



HALTON REGION COMMUNITY INVESTMENT FUND

GUIDELINES FOR 2021 FUNDING

CATEGORY ONE CONTINUING INTAKE

For 2021, applications will continue to be accepted until all available funding has been allocated.

Incomplete submissions will be deemed ineligible.

The 'Application for 2021 Funding: Category One Continuing Intake' is available online by visiting the [HRCIF](#) webpage at halton.ca or by calling 311 (in Halton) or 1-866-442-5866 (toll free).

Please submit questions to CommunityInvestmentFund@halton.ca or see Section 1.8 for further contact information.

Note: Updates, including clarifications and changes may be posted on the [HRCIF](#) webpage at halton.ca. It is the responsibility of the applicant to check the website on a regular basis.

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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 (CSWB) 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).
- Demonstrate an impact on one (or more) of the following **Community Safety and Well-Being 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.

In 2021, applications for HRCIF funding were accepted through an **initial intake** that closed in November 2020.

Additional proposals will be accepted throughout 2021 to respond to community needs. This will include funding to assist agencies to meet the needs of vulnerable populations during the COVID-19 pandemic, address needs identified through the Halton CSWB planning initiative, and support other emergent requests that strengthen the health, safety and well-being of Halton residents.

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

Continuing Proposal 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 one 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.

Requests should be focused on achieving 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. The HRCIF also encourages **collaborative applications** that demonstrate a coordinated, integrated or collective impact approach to meet community needs.

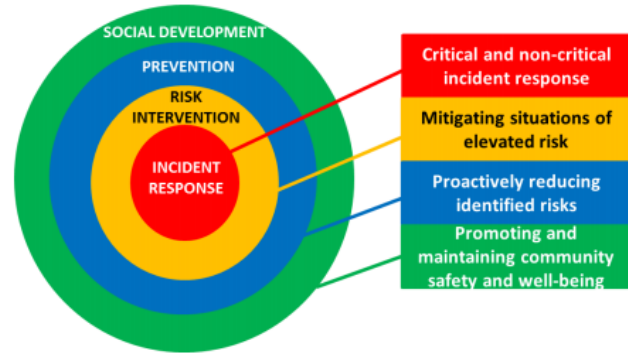
Please note the continuing intake is intended to support new and emergent requests. Please speak with a member of the Human Services Planning and Investment team before re-submitting an application from the 2021 initial intake (see Section 1.8 for contact information).

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 outlines four zones of CSWB planning to ensure a holistic response to community needs. Proposals may fit into one or more zones:

- **Social Development:** Promoting and maintaining health, safety and well-being by improving the social determinants of health among populations and/or addressing the root causes of health and social issues.
- **Prevention:** Applying proactive strategies to reduce known issues or risk factors that impact health, safety or well-being.
- **Risk Intervention:** Identifying, addressing situations of elevated risk before there is a crisis e.g., supporting individuals/families with acute needs that are likely to result in a crisis situation if left unaddressed.
- **Incident Response:** Responding to crisis driven situations to resolve issues that require an immediate intervention or response.



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

1.2 Overview of Category One

Category One provides one year 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 to apply. Unincorporated community organizations may also apply under the sponsorship of a registered charity that meets all eligibility criteria.

Category One will support short-term, small capital and/or innovative projects. Funding requests can include piloting a new program, developing an innovative approach to service delivery, program improvements and/or capital items/equipment to improve service delivery. Full eligibility criteria are outlined in Section 1.6. If the amount of a capital request exceeds the \$30,000 maximum under Category One, the applicant must be able to demonstrate that funds to offset the full cost of the renovation/item are available or have been secured.

Current grant recipients: Organizations currently receiving HRCIF grants are eligible to apply for new 2021 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 the current grant(s) to receive new 2021 funding.

1.3 Funding Available

The HRCIF provides \$3.5 million in annual funding to new and continuing grants. Approximately \$2.8 million is available for new HRCIF grants in 2021 for applications received in the initial intake and the continuing intake.

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

Applications will continue to be accepted until all 2021 funding has been allocated. Updates on remaining funding available will be provided on the [HRCIF](#) webpage at halton.ca.

1.4 Submission Instructions

Applications for funding must be completed using the 'Application for 2021 Funding: Category One Continuing Intake' form. The form is available for download by visiting the [HRCIF](#) webpage at 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 files (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 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 **must** include the following documents:

- Completed ‘Application for 2021 Funding: Category One Continuing Intake’.** All application sections must be completed. Incomplete submissions will be deemed ineligible.
- Financial Statements for the organization’s last two fiscal years.** Please refer to Section 1.6 to determine the type of financial information required.
- Quotes.** Three quotes/prices must be provided if the request includes capital renovations, equipment or other capital items (including computers) where the dollar value of these items total \$1,000 or more.

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.
- Any other documents deemed appropriate by Halton Region.

1.6 Eligibility Criteria

Applicants must meet all of the following criteria:

- Incorporated as a non-profit organization (with or without charitable status) OR unincorporated community organizations may apply under the sponsorship of a registered charitable organization that meets all eligibility criteria.
- 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 must be provided for the last two fiscal years:**
 - * Organizations with gross annual revenues of over \$250,000 in the two most recent fiscal years are required to submit financial statements that have been audited by a licensed public accountant.
 - * Organizations with gross annual revenues between \$100,000 - \$250,000 in the two most recent fiscal years are required to submit financial statements that have been subjected to a Review Engagement by a licensed public accountant.
 - 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. The statements must be verified as accurate by two signing officers of the organization.

* 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 related to the COVID-19 pandemic in the delivery of programs and initiatives.
- **Minimum insurance coverage requirements:**

The following are minimum insurance requirements for the HRCIF. 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. Minimum requirements are:

- 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 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.
- 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.
- 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.

Note to unincorporated community programs applying under the sponsorship of a registered charity:

- The sponsoring charity assumes responsibility for the grant, including fund administration and reporting requirements. Please provide information about the sponsoring organization in Section 1 of the 'Application for 2021 Funding: Category One Continuing Intake'. The sponsoring organization is the authorizer in Section 5 of the application.
- Sponsors must be a registered charity and meet all eligibility criteria in the Funding Guidelines. Please include an attachment with a brief description of the unincorporated community organization.
- The sponsoring/sponsored organizations should have similar mandates.
- Organizations acting in the capacity of a sponsor may submit their own separate applications for funding.
- Sponsored and sponsoring organizations are strongly encouraged to contact a member of the Human Services Planning and Investment team (refer to Section 1.8 for contact information).

Requests for funding will not be considered from:

- Individuals.
- For-profit organizations (for-profit organizations may partner with non-profits if the non-profit is the demonstrated program lead).
- Governments, hospitals, libraries, 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:

- Capital requests for landscaping.
- Programs or activities that do not directly benefit Halton residents.
- Requests that will result in funds being flowed directly to individuals (e.g., direct cash transfers to individuals).
- 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).
- Religious or political activities.
- Medical research or equipment.
- Small capital costs that will not enhance the capacity of an organization to provide services aligned with community safety and well-being planning objectives.
- 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.
- Events where competition is the main focus.
- Awards/prizes for tournaments.
- Debt retirement, depreciation or deficit funding.
- Provision of licensed child care services.
- Mandated government services.
- Core programs 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 continuous 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. Applications will be assessed by staff and investment decisions may be informed by a number of mechanisms as appropriate. This may include consultation with the 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. Staff may also consider information outside of that provided within the funding application during the review process.

Note: Applicants submitting a request on behalf of a CSWB Action Table may receive priority.

- 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 decisions 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 as determined by the Region. Funding will only be issued once an agreement is executed. 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:

- Robin Garell, Senior Community Partnerships Analyst - robin.garell@halton.ca
- Carolyn McDougall, Community Partnerships Analyst - carolyn.mcdougall@halton.ca
- Taylor Rathie, Community Partnerships Analyst - taylor.rathie@halton.ca

OR

- Call 905-825-6000 for assistance (toll free 1-866-442-5866)

Note: Updates may be posted on the [HRCIF](#) webpage at halton.ca . It is the responsibility of the applicant to check the webpage on a regular basis.

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.