



## 2019 City of Kingston and United Way Community Investment Fund Guidelines



Administered by:  
United Way KFL&A

United Way  
Kingston, Frontenac  
Lennox and Addington

**Purpose of the Community Investment Fund:** The purpose of the Community Investment Fund is to provide grants to programs, projects, or small 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:** Purchase of equipment (fridge, stove, furnishings, computers, etc.) or renovations (ramp, roof, furnace, etc.) are allowed, if integral to program delivery and outcomes. However funding for capital construction is not eligible.

### Objectives of the Fund:

- Provide organizations and groups with 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 United Way's Community Impact Focus Areas and goal.
- Support the priorities of the City of Kingston and the creation of a more sustainable community as described in the Sustainable Kingston Plan.

**There is an annual call for applications with a maximum grant amount of \$25,000.**

### How to Apply:

United Way accepts and processes all applications for grants through the City of Kingston and United Way Community Investment Fund. (Note: Applicants cannot apply for a program that has been reviewed and declined twice, and no more than 20% of expenditures can be for administration – see Budget schedule.)

Complete a brief pre-application questionnaire online to receive a login to access the online grant application at <https://andarweb.unitedwaykfla.ca/Volunteer/AgencyRegistration.jsp>

Once you have submitted your questionnaire, you will be contacted by email providing you with your login information and additional instructions for accessing the application documents.

*It is strongly recommended that agencies wishing to apply allow sufficient time in order to receive login access and complete/submit the application forms.*

**Deadline to submit applications: Monday, September 9, 2019, 11:59pm**

**Please note:** *An accessible version of the application is available upon request.*

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 Marg Kubalak at the United Way office, 613-542-2674 ext. 1503

**Note: No project should begin before the contract process is complete.**

- 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 for a maximum of two years. 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 organizations 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 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 measurable outcomes for the program
- Be in good financial standing with the United Way and/or the Municipality
- Be in good standing with the United Way or the Municipality with regard to past Community Investment Fund grant projects (successful completion of projects and have 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 applications per organization
- Have waited two years before applying to this fund if the organization has received a Community Investment Fund grant for two consecutive years prior
- Not have been declined for the same project/program twice in previous 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 <https://www.sustainablekingston.com/s/sk-plan-final-f-112310.pdf>
- Contribute to the United Way of KFL&A's Community Impact focus areas [www.unitedwaykfla.ca](http://www.unitedwaykfla.ca)
- Be applied for by an 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
- Benefit and promote community
- Identify a demonstrated local need and network of support for the 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
- 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 Investment Fund objectives
- Funds are for projects/programs delivered by organizations 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](http://www.artskingston.com))
- Any proposal targeted at heritage (cultural heritage funding available through City of Kingston Heritage Fund ([www.kingstonmuseums.ca](http://www.kingstonmuseums.ca)))
- 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
- Subsidies or sponsorships for summer camp registrations or events

## ***Program Expenses that do not qualify:***

- Direct funds to individuals
- Deficit financing
- Operational reserves
- Dollar for dollar replacement of government funding
- 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 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 thoroughly reviewed prior to submission 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?

## **Community Investment Fund Grants**

This granting stream combines funding from both the City of Kingston and United Way of KFL&A through one simplified application process. It encourages an innovative, entrepreneurial and collaborative response to local social needs, and applies to initiatives that are more long term in nature. These can include, but are not limited to, pilot projects or new programs which are becoming permanent and require seed funding.

### **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**: Helping Kids Be All They Can Be; Building Strong and Healthy Communities; Moving People From Poverty to Possibility. See outcome and indicator framework for each, below.

## Community Impact Areas

### Helping Kids Be All They Can Be

**Goal: to ensure children and youth are valued and supported, with opportunities and resources to reach their fullest potential**

#### Outcomes (The Impact)

*(CHANGE in client behavior or status as a result of this program - BENEFIT TO CLIENTS)*

Learning	Connectedness	Wellbeing
<ul style="list-style-type: none"> <li>• Readiness to learn</li> </ul>	<ul style="list-style-type: none"> <li>• Empathy and positive relationships</li> </ul>	<ul style="list-style-type: none"> <li>• Resilience, coping skills, self-worth and confidence</li> </ul>
<ul style="list-style-type: none"> <li>• Graduating high school</li> </ul>		<ul style="list-style-type: none"> <li>• Healthy decision making</li> </ul>

#### Program Level Indicators

*(Describes the DATA collected that shows how well the program achieved the outcomes)*

<ul style="list-style-type: none"> <li>• Commitment to learning, achievement, motivation</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated empathy and positive interpersonal skills, pro-social behaviors</li> </ul>	<ul style="list-style-type: none"> <li>• Positive identity, self-esteem, sense of purpose, optimism, or psychological well-being</li> </ul>
<ul style="list-style-type: none"> <li>• Developmental milestones are achieved, grades are improved, youth graduate on time</li> </ul>	<ul style="list-style-type: none"> <li>• Sense of belonging, supportive relationships, peaceful conflict resolution skills</li> </ul>	<ul style="list-style-type: none"> <li>• Self-regulation of emotion, healthy coping skills</li> </ul>
<ul style="list-style-type: none"> <li>• Readiness to succeed in transitioning to post-secondary education, training, or meaningful employment</li> </ul>	<ul style="list-style-type: none"> <li>• Sense of connectedness to their community</li> </ul>	<ul style="list-style-type: none"> <li>• Increased physical activity, healthier eating patterns, and positive life choices</li> </ul>
		<ul style="list-style-type: none"> <li>• Reduced risky behaviours in the areas of substance abuse, sexuality etc. or harm reduction</li> </ul>

## Building Strong and Healthy Communities

**Goal: to help people connect to supports they need, have positive mental health, and increase personal safety**

### Outcomes (The Impact)

*(CHANGE in client behavior or status as a result of this program - BENEFIT TO CLIENTS)*

Connection	Physical and Mental Wellbeing	Safety
<ul style="list-style-type: none"> <li>• Access to community services and supports</li> </ul>	<ul style="list-style-type: none"> <li>• Independent living for seniors &amp; people with physical disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Safety from violence, abuse, neglect</li> </ul>
	<ul style="list-style-type: none"> <li>• Support for people with mental health issues</li> </ul>	

### Program Level Indicators

*(Describes the DATA collected that shows how well the program achieved the outcomes)*

<ul style="list-style-type: none"> <li>• Sense of connectedness to their community</li> </ul>	<ul style="list-style-type: none"> <li>• Reduced stress, improved coping skills, self-esteem, planning and decision making skills, development of personal goals, reduced frequency or intensity of challenging behaviours or crisis</li> </ul>	<ul style="list-style-type: none"> <li>• Increased natural supports, improved communication within families, parenting skills</li> </ul>
<ul style="list-style-type: none"> <li>• Increased engagement with supportive community organizations</li> </ul>	<ul style="list-style-type: none"> <li>• Reduced risk taking (substance abuse, sexuality etc.), harm reduction, increased physical activity, or healthier life choices.</li> </ul>	<ul style="list-style-type: none"> <li>• Reduced violence, access to shelter and services to protect people from abuse and neglect</li> </ul>
<ul style="list-style-type: none"> <li>• Improved social supports or reduced isolation</li> </ul>		
<ul style="list-style-type: none"> <li>• Relationships to family and friends are strengthened</li> </ul>		



## Moving People from Poverty to Possibility

**Goal: to help people by reducing the impact of poverty and improving access to shelter and affordable housing**

### Outcomes (The Impact)

*(CHANGE in client behavior or status as a result of this program - BENEFIT TO CLIENTS)*

Housing Stability	Food Security	Financial Security
<ul style="list-style-type: none"> <li>• Access to emergency shelter</li> </ul>	<ul style="list-style-type: none"> <li>• Access to affordable and nutritious food</li> </ul>	<ul style="list-style-type: none"> <li>• Financial security</li> </ul>
<ul style="list-style-type: none"> <li>• Access and support for safe, affordable housing</li> </ul>		<ul style="list-style-type: none"> <li>• Meaningful, stable employment</li> </ul>

### Program Level Indicators

*(Describes the DATA collected that shows how well the program achieved the outcomes)*

<ul style="list-style-type: none"> <li>• Resources and supports to maintain safe and stable housing</li> </ul>	<ul style="list-style-type: none"> <li>• Increased knowledge and skills about food access and food preparation</li> </ul>	<ul style="list-style-type: none"> <li>• Improved basic life skills</li> </ul>
<ul style="list-style-type: none"> <li>• Improved access to emergency shelter in housing crisis situations</li> </ul>	<ul style="list-style-type: none"> <li>• Increased availability and access to food that is nutritious and culturally appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Increased financial knowledge and employment skills</li> </ul>
<ul style="list-style-type: none"> <li>• Increased tenure or housing stability</li> </ul>		<ul style="list-style-type: none"> <li>• Increased access to resources to support independent living</li> </ul>
<ul style="list-style-type: none"> <li>• Reduced risk of eviction or homelessness</li> </ul>		