



2022 CIVIC EVENTS FUNDING PROCESS

The purpose of this funding is to fund eligible not-for-profit community organizations and associations through the Civic Events 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)

Contact

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

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PART ONE: KEY INFORMATION ABOUT THIS FUNDING PROCESS

1.1 General information:

Title: Civic Events Fund

Issued by: Community and Social Services, City of Ottawa

Available funding: \$50,000

Type: Event funding

Funding Term: One-time per organization, per year

Eligible maximum amount: \$3,000 per event

1.2 2022 Timelines:

DATE	ACTIVITY
Monday May 16, 2022	Application opens on ottawa.ca
Friday June 3, 2022, at 5 pm	Deadline for submission of applications
Tuesday June 14, 2022	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 Background:

On September 25, 2019, Ottawa City Council approved the new Community Funding Framework. Included under this framework is funding for Civic Events, which will be used to deliver family-friendly events in local Ottawa communities and neighbourhoods.

1.4 Funding priorities:

The purpose of Civic Events funding is to fund events that:

- Promote neighbours meeting neighbours in their local, geographic community
- Include multiple activities, family entertainment and attractions
- Appeal to residents in a specific geographic neighbourhood/district or ward
- Promote community well-being by welcoming all community members, and
- Promote equity and inclusion.

PART TWO: ELIGIBILITY FOR FUNDING

2.1 Definitions:

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For the purpose of the administration of the Civic Events fund, 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:

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

2.2.1 Eligible organizations

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

- Be a non-profit organization
- Have been in existence for at least 2 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 Ineligible organizations

Applicants cannot be:

- Sponsored by another non-profit or charitable organization
- Faith-based organizations whose proposed services/activities include direct promotion and/or required adherence to a faith or religious practice

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- 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 Eligible events

Eligible events include, but are not limited to, events that:

- Are held over one or two consecutive days
- Have free admission to enter the event
- Are primarily planned and executed by volunteers
- Are open, targeted and promoted to the general public in the geographic neighbourhood where the event is being held

2.2.4 Ineligible events

Ineligible events include, but are not limited to:

- For profit activities/events
- Major arts and cultural festivals, agricultural fairs and sporting events
- Events with a citywide mandate, whose scope and audience outreach extends to the entire city
- Self-promotional, marketing activities or fundraising initiatives
- Capital projects
- Commercial ventures, conventions and tradeshow
- Events where the public can only participate as a spectator, including but not limited to stand-alone parades, sporting events, contests, tournaments, concerts

2.2.5 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

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- Volunteer expenses
- Other expenses to be reviewed on a case-by-case basis

2.2.6 Ineligible expenses

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

1. Submit your [online application](#).
2. Answer the questions in the online form and fill in an Event 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 Organizational information – especially Mandate Primary contact Secondary contact Board of Directors/Steering Committee	33%
2. Event information • Scope, activities and objectives of the event align with purpose of funding • Demonstration of effective planning and organization of the event	33%
3. Financial information • Demonstration of the capacity of the organization to lead the event	17%

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4. Budget <ul style="list-style-type: none">The viability and reasonableness of the event budget	17%
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: Civic Events Allocation Committee Review

All eligible applications will be assessed through an allocation committee process. The Civic Events Allocation Committee, comprised of City of Ottawa staff from the Social Development and Funding branch, 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 review the activities planned for each event and will assess the level of general liability insurance required, based upon the table in section 4.2 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 Civic Events funding to be awarded to each successful applicant.

Stage 3: Management allocation review

The Program Manager of the Social Development and Funding branch will review the recommendations from the Community Events Allocation Committee to ensure that funding is awarded to eligible organizations and events 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 Civic Events 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 Civic Events contribution and a draft contribution agreement that includes a description of the event the contribution is to be applied to and 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 (\$2-5,000,000.00), 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 a single payment to the organization.

5.2 Reporting Requirement under the Contribution Agreement

Successful applicants are required to report on the outcome of the Civic Event. This will include providing a financial statement of actual revenues and expenses as well as a brief description of the event itself.

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 must obtain commercial general liability insurance coverage for the event. Coverage limit will be either \$2,000,000 or \$5,000,000, depending upon the level of risk associated with planned activities. The City of Ottawa will be named as an additional insured.