

## **Community Safety and Well-Being Fund**

### **Purpose:**

The purpose of the Community Safety and Well-Being fund is to build the capacity and fund the non-profit social services sector to respond to the identified priorities and goals as described in the City of Ottawa's Community Safety and Well-Being Plan.

### **Type:**

Project and Programming Funding

### **Funding Term:**

One year to five years. City of Ottawa staff will determine the funding term based on the money available and the current need in the call for proposals.

### **Description:**

One Year – Two Year Project and Programming Funding: One- and two-year project and programming funding is allocated to projects or programs that address an emerging or ongoing need and respond to the identified priorities and goals as described in the City of Ottawa's Community Safety and Well-Being Plan.

Three-Year – Five-Year Project and Programming Funding: Three to five-year project and programming funding is allocated to projects or programs that build the capacity of non-profit social services agencies to respond to the identified priorities and goals as described in the City of Ottawa's Community Safety and Well-Being Plan. This can include, but is not limited to scaling up or improving a program or project currently being delivered successfully. This funding is not for pilot or new projects.

### **Application Process:**

Details of the application process, including application deadlines, will be available on Ottawa.ca.

### **Eligibility**

Applicants must meet the following conditions in order to be considered for funding:

- Be one of the following:
  - A not-for-profit Corporation or a Registered Charity that has been in existence for at least 2 years; OR
  - Sponsored by a Not-for-profit Corporation or a Registered Charity that has been in existence for more than 5 years;
- Have an organizational mandate that aligns to the City of [Ottawa's Community Safety and Well-Being Plan](#)
- Demonstrate financial viability and agency sustainability;
- Operate in a non-discriminatory manner as set out by the Ontario Human Rights Code;
- Be governed by a democratically elected Board of Directors

- Be in Good Standing with the City of Ottawa;
- Be located in and serve residents of Ottawa.

### **Ineligibility**

Applicants cannot be:

- Faith-based organizations whose proposed services/activities include the direct promotion and/or required adherence to a faith or religious practice;
- For-profit organizations or ventures;
- Organizations which act primarily as a funding source for other groups;
- Hospitals, clinic-based services or medical treatment programs;
- Organizations of political affiliation or which have a mandate to conduct political activities;
- Other levels of government or organizations proposing programs within the legislated mandate of other governments;
- Provincial/national organizations, unless a local chapter/branch exists to explicitly serve the residents of the city of Ottawa;
- School boards, primary and secondary schools or post-secondary institutions;
- Sports clubs.

### **Allowable Expenses**

Allowable expenses for the project include, but are not limited to:

- Staffing;
- Insurance;
- Occupancy;
- Office administration;
- Supplies and equipment;
- Transportation;
- Research and knowledge brokering
- Administrative costs for planning and hosting conferences, forums and convening initiatives
- Other expenses to be reviewed on a case by case basis.

### **Ineligible Costs**

Ineligible costs include, but are not limited to:

- beautification initiatives;
- Costs for major capital equipment/renovations, minor renovations to existing buildings, construction or development of new facilities, land maintenance;
- Financing of deficits and/or debts;
- For-profit ventures.

### **How Allocation Decisions are Made**

All applications will be assessed through an allocation committee process. An applicant's success in obtaining funding depends upon the allocation committee's final evaluation and the funding available within the envelope.

## **Criteria for Assessment of Eligible Proposals**

The assessment of eligible proposals will be based on total scores from a proposal evaluation and quantitative impact assessment.

### **Proposal evaluation:**

Criteria may include, but are not limited to:

- Needs/Impact – Alignment with the Community Funding Framework priorities, as well as the needs of the target populations for the funding and how their needs will be met.
- Efficiency/Collaboration – The importance of the funding to the continued capacity of the organization, contribution to the sector, and the organization's ability to collaborate and be an effective partner in achieving funding priorities and outcomes.
- Transparency/Accountability – The organization's ability to articulate and deliver their plan to meet their service mandate as well as their outcomes and reporting strategy.

### **Impact Assessment:**

Evaluation/scoring may include, but are not limited to:

- Greatest Impact – The potential impact of the initiative, including where and how widely the services are accessible to the target populations.
- Geography – How resources are targeted and aligned to areas of the city facing greatest needs or greatest inequities.

### **Reporting and Monitoring Requirements:**

Recipients will be required to submit an annual outcome report and reconciliation process in accordance with the terms and conditions set out in the Contribution agreement. This may include, but is not limited to:

- Audited financial statements;
  - If the Contribution is \$25,000 or less than \$25,000, un-audited financial statements may be provided at the complete discretion of the City, if they have been approved and signed by two officers, each of whom (i) has been appointed under a by-law of the Contribution recipient to sign agreements and contracts that bind the Contribution recipient; and, (ii) has legal capacity to execute agreements and contracts that bind the Contribution recipient
- Annual report for last completed fiscal year;
- Annual General Meeting (AGM) minutes for the last two completed fiscal years:
  - Draft AGM minutes from last completed fiscal year; and
  - Most recent approved AGM minutes signed by two individuals with signing authority for the organization;
- Current Board of Directors list;
- Current organizational chart;

- Outcome/evaluation report;
- A valid certificate of insurance identifying the City of Ottawa as an additional insured under the insured's policy/policies of insurance; and
- Special conditions, as required by the City.

**General Principles:**

This Policy provides the Director of Community Safety, Well-Being, Policy and Analytics with authority to manage and administer the Community Safety and Well-Being Fund budget and move unspent funds from other budgets to supplement the CSWB Fund if required. The Policy also provides that the Director of Community Safety, Well-Being, Policy and Analytics is permitted to allocate additional funds to successful funding recipients with a valid contribution agreement, without holding an open call for proposals.