# City of Ottawa 2018

# One-time Non- Renewable Community Project Funding

# Guidelines and Checklist

# **Funding guidelines**

**One-time City of Ottawa Non-Renewable Community Project Funding** supports time-limited or pilot projects that address new or emerging needs in the community. Priority is placed on programs/projects that: increase Access to Basics for people from diverse equity groups, reduce poverty, and increase self-efficacy.

The focus of this funding is aligned to priorities included in the City of Ottawa Strategic Plan and the City's Equity and Inclusion Lens. Equity groups include: racialized people; Aboriginal peoples; women; people with disabilities; older adults; lesbian, gay, bi-sexual, trans, two-spirit and queer (LGBTQ+) community; people living in poverty; youth; immigrants; francophones; and people living in rural communities.

Eligible projects will be evaluated based on their capacity to:

- Respond to the needs of a diverse community
- Address gaps in services
- Respond to an emerging community need
- Foster and leverage partnerships
- Be viable and present a realistic project budget
- Identify clear anticipated outcomes and a plan to monitor and evaluate progress to achieve outcomes

# **Eligibility**

Community Project Funding is limited to community based, non-profit organizations that:

- ✓ Are not currently receiving funding from the City of Ottawa's Renewable Community Funding program

- ✓ Are at least **one** of the following:
    - An incorporated non-profit organization
    - A registered charity
    - Sponsored by incorporated non-profit organization or a registered charity

- ✓ Address at least one of the Community Project Funding priorities, as listed below.

✓ Operate in a non-discriminatory manner, as set out by the Ontario Human Rights Code

✓ Are governed by a democratically elected Board of Directors or Steering Committee (Demonstrated through Annual General Meeting minutes)

✓ Are in good financial standing with the City of Ottawa

✓ Are located in and serve residents of Ottawa

✓ Have been in existence for more than two years OR are sponsored by an organization that has been in existence for more than five years

# 2018 Community project funding priorities

- Promote conditions of equity and inclusion (on the basis of race, ethnicity, income, gender identity, sexual orientation, official language and ability, etc.)

- Promote improved quality of life of people who are low income, at risk, isolated or otherwise marginalized

- Address a unique or emerging service need, for which defined and demonstrated service gaps exist

# Ineligible projects and expenses

Community Project Funding does **NOT** support the following:

✓ Conferences

✓ Costs for major capital equipment/renovations, minor renovations to existing buildings, construction or development of new facilities

✓ Faith organizations where the services/activities include the promotion and/or required adherence to a faith

✓ Financing of deficits

✓ Financing of taxes

✓ For-profit organizations or ventures

✓ Fundraising organizations and/or events

✓ Hospitals, clinic-based services or medical treatment programs

✓ Land maintenance

- ✓ Non-profit organizations sponsoring for-profit organizations
- ✓ Organizations of political affiliation or for political activities
- ✓ Organizations which act primarily as a funding source for other groups
- ✓ Programs within the legislated mandate of other governments or City departments, such as child care services, first year immigrant settlement services, drug treatment programs, and shelters for victims of violence
- ✓ Provincial/national organizations, unless a local chapter/branch exists to serve the residents of the City of Ottawa
- ✓ School boards, primary and secondary schools, post-secondary institutions
- ✓ Special events and beautification initiatives
- ✓ Sponsorships
- ✓ Sports clubs (unless programs/services minimize or eliminate barriers to access/participation for disadvantaged groups)

## **Important information**

- Only **ONE** application for 2018 one-time funding will be accepted per organization
- The maximum funding allocation per project is **$20,000**
- Incomplete applications **will not** be considered
- Applications must clearly identify a specific project. Applications requesting core or ongoing funding **will not** be considered
- Successful applicants are required to complete and return a signed Funding Agreement prior to receiving funds
- Successful applicants will be required to complete the approved project and submit an outcomes report on or before **March 31, 2019**

## **Sponsored projects**

If your project is sponsored by another organization, please ensure that:
- The sponsoring agency is an incorporated non-profit organization or a registered charity that has been in existence for more than five years

- The signature page includes one signature (Executive Director or Board Member) from the applicant organization, and one signature(Executive Director or Board Member) from the sponsoring organization
- If the Certificate of Insurance is in the name of the Sponsoring Organization, the applicant organization should be listed as an additional insured
- Contact information for both the applicant AND sponsoring organizations are provided

# Application deadline

**THURSDAY FEBRUARY 22, 2018 by 4 p.m.  (or postmarked for this date)**

Late or incomplete applications will not be considered

One signed hardcopy application package must be mailed or delivered to:

CITY OF OTTAWA
COMMUNITY FUNDING
Community and Social Services Department
Mary Pitt Centre
100 Constellation Drive, 5th Floor West
Ottawa, ON K2G 6J8
Mail Code: 26-47

# Required attachments checklist

Use this checklist to ensure that your application is complete:

- ☐ One completed and signed original application form.

- ☐ Two original signatures from individuals who have signing authority for the organization.  If the project is sponsored by another organization, the second signature must be from the Executive Director of the sponsoring agency.

- ☐ Two <u>different</u> original letters of support for your project

Attach one copy of the following:

☐ A current list of Board members including names, position and contact information.

☐ Signed minutes of the most recent Annual General meeting or General Board meeting.

☐ The most recent audited financial statements. In the absence of audited statements, organizations may submit un-audited financial statements that are approved and signed by the two individuals who sign the application. When the organization is provincial or national, but providing service locally, include a local branch financial statement

☐ Certificate of insurance (minimum $2M). (*Proof of insurance will be required upon confirmation of funding for agencies with operational budgets of less than $50,000.*)