



COMMUNITY SAFETY AND WELL-BEING FUNDING PROCESS

The purpose of this funding is to fund eligible not-for-profit community organizations under the Community Safety and Well-Being Fund (3-year project funding) in accordance with Motion No 67/6 carried by Ottawa City Council on December 8, 2021

Deadline:

Thursday, March 24, 2022, 11:59pm -

Extended to Thursday, April 7 2022, 11:59pm

Contact:

Questions regarding this funding process can be submitted to:

communityfunding@ottawa.ca

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PART ONE: KEY INFORMATION ABOUT THIS FUNDING PROCESS

1.1 General Information:

Title: Community Safety and Well-Being Fund (CSWBF)

Issued by: Community and Social Services, City of Ottawa

Available Funding: \$2,100,000

Type: Project Funding

Funding Length: 3 Years

Eligible Maximum Amount: \$200,000 per project per year

1.2 Timelines:

DATE	ACTIVITY
Thursday, March 3 ,2022	Funding process is released
Thursday, April 7, 2022	Deadline for submission of applications
Thursday, May 19, 2022	Applicants are advised of the results

****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 Background:

On December 8th, 2021, Ottawa City Council approved the transfer of \$2.1M in unallocated funds from the 2022 City Budget to the Community and Social Services Department budget in support of the [Community Safety and Well-Being Plan](#) (City Council meeting December 8, 2021, Motion No 67/6, in Appendix A of this document).

Funding for the Community Safety and Well-Being Fund (the “CSWBF”) will be allocated towards scaling up or improving a program or project (“Projects”) currently being successfully delivered. This funding is not for new Projects.

1.4 Funding Priorities:

In accordance with Ottawa City Council Motion No 67/6, the funding priorities for the CSWBF are as follows:

- **Projects and services for racialized youth:** support racialized youth program solutions across the city that are community-based, culturally appropriate and that

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assess risks and promote protective factors, such as increasing employment, mentorship and skills development.

- **Projects and services for mental health promotion, the prevention or intervention of mental health crisis, and outreach services** that are community-based and culturally appropriate and provide mental health supports and crisis outreach services across the city.
- **Projects and services for Indigenous mental health:** enhance access to culturally safe mental health programs, services, and crisis and social supports for the Indigenous community in Ottawa and prevent violence against Indigenous women and girls.

PART TWO: ELIGIBILITY FOR FUNDING

2.1 Definitions:

For the purpose of the administration of the CSWBF and the CSWBF eligibility criteria and funding process, “Board of Directors”, “Good Standing”, “Not-for-profit Corporation” and “Registered Charity” shall have the following meanings:

- **Board of Directors:** A democratically elected board of a minimum of three (3) persons who are responsible for the management and operations of the corporation, is each eighteen or more years of age, and is a member of the corporation. The board shall elect a president from among themselves. 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 Corporation:** An active non-share corporation incorporated under one of the following legislative acts:
 - Part III of the province of Ontario’s Corporations Act;
 - the province of Ontario’s Not-for-Profit Corporations Act, 2010, S.O. 2010, c. 15 (proclaimed in force on October 19, 2021);
 - Part II of the Canada Corporations Act with a certificate of continuance issued under the Canada Not-for-profit Corporations Act; or
 - the Canada Not-for-profit Corporations Act.

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- **Registered Charity:** A charitable organization that is established and operated exclusively for charitable purposes and has an active charitable registration number issued by the Canada Revenue Agency (CRA).

2.2 Eligibility Criteria:

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

2.2.1 Eligibility

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

- Be one of the following:
 - A Not-for-profit Corporation or a Registered Charity that has been in existence for at least 2 years; OR
 - Sponsored by a Not-for-profit Corporation or a Registered Charity that has been in existence for more than 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.

2.2.2 Ineligibility

Applicants cannot be:

- Faith-based organizations whose proposed services/activities include 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.

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2.2.3 Allowable Expenses

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

- Staffing
- Insurance
- Occupancy
- Office administration
- Supplies and equipment
- Transportation
- Other expenses to be reviewed on a case-by-case basis

2.2.4 Ineligible Costs

Ineligible costs include, but are not limited to:

- Conferences, sponsorships, special events, and beautification initiatives
- Costs for major capital equipment/renovations, minor renovations to existing buildings, construction or development of new facilities, land maintenance
- Financing of deficits and/or debts
- For-profit ventures

PART THREE: HOW TO SUBMIT AN APPLICATION

Applications need to be submitted online. Use this link: [2022 Community Safety and Well-Being Fund Application](#) to access the application.

You will be asked to answer questions in the online form. At the end of the application, you will be asked to download and fill in a Budget sheet in Excel format and upload it back in to complete your application.

Should you have any questions regarding the application form, please email to the following address: communityfunding@ottawa.ca

The deadline for this application is Thursday, April 7, 2022, at 11:59pm.

PART FOUR: ASSESSMENT OF APPLICATIONS AND ALLOCATION PROCESS

4.1 Criteria for Assessment of Eligible Proposals:

Section	Weight
1. General Information	0%
2. Project Information and Strategy <ul style="list-style-type: none">• Scope, goals and objectives of the project align with funding priorities• The efficiency of collaborations and partnerships• The impact of requested funding on the overall project	35%
3. Population Served: <ul style="list-style-type: none">• Demonstration of how the project reaches out to and addresses unique and intersectional needs of priority populations• Demonstrate that organizational leadership and staff are representative of the community served	23%
4. Budget <ul style="list-style-type: none">• The viability and reasonableness of the 3-year budget	19%
5. Outcomes <ul style="list-style-type: none">• Demonstrated outcomes and impacts of their existing project• Level of alignment with improved outcomes for community safety and well-being	23%
TOTAL:	100%

4.2 Allocation Process

Stage 1: Screening for Completeness and Eligibility

Applications must:

- Comply with all requirements for submission.
- Be received by the deadline 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: For Indigenous Mental Health Applications

A separate allocation process will take place to identify projects and services for Indigenous mental health that enhance access to safe mental health programs, services, crisis and social supports, and prevent violence against Indigenous women and girls. This will involve collaborative discussions with Indigenous service providers to align with the Regional Indigenous Mental Health Strategy under development.

Stage 2: CSWBF Community Allocation Committee Review – For all other applications

All eligible applications will be assessed through an allocation committee process. The CSWBF Community Allocation Committee, comprised of community members and supported by 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 Community Allocation Committee will meet to discuss and rank each application and has the right to adjust the scoring based upon conversation in the meeting and clarification from staff.

The CSWBF Community Allocation Committee will provide recommendations to the CSWBF City of Ottawa Allocation Committee.

Stage 3: CSWBF City Allocation Committee Review

The CSWBF City of Ottawa Allocation Committee includes:

- Director, Gender and Race Equity, Indigenous Relations, Diversity and Inclusion, and Social Development
- Director, Community Safety, Well-Being, Policy and Analytics
- Program Manager, Ottawa Public Health
- Program Manager, Social Development and Funding

The CSWBF City of Ottawa Allocation Committee will review the recommendations from the CSWBF Community Allocation Committee to ensure there is equitable distribution of funding based on priority populations and funding is being aligned to areas of the city facing the greatest needs or inequities.

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The CSWBF City of Ottawa Allocation Committee can adjust funding amount based on this review.

The CSWBF City of Ottawa Allocation Committee will provide final decision on the applicants to be approved for a CSWBF allocation and allocation amounts.

All decisions of the CSWBF City Allocation Committee 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 CSWBF contribution and a draft contribution agreement that includes a description of the project the contribution is to be applied to and the terms and conditions of the contribution. Applicants shall notify the City within 15 business days of the date 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 15 business days of the date of the letter.
- ii. The contribution agreement includes a condition that the applicant (the “Recipient”) provide the City with a certificate of insurance indicating that the Recipient has in place appropriate commercial general liability insurance for the project described in the contribution agreement and the activities, programs and services the Recipient provides, subject to a limit of not less than five million dollars (\$5,000,000.00), with the City of Ottawa named as an additional insured.
- iii. Once the contribution agreement has been signed, the City will provide the contribution in the form of quarterly payments based upon the receipt of specific deliverables as identified in the contribution agreement.

5.2 Reporting Requirement under the Contribution Agreement

Successful applicants are required to report annually on the Community Funding Evaluation outcome(s). This will include reporting annually on standard and flexible indicators as identified in the Community Funding Evaluation Framework. Details on the Community Funding Evaluation Framework will be communicated to, and negotiated with, successful applicants prior to enter into a contribution agreement.

5.3 General Expectations

- i. 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.
- ii. Successful applicants will be asked to participate in the City of Ottawa social service sector, which may include participation in various working groups / tables as requested by the City.

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- iii. Successful applicants are required to fulfil the following administrative requirements:
1. Report annually on the outcomes and indicators as identified in the Community Funding Evaluation and set out in the contribution agreement between the applicant and the City.
 2. In accordance with the terms and conditions of the contribution agreement, provide the City an annual funding report that includes but is not limited to the following,
 - Audited Financial Statements
 - o If the Contribution is \$25,000 or less than \$25,000, 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
 - Outcome/evaluation report
 - A valid certificate of insurance identifying the City of Ottawa as an additional insured under the insured's policy/policies of insurance
 - Special conditions, as required by the City

APPENDIX A – Ottawa City Council Minutes 67

**OTTAWA CITY COUNCIL
MINUTES 67**

**Wednesday, December 8, 2021
10:00 am**

By Electronic Participation

**This Meeting was held through electronic participation in accordance with
Section 238 of the Municipal Act, 2001 as amended by the *COVID-19 Economic
Recovery Act, 2020***

MOTION NO 67/6

Moved by Councillor J. Cloutier
Seconded by Councillor K. Egli

WHEREAS Council approved the City's Community Safety and Well-Being Plan (ACS2021-EPS-PPD-0003) on October 27, 2021, which includes goals, strategies, and actions to address key local priorities: discrimination, marginalization, and racism; financial security and poverty reduction; gender-based violence and violence against women; housing; integrated and simpler systems; and mental well-being; and

WHEREAS Council has heard from community members, organizations, and service providers over the last year through emails, telephone calls, delegations and written reports to committees and boards with regards to changing how social concerns should be addressed in our City; and

WHEREAS, Council has heard that there needs to be a new approach to the provision of supports and services for at risk groups; and

WHEREAS Council and Staff recognize and acknowledge the importance and value of working collaboratively with internal and external stakeholders in the City to develop a new approach; and

WHEREAS there has been an expressed desire by stakeholders to provide funding to address areas of social concern including but not limited to; programs to build community well being and resilience, such as enhanced programming for racialized youth, mental health supports and crisis outreach services and programs to prevent violence against Indigenous women and girls; and

WHEREAS to date, while the Community Safety and Well-Being Plan is a requirement under Ontario's *Police Services Act*, the provincial government has not committed to providing any funding relating to this project at this time; and

WHEREAS Councillor Cloutier's motion (Motion No. FEDC 2021 1/27) was referred for Council's consideration during the 2022 draft budget review process and recommends

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that “the budget directions be amended to provide that, should the Ottawa Police Service table a draft budget with the Board and Council that provides for less than a 3% increase, that Council be presented with recommended options to approve the allocation of the corresponding difference between the tabled police budget % increase and the 3% increase to community mental health support services.”; and

WHEREAS the Ottawa Police Services Board approved and referred to Council a draft 2022 Budget estimate based on a 2% police tax levy increase, which has resulted in \$2.65 million in unallocated funds; and

THEREFORE BE IT RESOLVED that \$2.1M of the 2.65M in unallocated funds from the 2022 Budget be directed to the Community and Social Services Department in support of the Community Safety and Well-Being Plan and in consultation with the Guiding Council as follows:

1. That \$2.1 million in project funding be allocated to community organizations to:
 - A. support racialized youth program solutions across the city that are community-based, culturally appropriate and that assess risks and promote protective factors, such as increasing employment, mentorship and skills development for youth; and
 - B. support community-based, culturally appropriate 24x7 (24 hours a day, seven days a week) mental health prevention, addictions and crisis outreach services across the city; and
 - C. enhance access to culturally safe mental health programs, services, and crisis and social supports for the Indigenous community in Ottawa, and prevent violence against Indigenous women and girls; and
2. That funding be allocated as soon as practicable in 2022 for initiatives that can be implemented in 2022 in accordance with the Council-approved Community Funding Framework mandate and process (ACS2019-CSS-GEN-0012) and that Community and Social Services staff report back to Council via a memo on funding allocations by the end of Q1 2022 and that the performance indicators be established for these investments and that performance outcomes be reported as part of the Council-approved Community Funding Framework reporting process; and

BE IT FURTHER RESOLVED that the Mayor write to the Ontario Solicitor General and Associate Minister of Mental Health and Addictions with an overview of work undertaken by the City of Ottawa to promote mental health through the Community Safety and Well-Being Plan and to request that the Province of Ontario provide funding for municipalities to meet the mental well-being strategic objectives of these plans; and

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BE IT FURTHER RESOLVED that the Mayor write to Minister of Mental Health and Addictions to seek federal funding opportunities for the mental well-being strategic objectives of the Community Safety and Well-Being Plan.

CARRIED

(Appendix 1 to Cloutier/ Egli Motion 67/6 re: Guiding Council See Annex 1 at end of Minutes)