



2023 Capital Funding Process Guidelines

The purpose of this funding is to fund eligible not-for-profit community organizations and associations through the **Capital Fund**, under the Community Funding Framework that was approved by Ottawa City Council on September 25, 2019 (Council Agenda Item No. 8, CPSC Report No. 6, File No. ACS2019-CSS-GEN-0012)

DEADLINE:

TUESDAY OCTOBER 10, 2023 at 4 pm

Contact:

Submit questions about this funding process to:

communityfunding@ottawa.ca

**Social Development and Funding
Community and Social Services Department
City of Ottawa**

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PART ONE: KEY INFORMATION ABOUT THIS FUNDING PROCESS

1.1 General Information:

Title: Capital Funding

Issued by: Community and Social Services, City of Ottawa

Available funding for 2023: \$200,000

Type: Capital funding

Funding Term: One-time per organization, per year

Eligible maximum amount: \$50,000 per project

Funded amount must be matched (at least 50%) by the agency or another funder.

1.2 2023 Timelines:

DATE	ACTIVITY
Tuesday, September 12, 2023	Application opens on Ottawa.ca
Tuesday October 10, 2023	Applications closed on Ottawa.ca

****Note:** Dates are subject to change at the discretion of the City of Ottawa

Questions and Inquires: All questions and inquires on this funding process must be sent to communityfunding@ottawa.ca

1.3 Description

Capital funding is intended for capital improvements to City owned, agency owned or long-term leased properties. Funding is provided on a cost sharing basis with social service agencies.

1.4 Funding Priority

2023 Capital Funding will prioritize projects which address the needs of food insecurity.

PART TWO: ELIGIBILITY FOR FUNDING

2.1 Definitions

For the purpose of the administration of the Capital Funding, eligibility criteria and funding process, "Food Security", "Board of Directors", "Good Standing" and "Not-for-profit" shall have the following meanings:

- **Food Security:** Food insecurity exists when one or more members of a household: cannot afford balanced meals; go hungry by eating less or skipping meals, sometimes not eating for an entire day; and/or do not have access to the variety or quantity of food that they need due a lack of money. To be food secure means having physical and economic access to sufficient, safe, nutritious, and culturally appropriate food.
- **Board of Directors:** A democratically elected board of a minimum of three (3) persons who are responsible for the management and operations of the organization, each is eighteen or more years of age and is a member of the organization. The majority of the directors must be residents of the City of Ottawa and shall not be related. The board shall have a constitution that clearly outlines responsibility in relation to the delivery of activities, events, programs, projects and services; holds regular meetings with a minimum of four per year or two per operating season; holds an annual general meeting which is open to the public and has an election component; and provides annual financial statements that are available to the public and the City.
- **Good Standing:** The applicant has fulfilled all the terms and conditions of all previous and current agreements with the City and is in good financial standing with the City (i.e., no arrears).
- **Not-for-profit:** The organization is operated for a collective, public or social benefit and not as a business aiming to generate profits.

2.2 Eligibility Criteria

For an application to be considered for Capital Funding, the eligibility criteria set out below **must** be met. The City may request documentation from an applicant to support their eligibility for Capital Funding and will notify an applicant if their application is deemed ineligible.

2.2.1 Organization Eligibility

Applicants must meet the following conditions to be considered for funding:

- **Funded amount must be matched (at least 50%) by the agency or another funder.**
- Be a Not-for-profit Corporation or a Registered Charity.
- Have been a Not-for-profit Corporation or a Registered Charity for at least 2 years.
- Have been in existence for at least 5 years.
- Have an organizational mandate that aligns to the Community Funding Framework priorities.
- Demonstrate financial viability and agency sustainability.
- Operate in a non-discriminatory manner as set out by the Ontario Human Rights Code.
- Be governed by a democratically elected Board of Directors.
- Be in Good Standing with the City of Ottawa.
- Be located in and serve residents of Ottawa.
- Facilities must be either owned by the City of Ottawa, owned by the agency or have long-term lease agreement.

2.2.2 Organization Ineligibility

Applicants cannot be:

- Faith-based organizations whose proposed services/activities include the direct promotion and/or required adherence to a faith or religious practice.
- For-profit organizations or ventures.
- Organizations which act primarily as a funding source for other groups.
- Hospitals, clinic-based services, or medical treatment programs.
- Organizations of political affiliation or which have a mandate to conduct political activities.
- Other levels of government or organizations proposing programs within the legislated mandate of other governments.
- Provincial/national organizations unless a local chapter/branch exists to explicitly serve the residents of the city of Ottawa.
- School boards, primary and secondary schools, or post-secondary institutions.
- Sports clubs.

2.2.3 Criteria for Assessment of Eligible Proposals

The assessment of eligible proposals will be based on total scores from a proposal evaluation which includes but is not limited to the following criteria:

- Project addresses food security.
- Agency need and community benefit.
- Extent to which project is aligned with Community Funding Framework priorities.
- Profile of organization – the organization has established a successful, competent record regarding financial feasibility and project planning.
- Project feasibility – project design and scope of work are feasible.
- Financial feasibility – project budget estimates and costs are reasonable and well supported or justified. Budget forms are accurate.
- Health and safety – The project will improve health and safety concerns of the agency.
- Readiness to proceed – The organization confirms all requested funds will be committed and project completed within agreed upon timelines.

2.2.4 Allowable Expenses

Allowable expenses for the project include, but are not limited to:

- Feasibility studies and the development of business plans.
- Hard (construction) expenditures including contingencies.
- Soft (consultant/professional) fees.
- Geo-technical studies and site remediation.
- Building permit fees & development charges.
- Legal fees.
- Building renovation fit-up (furniture, appliances, etc.).

Agency is required to provide **three quotes** from suppliers or contractors for any component of the project that exceeds \$3,000.

2.2.5 Ineligible Costs

Ineligible costs include, but are not limited to:

- Operational costs such as facility rental fees, salaries and advertising costs.
- Fundraising strategies/costs.
- Financing costs (loan charges/debt servicing).
- Projects that have been completed before receiving the final grant approval.
- Retroactive costs (any cost incurred before a proposal is approved).
- For-profit or commercially operated programs/services.
- Costs that are the responsibility of another level of government or funding program.

PART THREE: HOW TO SUBMIT AN APPLICATION

Complete the online application including the budget sheet. Once completed, press submit.

A receipt of the submission with a copy of your application will be emailed to you.

Should you have any questions about the application form, email:

communityfunding@ottawa.ca

PART FOUR: ASSESSMENT OF APPLICATIONS AND ALLOCATION PROCESS

4.1 Criteria for Assessment of Eligible Proposals:

Section	Weight
Profile of Organization <ul style="list-style-type: none"> The organization has established a successful, competent record regarding financial feasibility and project planning. 	20%
Project information <ul style="list-style-type: none"> Agency need and community benefit are apparent. Project is aligned with Community Funding Framework priorities. Project design and scope of work are feasible. Project will improve health and safety concerns of the agency. Organization confirms all requested funds will be committed and project completed within agreed upon timelines. 	40%
Financial information <ul style="list-style-type: none"> Agency has provided three quotes from suppliers or contractors for any component of the project that exceeds \$3,000. Agency has provided information demonstrating that at least 50% of funded amount will be matched by the agency or another funder. Financial feasibility – project budget estimates and costs are reasonable and well supported or justified. 	20%
Budget <ul style="list-style-type: none"> Budget forms are accurate. The budget appears reasonable and viable. 	20%
TOTAL:	100%

4.2 Allocation Process

Stage 1: Screening for Completeness and Eligibility

A City of Ottawa staff member will review all applications to ensure that they:

- Comply with all requirements for submission.
- Have been received with all required sections completed.
- Provide all information and documents, or a reason for not providing it that is acceptable to the City.
- Satisfy all eligibility criteria.

Stage 2: Capital Funding Allocation Committee Review

All eligible applications will be assessed through an allocation committee process. The Capital Funding Allocation Committee members, comprised of City of Ottawa staff, will review all proposals, and score them in relation to the evaluation criteria.

As part of the evaluation, applicants may be asked to provide clarification on certain aspects of the proposal. Clarifications and information given by applicants may be included and scored with the criteria above.

The Allocation Committee will discuss and rank each application and has the right to adjust the scoring based upon the discussion. They will recommend an amount of Capital Funding to be awarded to each successful applicant.

Stage 3: Management Allocation Review and Approval

The Program Manager of the Social Development and Funding branch will review the recommendations from the Capital Funding Allocation Committee to ensure that funding is awarded to eligible organizations and capital improvements in accordance with the stated purpose of the funding.

The Program Manager can adjust the funding amount based on this review and will provide the final decision on the applicants to be approved for Capital Funding and allocation amounts.

The decisions of the Program Manager are final and not subject to any right of appeal.

PART FIVE: AFTER ALLOCATION DECISIONS HAVE BEEN MADE

5.1 Contribution Agreement Process and Requirements

- i. The City will send a letter by email to each successful applicant with an offer of a Capital funding contribution and a draft contribution agreement that includes the terms and conditions of the contribution. Applicants shall notify the City within 5 business days of the date of the letter whether they wish to accept the contribution and enter into a contribution agreement. The City may withdraw the offer of contribution if the applicant does not accept the offer of contribution within 5 business days of the date of the letter.
- ii. Once the contribution agreement has been signed, the City will provide the contribution in the form of a single payment to the organization.

5.2 Additional Requirements for Applicants Not Receiving Sustainability Funding

Some applications will be pre-approved but will be required to meet additional conditions before final approval can be given. For candidates that are **not** in receipt of Sustainability

Funding from the City the following documents must be provided **before** entering and signing a funding agreement:

- Most recent Audited Financial Statements
 - If the total annual revenue of the applicant organization is less than \$100K, un-audited financial statements may be provided, at the complete discretion of the City, if they have been approved and signed by two officers, each of whom
 - (i) has been appointed under a by-law of the Contribution recipient to sign agreements and contracts that bind the Contribution recipient; and,
 - (ii) has legal capacity to execute agreements and contracts that bind the Contribution recipient
- Annual General Meeting (AGM) minutes for the last two completed fiscal years:
 - Draft AGM minutes from last completed fiscal year, and
 - Most recent approved AGM minutes signed by two individuals with signing authority for the organization.
- Current Board of Directors list
- Current organizational chart
- A valid certificate of insurance identifying the City of Ottawa as an additional insured under the insured's policy/policies of insurance.

5.3 Reporting Requirement under the Contribution Agreement

Successful applicants are required to complete and submit an outcome report four weeks after the completion of the capital improvements to which the funding is applied. This will include providing a financial statement of actual revenues and expenses.

5.4 General Expectations

Successful applicants are required to fulfill all the terms and conditions of the contribution agreement. If there are difficulties in complying with any of the terms and conditions of the contribution agreement, City staff must be informed immediately so all parties can work together to resolve the situation.