



City of Ottawa

2019 Funding Submission

Renewable Funding

Submission Deadline:
Thursday January 31st 2019, 4pm
(Or postmarked for this date)

Please mail or deliver to:

Community Funding Unit
City of Ottawa
Mary Pitt Centre
100 Constellation Drive, 8th Floor West
Ottawa, ON K2G 6J8
Mail Code:26-41

NOTE: City of Ottawa funding is subject to Council approval of the 2019 Budget.

Hard Copy forms available, please call 613-580-2424 ext. 24377
Formulaire disponible en français. Contactez le 613-580-2424, poste 24377
TTY/ATS: 613-580-2401

Mandatory Requirements

Please note that 2019 funding submissions **must** be complete in order for organizations to receive their second quarter payment. If you require support to complete this submission, please contact your Funding Consultant. **Please save a copy on your computer prior to entering data.**

Please ensure that your submission includes the following:

Completion of All Required Sections Including

- 2 original signatures from individuals who have signing authority for the organization (1 of the 2 signatures must be from a volunteer Director of the Board) on page 16 – Signature Block
- Specific Program Information on pages 12-15 detailing all or part of your City Renewable Funding
- Details about your reserve fund(s) on page 11
- Financial Information on pages 7 – 10 (2018 revenues/ expenditures & 2019 forecasts)

Audited Financial Statements – for last completed fiscal year

- Audited financial statements are required if the Contribution is equal or greater than \$25,000 per annum
- Unaudited Financial Statements should include annual revenues, expenditures and highlight any surplus, deficit and reserve funds

Annual Report – for last completed fiscal year

- In the absence of a formal Annual Report, please attach a summary that includes the Mandate and/or Mission of your organization, your activities and accomplishments in 2018, and goals for 2019

Annual General Meeting (AGM) Minutes – for the last two completed fiscal years

- Draft AGM minutes from your last completed fiscal year; and
- Most recent **approved** AGM minutes signed by two individuals, with signing authority for your organization

Current Board Of Directors

- Include the names of member, position, home address, contact information (phone number and emails) and the number of years each member has been on your Board

Current Organization Chart (last modified date)

Section 1 - Organization Information

General Information

1) Legal name of organization: _____

2) Preferred language of communication: French English

3) Address of organization:

Street: _____

City: _____ Province: _____ Postal Code: _____

4) Mailing Address (if different from above address):

5) Charitable number (if applicable): _____

6) Incorporation number (if applicable): _____ Fed. Prov.

7) Primary contact information:

Salutation: Mr. Ms. Mrs. Dr.

First Name: _____ Last Name: _____

Role in Organization (Title): _____

Phone Number: _____ Ext.: _____ Fax Number: _____

E-mail: _____

Facility Information

8 a) Please provide details about organization's main service facility:

Rented/Leased

Owned by your organization

Other (i.e., Shared facility)

Please specify:

8 b) Please indicate:

Name of main service facility: _____

Rental Contract End Date (DD/MM/YYYY):

Name of Landlord (as stated on your lease): _____

Address of main service facility: _____

Annual facility rental/mortgage amount: _____

Type of Rental:

Hourly

Seasonal

Long-term Lease

If you own or rent more than one facility, please include the facility information on a separate page.

Service Boundaries (Geographic)

9) Primary Catchment Area(s): Please only select wards where you currently provide services.

City-Wide

Please select City-Wide if your program(s) and / or service(s) are open to residents from all wards of the city e.g Information/Referral telephone line.

Ward 1 - Orléans

Ward 9 - Knoxdale-Merivale

Ward 17 - Capital

Ward 2 - Innes

Ward 10 - Gloucester-Southgate

Ward 18 - Alta Vista

Ward 3 - Barrhaven

Ward 11 - Beacon Hill Cyrville

Ward 19 - Cumberland

Ward 4 - Kanata North

Ward 12 - Rideau - Vanier

Ward 20 - Osgoode

Ward 5 - West Carleton - March

Ward 13 - Rideau-Rockcliffe

Ward 21 - Rideau-Goulbourn

Ward 6 - Stittsville - Kanata West

Ward 14 - Somerset

Ward 22 - Gloucester - South Nepean

Ward 7 - Bay

Ward 15 - Kitchissippi

Ward 23 - Kanata South

Ward 8 - College

Ward 16 - River

Populations Served

10 a) Target Population(s): Please explain your primary target population as identified in your mandate or mission. **(50 words or less)**

10 b) Programs and Services: Do you have programs or services that are specifically designed and advertised for the following populations (please select all that apply):

Children 0 to 6

Children 7 to 12

Youth 13 to 18

Adults

Older Adults (50+)

Seniors (65 and older)

All Ages

Aboriginal People

Homeless or At-Risk

Rural Residents

Families

Immigrants or Newcomers

Singles

Francophones

Low Income

Single Parents

GLBTQ2 Communities

Men

Women

General Population

People with Disabilities

Other

(specify): _____

Language

11) When providing services* to the public, does your organization apply the principles of an Active Offer in one or both official languages:**

English French Bilingual

* **Services:** promotion, documentation and direct client service.

** **Active Offer:** refers to the provision, quality and availability of services in one or both official languages.

12) Does your organization provide services in other languages: Yes No

If yes, please specify:

Participation

13) Individuals Served/Frequency:

| Participation | 2018 Actual | 2019 Forecast |
|---|-------------|---------------|
| How many individuals does your organization serve throughout the year? Count each individual only once. | | |
| Total number of client contacts / visits | | |
| <p>Are your clients able to access your services online?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> | | |
| <p>Please provide details on the type of services you provide online. (100 Words max)</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> | | |

Volunteers and staffing

14) Volunteers/Staffing

| Volunteers/Staffing | 2018 Actual | | 2019 Forecast | |
|--|-------------|-------------|---------------|-------------|
| | Number | Total Hours | Number | Total Hours |
| How many volunteers are involved in your organization? <i>(Include committees, boards and front line volunteers)</i> | | | | |
| How many part-time staff do you employ? | | | | |
| How many full-time staff do you employ? <i>(Individuals who work 35 or more hours per week)</i> | | | | |

Annual General Meeting

15) Tentative Date of 2019 AGM: (DD/MM/YYYY)

Client satisfaction

16 a) Does your organization obtain client satisfaction feedback on City-funded services?

Yes No

16 b) If yes, please attach a summary of your 2018 client satisfaction results.

16 c) If no, please explain how you determine your clients are satisfied with your services?

17. Client Service Outcomes

17 a) Do you measure client service outcomes?

Yes No

17 b) If yes, please attach a summary of your 2018 client service outcomes.

17 c) If no, please explain how you know that your services are delivered adequately (100 words max).

17 d) Please provide up to 2 testimonials from clients demonstrating positive service outcomes.

1. (100 words max)

2. (100 words max)

Financial Information - Revenues

1.0 Government Revenue

1.1 City of Ottawa

| | 2018 Actual (unaudited) (Jan. 1 - Dec. 31) | 2019 Forecast (Jan. 1 - Dec. 31) |
|---|--|--|
| 1.1.1 Renewable Community Funding | | |
| 1.1.2 Childcare and /or EarlyON Funding | | |
| 1.1.3 Civic Events Funding | | |
| 1.1.4 Councillor Donation | | |
| 1.1.5 Cultural Funding | | |
| 1.1.6 Economic Development & Innovation Funding | | |
| 1.1.7 Emergency Community Funding | | |
| 1.1.8 Housing and/or homelessness Funding | | |
| 1.1.9 Major Capital Funding | | |
| 1.1.10 Outdoor Rink Grant | | |
| 1.1.11 Planning & Infrastructure Funding | | |
| 1.1.12 Public Health Funding | | |
| 1.1.13 Rural Affairs Funding | | |
| 1.1.14 | | |
| 1.1.15 | | |
| 1.1.16 City of Ottawa Funding Subtotal | | |

1.2 Provincial Government (Please specify the source e.g. Elderly Person Centre, Local Health Integrated Network etc.)

| | 2018 Actual (unaudited) (Jan. 1 - Dec. 31) | 2019 Forecast (Jan. 1 - Dec. 31) |
|---|--|--|
| 1.2.1 | | |
| 1.2.2 | | |
| 1.2.3 | | |
| 1.2.4 | | |
| 1.2.5 Provincial Government Funding Subtotal | | |

1.3 Federal Government (Please specify the source e.g. HRSDC, New Horizon etc.)

| | 2018 Actual (unaudited) (Jan. 1 - Dec. 31) | 2019 Forecast (Jan. 1 - Dec. 31) |
|--|--|--|
| 1.3.1 | | |
| 1.3.2 | | |
| 1.3.3 | | |
| 1.3.4 | | |
| 1.3.5 Federal Government Funding Subtotal | | |

1.4 Government Revenue Subtotal

Financial Information - Revenues

2.0 Non-Government Revenue

| | 2018 Actual (unaudited) (Jan. 1 - Dec. 31) | 2019 Forecast (Jan. 1 - Dec. 31) |
|--|---|---|
| 2.1 Community Foundation of Ottawa | | |
| 2.2 Crime Prevention Ottawa | | |
| 2.3 Transfer Payments from Other Agencies | | |
| 2.4 Trillium Foundation | | |
| 2.5 United Way / Centraide Ottawa | | |
| 2.6 | | |
| 2.7 | | |
| 2.8 Non-Government Revenue Subtotal | | |

3.0 Other Revenue

| | 2018 Actual (unaudited) (Jan. 1 - Dec. 31) | 2019 Forecast (Jan. 1 - Dec. 31) |
|------------------------------------|---|---|
| 3.1 Donations | | |
| 3.2 Fundraising | | |
| 3.3 Hall/Facility Rental Income | | |
| 3.4 Investment Income | | |
| 3.5 Membership Fees | | |
| 3.6 Program Registrations Fees | | |
| 3.7 Special Event Admission Fees | | |
| 3.8 User Fees/Drop-in Fees | | |
| 3.9 | | |
| 3.10 | | |
| 3.11 | | |
| 3.12 Other Revenue Subtotal | | |

4.0 Total Revenues

| | | |
|--|--|--|
| | | |
|--|--|--|

Financial Information - Expenditures

5.0 Staffing

| | 2018 Actual (unaudited) (Jan. 1 - Dec. 31) | 2019 Forecast (Jan. 1 - Dec. 31) |
|-------------------------------------|--|--|
| 5.1 Full-time Salaries and Benefits | | |
| 5.2 Part-time Salaries and Benefits | | |
| 5.3 Honorariums | | |
| 5.4 | | |
| 5.5 Staffing Subtotal | | |

6.0 Office Administration

| | 2018 Actual (unaudited) (Jan. 1 - Dec. 31) | 2019 Forecast (Jan. 1 - Dec. 31) |
|--|--|--|
| 6.1 Advertising/Public Relations | | |
| 6.2 Audit/Legal Fees | | |
| 6.3 Board Expenditures | | |
| 6.4 Equipment Repairs/Purchases | | |
| 6.5 IT Costs (computers, etc.) | | |
| 6.6 Licenses, Taxes and Permits | | |
| 6.7 Office/Administration Expenses | | |
| 6.8 Staff Travel Expenses | | |
| 6.9 Telephone | | |
| 6.10 | | |
| 6.11 Office Administration Subtotal | | |

7.0 Occupancy

| | 2018 Actual (unaudited) (Jan. 1 - Dec. 31) | 2019 Forecast (Jan. 1 - Dec. 31) |
|--------------------------------------|--|--|
| 7.1 Building Repairs (furnace, etc.) | | |
| 7.2 Heat | | |
| 7.3 Hydro | | |
| 7.4 Property Taxes | | |
| 7.5 Rent/Mortgage | | |
| 7.6 Water | | |
| 7.7 | | |
| 7.8 Occupancy Subtotal | | |

Financial Information - Expenditures

8.0 Insurance

| | 2018 Actual (unaudited) (Jan. 1 - Dec. 31) | 2019 Forecast (Jan. 1 - Dec. 31) |
|--|--|--|
| 8.1 Comprehensive / Commercial General Liability | | |
| 8.2 Directors' and Officers' Liability | | |
| 8.3 Other | | |
| 8.4 Insurance Subtotal | | |

9.0 Supplies and Equipment

| | 2018 Actual (unaudited) (Jan. 1 - Dec. 31) | 2019 Forecast (Jan. 1 - Dec. 31) |
|--|--|--|
| 9.1 Supplies and Equipment | | |
| 9.2 | | |
| 9.3 Supplies and Equipment Subtotal | | |

10.0 Other Expenses

| | 2018 Actual (unaudited) (Jan. 1 - Dec. 31) | 2019 Forecast (Jan. 1 - Dec. 31) |
|----------------------------|--|--|
| 10.1 Fundraising Expenses | | |
| 10.2 Professional Fees | | |
| 10.3 Transportation | | |
| 10.4 Volunteer Expenses | | |
| 10.5 | | |
| 10.6 Other Subtotal | | |

11.0 Total Expenditures

12.0 Total Revenues

13.0 Surplus or (Deficit)

13.1 If a Surplus or (Deficit) exists please provide an explanation:

14.0 Is the Surplus a result of funds provided by Community Funding? Yes No

Reserve Funds

Please include information on ALL reserve funds as of December 31st, 2018.

15.0 Unrestricted:

Purpose:

**15.1 Externally
Restricted:**

Purpose:

**15.2 Internally
Restricted:**

Purpose:

Foundation

16.0 Do you have a Foundation? Yes No

16.1 Name of Foundation:

16.2 Charitable Number:

Section 2 - Specific Program Information

Section 2 is only to be completed only if all or part of your City of Ottawa Renewable Funding is directed to one or more specific programs as outlined in your Contribution / Letter Agreement.

If you have more than one specific program funded by the City, please download and complete additional copies of this section.

Specific Program Information

Name of Program: _____

Address of Program: _____

Program Description: (Briefly describe the funded program/service - 100 words max)

Service Boundaries (Geographic)

City-Wide - Please select City-Wide if your funded program(s) and / or service(s) are open to residents from all wards of the city e.g Information/Referral telephone line.

- | | | |
|---|---|--|
| <input type="checkbox"/> Ward 1 - Orléans | <input type="checkbox"/> Ward 9 - Knoxdale - Merivale | <input type="checkbox"/> Ward 17 - Capital |
| <input type="checkbox"/> Ward 2 - Innes | <input type="checkbox"/> Ward 10 - Gloucester - Southgate | <input type="checkbox"/> Ward 18 - Alta Vista |
| <input type="checkbox"/> Ward 3 - Barrhaven | <input type="checkbox"/> Ward 11 - Beacon Hill Cyrville | <input type="checkbox"/> Ward 19 - Cumberland |
| <input type="checkbox"/> Ward 4 - Kanata North | <input type="checkbox"/> Ward 12 - Rideau - Vanier | <input type="checkbox"/> Ward 20 - Osgoode |
| <input type="checkbox"/> Ward 5 - West Carleton - March | <input type="checkbox"/> Ward 13 - Rideau - Rockcliffe | <input type="checkbox"/> Ward 21 - Rideau - Goulbourn |
| <input type="checkbox"/> Ward 6 - Stittsville - Kanata West | <input type="checkbox"/> Ward 14 - Somerset | <input type="checkbox"/> Ward 22 - Gloucester - South Nepean |
| <input type="checkbox"/> Ward 7 - Bay | <input type="checkbox"/> Ward 15 - Kitchissippi | <input type="checkbox"/> Ward 23 - Kanata South |
| <input type="checkbox"/> Ward 8 - College | <input type="checkbox"/> Ward 16 - River | |

Population Served

1) Programs and Services: Is your specific program for the following populations:

- | | | |
|--|---|---|
| <input type="checkbox"/> Children 0 to 6 | <input type="checkbox"/> Children 7 to 12 | <input type="checkbox"/> Youth 13 to 18 |
| <input type="checkbox"/> Adults | <input type="checkbox"/> Older Adults (50+) | <input type="checkbox"/> Seniors (65 and older) |
| <input type="checkbox"/> All Ages | | |

- | | | |
|---|---|---|
| <input type="checkbox"/> Aboriginal People | <input type="checkbox"/> Homeless or At-Risk | <input type="checkbox"/> Rural Residents |
| <input type="checkbox"/> Families | <input type="checkbox"/> Immigrants or Newcomers | <input type="checkbox"/> Singles |
| <input type="checkbox"/> Francophones | <input type="checkbox"/> Low Income | <input type="checkbox"/> Single Parents |
| <input type="checkbox"/> GLBTQ2 Communities | <input type="checkbox"/> Men | <input type="checkbox"/> Women |
| <input type="checkbox"/> General Population | <input type="checkbox"/> People with Disabilities | <input type="checkbox"/> Other (specify): _____ |

Participation

2) Individuals Served/Frequency:

| Participation | 2018 Actual | 2019 Forecast |
|--|-------------|---------------|
| How many individuals does this program serve throughout the year? Count each person only once . | | |
| Total number of client contacts / visits | | |

Volunteers and Staffing

3) Volunteers and Staffing

| Volunteers and Staffing | 2018 Actual | | 2019 Forecast | |
|--|-------------|-------------|---------------|-------------|
| | Number | Total Hours | Number | Total Hours |
| How many volunteers are involved in this program? (Include committees, boards and front line volunteers) | | | | |
| How many part-time staff do you employ for this program? | | | | |
| How many full-time staff do you employ for this program? (Individuals who work 35 hours a week or more) | | | | |

Language

4 a) When providing **services*** to the public, does your organization apply the principles of an **Active Offer**** in one or both official languages, for this specific program:

English
 French
 Bilingual

* **Services:** promotion, documentation and direct client service.

****Active Offer:** refers to the provision, quality and availability of services in one or both official languages.

4 b) Is this program provided in other languages? Yes No

If yes, please specify:

Specific Program Revenues and Expenditures

5) Revenues

City of Ottawa

| | 2018 Actual (unaudited) (Jan. 1 - Dec. 31) | 2019 Forecast (Jan. 1 - Dec. 31) |
|-------------------|--|--|
| Renewable Funding | | |

Other City of Ottawa Funding, specify:

| | 2018 Actual (unaudited) (Jan. 1 - Dec. 31) | 2019 Forecast (Jan. 1 - Dec. 31) |
|--|--|--|
| | | |
| | | |

Provincial Government, specify:

| | 2018 Actual (unaudited) (Jan. 1 - Dec. 31) | 2019 Forecast (Jan. 1 - Dec. 31) |
|--|--|--|
| | | |
| | | |

Federal Government, specify:

| | 2018 Actual (unaudited) (Jan. 1 - Dec. 31) | 2019 Forecast (Jan. 1 - Dec. 31) |
|--|--|--|
| | | |
| | | |

Other Revenues, specify:

| | 2018 Actual (unaudited) (Jan. 1 - Dec. 31) | 2019 Forecast (Jan. 1 - Dec. 31) |
|--|--|--|
| | | |
| | | |

| | | |
|-----------------------|--|--|
| Total Revenues | | |
|-----------------------|--|--|

6) Expenditures

| | 2018 Actual (unaudited) (Jan. 1 - Dec. 31) | 2019 Forecast (Jan. 1 - Dec. 31) |
|------------------------|---|---|
| Staffing | | |
| Insurance | | |
| Occupancy | | |
| Office Administration | | |
| Supplies and Equipment | | |
| Transportation | | |

Other expenses, specify:

| | 2018 Actual (unaudited) (Jan. 1 - Dec. 31) | 2019 Forecast (Jan. 1 - Dec. 31) |
|--|---|---|
| | | |
| | | |

Total Expenditures

Total Revenues (from above)

7) Surplus or (Deficit)

7.1) If a Surplus or (Deficit) exists, please provide an explanation:

8.0) Is the Surplus a result of funds provided by Community Funding? Yes No

Signature Block

Both signatures on this page are mandatory. (*Minimum 1 signature from a volunteer Director of the Board*)

We hereby certify that the Board of Directors has authorized this 2019 Funding Submission, that all information provided in this application and any attachments is true, correct and complete in every respect and that we have signing authority for the organization.

1st Signature:

Name of Signatory (*please print*):

Title of Signatory:

Name of Organization:

Telephone Number:

Date (DD/MM/YYYY):

2nd Signature:

Name of Signatory (*please print*):

Title of Signatory:

Name of Organization:

Telephone Number:

Date (DD/MM/YYYY):

The City of Ottawa is subject to the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56, as amended ("MFIPPA") with respect to, and protection of, information under its custody and control. Accordingly, all documents provided to the City of Ottawa in this Funding Submission may be available to the public unless the party submitting the information requests that it be treated as confidential, **unless law requires disclosure.**