



CITY OF KINGSTON

**REPORT TO ARTS, RECREATION AND COMMUNITY
POLICIES COMMITTEE**

Report No.: ARCP-11-012

TO: Chair and Members of Arts, Recreation and Community Policies Committee

FROM: Lanie Hurdle, Commissioner, Community Services

RESOURCE STAFF: Same

DATE OF MEETING: 2011-04-25

SUBJECT: Healthy Community Fund and Unsolicited Requests for Municipal Funding

EXECUTIVE SUMMARY:

The purpose of this report is to recommend changes and improvements to the process and priorities under the Healthy Community Fund and to address the unsolicited requests for municipal funding. The intent of this initiative is to minimize the amount of work required from not for profit organizations when applying for community grants and to better align their efforts with the priorities identified in the Sustainable Kingston Plan. In the past year, staff have been working with United Way serving Kingston, Frontenac, Lennox and Addington (United Way KFL&A) to streamline the process for disbursing the Healthy Community Fund. At this time, City staff and the United Way are recommending that their respective funding programs be combined as part of one process to eliminate duplication and to align funding priorities. Attached in Exhibit 'A' are the draft guidelines and priorities for the amalgamated funding process. City staff and the United Way KFL&A are also proposing to change the title of the fund from Healthy Community Fund to Community Investment Fund to eliminate any confusion with the Healthy Communities Fund (HCF) which is provided by the Province of Ontario through the Ministry of Health Promotion and Sport.

One of the proposed changes with this amalgamated process is to provide the community with two (2) intake deadlines which will enable organizations to submit requests twice per year. It is believed that these two (2) intake deadlines will enable organizations to address unforeseen operational situations as they will not have to wait a complete year to apply for funds.

Staff are recommending that the City not consider unsolicited grant request unless such a request is part of a broader City project or initiative and the request is brought forward and recommended by City staff and can be justified in relation to a broader City initiative or project. If agencies request funding outside of the twice yearly opportunities outlined in this report, it is recommended that staff provide information regarding other possible funding programs that are available to not for profit organizations. Those programs vary in amounts and deadlines, therefore, providing more opportunities for organizations to address unforeseen situations.

RECOMMENDATION:

THAT Council approves this report and Exhibit 'A', which are guidelines and priorities for the Community Investment Program as the policy to provide funding to community based organizations effective in 2011; and

THAT the City not consider any unsolicited requests for municipal funding unless it is part of a broader City based project or initiative to be recommended by staff on a case by case basis.

AUTHORIZING SIGNATURES:

ORIGINAL SIGNED BY COMMISSIONER Lanie Hurdle, Commissioner, Community Services
ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER Gerard Hunt, Chief Administrative Officer

CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

Cynthia Beach, <i>Sustainability & Growth</i>	√
Denis Leger, <i>Transportation, Properties & Emergency Services</i>	N/R
Jim Keech, <i>President and CEO, Utilities Kingston</i>	N/R

(N/R indicates consultation not required)

OPTIONS/DISCUSSION:

United Way KFL&A has been administering the process for the City's Healthy Community Fund for the past four (4) years. Although the United Way has been in charge of this administration, both the City's fund and United Way fund maintained two (2) separate processes, which required all not for profit organizations to complete separate application forms to be considered for each grant. It should be noted that both grants had similar funding priorities and generally considered funding the same agencies, except in relation to Heritage which was a City funding priority only. In order to minimize the work required from not for profit agencies and to ensure a better coordination of funding resources, City staff and United Way staff have reviewed the grant processes and are proposing to amalgamate them into one community grant program, the Community Investment Fund.

Proposed Changes to Process

The following changes are proposed to the grant process:

1. Change the name from Healthy Community Fund to the Community Investment Fund;
2. Grant program includes two (2) intake deadlines which will help organizations to address the concerns about having to wait one full year to apply for another grant;
3. Review panel to be composed of community volunteers, United Way staff and City staff;
4. Review panel assesses all applications and provides recommendations to City Council for approval;
5. Maximum grant per organization is being increased to \$25,000 from \$20,000; an additional intake for innovation grants of smaller requests up to \$2,500 is also being introduced;
6. Organizations can submit a maximum of two (2) applications for two different projects. This is to enable some of the more grass roots organizations to access funding;
7. Multi-year projects can be considered as long as they re-apply every year demonstrating the progress of the project;
8. Proposals targeting culture and arts will be redirected to the City of Kingston Arts Fund which is administered by the Kingston Arts Council.

Proposed Funding Priorities

City staff have reviewed and aligned funding priorities with the recently endorsed Sustainable Kingston Plan and with United Way KFL&A funding priorities. With this proposed change, both the City and United Way would use the same funding priorities for social and recreation services. It is proposed that Heritage remain as a separate priority funded exclusively by the City until such time as a new Heritage Fund can be established as recommended in the Kingston Culture Plan approved by Council. Revised priorities are as follows:

1. 'Growing up Great' which targets early years, children & families and youth. The goal is to ensure children and youth are valued and supported members of the community with opportunities and resources to help them reach their fullest potential.
2. 'Turning Lives Around' which targets vulnerable people, people with barriers and in need of support, seniors and victims of violence and abuse. The goal is to improve opportunities for people to access programs and supports that empower them to overcome barriers, build resilience, reduce isolation and be part of a caring, inclusive community.
3. 'Belonging to Community' which targets poverty, homelessness and neighbourhoods. The goal is to help people engage in their community by strengthening neighbourhood revitalization efforts, reducing poverty and improving access to affordable housing.
4. 'Sustaining our Heritage' which targets education, heritage and community. The goal is to preserve and protect the unique cultural heritage in Kingston through preservation, community education and participation, and program coordination.

Full details of funding priorities are included in the Community Investment Fund guidelines (Exhibit 'A').

Unsolicited Municipal Funding Requests

Staff are aware that the City does not have the capacity to address all the needs of the community. By allowing unsolicited funding requests, Council may face a number of challenging situations as many not for profit organizations may make requests that are not feasible with budgetary restraints. To address unforeseen operational situations, staff have revised the intake deadlines for the proposed Community Investment Fund to twice a year. Staff have also researched other funders and their deadlines. The following is a list of community funders which have various deadlines and funding capacities. Details of funding programs are included in Exhibit 'B' of this report:

1. Community Foundation of Kingston & Area
2. Ontario Trillium Foundation
3. Healthy Communities Fund

Based on the revisions made by staff to the Community Investment Fund and other funding sources available, staff are recommending that the City not consider any unsolicited requests for funding unless it is part of a broader City based project or initiative recommended by City staff.

EXISTING POLICY/BY LAW:

N/A

NOTICE PROVISIONS:

N/A

ACCESSIBILITY CONSIDERATIONS:

N/A

FINANCIAL CONSIDERATIONS:

The 2011 operating budget included \$190,000 for this Community Investment Fund. This is the same amount that has been allocated in past years.

CONTACTS:

Lanie Hurdle, Commissioner, Community Services

613-546-4291 ext. 1231

OTHER CITY OF KINGSTON STAFF CONSULTED:

Daniel Shipp, Sustainable Initiatives Coordinator
Cheryl Hitchen, Manager, Social Planning and Policy
Colin Wiginton, Manager, Cultural Services

613-546-4291 ext. 1263
613-546-2695 ext. 4806
613-546-4291 ext. 1357

OTHER COMMUNITY AGENCIES CONSULTED:

Bhavana Varma, President and CEO, United Way serving Kingston, Frontenac, Lennox & Addington
Kim Hockey, Director, Community Investment, United Way serving Kingston, Frontenac, Lennox & Addington

EXHIBITS ATTACHED:

Exhibit 'A' Community Investment Fund Proposed Guidelines
Exhibit 'B' Information on other Community Funding Programs



2011 City of Kingston and United Way Community Investment Fund Guidelines

Administered by:
United Way serving KFL&A



United Way
serving Kingston, Frontenac
Lennox and Addington

Purpose of the Community Investment Fund: The purpose of the Community Investment Fund is to provide grants to programs, projects, or capital expenditures as defined below for non-profit organizations in the community.

Program: Generally, an organized set of activities directed toward a common purpose or goal that an agency undertakes, or proposes to undertake, to carry out its mission/mandate.

Project: A unique venture with a beginning and an end date, undertaken to meet established goals within defined constraints of time, resources, and quality.

Capital Expenditures: Purchases of equipment (fridge, stove, furnishings, computers, etc.) or renovations (ramp, roof, furnace, etc.) are allowed, if integral to program delivery and outcomes.

Objectives of the Fund:

- Provide organizations and groups the financial resources to support projects to strengthen our community.
- Encourage formal and informal partnerships among community sectors.
- Encourage efficient/effective methods of delivering programs.
- Foster innovation and creativity in addressing the needs of the community.
- Support the priorities of the City of Kingston and the creation of a more sustainable community as described in the Sustainable Kingston Plan.

How to Apply:

To simplify the application process, the United Way accepts and processes applications for both funding organization. Complete the application forms that are attached to this guide.

Application forms are available at the reception desk of the United Way, 417 Bagot Street, and online at www.unitedwaykfla.ca; or at the reception desk of City Hall, 216 Ontario Street, and on the City's website at www.cityofkingston.ca.

Applicants should submit the **signed original** application **as well as 4 photocopies**.
Please do not send the application by fax or email.

A review team will evaluate applications based on the assessment criteria. Recommendations will then be forwarded to Kingston City Council for final approval.

Once a project has been approved, the applicant will enter into a contract with the United Way and/or the City of Kingston outlining the terms of the funding and reporting requirements.

If you require more information or clarification about the information contained in this package please contact Kim Hockey at the United Way office, (613)542-2674 ext. 6.

Note: No project should begin before the contract process is complete.

Where to Apply:

Applications and other required documents can be submitted:

1. By email to: uway@unitedwaykfla.ca
2. By mail to: United Way, 417 Bagot Street, Kingston, ON K7K 3C1

When to Apply:

The Community Investment Fund has two application deadline dates per year.

INTAKE ONE DEADLINE: June

INTAKE TWO DEADLINE: November

- Most projects will receive funding for a period of up to twelve months
- Projects that would like to be considered for multi-year funding must re-apply each year and demonstrate the progression of the project. Funding in a subsequent year will be considered based on the success of the first year, the availability of funds, the priorities for funding and the strength of other proposals that year.
- The maximum program funding will be \$25,000.

General Requirements:

All applicant, lead, or sponsoring organization applying to the Fund must:

- Be a registered not-for-profit and/or charity providing the charitable number (if available) on the application
- Be volunteer led and have volunteer involvement in program
- Be a non-profit and operating in a non-discriminatory manner as set out in Ontario Human Rights Code
- Provide the most recent copy of organization's financial statements
- Sign a United Way and/or City of Kingston contract, upon approval of application
- Recognize the support of the United Way and the City of Kingston, wherever possible

- Complete United Way and/or City of Kingston reporting procedures, including a program completion report with statistical data and/or measurable outcomes for the program
- Be in good financial standing with the United Way and/or the Municipality
- must be in good standing with the United Way or the Municipality with regard to past grants (successful completion of projects and submitted final reports)
- Provide proof of having general liability insurance in the amount of not less than two million dollars (\$2,000,000)
- Have only one application per project. No more than two per organization.
- Have waited two years before applying to this fund if that organization has already received any type of past grant for two consecutive years
- Be encouraged to discuss their needs with United Way or City of Kingston staff to ensure that one application prioritizes the most critical needs.
- Demonstrate that they are seeking alternate sources of funding on an on-going basis to achieve self-sufficiency

All proposed programs, projects, or capital expenditures must:

- Contribute to the goals of the Sustainable Kingston Plan (www.sustainablekingston.ca)
- Be applied for by a lead organization that is a non-profit and/or registered charitable organization (Proposals may be a collaboration of several agencies working together)
- Meet the mission and mandate of the organization applying for the grant
- Must benefit and promote community
- Identify a demonstrated local need and network of support for program/project
- Demonstrate the level of impact on individuals, families, neighborhoods or communities
- Aim to build on existing community resources, assets and structures and work in partnership with other organizations or programs and the people to be served, where possible.
- Identify measurable outcomes and/or already achieved outcomes that will be enhanced by the impact of this funding
- Must demonstrate sustainability beyond the grant, unless funding is for a project that will be completed within the grant period
- Funds may be used for one-time capital costs as long as it is demonstrated that the results will have a positive benefit to the community and meet the CIF objectives
- Distributed to projects serving the community within the City of Kingston boundaries (City of Kingston Funding) and organizations that serve local communities in the geographic area of Kingston, Frontenac, Lennox & Addington (United Way Funding).

Ineligible Applicants:

- For-profit organizations or ventures
- Non-profit organization sponsoring for-profit organization
- Organizations such as service clubs and foundations, that act as a funding source for other groups

- Organizations of political affiliation or supporting political activities
- Organizations where the service component is conditional upon participation in the religious activities of the organization
- Educational institutions
- Organizations that do not provide equal access to services to individuals of diverse cultures or with disabilities, where appropriate and feasible

Ineligible criteria of proposed programs, projects, or capital expenditures:

- Any proposal targeted at provincial/federal organizations, unless a community benefit is demonstrated
- Any proposal targeted at the arts and culture (arts and culture funding is available through the City of Kingston Arts Fund administered by the Kingston Arts Council, www.artskingston.com)
- Minor renovations to existing buildings or development of new facilities
- Beautification and tree planting programs unless it is a part of a neighbourhood revitalization project
- Hospitals, clinic based services or medical treatment programs
- Funds will not be provided for project activities already receiving municipal funds through other programs
- Requesting more than two years of funding

Ineligible Expenses:

- Direct funds to individuals
- Team or club core costs
- Travel expenses
- Deficit financing
- Operational reserves
- Dollar for dollar replacement of government funding
- Capital construction costs (unless they are for a specific item of equipment and an Integral part of the program/service)
- Fundraising efforts
- Portions of taxes
- No more than 20% of the project budget can be for administration/overhead costs

NOTE: *Fundraising, administration, marketing, promotional materials will not be funded by themselves. However, if materials and/or administration are integral to program delivery, they may be considered as part of the overall program.*

Assessment Criteria:

Every application will be assessed based on the following criteria. The final application should be reviewed for completeness and to ensure that it contains all the information required in order to make this assessment.

Is there evidence that this project/program is needed in Kingston?

- Is the project different and unique from other existing projects/programs in the community?
- How has the need for this project been demonstrated?

Is it feasible?

- Are there adequate financial, personnel (staff/volunteers/partners), and other resources to implement the project/program?
- Are there timelines, with milestones and checkpoints, in place for project/program implementation?

Are other partners involved?

- Is there evidence of community involvement, collaboration among different organizations and partnerships in the proposal development and/or program delivery?
- Have the details of any partnership been clearly documented?

Is the project financially sustainable?

- If applicable, is there evidence the project is financially sustainable beyond the Community Investment Fund?
- Have any other sources of funding been secured?
- Is this organization already receiving funding from the City of Kingston or the United Way?

How will the success of this project be assessed?

- Does the proposal explain how the success of the project will be measured?

What else has been done?

- Does the organization have adequate business experience and/or experience as it relates to the services to be provided and target group?

What is the previous experience and track record (if applicable)?

- Was the funded project(s) completed on time and reports submitted as required?
- Did the project(s) meet the stated objectives?

Does the organization occupy space in a City owned facility?

- If so, what are the annual lease/rental fees paid by the organization to the City?

Funding Streams

The community funding program is divided in 2 types of funding streams:

Innovation Grants

•This one-time funding stream applies to short term initiatives which include, but are not limited to capital improvements and one-time projects. (maximum grant amount of \$2,500)

Community Impact Grants

•This funding stream applies to initiatives that are more long term in nature and can include but are not limited to pilot projects or new programs which are becoming permanent and require seed funding. (maximum grant amount of \$25,000)

Guidelines:

Funding is for programs with a unique response to local issues and priorities. Grants support the process of engaging residents and other stakeholders in a sustained collaborative effort to strengthen and improve conditions in a defined geographic area. Funds are provided to community organizations in support of local programs that will enhance services in three Community Impact Areas: Growing Up Great, Turning Lives Around, and Belonging to Community. In recognition of the value placed on heritage in our community and its role in the sustainability of our community, a fourth category "Sustaining Our Heritage" has been added.

Growing Up Great	Target: <ul style="list-style-type: none"> ○ Early Years ○ Children & Families ○ Youth
Goal: to ensure children and youth are valued and supported members of the community with opportunities and resources to help them reach their fullest potential.	
Outcomes: <ul style="list-style-type: none"> – improved knowledge and understanding about the importance of early childhood development – increased cognitive, social and emotional maturity of young children so they can get along with others and are ready to learn – increased supports and opportunities for parents/caregivers to improve their skills and provide a safe and stimulating environment for children – improved healthy behaviours, attitudes, social skills, confidence, communication and decision making skills of children and youth – improved engagement in community, school and learning for children and youth at risk – improved access to healthy living, food security, and recreation 	
Turning Lives Around	Target: <ul style="list-style-type: none"> ○ Vulnerable people

	<ul style="list-style-type: none"> ○ People with barriers, mental health, in need of support ○ Seniors ○ Victims of violence & abuse
<p>Goal: to improve opportunities for people to access programs and supports that empower them to overcome barriers, build resilience, reduce isolation and be part of a caring, inclusive community.</p>	
<p>Outcomes</p> <ul style="list-style-type: none"> – Increased autonomy and independent living skills – Improved access to information and effective supports (including families and caregivers) – Increased inclusion and participation in community and daily life – Increased safety for victims of violence and abuse – Improved supports and interventions for people experiencing crisis – Improved life skills, basic academic and language skills, financial literacy and employment skills – Improved cooperation and collaboration between organizations 	
<p>Belonging to Community</p>	<p>Target:</p> <ul style="list-style-type: none"> ○ Poverty ○ Homelessness ○ Neighbourhoods
<p>Goal: to help people engage in their community by strengthening neighbourhood revitalization efforts, reducing poverty, and improving access to affordable housing.</p>	
<p>Outcomes:</p> <ul style="list-style-type: none"> – increased capacity of residents to take action and respond to needs in vulnerable neighbourhoods – improved opportunities for civic engagement and participation in community – increased supports to alleviate the impact of poverty – Improved nutrition and food security – Improved access to emergency shelter and affordable housing – increased supports and resources to maintain or regain permanent housing 	
<p>Sustaining Our Heritage (City of Kingston Fund Only)</p>	<p>Target:</p> <ul style="list-style-type: none"> ○ Education ○ Heritage ○ Cultural protection
<p>Goal: to preserve and protect the unique cultural heritage in Kingston through preservation, community education & participation, and program coordination</p>	

Outcomes:

- increased public awareness and recognition of cultural heritage
- improved opportunities for accessing museums and other heritage facilities
- improved collaboration among cultural heritage organizations
- protection of cultural heritage resources (note: any applications for physical alterations to historic/heritage buildings are not eligible Application and approval of these type of projects is through the Kingston Municipal Heritage Committee under the Ontario Heritage Act.)

Name	Criteria	Sectors	Eligible Applicants	Deadlines	Funding Info
Province Wide Program	Programs with province wide impact	arts and culture, environment, human and social services and sports and recreation	<p>A charitable organization or foundation registered as a charity by the CRA</p> <p>An organization incorporated as a not-for-profit corporation without share capital in a Canadian jurisdiction</p> <p>An unincorporated branch or chapter of a registered charity or incorporated not-for-profit organization</p> <p>A First Nation</p> <p>A Métis or other Aboriginal community</p> <p>A collaborative of two or more organizations that are working together to achieve a common goal.</p>	<p>March 1, July 1 and November 1</p>	<p>up to \$1.25M over 5 years. This can include up to \$250K/year for 5 years for operating and project expenses and up to \$150K over 1 or more years for capital initiatives</p>
Community Program	Programs with a local impact	arts and culture, environment, human and social services and sports and recreation	<p>Small municipalities (pop 20,000 or less) and Local Services Boards for grants in the arts and culture and sports and recreation sectors only</p> <p>Small municipalities (pop 20,000 or less), Local Services Boards, First Nations and County Library Boards (serving small municipalities) for grants to support specific library services</p>	<p>March 1, July 1 and November 1</p>	<p>up to \$375K over 5 years</p> <p>This can include up to \$75K/year for operating or project expenses and up to \$150K over 1 or more years for capital initiatives</p>
Small Capital Grants	Capital grants are used for repairs, renovations or improvements to land or buildings and to purchase equipment to support program activities	arts and culture, environment, human and social services and sports and recreation	<p>A charitable organization or foundation registered as a charity by the CRA</p> <p>An organization incorporated as a not-for-profit corporation without share capital in a Canadian jurisdiction</p> <p>An unincorporated branch or chapter of a registered charity or incorporated not-for-profit organization.</p> <p>A First Nation</p> <p>A Métis or other Aboriginal community</p> <p>Small municipalities (pop 20,000 or less)</p> <p>Local Services Boards and County Library Boards (serving small municipalities) for grants in the arts and culture and sports and recreation sectors only</p>	<p>March 1, July 1 and November 1</p>	<p>\$15K</p> <p>Organizations may ordinarily hold 1 grant at a time, and may only hold 1 small capital grant per year.</p>

Name	Criteria	Sectors	Eligible Applicants	Deadlines	Funding Info
<u>Grants Project Stream</u> (local/regional)	A cost-sharing grant program that supports eligible organizations to develop and deliver non-capital health promotion initiatives in partnership with other organizations	physical activity, sport and recreation; healthy eating; tobacco use and exposure; injury prevention; substance & alcohol misuse; and mental health Target Populations Children and youth, Aboriginal populations, ethnic communities, francophone populations, low-income populations, older adults, persons with disabilities, and women and girls.	Eligible organizations are required to work in partnership Incorporated not-for-profit organizations (except provincial sport organizations, multi-sport organizations, public health units, government agencies, or organizations funded through another HCF stream) that have operated and been incorporated for at least one year in Ontario. First Nation Communities Aboriginal organizations that are incorporated (at least 1 year) Ontario Municipalities Local Service Boards Ontario Colleges and Universities Conservation Authorities	February 14, 2011	Projects will be eligible for 1 year of funding (completed by March 31, 2012) or 2 years of funding (completed by March 31, 2013) Cost Sharing <20K pop = 15% cash, 50% in kind >20K pop = 25% cash and/or in kind First nations = 25% cash and/or in kind
<u>Partnership Stream</u>	promotes coordinated planning and action among community groups to create policies that make it easier for Ontarians to be healthy	Same as above	5 provincial health resource centres	No application	No dollar amount allocated Support for policy development
<u>Resource Stream</u>	training and support to build capacity for those working to advance health promotion in Ontario, including local partnerships and organizations that apply for funding through the HCF Grants Project Stream	Same as above	5 provincial health resource centres	No application	No dollar amount allocated Support for training

Name	Criteria	Sectors	Eligible Applicants	Deadlines	Funding Info
<u>Community Grants</u>	local projects that have a direct impact on the people of our community or an indirect impact by increasing the capacity of organizations to initiate and sustain local projects	arts & culture, community development, education and literacy, environment, health and social services, heritage preservation, recreation, youth	A charity registered with Canada Revenue Agency or supported by an intermediary organization that is either a charity registered with CRA or a municipality. A local Board of Directors, a local, well-defined accountable committee, or a local office with strong community involvement	Spring and fall intakes	Projects must have a well-defined purpose and take place within 1 year of receiving the grant Amount is based on funds available from income investments but grants are typically \$5K or less
<u>The Stark Family Fund</u>	supports projects in <u>Prince Edward County</u> with an emphasis on organizations in Bloomfield and Hallowell	animal welfare, arts & culture, education, health & social services	Same as above	March 17, 2011	Amount is based on funds available from income investments
<u>YAC Corus Entertainment</u>	projects that are youth-driven and immerse and involve children and youth in the arts	arts and culture and youth	Same as above	Not currently accepting applications	Amount is based on funds available from income investments
<u>YAC Kickstart! Mini-</u>	small community projects	youth	Elementary and high school class(es)	Spring intake	Up to \$400 Projects must have a well-defined purpose and take place before the end of the semester
<u>Nan Yeoman's Grant for</u>	to help promising young artists and/or artisans in furthering their education and professional artistic growth	visual arts media	emerging artists and artisans between 17-40 years of age, in the early years of their professional careers	December 15, 2010	1 grant of \$2500
<u>Fast Track Grants Program</u>	special projects	arts & culture, community development, education and literacy, environment, health and social services, heritage preservation, recreation, youth	A charity registered with Canada Revenue Agency or supported by an intermediary organization that is either a charity registered with CRA or a municipality. A local Board of Directors, a local, well-defined accountable committee, or a local office with strong community involvement	Suspended until further notice	Less than \$1000 Projects must have a well-defined purpose and take place within 1 year of receiving the grant