate limit, the applicant must provide one of the following:
 - A Commercial General Liability Policy with coverage of a minimum of \$2 million per occurrence and \$4 million in the aggregate; or
 - Confirmation from its Commercial General Liability insurers that the aggregate limit of \$2 million **as of the date of issuance of the Certificate of Insurance to the Region** is fully intact and has not been reduced by any paid or reserved claims. Halton Region will accept a Certificate of Insurance containing this statement, dated and signed by an authorized representative of the insurers.
- Possess non-owned automobile insurance (minimum of \$2 million per occurrence).
- If applicable, possess owned automobile insurance (minimum of \$2 million per occurrence).
- Organizations approved for funding must add The Regional Municipality of Halton as an additional insured under the organization's Commercial General Liability policy.

* Additional insurance requirements may be required at the sole discretion of Halton Region. A funding agreement will not be issued until all insurance requirements are met.

Financial statement requirements

You must provide financial statements for the most recent fiscal year-end, signed by at least one director of the organization. The statements must include comparative information for the prior fiscal year. The requirements for the financial statements are as follows:

- Organizations with annual revenues of over \$500,000 in the most recent fiscal year must submit financial statements that have been audited by a licensed public accountant.*
- Organizations with annual revenues of \$100,000 - \$500,000 in the most recent fiscal year must submit financial statements that have had a review engagement by a licensed public accountant. To have a review engagement instead of an audit, the organization's members must pass an extraordinary resolution, according to the Ontario Not-for-Profit Corporations Act.*
- Organizations with revenues of less than \$100,000 may submit internally prepared financial statements. The statements must include a statement of revenues and expenses and a balance sheet for the most recent fiscal year. The organization's members must pass an extraordinary resolution to not have an audit or review engagement, according to the Ontario Not-for-Profit Corporations Act.

*If financial statements that meet these requirements are not available, alternative financial documents may be considered at the sole discretion of Halton Region.

Who is *not* eligible for funding under Category Two?

- Individuals.
- For-profit organizations. For-profit organizations may apply in partnership with eligible non-profit organizations if the non-profit is the demonstrated program lead.
- Unincorporated community groups or incorporated non-profits that are not registered charities.
- Governments, Ontario Health Teams, hospitals, libraries, schools and school boards, police services, post-secondary institutions, municipalities, local economic development agencies affiliated with a municipality, and recreational or senior centres directly supported by a municipality. These organizations may apply in partnership with eligible non-profit organizations if the non-profit is the demonstrated program lead.
- Organizations that exist primarily to raise funds or primarily as a funder of other organizations. Applications from these organizations may be accepted if the

organization has a clear track record of program or project delivery.

- Organizations that have a purpose related to [political activity](#) as defined by the Canada Revenue Agency.
- Organizations that require participation in religious activities as condition of service.
- Organizations that have practices or activities that could be deemed discriminatory as defined by the [Ontario Human Rights Code](#).

What types of requests are *not* eligible for funding under Category Two?

- Sponsorship applications from a registered charity on behalf of another organization. Eligible charities can apply as a sponsor in Category One. See the Category One guidelines for details.
- Capital requests for construction, renovations, or landscaping. Applicants can apply for small capital improvements in Category One. See the Category One guidelines for details.
- Requests for programs or activities that do not directly benefit Halton residents.
- Requests that will result in funds being given either directly to individuals or to a third party on behalf of an individual (such as direct cash transfers to individuals or rent subsidies).
- Programs or funding requests that do not clearly support a health, safety, or well-being objective or do not support populations that are vulnerable to negative health or social outcomes, including those at risk of becoming vulnerable.
- Applications that are submitted by an organization for the same program or initiative in both categories of HRCIF funding.
- Requests for religious or political activities.
- Requests for educational scholarships.
- Requests for medical research or equipment, including prescription medication.
- Requests for purchases of property.
- Applications requesting payment of financing charges, interest on loans, real estate fees, legal fees, or costs related to easements (such as land surveys).
- Requests that will be used to establish or contribute to a fund within an organization that provides funding to individuals and/or other organizations or programs.
- Requests for fundraising events or drives, including staff resources to support fundraising activities.

- Requests for events and festivals not tied to ongoing human services programming or initiatives.
- Requests for events where competition is the main focus, including awards or prizes.
- Funding for debt retirement or depreciation, or deficit reduction.
- Requests to provide licensed child care services.
- Requests for mandated government services.
- Requests for core programs (including staffing) where the Federal and/or Provincial government is primarily responsible for funding. These include hospital-based health programs, child protection services, medical research, heritage projects, formal education and training, settlement services, and English as a second language training, among others.
- Requests for projects or programs that are primarily or fully funded or delivered by municipalities. These include programs for parks and recreation, transportation, and economic development.

7. How to apply to the initial intake

Applicants must complete the Application for 2024 Funding: Category Two fillable PDF form. The form is available for download from the [HRCIF](#) web page at [halton.ca](https://www.halton.ca).

- Applications and attachments must be submitted online. You may not mail or drop off your application.
- A typed name can be used in the place of an original signature to authorize the application form.
- When you have completed the application and are ready to submit, save your documents in PDF format (Adobe Portable Document Format: .pdf file). You can download the free [Adobe Reader](#) software to fill in and save your application if you do not already have PDF software.
- Select “Submit an application” on the [HRCIF](#) web page at [halton.ca](https://www.halton.ca) and follow the instructions to upload and submit your application and attachments.
- Your total submission must not exceed 20 MB.
- If you are submitting more than one application, each submission must be uploaded separately.

Applicants will receive an **email confirmation** that their application has been successfully submitted. If you do not receive an email confirmation within 24 hours, it is your responsibility to contact a member of the Human Services Planning and Investment team (see Section 10 of these guidelines for contact information).

8. What to include in your submission

The application submission must include the following documents:

1. **Completed Application for 2024 Funding: Category Two:** You must complete all application sections.
2. **Financial Statements:** Financial Statements for the most recent fiscal year-end. Please refer to Section 6 to determine the type of financial information required.
3. **Quotes** (if applicable): You must provide three quotes or prices for any capital equipment or other capital items (including computers) if these items cost \$1,000 or more in total.
4. **Letters of support** (if applicable): You must submit letters of support from any partner organizations named in the application if the organization is providing free space or is essential for the delivery of the program or initiative. Action Table leads are required to submit letters of support for applications submitted on behalf of current CSWB Action Tables.

Additional documents needed if funding is approved

If you are approved for a grant, applicants must provide the following documents before they can receive their funding. These documents **do not** need to be submitted with your application.

- Proof of insurance. Please refer to Section 6 of these guidelines for details on insurance requirements.
- A copy of the organization's incorporation document.
- A list of all members of the board of directors and their positions.
- Any other documents that Halton Region requests.

9. How applications are reviewed and funds are allocated

Staff will first review applications to assess whether they meet the eligibility requirements in Section 6 of these guidelines.

Applications that are eligible will be assessed in detail.

Staff may consult with:

- The CSWB System Leadership Group and other participants in the Halton CSWB model.
- Subject-matter experts and staff in the Social and Community Services Department, Public Health Department, and Halton Regional Police Service.

- Funding partners.
- Others who are well positioned to identify high-impact investment opportunities.

The assessment may look at:

- The potential impact of the program or initiative.
- Evidence of the need for the program or initiative (including the Region's determination of need).
- The overall business case (such as clear targets and objectives, efficient use of resources, collaboration, and sustainability).
- Other factors that Halton Region determines to be appropriate.

Halton Region may ask applicants for additional information to inform the assessment process. During the review process, staff may consider information outside of that provided in the funding application.

Halton Region will determine the amount of funding to be distributed to applicants that are approved. Applicants may receive the entire amount of funding they requested, or they may receive less than the amount they requested.

Submitting an application does not guarantee that an organization will receive funding. All funding decisions made by Halton Region are final.

What happens after the funding decisions are made?

After the assessments are complete, all grant applicants will be contacted to let them know whether their application was approved or declined for funding.

Halton Region will issue a funding agreement to applicants approved for funding by the Commissioner, Social and Community Services. This agreement outlines the funding relationship between Halton Region and the organization. The agreement outlines all the terms and conditions of funding including:

- The approved use of funds.
- Targets or outcomes of the project or initiative.
- Reporting requirements. Reporting requirements may include a mid-term review and a final evaluation report, as well as any additional requirements determined by Halton Region.

The agreement must be executed (signed by both the organization and representatives of Halton Region) before any of the funds are paid to the organization.

The organization will not be reimbursed for any expenses incurred before the beginning of the funding period stated in the funding agreement.

10. Contact Information

Applicants who have questions about the HRCIF are invited to contact a member of the Human Services Planning and Investment team in the Social and Community Services Department:

- James D'Souza, Community Partnerships Analyst: james.d'souza@halton.ca
- Harmeet Sandhu, Community Partnerships Analyst: harmmeet.sandhu@halton.ca

Or call 311 (in Halton) or 1-866-442-5866 (toll free) for assistance.

11. Freedom of information

Information included in grant applications and other required documents will be used for the purposes of administering the HRCIF and for program planning and data analysis purposes. All information and documents provided may be subject to disclosure under the [Municipal Freedom of Information and Protection of Privacy Act](#) (MFIPPA). You will be notified, where required by MFIPPA, if an MFIPPA request is received for your grant application and other submitted documents.

12. Accessibility and assistance

If you require this information in an alternative format or through a communication support, or if you require assistance to complete the application, please contact a member of the Human Services Planning and Investment team (see Section 10 of these guidelines for contact information).

13. Regional discretion

Halton Region reserves the right to modify these guidelines at any time. This may include changing the requirements or eligibility criteria for the HRCIF.