



Halton Region Community Investment Fund (HRCIF)

Guidelines for 2026 Funding: Category One

Submission deadline

October 28, 2025 at 2 p.m. ET

Please note: Organizations are encouraged to apply during this intake period, as it may be the only one offered for the 2026 funding year.

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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 the application form completely.
4. Gather the additional materials for submission. These are described in Section 8 of these guidelines.
5. Submit the application form and documents by selecting “Submit an application” on the [HRCIF](#) web page and uploading all of the required files.

Note: Incomplete applications will not be reviewed.

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](#) web page 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 25, 2025, 9:30 a.m. - 11 a.m. (Virtual)

Session 2: Wednesday, October 8, 2025, 1:30 p.m. - 3 p.m. (Virtual)

3. Other important dates

October 28, 2025 by 2 p.m. ET: Application deadline

April 2026: Funding decisions sent to applicants.

Beginning May 2026: Develop funding agreements for applicants approved for funding.

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

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 \$5 million in annual funding. Approximately \$3.3 million of this is available for new HRCIF grants in 2026. 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 and/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.

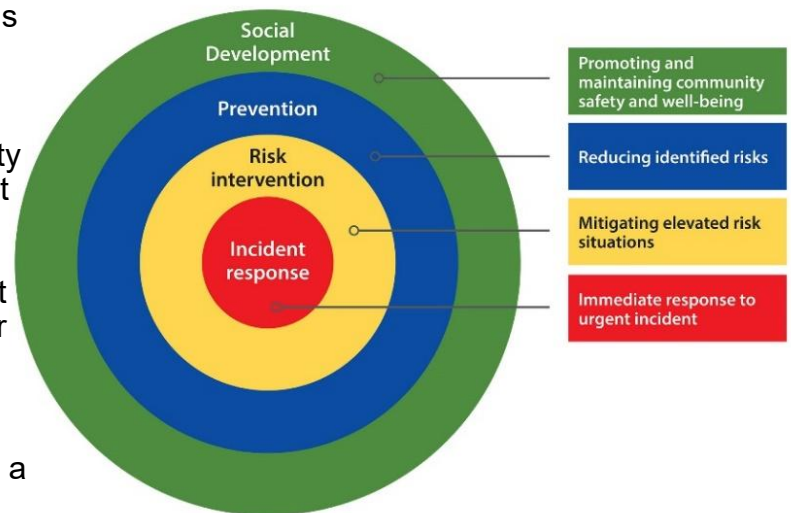
- Fit within the CSWB planning framework. The framework highlights four key areas that work together to make communities safer and healthier.

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.

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



For more information about the CSWB objectives, see the [CSWB](#) web page, the [CSWB 2020 Population Level Indicator Report](#) or [Dashboard](#) 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 One. If applying under Category Two, please download the Category Two guidelines from the [HRCIF](#) web page at [halton.ca](#).

Applicants that meet eligibility criteria may submit one application to **each category**.

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.

If the total budget of the program or initiative exceeds the \$30,000 maximum through Category One, the applicant must be able to demonstrate that funds to support the full cost of the program or initiative are available or have been secured.

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 One proposal for their organization. Please speak with a member of the Community Safety and Well-Being 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.

Sponsorship for groups that are not incorporated as a non-profit organization

If you are a community group that is not incorporated as a non-profit organization:

- Your application must be sponsored by a registered charity that meets all the eligibility criteria in these guidelines.
- The sponsoring charity and the community group should have similar mandates or goals.

If you are a registered charity sponsoring an application from a community group:

- Your charity is responsible for the grant. Your charity must manage the funds and complete all required reporting.
- Provide information about your charity when you complete Sections 1 and 2 of the Application for 2026 Funding: Category One. Your charity is also the authorizer in Section 6 of the application.

- You are strongly encouraged to contact a member of the Community Safety and Well-Being Team to discuss your submission (see Section 10 of these guidelines for contact information).
- The sponsoring registered charity may also apply for Category One funding on its own, using a separate application.

6. Eligibility for Category One 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 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 with or without charitable status. Unincorporated community groups must apply under the sponsorship of a registered charity that meets all eligibility criteria.
- 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 2026. 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*:

- General Liability Insurance with a minimum of \$2 million per occurrence for bodily injury including death, personal injury, property damage including loss of use, contractual liability, premises and operations, cross liability, and severability of interests. The Policy shall be specifically endorsed to name “The Regional Municipality of Halton” as an Additional Insured. If the Policy is subject to an aggregate, the applicant must provide one of the following:
 - A Policy with a minimum of \$2 million per occurrence and \$4 million in the aggregate; or
 - If the Policy is subject to \$2 million in the aggregate, written confirmation from its General Liability insurer that the aggregate limit is **fully intact as of the Certificate of Insurance issuance date** and has not been reduced by any paid or reserved claims. The confirmation must be provided by an authorized representative of the insurer, signed and dated, and submitted either as a letter on the insurer letterhead or as an email containing insurer information.
- Possess Non-Owned Automobile Insurance (minimum of \$2 million per occurrence).
- If applicable, possess Automobile Insurance (minimum of \$2 million per occurrence).

* 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. Proof of insurance must be evidenced on Halton Region's Certificate of Insurance form.

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 One?

- 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.
- 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 One?

- Capital requests for landscaping.
- 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

Applicants must complete the Application for 2026 Funding: Category One fillable PDF form. The form is available for download from the [HRCIF](#) web page at halton.ca.

- Applications and attachments must be submitted online. Mail or drop off is not permitted.
- 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 and follow the instructions to upload and submit your application and attachments.
- The total submission must not exceed 20 MB.

- If you are submitting more than one application, each submission must be uploaded separately.

Applicants will receive **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 Community Safety and Well-Being 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 2026 Funding: Category One:** All application sections must be complete.
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): Two quotes or prices for any capital equipment or other capital items (including computers) must be provided if these items cost \$1,000 or more in total.
4. **Letters of support** (if applicable):
 - 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.
 - For applications submitted on behalf of current CSWB Action Tables.

Additional documents needed if funding is approved

If your organization is approved for a grant, applicants must provide the following documents before they can receive 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.
- A Corporate Profile Report issued by the Ministry of Public Service and Business Service Delivery.
- 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 assessments are completed, 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, including 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 Community Safety and Well-Being Team in the Social and Community Services Department: CommunityInvestmentFund@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). Your organization 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 if you require assistance to complete the application, please contact a member of the Community Safety and Well-Being Team (see Section 10 of these guidelines for contact information) to request accessible formats or communication supports.

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.

14. Glossary

Term	Definition
CSWB System Leadership Group (SLG)	The SLG consists of leaders from organizations responsible for system planning within the human services sector in Halton. This group oversees the continuous implementation of the Community Safety and Well-Being (CSWB) initiative and assists community partners in their response efforts.
Action Table	A group of community partners working together to respond to a community safety and well-being issue. Each Action Table has an identified lead organization(s) to coordinate the work of the group.

Equity-deserving groups	<p>The term "equity-deserving groups" refers to populations or communities that have historically faced systemic barriers to access, opportunities, and resources due to factors such as race, ethnicity, gender identity, sexual orientation, disability, socioeconomic status, etc.</p> <p>Examples of equity-deserving groups include:</p> <ul style="list-style-type: none"> • Black Communities • Indigenous Peoples (First Nation, Métis, Inuit) • Racialized Communities • Newcomers and Refugees • 2SLGBTQ+ Communities • People with Disabilities • Women • Children and Youth • Older Adults
Evaluation methods	The approaches that will be used to measure success in achieving the goal and targets of the program or initiative.
Goal of the program or initiative	A desired result that is envisioned and planned, with a commitment to achieve.
Halton	The geographic area that includes the municipalities of Burlington, Halton Hills, Milton and Oakville.
Halton Region	The corporation formally known as The Regional Municipality of Halton.
Human service programs and initiatives	Projects with a defined timeline, budget, and activities to help people with community health and/or social supports.
People who are vulnerable to negative health or social outcomes	Individuals or populations whose health or social well-being is at risk.