



2019 One-time Non-Renewable Project Funding Application

- 1. Recreation Funding, Youth at Risk Project Funding**
- 2. Community Project Funding**

Application Deadline

Received or postmarked by Friday April 26, 2019 by 4 p.m.

Late or incomplete applications will not be considered

Forms are available in English and French at ottawa.ca or by phone at 613-580-2424, ext. 24377

Forms are available in alternate formats by request at 613-580-2424, ext. 24377

TTY: 613-580-2401

Inquiries

If you are unsure of your eligibility or have questions, please contact the Community Funding Unit to discuss eligibility criteria and the application process.

Phone: 613-580-2424 extension 24377

Email: communityfunding@ottawa.ca

Program Budget and Funding Streams Available

Recreation Funding

- The total of \$400,000 will be allocated as One-Time Non-Renewable Recreation Funding, Youth At-Risk Project Funding
- Up to \$100,000 maximum funding allocation per agency

Community Funding

- The total of \$100,000 will be allocated in One-Time Non-Renewable Community Project Funding
- Up to \$20,000 maximum funding allocation per agency

Note

- Only one application per organization will be considered per funding stream
- Partnering groups cannot submit more than one application for the same project
- Applications must clearly identify a specific project. Applications requesting core or ongoing funding will not be considered

General Eligibility Criteria for Both Funding Streams

Eligible Applicants must:

- Be at least **one** of the following:
 - o An incorporated non-profit organization
 - o A registered charity
 - o Sponsored by incorporated non-profit organization or a registered charity
- Address the appropriate priorities based on the selected Funding Stream
- 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 (Demonstrated through Annual General Meeting minutes)
- Be in good financial standing with the City of Ottawa
- Be located in and serve residents of Ottawa
- Have been in existence for more than two years OR are sponsored by an organization that has been in existence for more than five years

Sponsored projects

If your project is sponsored by another organization, please ensure that:

- The sponsoring agency is an incorporated non-profit organization or a registered charity that has been in existence for more than five years
- The signature page includes one signature from the applicant organization, and one signature from the sponsoring organization
- If the Certificate of Insurance is in the name of the Sponsoring Organization, the applicant organization should be listed as an additional insured
- Contact information for the applicant **and** sponsoring organizations are provided

Special Eligibility Criteria

Applicants currently receiving the City of Ottawa's Community and Social Services (CSSD) Renewable Community Funding, will not be eligible for One-time Non-Renewable **Community Project Funding**.

For **Recreation Funding**, Youth At-Risk Projects, **a maximum of 4 qualifying projects/community agencies** will be considered. Partnerships between multiple organizations are encouraged and may be given priority.

Eligible projects will be evaluated based on their ability to:

- Address the outlined priorities, per the respective funding stream
- Respond to the needs of a diverse community
- Address service gaps
- Respond to an emerging community need
- Foster and leverage partnerships
- Be viable and present a realistic project budget
- Identify clear anticipated outcomes and a plan to monitor and evaluate progress to achieve outcomes
- Identify a plan to sustain the benefits of the project post funding

Ineligible Projects and Expenses

Ineligible projects and expenses for One-Time Non-Renewable Project Funding include, but is not limited to, the following:

- Conferences, sponsorships, special events and beautification initiatives
- Costs for major capital equipment/renovations, minor renovations to existing buildings, construction or development of new facilities, land maintenance
- Faith organizations where the services/activities include the promotion and/or required adherence to a faith
- Financing of deficits and/or taxes
- For-profit organizations or ventures
- Fundraising organizations and/or events
- Non-profit organizations sponsoring for-profit organizations
- Organizations which act primarily as a funding source for other groups
- Hospitals, clinic-based services or medical treatment programs
- Organizations of political affiliation or for political activities
- Programs within the legislated mandate of other governments or City departments, such as child care services, first year immigrant settlement services, drug treatment programs, and shelters for victims of violence
- Provincial/national organizations, unless a local chapter/branch exists to serve the residents of the City of Ottawa
- School boards, primary and secondary schools, post-secondary institutions
- Sports clubs (unless programs/services minimize or eliminate barriers to access/participation for disadvantaged groups)

Recreation Funding, Youth at Risk Project Funding

Purpose

As part of the 2019 City Budget, \$400K one-time funding will be included in the Recreation, Cultural & Facility Services Department's 2019 operating budget to support community organizations that have a realistic plan and a proven capacity to engage and support local youth at risk.

One-time Non-Renewable Recreation Funding, Youth At-Risk Project Funding will support projects that target at-risk youth, between the ages of 13-19 years of age. Priority is placed on services/projects that respond to the emerging needs of at-risk youth, primarily through prevention and early intervention.

At-risk youth are defined as adolescents who are likely to develop problems that prevent them to transition successfully into adulthood and achieve economic self sufficiency; predisposing them to engage in behaviour with negative consequences.

The focus of this funding is to support emphasis on social recreation, community engagement, skill development, mentorship, internship and leadership for identified priority groups: racialized youth; lesbian, gay, bi-sexual, trans, two-spirit and queer (LGBTQ+) youth; Indigenous, Francophone and youth with special needs.

Priorities

Projects must be focused on preventing or intervening with youth at risk of participating in criminal behavior, through:

- Transforming attitudes, behaviours and beliefs to support a renewed sense of personal potential and self-worth
- Promoting a path toward positive personal or skill development, including through: problem solving, conflict resolution, effective communication, self-expression, leadership and mentorship
- Promote improved quality of life for at-risk youth while intervening or preventing onset antisocial behaviours, self-harm and substance abuse

Community Project Funding

Purpose

One-time Non-Renewable Community Project Funding supports time-limited or pilot projects that address new or emerging needs in the community. Priority is placed on programs/projects that: increase Access to Basics for people from diverse equity seeking groups, reduce poverty, and increase self-efficacy.

The focus of this funding is aligned to the City of Ottawa Strategic Plan and to the City's Equity and Inclusion Lens. Equity seeking groups include: racialized people; Aboriginal people; women; people with disabilities; older adults; people who identify as gay, lesbian, bi-sexual, trans, two-spirit and queer (LGBTQ+); people living in poverty; youth; immigrants; Francophones; and people living in rural communities.

Priorities

Projects must address a unique or emerging service need, for which defined and demonstrated service gaps exist, and promote:

- Equity and inclusion (e.g. related to race, ethnicity, income, gender identity, sexual orientation, gender expression, official language, ability, etc.); and
- Improved quality of life of people who are low income, at risk, isolated or otherwise marginalized.

Application Format

Do not send any portion of your application by USB or DVD. If you are submitting the application by mail, the application form and all required documents must be submitted on single-sided 8½" x 11" white paper. If you are submitting the application by email, documents must be printer-ready and be sent in Adobe PDF or Microsoft Word format.

Please take into consideration the time it takes for Canada Post to deliver regular mail and how long it can take for electronic transfers to take place.

NOTE: The City of Ottawa does not accept emails with attachments greater than 15MB.

Send the completed application and attachments in one physical package or one email, **but not both**.

Application Submission

Applications must be received or postmarked via one of the methods listed below, by the deadline of:
Friday April 26, 2019 by 4 p.m.

Late and/or incomplete applications will not be considered.

By Canada Post or Courier Mail:

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

By Email:

To: communityfunding@ottawa.ca

One-Time Non-Renewable Project Funding Checklist

Please ensure all required documents are attached to your application, and that:

- Your application is filled out completely and all questions are answered
- Your application includes two original signatures from individuals who have signing authority for the organization. If the project is sponsored by another organization, the second signature must be from the Executive Director of the sponsoring agency
- Two different original letters of support for your project
- You attach the current and complete list of Board of Directors/Steering Committee, including phone numbers and current email addresses
- You attach signed minutes of the most recent approved Annual General meeting or General Board meeting
- You attach the most recent audited financial statements. In the absence of audited statements, organizations may submit un-audited financial statements that are approved and signed by the two individuals who sign the application. When the organization is provincial or national, but providing service locally, include a local branch financial statement
- You attach a copy of the Certificate of Insurance; that provides a minimum of \$2M coverage for general liability. (Proof of insurance with the City of Ottawa listed as an additional co-insured, will be required upon confirmation of funding)

Application Information

It is important to provide as much detail as possible when entering the following information. If additional space is required, add extra pages or provide examples of what you want to describe. Applications are judged solely on current content and not on previous applications or projects.

Organization Information

Organization Legal Name:

Charitable Number (if applicable):

Incorporation Name and Number (if applicable):

Date Established (DD/MM/YYYY):

Organization's Mailing Address:

Unit No. / P.O. Box:

City:

Postal Code (A9A 9A9):

Website:

What is your organization's mandate?

Primary Contact Label:

- Mr.
- Miss
- Mrs.
- Ms.
- Mx.

Primary Contact Full Name:

Primary Contact Title:

Primary Contact E-Mail:

Primary Contact Telephone:

Sponsoring Agency Information

Is the Organization Sponsored by Another Organization?

- Yes
 No

Legal Name of Sponsoring Organization:

Sponsoring Agency Contact Full Name:

Sponsoring Agency Contact Title:

Sponsoring Agency Contact E-Mail:

Sponsoring Agency Contact Telephone:

Sponsoring Agency Mailing Address:

Unit No. / P.O. Box:

City:

Postal Code (A9A 9A9):

Project Information

Project Name:

Funding Stream:

- Recreation Funding – up to \$100,000 maximum funding allocation per agency
- Community Funding – up to \$20,000 maximum funding allocation per agency

Amount of City Funding Requested for this Project
(Maximum outlined above per stream):

Total Cost of Project:

Project Start Date (DD/MM/YYYY):

Project End Date (DD/MM/YYYY):

Project Summary (In 50 words or less, please summarize your project.):

Project Priorities

Recreation Funding

Check the applicable box(es) to identify the priority area(s) of your project:

- Focuses on preventing or intervening with youth at risk of participating in criminal behavior
- Transforms attitudes, behaviours and beliefs to support a renewed sense of personal potential and self-worth
- Promotes a path toward positive personal or skill development, including through: problem solving, conflict resolution, effective communication, self-expression, leadership and mentorship
- Promotes improved quality of life for at-risk youth while intervening or preventing onset antisocial behaviours, self-harm and substance abuse

Community Funding

Check the applicable box(es) to identify the priority area(s) of your project:

Projects must address a unique or emerging service need, for which defined and demonstrated service gaps exist and promote:

- Promote conditions of equity and inclusion on the basis of race, ethnicity, income, gender identity, sexual orientation, official language and ability
- Promote improved quality of life of people who are low income, at risk, isolated or otherwise marginalized

Target Populations

Check the applicable box(es) to identify the primary target population(s) of your project.

- | | |
|--|---|
| <input type="checkbox"/> Aboriginal persons | <input type="checkbox"/> Children (0 - 12) |
| <input type="checkbox"/> Francophones | <input type="checkbox"/> Youth (13 - 19) |
| <input type="checkbox"/> Homeless or at-risk | <input type="checkbox"/> LGBTQ+ |
| <input type="checkbox"/> Low Income (Families/Individuals) | <input type="checkbox"/> Immigrants/New Canadians |
| <input type="checkbox"/> Persons with disabilities | <input type="checkbox"/> Men |
| <input type="checkbox"/> Seniors and Older Adults | <input type="checkbox"/> Women |
| <input type="checkbox"/> General population | <input type="checkbox"/> Rural residents |

Project Description

a.) What are the goals/objectives of your project?

b.) How was the need for your project identified, and how does your project respond to the identified needs or service gaps?

c.) How does your project respond to the outlined Funding Priorities?

d.) Describe the actions you will take to reach out to and serve diverse equity groups.

e) What language will your project provide services in?

- English
- French
- Other (please specify):

People Served: Estimate how many individuals will be served by this project.

Staff: How many staff will be working on the project?

Volunteers: How many volunteers will be working on the project?

Service Boundaries of Project

Please select all that apply.

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

Geographic Boundaries: Are there any geographic boundaries that limit participation in this project?

Project Implementation

Describe the implementation strategy for your project including activities, timelines, dates, hours and location and participation fees (if applicable) of your project.

Partnerships/Collaboration

a.) What other organizations or groups have you partnered with or plan to work with on this project? Please indicate whether partnerships/collaborations are confirmed.

b.) How will these partnerships/collaborations support the project?

c.) How does your project complement other similar or existing services?

Expected Project Outcomes and Evaluation Plan

a.) **OUTCOMES:** How will your project benefit participants and the community?

b.) **INDICATORS:** How will you know these benefits have been achieved?

c.) **EVALUATION:** What methods and/or tools will you use to demonstrate that the outcomes have been achieved?

Anticipated Project Budget – Revenues

In Table 1, list all of the anticipated revenues for your project. Indicate which of the below sources are “confirmed”, “in progress” or “not started/incomplete”.

Table 1: Proposed Revenues

Government Sources

Anticipated Project Revenues	Amount \$	Status
City of Ottawa One-Time Non-Renewable Project Funding (amount requested)		
Other City Funding (specify)		
Provincial Government (specify)		
Trillium Foundation		
Federal Government (specify)		

Non-Government Sources

Anticipated Project Revenues	Amount \$	Status
United Way		
Ottawa Community Foundation		
Other (specify)		
Other (specify)		

Other Revenues

Anticipated Project Revenues	Amount \$	Status
Donations/Fundraising		
Client/User Registration fees		
In-Kind Contributions(specify)		
Other (specify)		
Other (specify)		

Total Project Revenues	
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On going funding: If this project requires ongoing funding, how do you plan to sustain the project after the one-year City funding term?

Anticipated Project Budget – Expenses

In Table 2, list all of the anticipated expenses for your project. Ensure costs are specific to project, and only complete applicable expenses. **In-Kind:** Goods and services that are provided free of charge for the project and their estimated value, if known.

Table 2: Proposed Expenses

Staffing (# of staff, wages, hourly rate etc.)

Anticipated Project Expenses	Amount \$	In-Kind \$

Office Administration (printing, office supplies, telephone, it costs etc.)

Anticipated Project Expenses	Amount \$	In-Kind \$

Occupancy Costs (rent, utilities, etc.)

Anticipated Project Expenses	Amount \$	In-Kind \$

Insurance (costs related to this project)

Anticipated Project Expenses	Amount \$	In-Kind \$

Program Costs (supplies, transportation, admission fees, food, etc.)

Anticipated Project Expenses	Amount \$	In-Kind \$

Total Project Expenditures		
Total Surplus / Deficit		

Signature Block

Both original signatures on this page are mandatory. If the project is sponsored by another organization, the second signature must be from the Executive Director of the sponsoring agency. I accept the terms and conditions of the One-time Non-Renewable Application as outlined and agree to abide by the Allocations Committee decisions.

Successful applicants are required to complete and return a signed Funding Agreement prior to receiving funds and will be required to complete and submit an outcomes report by May 31, 2020.

We hereby certify that the Board of Directors has authorized this proposal, 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):

Please keep a copy of this signed application for your records.

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 in the Community Project Funding Application form may be available to the public unless the party submitting the information requests that it be treated as confidential.