

## **Community Programs Funding Renewable Project Funding for 2010 (Formerly known as One Year Program Funding)**

### ***Building a Strong Community Together***

The Region of Peel is dedicated to building a healthy, vibrant and safe community that values its diversity and quality of life. Peel is enriched by the wealth of social supports and programming offered through the various non-profit organizations in the Region. The Community Programming Fund assists Peel organizations to develop and deliver creative programming that will meet the needs of our community. Applications are now being accepted for the 2009 Renewable Project Fund.

Renewable Project Funding replaces the Region of Peel One Year Program Funding and is geared to assist agencies and organizations with specific, short-term projects or with a new program or model of service delivery that responds to emergent, high priority community needs in Peel. Any agency that is incorporated as a non-profit, has a program or service that addresses a social need within Peel and meets the eligibility criteria of the Region's [Community Programs Funding Policies and Guidelines](#), is encouraged to apply. A coalition of agencies or community groups sponsored by an established, social service agency may be considered.

Organizations submitting proposals are encouraged to include the following considerations when applying.

Our Region is enriched by the diversity of our population. Information and understanding about Peel's diversity and evolution is key to ensuring that social supports, which help families, adults and children to realize their potential, are accessible to all.

Our growing population faces a variety of challenges, such as poverty. As a result creative and flexible programming is required to support individuals, families and communities in Peel to achieve healthy, self-supportive lifestyles. New programming should provide a range of prevention, intervention and developmental supports to residents.

Peel community organizations offer a variety of innovative and successful social programs that can assist in the development of new programming. Growing areas throughout Peel are encouraged to tap into the expertise and knowledge of existing programs when addressing local community needs.

## **Community Programs Funding Renewable Project Funding for 2010**

### ***Funding Process***

- 1) Applicants must complete the standard application form used for the Community Programs Funding - along with other requested documentation.
- 2) Completed applications **must be signed by the President or Treasurer of the Board of Directors** of the applying agency, or otherwise will not be considered.
- 3) The Region will provide single year funding for programming up to a maximum of \$20,000.
- 4) Programs should not expect to rely on continuous funding beyond the funding period.
- 5) The Region will not fund 100% of the program budget. Other revenue sources must be involved in supporting the program.
- 6) Completed applications must be submitted to the Region by Friday, August 21, 2009, 12:00 pm (noon).
- 7) Applicants may be asked to present to the Regional Grants Ad hoc Committee.
- 8) Recommendations to Regional Council on the successful applications will be made in October 2009.
- 9) Successful applicants will be notified by March 31, 2010 or following 2010 Regional budget approval.

Please direct questions or discussion about potential project submissions to:  
Sandra Solonik, Acting Manager, Community Services and  
Special Projects, Human Services  
905 791-7800 ext. 4935  
Or e-mail to [Sandra.Solonik@peelregion.ca](mailto:Sandra.Solonik@peelregion.ca)

## Community Programs Funding Guidelines Eligibility Criteria

Agencies/organizations must meet the following criteria:

- Be incorporated as a non-profit organization.
- Be registered as a charity under the Canada Income Tax Act.
- Be governed by a volunteer board of directors.
- Be located within the boundaries of Peel Region and provide services to Peel residents.
- Have established and documented financial management systems in place and be able to provide an annual audited financial statement.
- Utilize volunteers in most aspects of the organization.
- Demonstrate approved financial need while at the same time showing a balanced approach to annual budgeting.
- Comply with the Ontario Human Rights Code in hiring practices and in provision of all of its services.
- Have ongoing internal evaluation processes in place that seek out and utilize consumer feedback.
- Have the appropriate and necessary liability insurance coverage for all aspects of the organization.

### WHO WE WILL NOT FUND

- Agencies/organizations acting in the capacity of a funding body.
- Agencies/organizations that duplicate services in the same geographical area.
- Agencies/organizations affiliated with a political party or have a political mandate.

### WHAT WE WILL NOT FUND

- Religious programs, activities or proselytizing.
- 100% of a program budget.
- Capital projects, renovations and purchase of property.
- Annual fundraising drives or events.
- Programs where the Federal and/or Provincial government have the primary responsibility for funding, including but not limited to:
  - Hospital based health programs
  - Medical research
  - Arts and cultural programs
  - Formal education and training
  - Settlement and English language instruction programs
- Programs which are fully funded or delivered by the Town of Caledon, the City of Mississauga or the City of Brampton including but not limited to: Parks and Recreation, Transportation, Environmental programs, Economic development.

## Application Checklist

### 2010 COMMUNITY PROGRAMS FUNDING

**Complete and attach items listed in this checklist to the top of your application package.**

- One hard copy of the completed Community Programs Funding application approved and signed by the Board Chair or Treasurer. \*\***
- One copy of the agency's signed 2008 or 2009 audited financial statement.
- One copy the agency's 2008 or 2008/2009 annual report.
- One copy of the agency's audit management letter and agency response, if applicable.
- One copy of the agency's most year-to-date financial statement approved by the Board.
- One copy of the agency's liability insurance coverage (3 million minimum) for 2009, Certificate of Insurance.

**\*\* Hard copy must have an original signature.**

**Please note that an application is considered complete only when all of the above items are submitted.**

**Applications are due:**

**Friday, August 21, 2009**

**By 12:00 pm ( noon)**

**Applications submitted after this date and time will NOT be accepted.**

**Applications that are not signed by the Board President will NOT be accepted.**

**Renewable Project Funding 2010**

Agency / Organization

Name of Program seeking Regional funding	Requested Funding
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This application for funding including all financial information, attachments and proposed budgets has been approved by the Board of Directors.

Signature of the President or Treasurer (YYYY/MM/DD)	Date of Approval
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The agency/organization permits Regional staff to discuss this funding application with the other funders listed in this application.

Signature of Executive Director or President

**Additional documentation to be submitted with this application**

1. The most recent audited financial statement.
2. A copy of the agency's Letters' Patent, indicating proof of Incorporation and the correct legal name of the organization. (Not needed if already submitted)
3. A copy of the Certificate of Insurance or Declaration Page from your insurance company for the current liability insurance policy. (Indicating the amount of coverage)

*Please note that applicants may be requested to present to the Regional Grants Ad hoc Committee as part of the application process.*

Organization / Agency Information		
Organization Legal		Date (YYYY/MM/DD)
Address		
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Telephone - - ext	Fax - -	Email
Date of Agency Incorporation	Agency Financial Year	Charitable Registration No.
Senior Staff		Board
Agency Mission / Mandate		
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Specify the areas of Peel region served through your agency		
Are there similar programs and services offered in the same area? If so, list and explain the differences.		
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**Organization / Agency Information**

Does your organization have a policy(s) on human rights and anti-discrimination that apply to hiring practices and provisions of all of your services? If no, please explain.  Y  N

When was the policy(s) last updated?

Does your agency have a political affiliation?  Y  N

Is the agency affiliated with a religious organization?  Y  N  
If yes, briefly describe the relationship.

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Are you the lead agency, sponsoring a program or coalition?  Y  N  
If so, explain the accountability mechanisms that will be set up for this program.

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**Organization / Agency Governance**

**Board of Directors**

I. Current Board Members as of July 1, 2009

Indicate those with terms ending at the agency's next Annual General Meeting with an asterisk (\*).

Name	Joined Board In	Municipality of Residence	Occupation	Employer
<b>Officers &amp; Titles</b>				
1. President:				
2. Vice President:				
3. Treasurer:				
4. Secretary:				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

II: Number of Board positions stated in the agency's by-laws: \_\_\_\_\_

III: Number of active Board members as of July 1, 2009: \_\_\_\_\_



## Agency Financial Information

This chart is to be completed based on the financial information for **all** of the agency's programs and services and based on the agency's financial year.

**NOTE: USE YOUR AGENCY'S BUDGET YEAR TO COMPLETE THESE PAGES**

### Agency Annual Budgeted Revenue

Revenue	Revenue 2008	Budget 2009	Explanations
Federal: Core (specify)			
Contracts			
Provincial: Core (specify)			
Contracts			
Regional: Community Programs Funding			
Region of Peel Purchase of Service Contracts			
Municipality (City) Grants			
Other Government Funding			
United Way of Peel Funding			
Investment Income / Interest			
Fundraising Activities / Events			
Gaming - Bingo, Nevada, Casino			
Client User Fees and memberships			
Foundation Funding (specify)			
Other Funding (specify)			
<b>Total Revenue</b>			
<b>Total Expenses</b>			
Surplus/Deficit At Year End			

\* Please include explanations for any expected projected variances or fluctuations in revenue on a separate page.

## Agency Financial Information

This chart is to be completed based on all of the services and programs of the agency. Please use the agency's financial year.

### Agency Budgeted Expenses

Agency Expenses	Expenses 2008	Budget 2009	Explanations
Salaries			
Administration			
Program Staff			
Benefits			
Staff development, travel meetings			
Rent and facility costs			
Agency Insurance			
Volunteer Support and Training			
Fundraising Expenses			
Administration Costs			
Telephone, Internet, etc.			
Program supplies / expenses			
Other			
<b>Total Expenses</b>			
<b>Total Revenue</b>			
<b>Surplus/Deficit</b>			

If a deficit is budgeted in the next year, explain how it will be cleared?

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What is the current level of an accumulated unrestricted surplus and/or reserve account and indicate plans to utilize the reserve or surplus funds over the next three years.

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**Program Requesting Regional Funds**

7. Is the agency collaborating with any other partners to provide this program?

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8. If this is a new program, when will it be ready to begin service? If it is currently operating, what is the twelve month period for which this funding will be used?

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9. Name any other funders of this program.

Funder

Amount

Contact Person

Funder	Amount	Contact Person

10. How will this program be sustained once the Renewable Project Funding has been complete.

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**Proposed Program Budget**

**Please provide the full costs of the program.**

Expenses	Actual 2009 (if applicable)	Budget 2010	Explanations
Staff Salaries and Benefits			
Occupancy Costs			
Program Supplies and Expenses			
Administration Expenses			
<b>Total Expenses</b>			

List all the funding sources that are currently funding this program (if applicable) or have been approached to fund this program. Please place a check mark next to it if it has been confirmed.

Revenue	Actual 2009 (if applicable)	Budget 2010	Explanations
Sources (list) - ex. Fundraising, Gaming, Government			
Include the Requested amount from the Region of Peel			
<b>Total Expenses</b>			
<b>Surplus / Deficit</b>			

## Proposed Program Budget Notes

Please include detailed explanations for each program budget line item to support the previous financial pages. USE YOUR AGENCY's fiscal year in all financial pages.

Staffing

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Occupancy costs

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Program supplies  
and expenses

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Administration expenses

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Other expenses

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## Explanatory Notes

**\*\*\*Use the agency's financial year when completing all sections of the form.\*\*\***

### **Expenses**

Staff Development, travel and meetings:	Include all staff costs other than salaries and benefits.
Fundraising Expenses:	Total expenses incurred for fundraising events and/or projects.
Program Expenses:	Include contract salaries and all other expenses for programs, i.e., outreach, supplies, food and materials.

### **Revenue**

Federal, Core:	Funding that is regarded as "permanent", recurring on an annual basis. Include the name of the Federal department.
Federal, Contract:	Funding that is approved on a year-to-year, or one-time basis. Include the name of the Federal Department.
Provincial, Core and Contract:	Same as above but include Provincial Ministry.
Client Fees:	Any fees paid by a client or users of the service. Do not include client fees paid by government, e.g., purchase of services. Include membership fees.
United Way Funding:	The amount of the agency's current allocation. Include short term funding here.
Fundraising:	Total money raised from fundraising events and/or projects. Include direct donations.
Gaming:	Includes Bingo, Nevada, Casino revenue.
Other Funding:	Please list each source by name.