



# **Community Funding Framework Policy Statements**

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Partner and Stakeholder Initiatives Services  
Community and Social Service Department  
City of Ottawa  
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## General Policy Statement

### Community Funding Framework

#### Vision

Ottawa has a strong and sustainable non-profit social services sector working collaboratively to ensure an equitable and socially inclusive city for all residents.

#### Mission

Community Funding improves community well-being by investing financial and capacity building resources in the non-profit social services sector to address the root causes of poverty and increase equitable access to services for residents facing the greatest needs and barriers in our community.

#### Mandate

The mandate of Community Funding is to invest in a sustainable social infrastructure of community non-profit social services that:

- provides equitable access to programs and services;
- responds to community needs;
- demonstrates measurable outcomes and financial accountability;
- collaborates to build community capacity and development; and
- aligns with City of Ottawa strategic priorities.

#### Priority Groups

Francophones; immigrants; Indigenous people; 2SLGBTQ+ community members; older adults; people living in poverty; people with disabilities; racialized people; rural residents; women; and youth.

#### Funding Priorities

Poverty Reduction	Poverty reduction involves both addressing the root causes and alleviating the effects of poverty in the community.
Community Development	Community development is an inclusive process whereby community members become engaged, educated and able to generate and implement collective solutions to shared concerns.

Social Infrastructure	Social infrastructure refers to facilities, assets, and services that help residents and communities meet their social needs, maximize their potential for development and enhance community resilience and wellbeing.
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### Funding Streams

The Community Funding Framework has three funding streams:

Stream	Purpose
Sustainability Fund	Maintain a strong social infrastructure and sustainable community non-profit social sector that ensures equitable provision of services for residents facing the greatest barriers/challenges.
Community Fund	Build the capacity of the non-profit social services sector to respond to unmet, complex and/or emerging community needs and pressures.
Emerging & Emergency Needs Fund	Respond to emerging community needs and emergency or unforeseen organizational and capital needs.

### General Principles

The Community Funding program is a Contribution Program. Recipients of funding under the Community Funding program receive a Contribution as opposed to a Grant.

The amount of funding in the portfolio will be limited to the availability of Council approved municipal funds.

The Manager of Partner and Stakeholder Initiatives has the delegated authority to manage and administer the Community and Social Services Department Community Funding budget and transfer funds between funding streams to address community priorities or emerging needs.



## **Sustainability Fund**

### **Purpose**

The purpose of the Sustainability Fund is to maintain a strong social infrastructure and sustainable community non-profit social sector that ensures equitable provision of services for residents facing the greatest barriers and challenges. Both core operational and program expenses are eligible for funding.

### **Funding Term: 5 years (renewable)**

#### **Funding Envelope:**

1. Sustainability Funding (including Corporate Initiatives – see *appendix A*)

## **1. Sustainability Funding**

### **Application Process**

Details of the application process, including application deadlines, will be available at [Ottawa.ca](http://Ottawa.ca).

The Sustainability Fund will be allocated in two phases: 1) Request for Qualifications (RFQ), and 2) Request for Offers (RFO). In the RFQ process, interested agencies must demonstrate they meet the eligibility requirements. Following the RFQ process, the City will host an information session to provide additional information and data to help qualified applicants submit the RFO.

### **Eligibility**

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

- Be a Not-for-profit Corporation or a Registered Charity;
- Have been a Not-for-profit Corporation or a Registered Charity for at least 2 years;
- Have been in existence for at least 5 years;
- Have an organizational mandate that aligns to the Community Funding Framework priorities;
- 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:

- Sponsored by another Not-for-profit Corporation or a Registered Charity;
- 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.

## **How Allocation Decisions are Made**

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 Assessing 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 is 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.

### **Allowable Expenses**

Allowable expenses include, but are not limited to:

- Staff wages and benefits;
- Lease and occupancy costs;
- Utilities;
- Administration;
- Transportation;
- Operating supplies;
- Fundraising expenses;
- Volunteer expenses;
- Professional fees (required for program delivery);
- Other expenses to be reviewed on a case by case basis.

### **Ineligible Costs**

Ineligible costs include, but are not limited to:

- Conferences, sponsorships, special events and beautification initiatives;
- Costs for 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.

### **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.





## **Community Fund**

### **Purpose**

The purpose of the Community Fund is to build the capacity of the non-profit social services sector to respond to unmet, complex and/or emerging community needs and pressures.

### **Funding Envelopes**

1. Project Funding: One-Year or Three-Years
2. Civic Events Funding: One-Time (per agency per funding year)

### **1. Project Funding**

#### **Description**

One-Year Project Funding: One-year project funding is allocated to time-limited or defined pilot projects that build sector service capacity or address an emerging need. This fund is available to all agencies that meet eligibility criteria.

Three-Year Project Funding: Three-year project funding is allocated to organizations not receiving Sustainability Funding. Funding will allow organizations to build their agency capacity, establish a track record and demonstrate their ability to respond to emerging needs.

#### **Principles**

Three-year funding contribution agreements can be considered for the Sustainability Fund if funding in the envelope allows, community need persists, and based on a cumulative assessment/application.

#### **Application Process**

Details of the application process, including application deadlines, will be available at [Ottawa.ca](http://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 Community Funding Framework priorities;
- 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.

### **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.

#### **Allowable Expenses**

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

- Staffing;
- Insurance;
- Occupancy;
- Office administration;
- Supplies and equipment;
- Transportation;
- Other expenses to be reviewed on a case by case basis.

#### **Ineligible Costs**

Ineligible costs include, but are not limited to:

- Conferences, sponsorships, special events and 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.

#### **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.



## **2. Civic Events Funding**

### **Description**

The purpose of Civic Events funding is to fund events that:

- Promote neighbours meeting neighbours in their local, geographic community;
- Include multiple activities, family entertainment and attractions designed to appeal to residents in a specific geographic neighbourhood/district or ward;
- Promote community well-being by welcoming all community members; and
- Promote equity and inclusion.

**Funding Term: One-Time (per agency per funding year)**

### **Application Process**

Details of the application process, including application deadlines, will be available at [Ottawa.ca](http://Ottawa.ca).

### **Eligibility**

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

- Be a non-profit organization;
- Have been in existence for at least 2 years;
- Have an organizational mandate that aligns to the Community Funding Framework priorities;
- Demonstrate financial viability;
- Operate in a non-discriminatory manner as set out by the Ontario Human Rights Code;
- Be governed by a democratically elected Board of Directors or Steering Committee;
- Be in Good Standing with the City of Ottawa;
- Be located in and serve residents of Ottawa.

### **Ineligibility**

Applicants cannot be:

- Sponsored by another non-profit or charitable organization;
- 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, post-secondary institutions;
- Sports clubs.

### **Eligible Events**

Eligible events include, but are not limited to, events that:

- Are held over one or two consecutive days;
- Have free admission to enter the event;
- Are primarily planned and executed by volunteers;
- Are open, targeted and promoted to the general public in the geographic neighbourhood where the event is being held.

### **Ineligible Events**

Ineligible events include, but are not limited to:

- For profit activities/events;
- Major arts and cultural festivals and major agricultural fairs;
- Events with a citywide mandate, whose scope and audience outreach extends to the entire city;
- Self-promotional, marketing activities or fundraising initiatives;
- Capital projects;
- Commercial ventures, conventions and tradeshow;
- Events where the public can only participate as a spectator, including but not limited to stand-alone parades, sporting events, contests, tournaments, concerts;

### **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 Prioritization of Eligible Applications**

Application must include, but not be limited to:



- Event details, including a clear description of all proposed activities, entertainment and attractions;
- Event budget;
- Expected attendance numbers;
- Event location.

### **Reporting Requirements**

Recipients will be required to submit an outcome and financial report and may be required to submit other information, at the City's sole discretion, in accordance with the terms and conditions set out in the contribution agreement.



## **Emerging and Emergency Needs Fund**

### **Purpose**

Funding is provided to respond to emerging community needs and emergency or unforeseen organizational needs or capital needs.

**Funding Term: One-time (per agency per funding year)**

### **Funding Envelopes**

1. Capital Funding
2. Emerging Community Need Funding
3. Emergency Funding

### **1. Capital Funding**

#### **Description**

Capital funding is intended for capital improvements to City owned, agency owned or long-term leased properties. Funding is provided on a cost sharing basis with social service agencies.

**Funding Term: One-time (per agency per funding year)**

#### **Application Process**

Details of the application process, including application deadlines, will be available at [Ottawa.ca](http://Ottawa.ca).

#### **Eligibility**

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

- Be an Not-for-profit Corporation or a Registered Charity;
- Have been a Not-for-profit Corporation or a Registered Charity for at least 2 years Have been in existence for at least 5 years;
- Have an organizational mandate that aligns to the Community Funding Framework priorities;
- 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;
- Facilities must be either owned by the City of Ottawa, owned by the agency or have long-term lease agreement;
- **All funding must be matched (at least 50%) by the agency or another funder.**

### **Ineligibility**

Applicants cannot be:

- Faith-based organizations whose 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

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

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 which includes but is not limited to the following criteria:

- Agency need and community benefit;
- Extent to which project is aligned with Community Funding Framework priorities;
- Profile of organization – the organization has established a successful, competent record regarding financial feasibility and project planning;
- Project feasibility – project design and scope of work are feasible;
- Financial feasibility – project budget estimates and costs are reasonable and well supported or justified. Budget forms are accurate;
- Health and safety – The project will improve health and safety concerns of the agency;
- Readiness to proceed – The organization confirms all requested funds will be committed and project completed within agreed upon timelines.

## **Allowable Expenses**

Allowable expenses include, but are not limited to:

- Feasibility studies and the development of business plans;
- Hard (construction) expenditures including contingencies;
- Soft (consultant/professional) fees;
- Geo-technical studies and site remediation;
- Building permit fees & development charges;
- Legal fees;
- Building renovation fit-up (furniture, appliances, etc.).

## **Ineligible Costs**

Ineligible costs include, but are not limited to:

- Operational costs such as facility rental fees, salaries, advertising costs;
- Fundraising strategies/costs;
- Financing costs (loan charges/debt servicing);
- Projects that have been completed before receiving the final grant approval;
- Retroactive costs (any cost incurred before a proposal is approved);
- For-profit or commercially operated programs/services;
- Costs that are the responsibility of another level of government or funding program.

## **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 of the certificate holder under the insured's policy/policies of insurance;
- Special conditions, as required by the City.

## **2. Emerging Community Need Funding**

### **Description**

Emerging Community Need funding provides one-time funding for initiatives or activities that address a specific emerging need in a community (local priority neighbourhood or community of common bond) and contribute to community capacity building, well-being and resiliency.

### **Application Process**

Applications are accepted on an ongoing basis throughout the calendar year. This time-limited funding is available until the budget envelope is exhausted. Funding maximums will be confirmed annually. Details of the application process will be available at [Ottawa.ca](http://Ottawa.ca).

### **Eligibility**

The activity or initiative must, at minimum, meet **all** the following conditions:

- Align to Community Funding Framework priorities;
- Respond to a specific, demonstrated emerging need/crisis in Ottawa; and
- Contribute to local community capacity building, wellbeing or resiliency.

Applicants wishing to apply must:

- Be a non-profit organization or group; OR sponsored by an Not-for-profit Corporation or a Registered Charity
- Have been in existence for at least 2 years;
- Have a mandate that aligns to the Community Funding Framework;
- Demonstrate financial viability;
- Operate in a non-discriminatory manner as set out by the Ontario Human Rights Code;
- Be governed by a democratically elected Board of Directors or Steering Committee;
- Be in Good Standing with the City of Ottawa; and
- Be located in and serve residents of Ottawa.

### **Ineligibility**

Applicants cannot be:

- Faith-based organizations whose 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 Costs / Initiatives**

Including but not limited to:

- Local neighbourhood/ community meetings, healing circles, community consultations or debriefing;
- Short term staffing needs to provide support to the community;
- Training and workshops;
- Community mobilizing and planning activities;
- Other activities/initiatives (will be reviewed on a case by case basis).

### **Ineligible Costs**

Ineligible costs include, but are not limited to:

- Costs for capital renovations, minor renovations to existing buildings, construction or development of new facilities, land maintenance;
- Financing of deficits and/or debts;
- For-profit ventures;
- Other activities/initiatives (will be reviewed on a case by case basis).

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

Applications will be reviewed when received and a decision will be made within 30 business days of receipt by the applicant of the City communication acknowledging the application.

Funding decisions will be made at the recommendation of the Community Development and Funding team and approved by the Manager of Partner and Stakeholder Initiatives.

### **Reporting Requirements**

Recipients will be required to submit an outcome and financial report and may be required to submit other information, at the City's sole discretion, in accordance with the terms and conditions set out in the contribution agreement.

### **3. Emergency Funding**

#### **Description**

The Emergency Fund will address one-time unexpected, essential expenses that cannot be covered by an organization's existing financial resources. The emergency expense must relate to services and activities that align with the Community Funding Framework priorities.

**Only agencies in receipt of funding from the Sustainability Fund and/or Community Fund are eligible to apply for Emergency Funding.**

**Funding Term: One-time (per agency per funding year)**

#### **Application Process**

Applications are accepted on an ongoing basis throughout the calendar year. This time-limited funding is available until the budget envelope is exhausted. Funding maximums will be confirmed annually. Details of the application process will be available at [Ottawa.ca](http://Ottawa.ca).

#### **Eligibility**

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

- Are at least one of the following:
  - An Not-for-profit Corporation or a Registered Charity that has been in existence for more than 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 Community Funding Framework priorities;
- 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;
- Be in receipt of funding from the Sustainability Fund and/or Community Fund.

#### **Ineligibility**

Applicants cannot be:

- Faith-based organizations where the 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 have a mandate to conduct political activities;
- 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

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

Applications will be reviewed when received and a decision will be made within 30 business days of receipt by the applicant of the City communication acknowledging the application.

Allocation of the Emergency Fund is completed by conducting a financial review of the organization which includes reviewing the overall agency reporting, including financial viability status and reserve levels.

Funding decisions will be made at the recommendation of the Community Development and Funding team and approved by the Manager of Partner and Stakeholder initiatives.

### **Allowable Expenses**

Allowable expenses include, but are not limited to:

- Equipment;
- Supplies;
- Unexpected legal fees;
- Unexpected, required training;
- Other (will be reviewed on a case by case basis).

### **Ineligible Costs**

Ineligible costs include, but are not limited to:

- Shortfalls due to funding cuts / adjustments;
- Capital improvements;
- Staff bonuses;
- Financing debts / loans;
- Payments to other levels of government (GST/Payroll Tax);
- Other (will be reviewed on a case by case basis).

### **Reporting Requirements**

Recipients will be required to submit three quotes prior to receiving funding and provide confirmation of work/purchase/installation or other information, at the sole discretion of the City.





## **Appendix A - Corporate Initiatives Funding**

### **Description**

Corporate Initiatives funding and related programs are approved by City Council to be managed by the Community Development and Funding Branch as Term of Council priorities. Funds are administered as part of the Sustainability Fund. Funding may be reallocated, as necessary over time, to respond to priority community needs.

### **Current Funding Programs / Initiatives**

1. Community Development Framework
2. Community Garden Allocation Fund
3. Ottawa Youth Engagement Committee
4. Snow Go Program

## **1. Community Development Framework**

### **Description**

The Community Development Framework (CDF) is a multi-partner community-based collaborative that works at a neighbourhood and a systems level to support community development and resident led action in priority neighbourhoods.

The South East Ottawa Community Health and Resource Centre, acting as the lead community partner for the Coalition of Community Health and Resource Centres, receives annual funding to support the core operating costs related to a community development secretariat function; allocation of funds to priority neighbourhoods; resident leadership development; impact evaluation and capacity building. This delivery model was approved by Council in 2012 (ACS2012-COS-CSS-0003).

In 2020 the CDF is undergoing a review to identify recommendations to update and evolve the model to address current and emerging priority needs. Recommendations from this review will be taken into consideration when allocating Sustainability Funding.

## **2. Community Garden Allocation Fund**

### **Description**

The City of Ottawa has had a Community Garden Action Plan since 2004 (ACS2004-CPS-CSF-0016). In April 2009, City Council adopted a formal policy statement entrenching community gardening as a valuable community activity that can contribute to community development, civic participation, neighborhood revitalization, environmental awareness and a healthier lifestyle (ACS2009-COS-RCS-0005).

Since 2004, Council has approved additional funding for the development of new community gardens and the enhancement or expansion of existing community gardens (2009 – Approved as part of the 2009 budget process; and 2015 – ACS2015-COS-CSS-0016).



The City currently funds Just Food Ottawa to administer the Community Garden Network (CGN) and the Community Garden Allocation Fund.

### **3. Coordination of the Ottawa Youth Engagement Committee**

#### **Description**

In 2013, City Council approved funding to Youth Ottawa to establish and coordinate a youth committee to ensure that youth played a key role in championing, monitoring and assisting with the implementation of the actions contained in the Youth Summit Action Plan (ACS2013-COS-CSS-0006). In 2014 the Ottawa Youth Engagement Committee was launched (ACS2013-COS-CSS-0005).

### **4. Snow Go Program**

#### **Description**

In 2014, Council approved the transfer of funding for the Snow Go and Snow Go Assist programs from Public Works Department to the Renewable Community Funding Program (ACS2014-COS-PWS-0016).

There are two components to the Snow Go Programs as follows:

- **Snow-Go program** is a snow removal coordination program that links seniors and persons with disabilities with individuals and contractors willing to clear snow from private driveways and walkways. Residents using the program make payments directly to the individual or contractor who removes snow. The program provides no direct financial subsidy to residents.
- **Snow Go Assist** program provides eligible low-income seniors and persons with disabilities with financial assistance to hire an individual or contractor to clear snow from private driveways and walkways.

## **Appendix B: Definitions**

**Board of Directors:** A democratically elected board of a minimum of three (3) persons who are responsible for the management and operations of the corporation, is each eighteen or more years of age, and is a member of the corporation. The board shall elect a president from among themselves. The majority of the directors must be residents of the City of Ottawa and shall not be related. The board shall have a constitution that clearly outlines responsibility in relation to the delivery of activities, events, programs, projects and services; holds regular meetings with a minimum of four per year or two per operating season; holds an annual general meeting with is open to the public and has an election component; and, provides annual financial statements that are available to the public and the City.

**Contribution:** A conditional transfer payment to an individual or organization which is subject to being accounted for or audited. Performance objectives and reporting requirements must be specified in a funding agreement.

**Contribution Program:** A program approved by City Council which provides funding to a local organization or individual for projects or initiatives that help to achieve Council priorities and City program objectives. The City does not directly receive goods or services in return for a Grant or Contribution payment. The beneficiaries of Grants and Contributions are City residents or local organizations who receive the funding, not the City itself, as a corporation.

**Good Standing:** The applicant has fulfilled all the terms and conditions of all previous and current agreements with the City and is in good financial standing with the City (i.e. no arrears).

**Not-for-profit Corporation:** An active non-share corporation incorporated under one of the following legislative acts:

- Part III of the province of Ontario *Corporations Act*,
- Part II of the *Canada Corporations Act* with a certificate of continuance issued under the *Canada Not-for-profit Corporations Act*, or
- the *Canada Not-for-profit Corporations Act*.

**Registered Charity:** A charitable organization that is established and operated exclusively for charitable purposes and has an active charitable registration number issued by the Canada Revenue Agency (CRA).