

Community Investment Program Capacity Fund Questions and Answers

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1. What are mandatory documents required as a part of the Capacity Fund Application?

The following documents are to be submitted through the Service Provider Profile in GovGrants (Documents Tab):

- *Articles of Incorporation (Letters Patent)*
- *2 years of audited financial statements if your revenue is greater than \$250,000. Note: if your organizational revenue is between \$150,000-\$250,000 a Review Engagement may be submitted. If your organizational revenue is less than \$150,000, a Notice to Reader may be submitted.*
- *The organization's YTD financial statements*
- *Proof of insurance*

2. What are Key Performance Indicators?

A Key Performance Indicator (KPI) is defined as a quantifiable measure used to evaluate the success of an organization in meeting objectives for performance, as set out prior to funding being released. In the context of funding, KPIs are less about profitability and more about value for the dollar as it relates to community benefit.

As the Community Investment Program moves towards measuring performance/goals against specific financial remuneration, KPIs are important to increase transparency and accountability. The Capacity Fund KPIs is:

- *Capacity Growth- Percentage of reported growth in your capacity improvement area. (The capacity building area you received funding for)*

3. I am the Primary User of GovGrants, can I assign the task of completing the Capacity Fund application to another user in my organization?

At this time, all CIP funding applications must be completed by the Primary User registered in GovGrants.

4. What if I don't have access to GovGrants? Can I email my application and supporting documentation to the Community Investment Program Team?

No. GovGrants is the Community Investment Program's new online fund management platform. The system was designed with a view toward modernizing and streamlining the Region's funding programs. All 2023 funding applications must be submitted through GovGrants.

5. I am having trouble completing the application. What should I do?

Please contact cip@peelregion.ca should you have any questions regarding completing the application.

6. I am experiencing a technical issue while completing the application in GovGrants. What should I do?

*Should you encounter a technical issue while completing the application, please contact cip@peelregion.ca. Technical support is available until **July 17, 2023, at 5:00 pm** as this is the application intake deadline.*

7. Is there an opportunity to communicate directly with Community Investment Program staff to confirm that I have correctly completed the application?

While Community Investment Program Specialists are available to answer general questions and provide high level advice, staff will not be able to confirm if your application is correctly completed and will not be able to see your application in the GovGrants system until it is submitted.

Q&A sessions will be made available via Microsoft Teams for prospective applicants to ask questions and seek clarity on completing the application in GovGrants.

July 5, 2023, 1pm to 3pm
<p>Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 291 677 946 099 Passcode: GMpise Download Teams Join on the web</p> <p>Or call in (audio only) +1 289-401-3582,,666773138# Canada, Brampton (844) 589-6880,,666773138# Canada (Toll-free) Phone Conference ID: 666 773 138# Find a local number Reset PIN</p>
July 11, 2023, 10am to 12pm (noon)
<p>Join on your computer, mobile app, or room device Click here to join the meeting Meeting ID: 230 015 866 982 Passcode: ZZ5EpL Download Teams Join on the web</p> <p>Or call in (audio only) +1 289-401-3582,,263125907# Canada, Brampton (844) 589-6880,,263125907# Canada (Toll-free) Phone Conference ID: 263 125 907# Find a local number Reset PIN</p>

8. How are Capacity Fund applications assessed?

Each application that meets the general eligibility requirements will be reviewed by a Fund Review Committee comprised of Region of Peel staff and assessed based on the following criteria:

- 1. Demonstrated Need,*
- 2. Organizational Health, and*
- 3. Non-Profit Capacity Instrument Domain Alignment*

Each eligible application will also undergo a financial assessment to determine the overall financial health of the organization.

In addition, the Community Investment Program recognizes the importance of equity and is committed to applying an equity lens to the funding program to ensure that the diversity of our local service providers and community is reflected in program decision-making, grant opportunities, policies, and practices.

9. What does the financial assessment involve?

The financial assessment broadly assesses risk present in not-for-profit funding applicants. The risk factors include benchmarks and financial ratios that are analyzed using the audited financial statements submitted by the organization. The financial ratios are grouped into the following categories:

1) Liquidity; 2) Leverage; 3) Profitability; 4) Revenue; 5) Expenditures.

10. When will I be notified of the funding decision?

*The application deadline is **July 17, 2023, 5:00 p.m.** All applicants will be notified whether an application is approved or declined for funding. It is anticipated that funding decisions will be communicated within 8-10 weeks after the application submission deadline.*

11. If my application is approved, what are the next steps?

You will receive an email notification advising you of the status of your application approximately 8-10 weeks after the application intake closing date of July 17, 2023. If your application is approved, the email will include the confirmed award funding amount. Further information will be provided to complete the contract and activate the award.

12. When I go to “interested”, the Capacity Fund Application is not there. Will this be added to the system?

Please ensure your Service Provider Profile has been completed and approved. The green status bar will provide this confirmation.

13. Will we receive a template of the Capacity Fund Application so we can use it as a working copy?

No. The application is only available on GovGrants.

14. What is the character limit for Budget Narrative?

The character limit is 10,000 which should be ample space to provide your funding request rationale, however, should you require more space, please provide your budget narrative on a Word document, and attach it under the Attachments Tab.

15. Do the KPIs refer to the target figures for a future date or should they represent the figures as they stand now?

The KPIs that you set while completing your Capacity Fund application should be based on what your agency anticipates achieving because of receiving Capacity Funding.

16. For previous funding applications like Capacity Fund, organizations were not eligible because they hadn't been incorporated for two years, but they were able to apply with a fiscal sponsor. If an organization meets all other eligibility criteria, can they apply for a sponsor for the Capacity fund?

Yes, you can apply as a fiscal sponsor for Capacity Fund. The Fiscal sponsor will be required to sign the contract and complete the mandatory reporting in GovGrants.

17. Do you need to update your profile if your board has changed since you last updated it?

Yes, it would be helpful if you update your board members on GovGrants. Click on the Edit button and enter the current board members.

18. Is there a way to view the application in its entirety to aid in preparing documents and narratives?

If you click on the three lines at the top right of the page, you will have the option to download the application form as a PDF.

19. In the application guide, it says the first step is to submit the service provider profile, what does that mean?

The Service Provider Profile (SPP) is an overview of your organization and allows you to upload attachments and provide information about your organization. We will review it and once we approve it you will receive an email notification advising the SPP has been approved.

20. We have already registered in GovGrants and uploaded the requested documents. Can we now go ahead and fill in the Capacity fund application?

If your registration/service provider profile has been approved, you will be able to apply to the Capacity Fund.

21. Can we come back to previous sections of the application if we need to edit or change anything?

Yes, you will be able to refer to the application form as needed and it is recommended that you continue to save the application throughout.

22. Does the SPP need to be completed before we apply?

Yes, the Service Provider Profile (SPP) needs to be completed and approved prior to completing the application form.

23. Where should the mandatory documents be uploaded

Proof of insurance and audited financial statements should be uploaded to the SPP in the “Documents Tab” but if you are not able to, you can upload them on the Attachments tab of the application on GovGrants, and the CIP team can move them over.

24. Can multiple users access the portal? For example, the accountant completes the financials.

At this time, only the primary user can complete the application form on GovGrants, however, we will take this into consideration for future funds.