

# 2019 COMMUNITY PROJECT GRANTS INFORMATION



City of Peterborough  
Community Services  
Department

# Advice

- **Self assessment first:**
- Do you really need the funding? (surplus/ deficit/ reserve)
- Can you generate revenue from any of your programs or services? (sales, admissions, sponsorships)
- Can you generate surplus revenues through fund-raising (donations, special events, volunteerism...)

# Advice

- **Self assessment first:**
- The CRA will consider the ratio of fundraising cost to fundraising totals as follows:
  - Under 35% no questions or concerns
  - 35% +: CRA will review trends; the higher the ratio the more likely the questions
  - 70%+ unlikely to be accepted without reasonable explanation

# Advice

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- New applicants must apply for a Project Grant.

# Advice

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- Look at eligibility and fit
- Highlight key words and phrases that City needs to hear
- Don't try to make application fit you; you must fit it
- Talk to City staff; ask for advice and direction

# Advice

- When entering data, save often
- The way you complete the application reflects on the organization
- Don't cut and paste from last year
- Be realistic with your request
- Explain and justify increases
- Balanced budget; explain deficit/ surplus
- Decision is based on the information you provide
- When in doubt, call us 705-742-7777 ext. 1822

# Advice

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- Give specific information
- Don't leave it until the last minute
- Don't miss the deadline, the form will not be available past 3:00 pm on December 7<sup>th</sup>, and will not be submittable after that time.
- If unsuccessful get feedback; keep trying

# Project Grants 2018

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- 24 applications; 5 new applicants
- 22 approved (92%)
- 2 not funded
- \$14,950 total awarded
- Average: \$679



# Project Grant Stats at a Glance:

| Year | Number of Applications | Number New Applications | Number Approved | Number Denied/Withdrawn | Total Allocation | Average Allocation |
|------|------------------------|-------------------------|-----------------|-------------------------|------------------|--------------------|
| 2007 | 20                     | 11/55%                  | 13/ 65%         | 7/35%                   | \$12,000         | \$923              |
| 2008 | 19                     | 11/58%                  | 12/63%          | 7/37%                   | \$10,750         | \$895              |
| 2009 | 27                     | 14/52%                  | 22/81%          | 5/19%                   | \$19,350         | \$880              |
| 2010 | 34                     | 15/44%                  | 29/85%          | 5/15%                   | \$20,000         | \$689              |
| 2011 | 33                     | 17/52%                  | 30/91%          | 3/9%                    | \$20,000         | \$667              |
| 2012 | 44                     | 20/45%                  | 31/70%          | 13/30%                  | \$20,000         | \$645              |
| 2013 | 42                     | 17/40%                  | 31/74%          | 11/26%                  | \$20,000         | \$645              |
| 2014 | 47                     | 16/34%                  | 32/68%          | 15/32%                  | \$21,000         | \$656              |
| 2015 | 48                     | 16/34%                  | 33/69%          | 15/31%                  | \$21,000         | \$636              |
| 2016 | 39                     | 10/25%                  | 27/69%          | 12/31%                  | \$19,000         | \$704              |
| 2017 | 41                     | 20/49%                  | 34/83%          | 7/17%                   | \$21,000         | \$618              |
| 2018 | 24                     | 5/20%                   | 22/92%          | 2/8%                    | \$14,950         | \$679              |

# Funding Streams

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Projects/events, activities, or programs for:

- Arts
- Culture
- Environment
- Heritage
- Recreation
- Social Services/Health

# City Funding Priorities

- Enhance and protect human health and well-being
- Preserve and protect the City's built and cultural heritage and the natural environment
- Enhance the City as a creative community by developing, promoting and providing access to arts, culture and heritage
- Enhance the City as a sports and recreational leader by promoting and providing access to physical recreational and leisure activities
- Contribute to a sustainable local economy by forming creative partnerships within sectors, across sectors, and with the local business community.

# Participant Priorities

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- People with low incomes, at risk, isolated or marginalized
- Persons with Disabilities
- Neighbourhood Associations
- Youth/ Seniors
- Families with Children

# Funding Use



- Project (specific activity)
- Program (series, e.g. education program)

# Must Demonstrate

- City priorities and participant priorities
- Community need
- Community support
- Community benefit/impact
- Financial need
- Sound financial management and revenue generation
- Accountability/mechanism for evaluation
- Feasibility
- Evidence of community collaboration, partnerships
- Impact of previous year's funding support

# Ineligible Applicants

- NFP's receiving other City grants
- NFP's receiving direct or indirect City support in more than 3 ways (parades, tax relief, capital funding)
- individuals
- for-profit
- political
- fundraising
- promoting specific religion
- hospitals
- school boards/ schools
- in legislated mandate of government
- provincial/national with no municipal branch
- 80% funding from senior government
- outside the City
- renovations
- capital projects
- deficit reduction

# Electronic Application – online only

- Grant application must be completed on-line:  
[www.peterborough.ca/communitygrants](http://www.peterborough.ca/communitygrants)
- No hard copies are required.
- Applications will be accepted until 3:00 pm on December 7, 2018.
- The Community Project Grant Application will not be available after that time. Partially completed submissions will not be considered.
- Successful applicants will be contacted by email to confirm funding and to fill out a Direct Deposit Form.



# Community Project Grants



To be eligible, applicants must:

- Be new or existing, incorporated or unincorporated NFP's, or Neighbourhood Associations
- Be located and conduct the majority of activities within the geographic boundaries of the City of Peterborough

# Project Grant Application

- 6. ORGANIZATIONAL MANDATE

Please state your group's mandate (purpose)

- 7. 2017 FUNDING

If your organization received a Project Grant last year, please report on project results or outcomes including the number of people who participated.

- 8. PURPOSE OF FUNDING

Describe how the requested funds will be used in the upcoming year.

# Project Grant Application

## □ 9. NEED

Explain how your organization's proposed activity or service will fill a need in this Community and/or impact on this Community.

## □ 10. SUPPORT

What other Community support (funding, partnerships, volunteers) do you have for this activity/service?

# Project Grant Application

- 11. PARTICIPANTS

Who is your target audience and how many clients or patrons do you expect to serve this year? (Keep City funding priorities in mind)

- 12. EVALUATION

How will you measure the success of your proposed project?

- 13. RECOGNITION

If successful, how will you formally recognize the City's contribution?

# Project Grant Application



Submission Deadline: 3:00 pm Friday, Dec 7 2018

As the requests for financial support may exceed the funds available, this is a competitive process. Applicants are not guaranteed funding.

# Spreadsheet

Applications will be reviewed in detail and recommended for Council approval.

| Organization | 2018 Funding | 2019 Request | Rating on Application<br>0 = ineligible<br>1 = poor<br>2 = fair<br>3 = good<br>4 = excellent | Rating on Funding<br>A = \$1-\$249<br>B = \$250-\$499<br>C = \$500-\$749<br>D = \$750-\$1,000 |
|--------------|--------------|--------------|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
|              | \$0          | \$1,000      | 2233                                                                                         | ABBB                                                                                          |
|              | \$700        | \$1,000      | 4333                                                                                         | DCCC                                                                                          |
|              | \$400        | \$500        | 2220                                                                                         | BAAB                                                                                          |

# Note-Taking

| Org | 2018 Funding | 2019 Request | Rating | Funding | Comments                                                                                                                                                                                                                                |
|-----|--------------|--------------|--------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | \$1,000      | \$1,000      | 4333   | \$900   | <ul style="list-style-type: none"><li>-Very open and creative event</li><li>-Have a surplus</li><li>-Solid project, doing same as last year</li><li>-Do we fund same project year after year?</li><li>-Impressive application</li></ul> |

An example of how the committee reviews each application.

# Review Process

Project Grants are reviewed by an internal Community Services staff committee

- Committee members review all grants, rate individually and come together to discuss and allocate funding to each group based on :
  - Community need
  - Community support
  - Community benefit/impact
  - Financial need
  - Sound financial management and revenue generation
  - Accountability/mechanism for evaluation
  - Feasibility
  - Evidence of community collaboration, partnerships
  - Impact of previous year's funding support



# Approval Process

- Committee reaches consensus on ratings
- Staff recommend \$ amount based on rating
- Sore thumbing meeting to review final results
- Staff report to Committee of the Whole
- Can appeal decision at Council meeting
- Council approval
- Applicants notified, Direct Deposit Forms sent to successful applicants.

# Timetable

- Submission deadline Dec.1, 2017
- Initial staff review: Dec. 4-8
- Staff Sore-thumbing/follow up: Dec. 11-15
- Binders to Committees: Dec.18 - 22
- Committee members review: Dec. 22 - Jan. 12
- Committee Final Review/Feedback: Jan. 29-Feb. 2
- Draft report to CSD Admin: Feb. 2
- Council Approval: March 5
- Cheques go out March 14, 2018

# 2019 COMMUNITY GRANT PROGRAM

City of Peterborough  
Community Services  
Department

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