



City of Peterborough
Community Services Department
Community Grants Program
500 George St. N.
Peterborough, ON K9H 3R9
705-742-7777 ext. 1822
Email: communitygrants@peterborough.ca

Community Grant Information and Guidelines

There are two different Community grant streams:

- Community Project Grants (support for a specific project for which amount requested is \$250 - \$1000)
- Community Investment Grants (project and special events, specific programs or operating budgets for which amount requested is \$1000 - \$15,000)

Purpose of the Community Grants program:

- to provide financial assistance to non-profit, community-based organizations that provide direct programs, services, or activities that enhance the quality of life for Peterborough residents in the areas of social services and health, arts, culture, heritage, recreation, or the environment.

These funding streams are further defined as projects/events, activities, or programs that support/sustain, promote, inform/educate, celebrate, preserve and/or provide access to:

Arts: creative activity by professionals or non-professionals in various fine and applied art forms including but not limited to: visual, performing and performance, literary, media, and decorative arts;

Culture: beliefs, customs and traditions of certain communities, societies, or cultural groups relating to language, ethnicity, race, gender, sexual identity, disability, religion, class, and diversity;

Environment: beautification, conservation, documentation, interpretation, preservation, restoration, and research of the environment/natural heritage (air, water, flora, fauna, and natural landscape);

Heritage: identification, documentation, interpretation, or preservation of built heritage (structure, building or group of buildings, landscape), cultural heritage (archaeology, archives, genealogy, monuments, museums and galleries/collections), historic people and events, and traditions (customs and beliefs);

Recreation: activities contributing to physical health and well-being including: participation in sports leagues, instructional sports, fitness and wellness activities, leisure and hobby activities;

Social Services & Health: programs and services supportive to the social determinants of health (state of complete physical, mental and social well-being with a focus on prevention; access to housing, food and clothing, freedom from violence).

Community Project Grants

Eligibility Criteria

To be eligible for funding, applicants must:

- Be new or existing, incorporated or unincorporated not-for-profit organizations (NFPs), or Neighbourhood Associations, and
- Be located and conduct the majority of activities within the geographic boundaries of the City of Peterborough.

First-time applicants must apply for and receive a grant in the Project Grant category for at least two years (within the last 5 years) before they can apply for an Investment Grant.

Allocated funding MUST be used within the year it is granted.

The following are not eligible for a Community Project Grant:

- Organizations receiving a Community Investment Grants or Community Service Grant
- Individuals
- For-profit businesses
- Organizations demonstrating any political affiliations within the previous 5 years
- Organizations serving as funding sources for others, e.g. Service Clubs
- Faith organizations where funding is directly supporting services/activities that include the promotion and/or required adherence to a faith
- Hospitals, clinic-based services or medical treatment programs
- Fund-raising events
- School boards, primary and secondary schools, post secondary institutions

- Programs within legislated mandates of other government or city departments
- Provincial/national organizations, unless a local chapter exists to service the residents of Peterborough
- Organizations receiving 80% or more of funding from senior levels of government
- Organizations that conduct the majority of their activities outside of the City
- Costs for major capital equipment/renovations and minor renovations; and financing of deficits

Assessment Process

Applications will be reviewed in detail and recommended by Senior City staff for Council approval. As the requests for financial support may exceed the funds available, this is a competitive process. Applicants are not guaranteed funding.

Applications for either funding program will be adjudicated on the following criteria and weighted as follows:

Community Need: Organization demonstrates its understanding of current community needs and addresses these through its activities and partnerships in the application in a diverse, equitable and inclusive manner – **25%**

Financial Viability: Demonstrated sound financial management and revenue generation (accurate records, responsible budget, various sources of income; if deficit, then reduction plan); Operating surpluses or reserve accounts should not exceed 25% of total operating without acceptable explanation, e.g., capital campaign); Board and staff skills are appropriate for this size and scope of organization and ensuring the success of the application – **25%**

City Priorities, Feasibility and Evaluation: The application meets one or more City priorities and participant priorities within target sectors (as outlined on the application forms), the organization has the feasibility to complete the proposed activity or service, and has identified accountability/mechanism for evaluation (identification of key performance measures and outcomes) – **20%**

Strategic Direction and Previous Funding: Organization identifies benchmarks and goals for organizational development. The organization has plans to sustain and develop its audience, service and or participants (specific to Investment Grants) The application has adequately demonstrated impact of previous year's funding support. – **15%**

Other Funding/Community Support: Funding from various levels of government, foundations, support or sponsorship from other organizations, local businesses, industry, service clubs; and evidence and impact of community collaboration, partnerships – **15%**

Community Investment Grants

Eligibility Criteria

- To be eligible for funding, applicants must:
- be incorporated as a not-for-profit organization with a local Board of Director
- be NFPs that are located, and conduct the majority of their activities, within the geographic boundaries of the City of Peterborough;
- have sustained a history of activity over 2 years, normally achieved as past recipient of at least 2 Community Project grants;
- have demonstrated sound financial management and good standing with the City, and must submit one of the following documents; Audited Financial Statement, a Notice to Reader; or a profit and loss statement
- be able to demonstrate that they provide those services and programs in an effective, accessible, open, and inclusive manner.

Allocated funding MUST be used within the year it is granted.

The following are not eligible for a Community Investment Grant:

- New unincorporated not-for-profit organizations or NFPs receiving a Community Project Grant or incorporated NFPs receiving a Community Service Grant
- Individuals
- For-profit businesses
- Organizations demonstrating any political affiliations within the previous 5 years
- Organizations serving as funding sources for others, e.g. Service Clubs
- Faith organizations where funding is directly supporting services/activities that include the promotion and/or required adherence to a faith
- Hospitals, clinic-based services or medical treatment programs
- Fundraising events
- School boards, primary and secondary schools, post secondary institutions
- Programs within legislated mandates of other government or city departments
- Provincial/national organizations unless a local chapter exists to service the residents of Peterborough
- Organizations receiving 80% or more of funding from senior levels of government
- Organizations that conduct the majority of their activities outside of the City
- Costs for major capital equipment/renovations and minor renovations; and financing of deficits

Assessment Process

Applications will be reviewed in detail and adjudicated by the Community Investment Grant Advisory Committee which also includes Council representatives. City staff will prepare the final recommendations of the Community Grants Advisory Committee in a report for Council consideration. As the requests for financial support each year far exceed the funds available, this is a competitive process. Applicants are not guaranteed funding.

Applications for either funding program will be adjudicated on the following criteria and weighted as follows:

Community Need: Organization demonstrates its understanding of current community needs and addresses these through its activities and partnerships in the application in a diverse, equitable and inclusive manner– **25%**

Financial Viability: Demonstrated sound financial management and revenue generation (accurate records, responsible budget, various sources of income; if deficit, then reduction plan); Operating surpluses or reserve accounts should not exceed 25% of total operating without acceptable explanation, e.g., capital campaign); Board and staff skills are appropriate for this size and scope of organization and ensuring the success of the application – **25%**

City Priorities, Feasibility and Evaluation: The application meets one or more City priorities and participant priorities within target sectors (as outlined on the application forms), the organization has the feasibility to complete the proposed activity or service, and has identified accountability/mechanism for evaluation (identification of key performance measures and outcomes) – **20%**

Strategic Direction and Previous Funding: Organization identifies benchmarks and goals for organizational development. The organization has plans to sustain and develop its audience, service and or participants (specific to Investment Grants) The application has adequately demonstrated the impact of previous year's funding support. – **15%**

Other Funding/Community Support: Funding from various levels of government, foundations, support or sponsorship from other organizations, local businesses, industry, service clubs; and evidence and impact of community collaboration, partnerships – **15%**

Application Process for Project and Investment Stream

All applications must be submitted electronically. Annual deadlines for applications are listed on the City of Peterborough Community Grants webpage

If you have questions about the application process, please contact us. Email communitygrants@peterborough.ca or call 705-742-7777 ext. 1822.

Grants at a Glance

Grant Details	Community Project Grants	Community Investment Grants
Intent	<ul style="list-style-type: none"> • Seed money for project or special event 	<ul style="list-style-type: none"> • City investment in support of larger projects/special events, specific programs of large organizations, or operating budgets • Grants are not intended to be an employment grant
Amount	<ul style="list-style-type: none"> • \$250 to \$1,000; up to 50% of direct project costs 	<ul style="list-style-type: none"> • \$1,000 to \$15,000; generally up to 33% of project, program or total operating budget;
Frequency	<ul style="list-style-type: none"> • Once a year 	<ul style="list-style-type: none"> • Once a year
Eligible	<ul style="list-style-type: none"> • First time grant applicants • New or existing, incorporated or unincorporated NFPs • Neighbourhood Associations • Allocated funding must be used within the year it is granted 	<ul style="list-style-type: none"> • Incorporated NFPs with local board • past recipient of at least 2 Project or Investment Grants within the last 5 years • Demonstrate financial stability; in good standing with City • Cannot apply through sponsoring agency • Allocated funding must be used within the year it is granted • Not receiving more than one additional source of City funding/support
Ineligible	<ul style="list-style-type: none"> • Current recipient of Community Investment or Service Grants 	<ul style="list-style-type: none"> • Current recipient of Community Project or Service Grants • Proscribed list of ineligible applicants

Grant Details	Community Project Grants	Community Investment Grants
	<ul style="list-style-type: none"> • Proscribed list of ineligible applicants 	
Application	<ul style="list-style-type: none"> • Completed online application form including project proposal and project budget 	<ul style="list-style-type: none"> • Completed online application form including project proposal, budget, required financial documents, report on previous year's results
Assessment	<ul style="list-style-type: none"> • City Staff 	<ul style="list-style-type: none"> • Adjudicated by Community Investment Grant Advisory Committee • City staff recommendation Report
Approval	<ul style="list-style-type: none"> • Council 	<ul style="list-style-type: none"> • Council
Recognition	<ul style="list-style-type: none"> • Formal recognition of City support required 	<ul style="list-style-type: none"> • Formal recognition of City support required