

COMMUNITY PROGRAMS FUNDING

GUIDELINES

2007-2009

Approved: April 22, 2004
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COMMUNITY PROGRAMS FUNDING

The Human Services department (formerly known as the Social Services department) administers the Region's Community Programs Funding. This funding has been available to many non profit social service agencies and agricultural organizations throughout Peel since 1974.

These guidelines provide the basis for administering this funding and are intended to be the guide for Regional Council, Regional staff and the community. They provide the framework for two types of funding processes, one of which provides multi-year operating funding and the other which provides short-term Renewable Project Funding. The total funding available for allocation through Community Programs Funding is determined through a comprehensive budget process each calendar year. Specific criteria and funding priorities may vary year to year.

The Region of Peel is committed to its strategic goals of "*Delivering citizen-focused services*" and "*Providing human services that meet current and changing needs*". (Region of Peel 2007-2010 Strategic Plan)

I. ELIGIBILITY CRITERIA

WHO WE WILL FUND

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 (2 million) for all aspects of the organization.

AGRICULTURAL ORGANIZATIONAL FUNDING

In addition to the criteria above, applicants from agricultural organizations must also meet the following criteria:

- All requests for increased funding or new funding must illustrate how it will contribute to a positive attitude in the Peel farm community through outreach, education and increased public awareness of the agricultural industry.
- Organizations will be guided and supported to apply for other funding resources including the Ontario Trillium Foundation, the Ministry and other agricultural funding sources.

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 that 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

II. TYPES OF FUNDING

The Community Programs Funding provided by the Region of Peel falls into two categories, each with its own terms and conditions.

1. Multi Year Operating Funding

This includes funding through multi-year agreements, with established agencies and organizations that have been incorporated as a not for profit and successfully providing services in Peel for a minimum of five years.

Funding is available to assist with general operating expenses including administrative costs or core program expenses.

The agency/organization must demonstrate ongoing accountability, sound management and governance, financial planning, monitoring and proper controls, and responsiveness to the changing needs of the Peel community. It must also demonstrate program effectiveness through impact and outcome measurement and evaluation.

Agricultural organization applicants must demonstrate how multi-year operating funding will contribute to a positive attitude in the Peel farm community through outreach, education and increased public awareness of the agricultural industry.

2. Renewable Project Funding (Formerly known as One Year Program Funding)

Renewable project funding is geared to assisting 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. The agency must have been incorporated as a not for profit and successfully provided services in Peel for a minimum of two years. Applicants could be sponsored by a lead agency that meets the noted eligibility criteria.

The total budget allocated for Renewable Project Funding may vary from year-to-year depending on the annual Regional budget. Funding priorities and specific application guidelines will be identified annually.

This funding is available on a short-term basis only and the program must be completed within 12 months of the date the program is implemented.

3. Emergency Funding

In exceptional circumstances, the Commissioner of Human Services may approve emergency assistance up to \$25,000. This will only be considered for organizations that are funded through multi-year agreements that are generally in good standing, but that require short-term assistance for an unforeseen circumstance or require bridge funding until viable solutions are put into place. The Commissioner will report to Council for information purposes, any emergency funding provided in the previous year.

MULTI YEAR OPERATING FUNDING

- a) Agencies that meet the eligibility criteria and have been successfully providing services in Peel for a minimum of five years may apply.
- b) The agency must illustrate:
 - The ongoing effectiveness of its overall program and services;
 - Compliance with all conditions of previous funding agreements, and
 - The overall sound management and governance of the organization
- c) An agency that has experience major change, instability or growth, regardless of its good standing with the Region, may not have funding renewed for more than one year at a time.
- d) Agencies that enter into a multi-year agreement must continue to meet the eligibility criteria during each funded year and will be expected to submit annual documentation as requested by the Commissioner of Human Services
- e) The Commissioner of Human Services will make recommendations for those agencies currently in this category and in good standing with the Region of Peel to be renewed under the multi-year agreements and for any new eligible agency to be considered for funding under this category. Regional Council provides final approval.
- f) On an annual basis a report will be submitted describing the progress of the “programs” funded through the multi-year agreements and on budget pressures impacting program delivery in the coming year.
- g) Agricultural applications must demonstrate how funding will contribute to a positive attitude in the Peel farm community through outreach, education safety and increased public awareness of the agricultural industry.

RENEWABLE PROJECT FUNDING (Formerly known as One Year Program Funding)

- a) On an annual basis, budget allocation and service priorities are identified for this funding category and approved by Council.
- b) A request for application is communicated through various sources including the Region’s website, outlining the funding priority(s) and/or terms and conditions specific to that year’s funding process.
- c) Any agency that has a program or service that addresses the priorities and meets the eligibility criteria may apply. A coalition of agencies or community groups that is sponsored by an established social services agency may be considered.
- d) Funding is awarded on an annual basis. Specific programs may be funded for a second and third year subject to a successful year-end program evaluation, risk assessment and clear demonstration of program enhancement during the previous year of funding.
- e) Priority is given to year one applications before renewing year two and three applications.

III. APPLICATION PROCESS AND DOCUMENTATION REQUIREMENTS

- All new applicant agencies and currently funded agencies requesting funds for a new program should consult with the Manager of Community Services and Special Projects prior to submitting an application for funding.
- All applicants for either types of funding must complete the required forms and submit the necessary documents by the designated deadlines that are determined each year.
- All applicants are required to submit an audited financial statement for the most recent agency year-end that is produced by a qualified, independent chartered accountant, according to generally accepted accounting principles, unless otherwise approved by the Commissioner of Human Services.
- All funding requests are reviewed by the Manager of Community Services and Special Projects, Human Services Department.
- The manager determines whether the agency meets the eligibility criteria, the terms of the funding and reviews the overall quality of application. The manager will also ensure the equitable distribution of available funds.
- The agency/organization may be required to make a presentation to Regional staff and members of Regional Council.
- During the funding agreement period, additional information and documentation may be required as determined by the Commissioner.
- A site visit may be required, prior to and/or subsequent to funding approval.
- All funding recommendations must go to the Commissioner of Human Services who then brings them to Regional Council for final approval.

IV. PAYMENT OF FUNDING

- Agencies will be notified by telephone and in writing of the approved funding.
- A funding agreement is issued by the Region outlining:
 - the conditions of the funding
 - the funding time period
 - the specific uses of Regional fundsFunding will be provided once the agreement is duly executed.
- The approved funding will be distributed in full to the agency, unless otherwise stipulated by the Commissioner of Human Services.

V. QUESTIONS / FURTHER ASSISTANCE

- All questions and inquiries should be directed to :

Manager, Community Services and Special Projects
Human Services Department
10 Peel Centre Drive, 6th floor,
Brampton, Ontario, L6T 4B9
(905) 791- 7800 ext. 4935 or ext. 4457

- Non-monetary support is available to assist community groups and organizations in providing services and programs more efficiently and effectively.