



**HALTON REGION COMMUNITY INVESTMENT FUND (HRCIF)**

**GUIDELINES FOR 2023 FUNDING**

**CATEGORY TWO CONTINUING INTAKE**

For 2023, applications will continue to be accepted until all available funding has been allocated.

Incomplete submissions will be deemed ineligible.

The "Application for 2023 Funding: Category Two Continuing Intake" is available online by visiting the [HRCIF](#) webpage at [halton.ca](http://halton.ca) or by calling 311 (in Halton) or 1-866-442-5866 (toll free).

Please submit questions to [CommunityInvestmentFund@halton.ca](mailto:CommunityInvestmentFund@halton.ca) or see Section 1.8 for further contact information.

**Table of Contents**

- 1.1 About the Halton Region Community Investment Fund (HRCIF).....3
- 1.2 Overview of Category Two .....5
- 1.3 Funding Available .....5
- 1.4 Submission Instructions .....5
- 1.5 Submission Contents .....6
- 1.6 Eligibility Criteria .....6
- 1.7 Application Review and Funding Allocations .....9
- 1.8 Questions and Contact Information .....10
- 1.9 Freedom of Information .....10
- 1.10 Accessibility Assistance .....10
- 1.11 Regional Discretion.....10



## 1.1 About the Halton Region Community Investment Fund (HRCIF)

The HRCIF enhances the health, safety and well-being of Halton residents through funding to non-profit human service programs and initiatives. The HRCIF is part of Halton's approach to community safety and well-being planning and supports a holistic response to human service needs.

To be considered for funding, programs and initiatives must:

- Meet all eligibility criteria outlined in the funding guidelines.
- Support populations that are vulnerable to negative health or social outcomes (i.e., achieve a community health or social services objective).
- Ensure equitable and inclusive service delivery to support diverse, equity-deserving or marginalized populations in Halton.
- Demonstrate an impact in one (or more) of the following **Community Safety and Well-Being (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.

For more information about the CSWB objectives, see the "[CSWB 2020 Population Level Indicator Report](#)" at [halton.ca](http://halton.ca).

An Initial Intake of applications closed in November 2022. Applications will be accepted in 2023 to respond to community needs, including issues identified through Halton's CSWB initiative.

HRCIF applicants must ensure all public health guidance related to the COVID-19 pandemic will be followed in the delivery of programs and initiatives.

### Continuing Intake

Organizations that meet eligibility criteria can apply to two categories of funding:

- **Category One:** Provides funding to human service programs and initiatives that enhance the health, safety and well-being of Halton residents for short-term, small capital and/or innovative projects. Grants are for a single year and up to \$30,000. Non-profit, charitable and unincorporated community organizations may apply.
- **Category Two:** Provides up to three years of funding to human service programs and initiatives that enhance the health, safety and well-being of Halton residents. Applicants must be a registered charity to apply.

Proposed programs/initiatives must achieve a defined impact, including measurable objectives and a clear evaluation plan. The need for the program or initiative should be supported by program, population or community data.

Operational and administrative costs are acceptable expenses in the HRCIF budget proposal. It is recommended that administrative costs not exceed 10% of the overall request.

Guidelines for both categories are available by visiting the [HRCIF](#) webpage at [halton.ca](#).

The HRCIF also encourages **collaborative applications** that demonstrate a coordinated, integrated, or collective impact approach to meet community needs. Collaborative proposals refer to when two or more organizations with a well-defined relationship submit an application for funding to achieve a common human services goal. Characteristics of well-defined relationships may include mutual benefit, shared organization decision-making and accountability to partners and the communities they serve. Applicants that act as the lead on a collaborative proposal may also submit a separate proposal for their organization. Please speak with a member of the Human Services Planning and Investment team to determine if this applies to your organization's funding request (see Section 1.8 for contact information).

Letter(s) of support from the partner organization(s) must be submitted for applications where another organization(s) is providing free space and/or is essential for the delivery of the program/initiative. Action Table lead(s) are required to submit letter(s) of support for applications submitted on behalf of current CSWB Action Tables.

**Please note the continuing intake is intended to support new and emergent requests.**

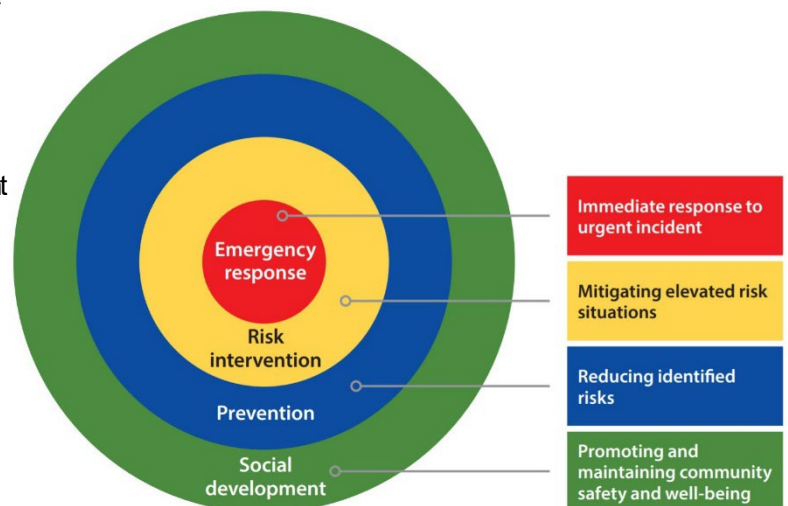
Please speak with a member of the Human Services Planning and Investment team before re-submitting an application from the 2023 initial intake (see Section 1.8 for contact information).

Please note that a limited number of multi-year commitments may be granted through the continuing intake.

## Community Safety and Well-Being (CSWB) Framework

In addition to achieving impact on one (or more) of Halton's CSWB objectives, applicants are asked to demonstrate where the proposal fits within the following CSWB planning framework. The framework highlights four key areas that work together to make communities safer and healthier, including:

- **Social development** to improve the social determinants of health (the things that make us healthy) and reduce the probability of harm and victimization;
- **Prevention** to proactively implement programs to reduce risks to community safety and well-being before they result in crime, victimization and / or harm;
- **Risk intervention** to prevent an incident from occurring while reducing the need for incident response; and
- **Emergency response** for immediate and reactionary responses that involve a sense of urgency.



More information on CSWB in Halton is available online by visiting the [CSWB](#) webpage at [halton.ca](#).

## 1.2 Overview of Category Two

Category Two provides up to three years of funding to human service programs and initiatives that support populations vulnerable to negative health or social outcomes within one (or more) of Halton's CSWB objectives. Applicants must be an incorporated non-profit and a registered charity to apply.

Category Two will support new or existing programs and initiatives. Funding requests can include operational/administrative costs and capital items/equipment required to implement and deliver the program/initiative or improve service delivery. Where feasible, applicants are encouraged to have revenue sources in addition to HRCIF funding. Full eligibility criteria are outlined in Section 1.6.

**Current grant recipients:** Organizations currently receiving HRCIF grants are eligible to apply for new 2023 funding. This can include funding requests to expand or continue a currently funded program or initiative. If approved, the applicant must be in compliance with the accountability requirements of their current grant(s) to receive 2023 funding.

## 1.3 Funding Available

The HRCIF provides \$4 million in annual funding to new and continuing grants. Approximately \$2.4 million is available for new HRCIF grants in 2023 for applications received in the Initial Intake and the Continuing Intake.

## 1.4 Submission Instructions

Applications for funding must be completed using the "Application for 2023 Funding: Category Two Continuing Intake" fillable PDF form. The form is available for download by visiting the [HRCIF](https://www.halton.ca) webpage at [halton.ca](https://www.halton.ca).

Applications and attachments **must be submitted online**.

- Typed names can be used in the place of original signatures on the application form.
- When you have completed the application and are ready to submit, save your documents as PDF's (Adobe Portable Document Format: .pdf file). If you do not have Adobe Acrobat, please [download](#) the software.
- Follow the instructions on the [HRCIF](#) webpage at [halton.ca](https://www.halton.ca) to upload and submit your application and attachments.
- Your total submission must not exceed 20 megabytes.
- 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 the responsibility of the applicant to contact a member of the Human Services Planning and Investment team (refer to Section 1.8 for contact information).

## 1.5 Submission Contents

The Application submission should include the following documents:

- Completed "Application for 2023 Funding: Category Two Continuing Intake":**  
All application sections must be completed.
- Financial Statements:** Year-End Financial Statements for the most recent fiscal year end, which must include comparative information for the prior fiscal year. Please refer to Section 1.6 to determine the type of financial information required.
- Quotes** (if applicable): Three quotes/prices must be provided if the request includes capital equipment or other capital items (including computers) where the dollar value of these items total \$1,000 or more.
- Letter(s) of Support** (if applicable): Letter(s) of support from the partner organization(s) must be submitted for applications where another organization(s) is providing free space and/or is essential for the delivery of the program/initiative. Action Table lead(s) are required to submit letter(s) of support for applications submitted on behalf of current CSWB Action Tables.

**Note:** If approved for a grant, applicants are required to provide the following documents before funding will be issued. These documents are not required with the application submission.

- Insurance: Please refer to Section 1.6 for details on insurance requirements.
- A copy of the organization's incorporation document.
- A list of members on the board of directors and their positions.
- Any other documents deemed appropriate by Halton Region.

## 1.6 Eligibility Criteria

**To be considered for funding, applicants must meet all of the following criteria:**

- Incorporated as a non-profit organization.
- Registered as a charity under the [Income Tax Act](#).
- Governed by a volunteer board of directors that is democratically elected, active, with a minimum of three members not related by blood or marriage.
- **Financial Statements** signed by at least one director of the organization must be provided for the most recent fiscal year end and include comparative information for the prior fiscal year:
  - Organizations with annual revenues of over \$500,000 in the most recent fiscal year are required to submit financial statements that have been audited by a licensed public accountant.\*
  - Organizations with annual revenues between \$100,000 - \$500,000 in the most recent fiscal year are required to submit financial statements that have been subjected to a review engagement by a licensed public accountant provided that an extraordinary resolution according to the [Ontario Not-for-Profit Corporations Act](#) has been passed by its members to have a review engagement instead of an audit.\*

- Organizations with revenues of less than \$100,000 may submit internally prepared financial statements that include a statement of revenues and expenses and a balance sheet for the most recent fiscal year provided that an extraordinary resolution according to the [Ontario Not-for-Profit Corporations Act](#) has been passed by its members to not appoint an auditor and to not have an audit or review engagement.

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

- The program/initiative for which funds are requested must:
  - Have a clear human service objective (i.e., social services, community health).
  - Impact the health, safety or well-being of populations that are vulnerable (or at risk of becoming vulnerable) to negative health or social outcomes. This includes programs/initiatives that work upstream to prevent vulnerability.
- Provide services to Halton residents. Applicants that are not located in Halton will be considered only if the request is focused solely on providing services to Halton residents.
- Follow all public health guidance pertaining to the COVID-19 pandemic for the delivery of programs and initiatives.
- **Minimum insurance coverage requirements:**

The following are minimum insurance requirements for the HRCIF\*:

- Possess 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 \$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 the Region. A funding agreement will not be issued until all insurance requirements are met.
- 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 which apply to the regulation of non-profit corporations and registered charities.

***Requests for funding will not be considered from:***

- Individuals.
- For-profit organizations (eligible non-profits may apply in partnership with for-profit organizations if the non-profit is the demonstrated program lead).
- Unincorporated community organizations or incorporated non-profits without charitable status (eligible registered charities may apply in partnership with these organizations if the registered charitable organization is the demonstrated program lead).
- 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/senior centres directly supported by a municipality (eligible non-profits may apply in partnership with these 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 may be accepted if the organization has a clear programmatic focus and track record of program/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.

***The following types of requests will not be considered:***

- Sponsorship applications from a registered charity on behalf of another organization. Eligible applicants can apply as a sponsor in Category One.
- Capital requests for construction, renovations and landscaping. Applicants can apply for small capital improvements in Category One.
- Programs or activities that do not directly benefit Halton residents.
- Requests that will result in funds either being flowed directly to individuals or to a third party on behalf of an individual (e.g., direct cash transfers to individuals, client rent subsidies).
- Programs/funding requests that do not clearly address a health, safety or well-being objective and support populations that are vulnerable to negative health or social outcomes, including those at risk of becoming vulnerable (see Section 1.1).
- Applications that are submitted by an organization for the same program/initiative in both categories of HRCIF funding.
- Religious or political activities.
- Educational scholarships.
- Medical research or equipment, including prescription medication.
- Purchases of property.
- Financing charges, interest payments on loans, real estate fees, legal fees and costs related to easements (e.g., land surveys).
- Requests that will be used to establish/contribute to a fund within an organization for the purpose of funding individuals and/or other organizations/programs.
- Fundraising events or drives, including staff resources to support fundraising activities.
- Events and festivals not tied to ongoing human services programming/initiatives.
- Events where competition is the main focus, including awards/prizes.
- Debt retirement, depreciation or deficit funding.
- Provision of licensed child care services.



- Mandated government services.
- Core programs, including staffing requests, where the Federal and/or Provincial government have the primary responsibility for funding, including but not limited to hospital based health programs, child protection services, medical research, heritage projects, formal education and training, settlement services and English as a second language training.
- Projects/programs which are primarily or fully funded or delivered by municipalities including parks and recreation, transportation and economic development.

## 1.7 Application Review and Funding Allocations

- Applications for funding are reviewed to assess eligibility.
- For continuing intake, funding decisions will be made approximately every two months, until all funding has been allocated. Applications deemed to be urgent may be expedited through the review process. Eligible applications will be assessed by staff and investment decisions may be informed by a number of mechanisms. This may include consultation with the CSWB System Leadership Group and other participants in the Halton CSWB model; subject matter experts and staff resources in the Social and Community Services Department, Public Health Department and Halton Regional Police Service; funding partners and others who are well positioned to identify high impact investment opportunities.
- The assessment may include the potential impact of the program or initiative, evidence of the need (including the Region's determination of need), the overall business case (e.g., clear targets/objectives, efficient use of resources, collaboration and sustainability) and other factors determined appropriate by the Region. Halton Region reserves the right to follow-up with applicants for additional information to inform the assessment process. During the review process, staff may also consider information outside of that provided within the funding application.
- All grant applicants will be notified if their application was approved or declined for funding. The Region shall determine the amount of funding to be distributed to applicants that are approved for funding. The Region may award the entire amount of funding requested or only a portion of the amount requested. Submission of an application does not constitute a guarantee of funding. All investment decisions made by Halton Region are final.
- Halton Region will issue a funding agreement to applicants approved for funding by the Commissioner, Social and Community Services. The agreement outlines the funding relationship, including the conditions of funding, the approved use of funds, targets/outcomes and reporting requirements. Reporting requirements may include a mid-term review and a final evaluation report, as well as any additional requirements determined by the Region. Funding will only be issued once an agreement is executed. The organization will not be reimbursed for any expenses incurred prior to the funding period identified in the Funding Agreement. The agreement will fully define the terms and conditions of funding.

## 1.8 Questions and Contact Information

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

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

**OR**

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

## 1.9 Freedom of Information

Information collected in response to this request for grant applications is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. The information collected will be used solely for the purpose stated herein.

## 1.10 Accessibility Assistance

If you require this information in an alternate 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 (refer to Section 1.8 for contact information).

## 1.11 Regional Discretion

Halton Region reserves the right to modify requirements/criteria within these Guidelines at its sole discretion.