

# 2022 Change Fund Application Guidelines

## Statement of Intent

The Community Investment Program (CIP) recognizes that the not-for-profit sector plays an essential role in designing and delivering programs and services that meet the needs of Peel's most vulnerable residents. CIP also recognizes that change happens within and across sectors authentic collaborative work is encouraged agencies that have a common agenda to create collective impact to support meaningful and lasting change in the community. As such, the CIP 2022 Change Fund was designed; to support collaborative projects and initiatives that respond to community issues impacting Peel's residents and neighborhoods with a view towards addressing complex community and system level issues that align to Regional Priorities. For this application cycle, CIP investments will focus on supporting the not-for-profit sector to address community impacts through 2 funding streams: Connect and Convene. Through a Systems Innovation approach, the Change Fund aims to support collaborative projects within the community. Ideal projects will include multiple partners working together on joint projects that aim to address critical community issues within the Region of Peel.

*"**Collaboration** is defined as a "process that enables independent individuals and organizations to combine their human and material resources so they can accomplish objectives they are unable to bring formally about alone".<sup>1</sup>*

## Application Information

Before completing your application, carefully review these Program Guidelines, particularly the **General Eligibility** section, to verify that your organization aligns with the fund criteria and proposed initiative(s).

You will be required to complete and submit:

- Registration process to access GovGrants platform
- Update Service Provider Profile with 2021/22 information including number of residents served
- Application Form and Budget Request
- Project Workplan Mandatory Template
- Two most recent consecutive years of audited Financial Statements
- YTD March 2022 Financial Statement

# Funding Conditions

- Applicants will be required to adhere to performance conditions specified in the Community Investment Program Funding Agreement and may be subject to an audit.
- Applicants must demonstrate how funding will improve operational capacity to increase service delivery and efficiency.
- All funding must be spent by July 2024. Any unspent funds will result in funding recoveries.
- The Region reserves the right to revise Change Fund eligibility on a case-by-case basis.

All applications must be submitted through GovGrants, the Region of Peel's new online grant management platform.

**Important: To access the application form, you must first complete your Registration and Service Provider Profile (SPP) in GovGrants as soon as possible (if you have not already done so). Please allow sufficient time to complete the Registration and SPP prior to accessing the application form.**

You will be required to update your SPP under Community Investment Tab with 2022 data which includes the tabs for: Nature of Organization, Operations, Financials and uploading the mandatory Documents in the Documents tab. These documents include two most recent consecutive years of Audited Financial Statements, YTD March 2022 Financial Statement and Certificate of Insurance.

Please visit the Region's Community Investment Program webpage for additional information and access to GovGrants. <https://www.peelregion.ca/community-investments/>

### Stream 1: Connect

The Change Fund: **Connect** stream will support a collaborative led by a grassroots group to plan and execute a small-scale initiative in response to an immediate community need.

Some examples of initiatives include (but are not limited to):

- Hosting a Town Hall meeting (virtual or in-person) to facilitate dialogue to raise awareness about a local issue
- Planning and execution of a community activity (i.e. anti-violence rally/march) to raise awareness about a local issue
- Developing a social media/community awareness campaign focused on community interests to raise awareness about a local issue

**Funding Limit: Up to \$15,000 for one-year**

### Stream 2: Convene

The Change Fund: **Convene** stream will support a collaborative led by an incorporated not-for-profit organization implement a one-year initiative in response to a community need.

Some examples of initiatives include (but are not limited to):

- Developing a community needs assessments/mapping exercise to explore identified trends/challenges
- Developing and facilitating a community advisory committee to encourage active resident level participation in neighborhood development initiatives
- Implementing best practice/evidence-based research to inform innovative service delivery approaches to addressing identified community challenges

If the initiative is intended to continue beyond one year, the application must include a sustainability plan outlining how the initiative will be maintained beyond the one-year funding term.

**Funding Limit: Up to \$75,000 for one year.**

**System Change** is an intentional process designed to alter the status quo by shifting the function or structure of a system with purposeful interventions...Systems change aims to bring about lasting change by altering underlying structures and supporting mechanisms which make the system operate in a particular way. These can include policies, routines, relationships, resources, power structures and values”.

## Sector Alignment

The purpose of the Change Fund is to improve the ability of organizations to better serve Peel's priority populations in their time of need.

### Priority Populations:

- Child and Family Services
- Disabilities
- Mental Health and Addictions
- Employment and Training
- Homelessness
- Housing
- Settlement
- Health
- Legal Services
- Victims of Abuse/Assault

Please indicate in your application which priority population the initiative best aligns to.

## Regional Priorities

Anticipated outcomes of initiatives must demonstrate the ability to advance Regional Priorities. Regional priorities can be referenced from a multitude of strategic planning documents, not limited to the Community Safety and Well Being Plan (CSWB), Peel Poverty Reduction Strategy (PPRS), Income Security and Economic Opportunity.

## General Eligibility

Lead agency must:

- Be an organization physically located in Peel Region and/or primarily serving Peel residents
- Be mandated to provide human and community services
- Be incorporated as a not-for-profit organization (the organization requires registration as a charity under the Canada Income Tax Act)
- Be governed by a volunteer board of directors that is representative of the community it serves
- Comply with the Ontario Human Rights Code in hiring practices and provision of all of its services
- Provide proof of insurance coverage, including but not limited to commercial general liability insurance

**Note:** Applicants must demonstrate that the design and delivery of the proposed initiative will adhere to the Region of Peel Public Health Guidelines related to COVID-19.

Eligible expenses must meet all of the following categories:

1. Administrative and Operational Costs
2. Community Engagement Costs
3. Evaluation and Knowledge Dissemination

Ineligible expenses include (but are not limited to):

- Any organizational expenses related to impacts of COVID-19 already supported through the Region of Peel's Reaching Home Fund or Social Service Relief Fund
- Any project costs related to prior CIP Collaboration Fund or Change Fund initiatives
- Staff position

# Assessment Process & Criteria

Each application that meets the general eligibility requirements will be reviewed by a Fund Review Committee comprised of Region of Peel staff and assessed based on the following criteria:

## 1. Demonstrated Need

Applications are evaluated based on how well organizations use an evidence-based approach to identify and assess the nature of the project needs.

## 2. Financial Sustainability

Applicants must demonstrate financial health. A financial assessment is included in the application review process.

In addition, the Community Investment Program completes a financial assessment as a part of the eligibility and approval process, to broadly assess risk present in not-for-profit funding applicants.

The following financial statements for the last two years must be submitted when completing your Service Provider Profile on GovGrants:

- Two years of Audited financial statements (signed and dated by auditor) if your organizational revenue is over \$250,000.
- A Review Engagement Report if your organizational revenue is between \$150,000 - \$250,000
- A Notice to Reader Report if your organizational revenue is less than \$150,000

Financial Statements must be prepared by a qualified professional and audited by a Certified Accountant.

The statements below are examples of what the reports are often titled, and the type of information usually found in these reports is provided in brackets:

- *Statement of Financial Position* or *Balance Sheet* (Assets and Liabilities)
- *Statement of Revenue and Expenses/Income Statement* (Net surplus or Deficit)
- *Statement of Operations and Net Assets* (similar to Revenue and Expenses but includes Net Assets)
- *Statement of Cash Flows*
- *YTD Actual Revenue and Expenses*

In general, the documentation submitted needs to include the following information: Assets, Liabilities, Revenue, Expenses, Net Assets (Capital)

The risk factors include benchmarks and financial ratios that are analyzed using the audited financial statements submitted by the organization.

The financial ratios are grouped in the following categories:

- Liquidity

- Measures the ability to meet short-term financial obligations
- Leverage
  - The ability to operate within the agency's means during the year; assets that are financed by creditors; liabilities and debt
- Profitability
  - The average of last two years of Surplus (Deficit)
- Revenue
  - Diversity of revenue sources
- Expenditures
  - Looking for high proportion dedicated to delivering programs

### **3. Alignment with Sector and Regional Priorities**

Anticipated outcomes of initiatives must demonstrate the ability to advance Regional Priorities.

### **4. Organizational Health**

You must demonstrate strong organizational management in the areas of financial management, board leadership and operational capacity.

### **5. Alignment with Region of Peel directives and Eligible criteria**

You must clearly demonstrate how the funding will benefit the organization and align with Region of Peel's directives as mentioned throughout these Guidelines.

#### **Equity**

The Community Investment Program recognizes the importance of equity and is committed to applying an equity lens to the funding program to ensure that the diversity of our local service providers and community are reflected in Community Investment Program decision-making, grant opportunities, policies and practices.

## Anticipated Outcomes

Strategic investments in Change Fund projects and initiatives aligned to priorities as stated above, will result in the following outcomes for the Change Fund:

- Increased opportunities for the sector to identify and respond to specific issues for vulnerable populations
- Increased sector innovation and capacity for organizational collaboration
- Increased additional resources to strengthen the collaborative to allow partnership sustainability during and after COVID-19

## Measuring Success

The goal of each collaborative project should align to: Sector and Regional Priorities, ultimately, leading to a positive impact on the community. Identify the measure of success that is aligned with your objective.

### Freedom of Information

All information that is in the custody or control of the Region is subject to the access provisions of the *Municipal Freedom of Information and Protection of Privacy Act*. The information submitted in your funding application will be used for the purpose of assessing your application for funding.

## Timing for Use of Funds

Expenses must be incurred within one year of receipt of the funding.

## Reporting Requirements

All funding recipients must submit a mid-term and final report. You will receive an email notification to complete these along with the reconciliation reports using GovGrants. Funding is conditional upon receipt of these Change Fund funding reports.

### Requirement to Keep Supporting Documentation

To demonstrate the Change Fund was used to support eligible expenses, please retain all original supporting documentation for a minimum of seven years.

### Reconciliation

Agencies receiving Change Fund funding are required to reconcile the amount of funding received at the end of the funding term which is July 2024. The reconciliation provides confirmation the funding was allocated according to the funding guidelines and identifies surplus funds to be recovered.

The reconciliation will be submitted through GovGrants as outlined in your Funding Agreement. The reconciliation covers actual expenditures for each eligible and approved expense and other information that may include KPIs and



outcomes.

The Region of Peel may conduct check-ins at any time to assess whether funding has been used for its intended purpose and may request receipts, invoices, and proof of purchase to assess expenditures.

### **Recoveries**

Agencies will return unused funds or funds not utilized in accordance with the conditions outlined in this Guideline and/or Funding Agreement. Agencies will repay the Region of Peel /Community Investment Program all or part of their Change Fund Funding in the following situations:

- Eligibility criteria was not met
- Funds were not fully spent
- Funding was not used in accordance with the terms of the Funding Agreement or this Guideline

## **Notification of Funding Decision**

The application deadline is June 16<sup>th</sup>, 2022. All applicants will be notified whether an application is approved or declined for funding. It is anticipated that funding decisions will be communicated 3-4 weeks after the fund submission deadline.

## **Recognition of Community Investment Program Funding**

The Community Investment Program encourages funding recipients to acknowledge Community Investment Program funding in promotional and program materials. The Community Investment Program will provide logo and terms of usage in various digital formats upon request.

# Appendix A: Mandatory Documents to Submit

The following documents must be submitted through GovGrants:

**Submit the following through the Service Provider Profile in the “Documents” tab:**

- Articles of Incorporation (Letters Patent).
- Most recent 2 years of audited financial statements if your organizational revenue is greater than \$250,000. If your organizational revenue is between \$150,000 and \$250,000 you may submit a Review Engagement. If your organizational revenue is less than \$150,000, you may submit a Notice to Reader).
- Proof of insurance.

**Submit the following as part of the Change Fund application in the “Attachments” tab:**

- The organization’s YTD March 2022 financial statements
- Project Workplan Mandatory Template

**Application Checklist:**

- Complete Registration and Service Provider Profile in GovGrants. Attach Articles of Incorporation and 2 years of most recent audited financial statements or Review Engagement or Notice to Reader in the Service Provider Profile attachments tab.

**Note:** The process for completing the GovGrants registration and Service Provider Profile takes time. It is important that this is completed first.

- The applicant is responsible to ensure proper insurance is in place. Remember to upload proof of insurance either in the **“Documents”** tab of the Service Provider Profile or the **“Attachments”** tab within the Change Fund application.
- Also remember to upload the YTD March 2022 Financial Statements, which consist of a Balance Sheet and Income Statement in the **“Attachments”** tab within the Change Fund application.

## Glossary of Terms

**Collaborative:** - “refers to two or more parties successfully working together on a goal or shared project”.<sup>3</sup>

**Grassroots Group:** A “grassroots” not-for-profit association is defined as a community (human) service organization/group made up of two or more individuals through a formal agreement coming together to address a cause, issue, or challenge that is unique to their local community. Members are accountable to and representative of the community they serve. Grassroot groups should also have the following characteristics:

- 1) At least one year of experience as a group/organization
- 2) Based in the Region of Peel, with more than 50% of the collective being residents of city of Mississauga, Brampton, and Caledon
- 3) Have an annual operating budget of less than \$50,000.

**Collective Impact** is the commitment of a group of important actors from different sectors to a common agenda for solving a specific social problem, using a structured form of collaboration”.<sup>4</sup>

**Systems Change** is an intentional process designed to alter the status quo by shifting the function or structure of a system with purposeful interventions...Systems change aims to bring about lasting change by altering underlying structures and supporting mechanisms which make the system operate in a particular way. These can include policies, routines, relationships, resources, power structures and values”.<sup>5</sup> (Abercrombie, Harries, & Wharton, 2015).

**Common Agenda** is a “shared vision for change that includes a common understanding of the problem and a joint approach to solving it through agreed upon actions”.<sup>6</sup>

**Civic Engagement** “refers to the ways in which citizens participate in the life of a community in order to improve conditions for others or to help shape the community’s future”.<sup>7</sup>

**Marginalized and equity seeking groups** are defined as: a) Residents with low income; b) Residents that face precarious employment, underemployment and/or unemployment; c) Residents that face multiple barriers that prevent them from obtaining equitable and inclusive access to essential supports and services.

**Anticipated Outcome:** The change or results that the Collaborative expects to be achieved after the successful completion of the initiative. Outcomes could be quantitative, qualitative, or both.

## Footnotes

1. Lasker, R. D., Weiss, E. S., & Miller, R. (2001). Partnership Synergy: A Practical Framework for Studying and Strengthening the Collaborative Advantage. *The Milbank Quarterly*, 2(79), 179–205. Retrieved from <http://www.cacsh.org>
2. Abercrombie, R., Harries, E., & Wharton, R. (2015). *System Change: A Guide to What It Is and How to Do It*. Lankely Chase & NPC. Retrieved from: <https://www.issuelab.org/resources/25873/25873.pdf>
3. Retrieved from: <https://www.dictionary.com/browse/collaborative>
4. Kania, J., & Kramer, M. (2011). *Collective Impact*. Stanford Social Innovation Review
5. Abercrombie, R., Harries, E., & Wharton, R. (2015). *System Change: A Guide to What It Is and How to Do It*. Lankely Chase & NPC. Retrieved from: <https://www.issuelab.org/resources/25873/25873.pdf>
6. Kania, J., & Kramer, M. (2011). *Collective Impact*. Stanford Social Innovation Review
7. Adler, R., & Goggin J. (2015). What Do We Mean By “Civic Engagement”? Retrieved from: <https://journals.sagepub.com/doi/10.1177/1541344605276792>

# Application Submission Deadline

Please ensure you submit your application through GovGrants (the Region's new online fund management platform) on or before June 16<sup>th</sup>, 2022, by 5:00 p.m.

Access GovGrants Here: <https://www.peelregion.ca/community-investments/>

## For fund and GovGrants technical support inquiries, please contact:

[ZZG-CIP@peelregion.ca](mailto:ZZG-CIP@peelregion.ca)

**Please Note:** on the application deadline date, technical support is only available until 5:00p.m.

For more information visit [peelregion.ca](https://www.peelregion.ca)

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