

2010

CITY OF KINGSTON

HEALTHY COMMUNITY FUND

GUIDELINES

Administered By

United Way serving KFL&A



United Way
serving Kingston, Frontenac
Lennox and Addington

2010 HEALTHY COMMUNITY FUND GUIDELINES

BACKGROUND

In 2001, City Council approved the Community Services Investment Program (CSIP). This program provides a framework for the work that the City does with the community. There are eight components to this Program: assistance with fund raising; planning and coordination of services; administration of non-municipal grants; in-kind contributions to the Community; Purchase of Service agreements; municipal fees; City/community partnerships; and community grants (Healthy Community Fund).

Since 2007, the United Way serving KFL&A has been working in partnership with the City of Kingston to administer the Healthy Community Fund and grant recommendation process.

PURPOSE OF THE HEALTHY COMMUNITY FUND

- to act as a catalyst to assist the community in working together to achieve the common goal of a healthy community as defined through the Kingston Community Strategic Plan

The Healthy Community Fund has 3 funding categories:

- i) Sports & Recreation
- ii) Heritage
- iii) Community Development

OBJECTIVES OF THE HEALTHY COMMUNITY FUND

- provide organizations and groups within the City of Kingston 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

FUNDING PERIOD

- most projects will receive funding for a period of up to twelve months
- projects that would like to be considered for funding in future years must reapply 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
- no project/program will receive more than two years of funding
- it is expected that organizations will demonstrate that they are seeking alternate sources of funding on an on-going basis to achieve self-sufficiency

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HEALTHY COMMUNITY FUND CATEGORIES

You may only choose one. The ideas listed are examples of the types of projects that we are seeking in each category.

Our Heritage **Max Grant: \$20,000**

- focus on museums, historical societies and cultural heritage based projects (e.g. museum exhibits and programs, historical information initiatives and historical walking tours, cultural heritage infrastructure preservation or restoration with a public use component such as buildings, gardens, parks)
- protect the community's cultural heritage resources
- encourage more cooperation and coordination between cultural heritage organizations and/or other segments of the community
- educate and build awareness of the importance of heritage in the community
- encourage networks of like services to share resources, coordinate events, and allow for more cohesive marketing opportunities
- foster innovative approaches and programs to meet the community's needs
- NOTE: Any applications for physical alterations to historic/heritage building are not eligible. These must go through the Kingston Municipal Heritage Committee under the Ontario Heritage Act.

Community Development **Max Grant: \$20,000**

- projects that recognize and build on strengthening our neighbourhoods
- neighbourhood environmental projects (community gardens, beautification, clean up)
- creating and building neighbourhood associations
- neighbourhood based programs and events
- encourage more cooperation and coordination between organizations serving the needs of children/elders and/or other segments of the community
- foster innovative approaches and programs to meet the needs of elders, families and children
- support programs and interventions for school age children and their families
- improve accessibility to existing programs and services through providing support services (transportation, food, respite, child care)
- projects that encourage and recognize the value of volunteers (volunteer training and development, Board development, volunteer recognition)
- projects that develop inter-agency use and cross-training of volunteers
- projects that develop opportunities for volunteerism in unique and meaningful ways

Sports & Recreation **Max Grant: \$20,000**

- projects with a focus on sport and/or recreation activities (e.g. soccer, sledge hockey, walking programs, etc.)
- educates and builds awareness of the importance of healthy, active lifestyles
- promotes equity of access to recreation; encourages approaches to improving affordability and accessibility to sport and recreation programs and services
- promotes partnerships; encourages more cooperation and coordination between sport and recreation organizations
- fosters innovative approaches and programs to meet community's needs

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ELIGIBILITY CRITERIA

- Project applicant must be an organization that is a non-profit and/or registered charitable organization, or have a sponsoring organization that is a non-profit and/or registered charitable organization
- Project may be a collaborative of several agencies working together but must be applied for by a lead organization that is a non-profit and/or registered charitable organization
- Applicant, lead or sponsoring organization must be in good financial standing with the municipality
- Applicant, lead, or sponsoring organization must be in good standing with the municipality with regard to past Healthy Community Fund projects (successful completion of projects and submitted final reports)
- Applicant, lead, or sponsoring organization must be able to provide proof of having general liability insurance in the amount of not less than two million dollars (\$2,000,000)
- Only one application per project may be submitted by an organization
- A maximum of (2) two project proposals per year (they can be in different categories) may be submitted by an organization
- Funds will not be provided to recover the cost of an organization's financial deficits
- No more than 20% of the project budget can be for administration/overhead costs
- Funds will not be provided to programs/services that are delivered by an organization aligned with any political party
- Funds will not be provided to organizations that do not provide equal access to services to individuals of diverse cultures or with disabilities, where appropriate and feasible
- Funds will not be provided for project activities already receiving municipal funds through other programs
- 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 HCF objectives

APPLICATION PROCESS

The application form is standard for all categories of the Healthy Community Fund.

- 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.
- Completed Applications are due **at the United Way office on or before Thursday, September 23rd at 3 p.m.**
- 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.
- It is anticipated that notification of funding will occur by December 1, 2010.
- Once a project has been approved, the applicant will enter into a contract with the United Way outlining the terms of the funding and reporting requirements.
- **No project should begin before the contract process is complete!**

INFORMATION SESSION

An information session will be held on **Thursday, September 9th** from 5:00 p.m. to 6:00 p.m. at Rideaucrest Home, 175 Rideau Street, Kingston, ON.

ADDITIONAL INFORMATION

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.

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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 sustainable?

- If applicable, is there evidence the project is sustainable beyond the Healthy Community Fund?
- Have any other sources of funding been secured?

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 HCF 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?