

# 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



- 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Year	Number of Applications	Number New Applications	Number Approved	Number Denied/Withdrawn	Total Allocation	Average Allocation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



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



- 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. 2018 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?

# 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 0 = ineligible 1 = poor 2 = fair 3 = good 4 = excellent	Rating on Funding A = \$1-\$249 B = \$250-\$499 C = \$500-\$749 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.7, 2018
- Initial staff review: Dec. 10-15
- Staff follow up: Dec. 15 onward
- Committee members review: January 2019
- Committee Final Review/Feedback: Late January
- Draft report to CSD Admin: February 2019
- Council Approval: March 25, 2019 (TBD)
- Direct Deposit Forms will be emailed to successful applicants to fill out, and Direct Deposit will be used to receive funds in 2019.

# **2019 COMMUNITY GRANT PROGRAM**

City of Peterborough  
Community Services  
Department

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