



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 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 projects/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 and United Way Board 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.

For 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 to:
United Way, 417 Bagot Street, Kingston, ON K7K 3C1

When to Apply:

The Community Investment Fund program has two application intake dates per year.

INTAKE ONE DEADLINE: June (Innovation Grants)

INTAKE TWO DEADLINE: September (Community Impact Grants)
(refer to Funding Streams on page 5)

- Most projects/programs will receive funding for a period of up to twelve months
- Projects that would like to be considered for funding in future years 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.

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 Healthy Community Fund projects (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 HCF 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
- Contribute to the United Way KFL&A's Community Impact areas www.unitedwaykfla.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 projects/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 small one-time capital costs as long as it is demonstrated that the results will have a positive benefit to the community and meet the Community Impact Fund objectives
- Distributed to projects/programs serving the community within the City of Kingston boundaries (City of Kingston Funding) and organizations that serve local communities in the broader 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 culture & the arts (Arts and culture funding available through Kingston Arts Council www.artskingston.com)
- Major 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

Ineligible Expenses:

- Direct funds to individuals
- Team or club core costs
- Travel expenses
- Deficit financing
- Operational reserves
- Dollar for dollar replacement of government funding

... Ineligible Expenses continued

- 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?

- 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 project/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 Investment Fund 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 small 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 projects/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 projects/programs that will enhance services in three Community Impact Areas: Belonging to Community, Turning Lives Around, and Growing Up Great. 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.

<p>Belonging to Community: <i>From Poverty to Possibility</i></p>	<p>Targeting:</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>Turning Lives Around: <i>Healthy People, Strong Communities</i></p>	<p>Targeting:</p> <ul style="list-style-type: none"> ○ Vulnerable people ○ 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>Growing Up Great: <i>All that Kids Can Be</i></p>	<p>Targeting:</p> <ul style="list-style-type: none"> ○ Early Years ○ Children & Families ○ Youth
<p>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.</p> <p>Outcomes:</p> <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 	

<p>Sustaining Our Heritage (City of Kingston Fund Only)</p>	<p>Targeting:</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> <p>Outcomes:</p> <ul style="list-style-type: none"> – 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 types of projects is through the Kingston Municipal Heritage Committee under the Ontario Heritage Act.) 	