



2024 City of Kingston and United Way Community Investment Fund Guidelines

Administered by: United Way KFL&A

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, activities undertaken by an agency to carry out its mission or mandate.

Project: A unique venture with a beginning and an end date, undertaken to meet established goals within defined time, resources.

Small Capital Expenditures: Purchase of equipment (fridge, stove, furnishings, computers, etc.) or renovations (ramp, 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.
- Assist organizations with additional expenses related to service delivery during pandemic and/or post-pandemic.
- 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: Helping Kids Be All They Can Be; Building Strong and Healthy Communities; Moving People From Poverty to Possibility.
 - [Click here](#) to review the outcome and indicator framework for each.
- Support the core pillars of the City of Kingston Strategic Plan 2023-2026 that relate to social services.

The maximum grant amount is \$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 registration form to receive access to the online grant application portal at: [Community Investment Fund Registration](#).

Once you have submitted your registration form, United Way staff will contact you within 1- 2 business days to provide your login information and additional instructions for accessing the application documents.

Note: An accessible version of the application is available upon request.

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: Friday, May 17, 2024, 11:59pm

A review team will then evaluate applications based on the assessment criteria (listed below). 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.

Note: No project should begin before the contract process is complete. Projects/programs will receive funding for programs or projects delivered between **September 1st, 2024, and December 31st, 2025.**

For more information or clarification about the information contained in this package please contact Claire DesRoche at the United Way office, 613-929-4826.



General Requirements

Applicant organizations must:

- Be a registered not-for-profit and/or charity.
- Be volunteer-led organization 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 if their budget is over \$500,000.
- Be in good standing with regard to past Community Investment Fund grant projects (successful completion of projects and have submitted final reports)
- Have only one application per project. No more than two applications per organization
- Not have been declined for the same project/program twice in previous years.

Note: Organizations can receive funding for a maximum of two consecutive years. If an organization has received funding for two consecutive years, they must wait for two years before being eligible to re-apply.

Proposed programs, projects, or capital expenditures:

- Contribute to the core pillars of the City of Kingston Strategic Plan 2024-2026 that relate to social services.
- Contribute to the United Way of KFL&A's Community Impact focus areas
- Meet the mission and mandate of the organization applying for the grant.
- Identify a demonstrated local need for the program/project.
- Demonstrate the level of impact on vulnerable individuals, families, neighbourhoods, 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 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.
- In 2024 funds are for projects/programs delivered by organizations serving the community within the City of Kingston boundaries.
- Up to 20% of the project budget can be for administration costs.



Approved Grantees will:

- Sign a United Way and/or City of Kingston agreement, 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.
- Provide proof of having general liability insurance in the amount of not less than two million dollars (\$2,000,000)
- Organizations must provide equal access to services to individuals of diverse cultures or with disabilities.

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

Ineligible programs, projects, or capital expenditures:

- Any proposal targeted at culture & the arts (Arts and culture funding available through [Kingston Arts Council](#))
- Any proposal targeted at heritage (cultural heritage funding available through [City of Kingston Heritage Fund](#))
- Any proposal targeted at provincial/federal organizations, unless a community benefit is demonstrated.
- 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.
- Subsidies or sponsorships for summer camp registrations or events
- Hospitals, clinic-based services or medical treatment programs
- Funds will not be provided for project activities already receiving municipal funds through other programs.



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

Note: Fundraising, production of marketing, promotional materials will not be funded by themselves. If materials and/or administration are integral to program delivery, they will 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?

How does the project/program meet the needs of vulnerable communities?

- Does the application identify the vulnerable community(ies) to be served?
- Is the benefit to these communities clearly stated?

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