



2023 One-time Non-Renewable Community Project Funding Process Guidelines

The purpose of this funding is to fund eligible not-for-profit community organizations through the **One-time Non-Renewable Community Project Funding** 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:

Thursday April 13, 2023, at 5:00 pm

Contact:

Submit questions about this funding process to: communityfunding@ottawa.ca

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

PART ONE: KEY INFORMATION ABOUT THIS FUNDING PROCESS	3
1.1 General Information:	3
1.2 2023 Timelines	3
1.3 Description.....	3
1.4 Funding Priorities.....	4
PART TWO: ELIGIBILITY FOR FUNDING	4
2.1 Definitions	4
2.2 Eligibility Criteria	4
2.2.1 Organization Eligibility	4
2.2.2 Organization Ineligibility	5
2.2.3 Allowable Expenses	5
2.2.4 Ineligible Costs.....	5
PART THREE: HOW TO SUBMIT AN APPLICATION	6
PART FOUR: ASSESSMENT OF APPLICATIONS AND ALLOCATION PROCESS....	6
4.1 Criteria for Assessment of Eligible Proposals	6
4.2 Allocation Process	6
PART FIVE: AFTER ALLOCATION DECISIONS HAVE BEEN MADE	7
5.1 Contribution Agreement Process and Requirements.....	7
5.2 Additional Requirements	8
5.3 Reporting Requirement under the Contribution Agreement.....	8
5.4 General Expectations	8

PART ONE: KEY INFORMATION ABOUT THIS FUNDING PROCESS

1.1 General Information:

Title: One-time Non-Renewable Community Project Funding

Issued by: Community and Social Services, City of Ottawa

Available Funding: \$250,000

Types:

- One-Year Project Funding
- Three-Year Project Funding (**Only** for organizations **not** receiving Sustainability Funding)

Purpose of Funding: To build the capacity of the non-profit social services sector to respond to unmet, complex and/or emerging community needs and pressures.

Funding Terms: One application per organization, except for organizations that sponsor another project/s.

Eligible Maximum Amount:

- \$30,000 per application for One-Year Project Funding
- \$90,000 per application for Three-Year Project Funding

1.2 2023 Timelines:

DATE	ACTIVITY
Wednesday March 15, 2023	Application opens on Ottawa.ca
Thursday April 13, 2023, at 5:00 pm	Deadline for submission of applications
June 01, 2023	Applicants are advised of 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 Description

- **One-Year Project Funding:** One-year project funding is allocated to time-limited or defined pilot projects that build sector service capacity or address an emerging need. This fund is available to all agencies that meet eligibility criteria.
- **Three-Year Project Funding:** Three-year project funding is allocated to organizations **not** receiving Sustainability Funding from the City of Ottawa. This

funding will allow organizations to build their agency capacity, establish a track record and demonstrate their ability to respond to emerging needs. If an application for three-year project funding is not approved, it can still be considered for one-year funding without providing a separate application. The applicant must check the box in the application to be considered for one year funding.

1.4 Funding Priorities:

For 2023 Community Project Funding, the priority is placed on programs and services for children and youth and seniors and programs that address racial equity and inclusion.

PART TWO: ELIGIBILITY FOR FUNDING

2.1 Definitions:

For the purpose of the administration of the Community Project Funding, eligibility criteria and funding process, “Board of Directors”, “Good Standing” and “Not-for-profit” 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 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

2.2.1 Organization 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.
- Operate in a non-discriminatory manner as set out by the Ontario Human Rights Code.
- Be governed by a democratically elected Board of Directors or Steering Committee.
- Be in Good Standing with the City of Ottawa.
- Be located in Ottawa and serve residents of Ottawa.

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 Allowable Expenses

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

- Rental of space
- Production/technical costs
- Marketing
- Equipment rental
- Insurance
- Supplies
- Food and beverages
- Protective measures
- Volunteer expenses
- 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, 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

- Costs associated with for-profit ventures.

PART THREE: HOW TO SUBMIT AN APPLICATION

3.1 Submit your online application 2. Answer the questions in the online form and fill in a Project Budget sheet.

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
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 	28%
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 	19%
4. Budget <ul style="list-style-type: none"> • The viability and reasonableness of the budget 	16%
5. Outcomes <ul style="list-style-type: none"> • Demonstrated outcomes and impacts of the project as well as the indicators to measure and evaluate these outcomes 	37%
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: Allocation Committee Review

All eligible applications will be assessed through an allocation committee process. The 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 funding to be awarded to each successful applicant.

Stage 3: Management Allocation Review and Approval

The Director, Gender and Race Equity, Indigenous Relations, Diversity and Inclusion, and Social Development and the Program Manager of the Social Development and Funding branch will review the recommendations from the Allocation Committee to ensure there is an equitable distribution of funding based on priority populations and that funding is being aligned to areas of the city facing the greatest needs or inequities. The Director and the Program Manager can adjust funding amounts based on this review. They will provide final approval of the applicants for a CPF allocation and allocation amounts.

All decisions 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 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 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. 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 event described in the contribution agreement and the activities that will be part of the event, subject to a limit of between two and five million dollars (\$2M-\$5M), 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 a single payment to the organization.

5.2 Additional Requirements

There are additional requirements for successful candidates that are **not** in receipt of Sustainability Funding from the City. These applicants must provide the City the following documents before entering into 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 project. 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.