



2020 Change Fund Application Guidelines

August 2020



Guiding Theme

The Community Investment Program (CIP) 2020 Change Fund will support collaborative projects and initiatives that respond to localized community issues impacting Peel’s residents and neighbourhoods. For this application cycle, funded projects will focus on supporting grassroots, not-for-profit and community recovery as a result of COVID-19 through two funding streams: *Connect* and *Convene*.

2020 Change Fund defines Collaboration as:

“Collaboration is defined as a “process that enables independent individuals and organizations to combine their human and material resources so they can accomplish objectives they are unable to bring formally about alone.” (Lasker, Weiss, & Miller, 2001)

Fund Checklist before Submitting

1. Remember the Lead Organization must complete a 2020 Organizational Profile
2. Remember to upload a separate document if Collaborative Partners exceed 3 or more organizations or groups
3. Remember to upload a budget form if more than 5 items are being requested
4. Remember to review the whole grant and signed by the agency lead representative.
5. Remember that all applications must adhere to the Region of Peel Public Health Guidelines

Timing for Use of Funds

Funds received must be expended within one year of receipt of funding.

Application Information

Prior to completing the application, carefully review program eligibility to verify that your organization and proposed activities align to the fund criteria and COVID-19 priorities.

Change Fund Overview

Stream 1: Connect

The **Change Fund: *Connect*** stream will support grassroots collaborative groups to plan and execute a small-scale event or project in response to an immediate localized community need.

Some examples of projects include (but are not limited to):

- Hosting of Town Hall meeting (virtual or in-person) to facilitate dialogue about a community issue
- Planning and execution of a neighbour/community activity (neighbourhood clean-up day; anti-violence rally/march)
- Development of a social media/community awareness campaigns focused about neighbourhood related interests

Projects must be in alignment to Regional Priorities; Population Alignment; and COVID-19 Recovery Priorities.

Grassroot groups interested in further developing/formalizing their collaboratives can gain support through capacity building resources and/or workshops. This support is mandatory for groups that express interest in applying for **Stream 2: Convene**.

Funding Available: Up to \$10,000 for one year

Stream 2: Convene

The **Change Fund: *Convene*** stream will support collaborative partnerships to implement a one-year initiative in response to a localized community need.

Some examples of initiatives include (but are not limited to):

- Community needs assessments/mapping exercises to begin deeper understanding of identified trends/challenges
- Development/facilitation of community advisory committee to encourage active resident level participation in neighbourhood development initiatives
- Implementation of best practice/evidence-based research to explore innovative service delivery approaches to address identified community challenges

Initiatives must be in alignment to Regional Priorities; Population Alignment; and COVID-19 Recovery Priorities; and must demonstrate how the initiative will support the long-term needs of the Collaborative and community if project work is intended to continue beyond the first year of funding

Funding Available: Up to \$50,000 for one year

Assessment Process

The Change Fund applicants will be assessed using the following criteria:

1. Regional Priority Alignment

Applicants that apply to the Change Fund should align to one of the seven Region of Peel's Human Service outcomes.

2. Demonstrated Need

Applicants are evaluated based on their change fund requests aligned to COVID-19 priorities, marginalized and equity seeking groups and demonstrated outcomes.

3. Sustainability

Applications funded must demonstrate that they are financially healthy to receive CIP funding. A financial assessment is included in the application process. Applicants also need to show that will be able to sustain the impact of their Change fund requests.

Glossary of Terms

Unincorporated Grassroots:

An unincorporated "grassroot" non-profit association is defined as a community (human) service organization/group, made up of two or more individuals through a formal agreement and comes together to address a cause, issue, or challenge that is unique to their local community. Members of this collective are accountable to and representative of the community they serve. Unincorporated grassroot groups also include the following characteristics;

- 1) Have at least one year of experience as a group/organization;
- 2) Based in the Region of Peel, with more than 50% of the collective being residents of city of

Priority & Outcome Alignment

The Change Fund has identified three key areas that all collaborative projects and initiatives must align to: **COVID-19 Priorities; Population; and Regional Priorities.**

1. COVID-19 Priorities Alignment

Collaborative groups and/or initiatives must directly support one of the below COVID-10 priorities:

Priority 1: Support adaptive models of service delivery as a result of COVID-19

Priority 2: Support a systems approach to COVID-19 recovery efforts

Priority 3: Support grassroots organizations during COVID-19

Priority 4: Support Black communities to address racial inequalities related to COVID-19

2. Population Alignment

Collaborative groups and/or initiatives must be focused on actively engaging or serving **marginalized and equity seeking groups:**

- At-Risk Communities
- Racialized Communities
- Low Income
- Francophone Community
- Homeless/marginally underhoused
- LGBTQIP2SAA
- Persons with Physical Disabilities/ mobility challenges
- New Immigrants and Refugees
- Victims of violence abuse and trauma

In the application a list of marginalized and equity seeking groups is provided for you to indicate the group that will benefit from your project/initiative.

3. Regional Priorities

Outcomes for the funded initiatives must demonstrate the ability to advance one of the following Regional Priorities and/or vulnerable sectors most affected by COVID-19.

Regional Priorities

- Food Security
- Community and Safety and Well Being (CSWB) Priorities:
 - Domestic Violence
 - Mental Health and Addictions
 - Systemic Discrimination

Vulnerable Sectors

- Homelessness/Housing
- Isolated Seniors
- People Living with Disabilities
- Settlement
- Youth

Mississauga, Brampton, and Caledon;

- 3) Has an annual operating budget of less than \$50,000;

Systemic Discrimination: refers to policies or practices that appear to be neutral on their surface but may have discriminatory effects on individuals based on their identity or background e.g. age, gender, race, ethnicity, sexual orientation, ability, immigration status and other intersecting factors (Ontario Human Rights Commission). Systemic discrimination and exclusion of vulnerable populations can lead to disparities in access to services and supports and inequitable outcomes. For example, systemic barriers in education and employment for racialized, 2SLGBTQ and Indigenous youth.

Data Collection: the method used to collect the data

Evaluation: How the Collaborative will monitor the process, success, and effectiveness of the initiative.

Expected Outcome: The change or results that the Collaborative expects to be achieved after the successful completion of the initiative. Outcomes could be quantitative, qualitative, or both.

Goal: A statement describing "what will the initiative accomplish" at the end of the project timelines.

Key Deliverables: tangible or intangible results of the initiative.

Objective: a specific statement that supports the goal. Objectives are measurable milestones.

Target: what target has been set for the Performance Indicator

Expected Outcomes for 2020

Strategic investments in Change Fund projects and initiatives aligned to priorities as stated above, will result in the following outcomes for the Change Fund:

- Increased opportunities for the sector to identify and respond to COVID-19 specific issues for vulnerable populations
- Increased sector innovation and capacity for organizational collaboration
- Increased additional resources to strengthen the Collective to allow partnership sustainability during recovery stages of COVID-19.

Budget Requests

The Change Fund will not support:

- Any organizational expenses related to impacts of COVID-19 already supported through the Region of Peel's Reaching Home Fund or Social Service Relief Fund.
- Any project costs related to prior Community Investment Program (CIP) Collaboration Fund initiatives

Application Submission Deadline

Application Submission Deadline:
Friday, September 4, 2020 by 4:00 p.m.

Further Fund Inquires

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Appendix 1 – Change Fund Application for 2020

This form is provided to allow applicants to review the questions and prepare their answers in advance. All submissions must be made online through the web page <https://www.peelregion.ca/community-investments/funds.asp>

Project Overview and Stream Selection

*** 1.1 What is the name of the Project?**

*** 1.2 Our project will: (check all that apply)**

- Lay the groundwork needed to strengthen a system of services or opportunities
- Implement strategies to strengthen a system of services or opportunities

*** 1.3 I am applying for: (select only one)**

- Stream 1 Connect** - As **Lead** for the Collaborative
- Stream 1 Connect** - As a **fiscal sponsor** on behalf of an unincorporated organization
- Stream 2 Convene** - As **Lead** for the Collaborative
- Stream 2 Convene** - As a **fiscal sponsor** on behalf of an unincorporated organization

Lead Organization Contact Details

There can be only one Lead organization. The Lead Organization must complete a [2020 Organizational Profile](#) prior to submitting this application form.

*** 2.1 Lead Organization**

Contact Name

Organization

Email Address

Phone Number

*** 2.2 I acknowledge that a formal agreement with our collaborative partners is in place. (check one only)**

- Yes
- No (please explain)

*** 2.3 Why are you the right organization to lead this Collaborative and this project? Describe how your organization is situated within the system you aim to improve. Share your experience working strategically and collaboratively with stakeholders for systems change. (max. 1,000 characters)**

Partner Organizations

You can include up to three (3) partner organizations in this section. Should you require additional space, please upload a separate document.

*** 3.1 Partner (1) Organization Details**

Organization Name

Sector

*** Partner (1) Agency Type**

- Grassroots
- Public
- Private
- Not for Profit

*** Partner (1) Contact Information**

Name

Title

Email Address

Phone Number

*** Partner (1) Value you bring to strengthen the Collaborative**

Partner (2) Organization Details

Organization Name

Sector

Partner (2) Agency Type

- Grassroots
- Public
- Private
- Not for Profit

Partner (2) Contact Information

Name

Title

Email Address

Phone Number

Partner (2) Value you bring to strengthen the Collaborative

Partner (3) Organization Details

Organization Name

Sector

Partner (3) Agency Type

- Grassroots
- Public
- Private
- Not for Profit

Partner (3) Contact Information

Name

Title

Email Address

Phone Number

Partner (3) Value you bring to strengthen the Collaborative

Should your Collaborative have more than three (3) partner organizations, please upload a document with information on the additional organizations.

Please note that only PDF, DOC, DOCX, PNG, JPG, JPEG, GIF files are supported.

Choose File

Choose File

No file chosen

Collaboration Readiness

*** 3.2 Describe the Collaborative's experience and capacity to deliver this project. (max. 1,000 characters)**

*** 3.3 Why is this the right Collaborative to lead this project? Describe how Collaborative members are situated within the system you aim to improve. Describe their collective experience working with, and for, the specified population. Tell us about the relationships, knowledge, experiences, and skills that you are bringing as a collective and how these will enrich your systems change work. (max. 1,000 characters)**

*** 3.4 Describe the concrete steps your Collaborative will take to lay the groundwork for systems change OR if the groundwork has already been laid, describe the steps your Collaborative took during this phase of the work. (max. 1,000 characters)**

Project Goals: COVID- 19 Priorities

*** 4.1 The COVID-19 Change Fund seeks to support adaptive models of service delivery; support a systems approach to recovery; and support grassroots organizations during the pandemic.**

Select the COVID-19 Priority outcome that your project best demonstrates / aligns to:

- Priority #1:** Support adaptive models of service delivery during COVID-19
- Priority #2:** Support a systems approach to COVID-19 recovery efforts
- Priority #3:** Support grassroots organizations during COVID-19
- Priority #4:** Supporting Black communities to address racial inequalities related to COVID-19

*** 4.2 The COVID-19 Change Fund looks to impact and influence sectors that align to the COVID-19 Change Fund priorities. Please select the priority your initiative most aligns to (select only one):**

- Community and Safety and Well Being:** Mental Health and Addictions
- Community and Safety and Well Being:** Systemic Racism
- Community and Safety and Well Being:** Domestic Violence
- Employment/Training**
- Food Security**
- Other (please specify)**
- Homelessness/Housing**
- Isolated Seniors**
- People Living with Disabilities**
- Settlement**
- Youth**

4.3 The COVID-19 Change Fund looks to support the most vulnerable populations in Peel during COVID-19. Select the primary beneficiaries of your systems change work using the list below.

For each chosen equity-seeking / vulnerable population, provide the total number of residents served by subcategory and then by municipality.

For each respective equity-seeking/ vulnerable population selected, please ensure they are only accounted for once.

In Brampton:

**Use They / individual is for anyone who is not identified in the other sub-categories*

	Children (0-13)	Youth (14-25)	Women	Men	Families	Seniors / Older Adults	Individual / T
At-Risk	<input type="text"/>	<input type="text"/>					
Black	<input type="text"/>	<input type="text"/>					
Francophone	<input type="text"/>	<input type="text"/>					
Homelessness / Marginally Under Housed	<input type="text"/>	<input type="text"/>					
Indigenous	<input type="text"/>	<input type="text"/>					
Low income	<input type="text"/>	<input type="text"/>					
LGBTQQIP2SAA	<input type="text"/>	<input type="text"/>					
New Immigrants	<input type="text"/>	<input type="text"/>					
Persons experiencing violence, abuse or trauma	<input type="text"/>	<input type="text"/>					
Persons with Physical Disabilities and Mobility Challenges	<input type="text"/>	<input type="text"/>					
Racialized	<input type="text"/>	<input type="text"/>					
Refugees	<input type="text"/>	<input type="text"/>					

In Mississauga:

*Use They / individual is for anyone who is not identified in the other sub-categories

	Children (0-13)	Youth (14-25)	Women	Men	Families	Seniors / Older Adults	Individual / T
At-Risk	<input type="text"/>	<input type="text"/>					
Black	<input type="text"/>	<input type="text"/>					
Francophone	<input type="text"/>	<input type="text"/>					
Homelessness / Marginally Under Housed	<input type="text"/>	<input type="text"/>					
Indigenous	<input type="text"/>	<input type="text"/>					
Low income	<input type="text"/>	<input type="text"/>					
LGBTQQIP2SAA	<input type="text"/>	<input type="text"/>					
New Immigrants	<input type="text"/>	<input type="text"/>					
Persons experiencing violence, abuse or trauma	<input type="text"/>	<input type="text"/>					
Persons with Physical Disabilities and Mobility Challenges	<input type="text"/>	<input type="text"/>					
Racialized	<input type="text"/>	<input type="text"/>					
Refugees	<input type="text"/>	<input type="text"/>					

In Caledon:

*Use They / individual is for anyone who is not identified in the other sub-categories

	Children (0-13)	Youth (14-25)	Women	Men	Families	Seniors / Older Adults	Individual / T
At-Risk	<input type="text"/>	<input type="text"/>					
Black	<input type="text"/>	<input type="text"/>					
Francophone	<input type="text"/>	<input type="text"/>					
Homelessness / Marginally Under Housed	<input type="text"/>	<input type="text"/>					
Indigenous	<input type="text"/>	<input type="text"/>					
Low income	<input type="text"/>	<input type="text"/>					
LGBTQQIP2SAA	<input type="text"/>	<input type="text"/>					
New Immigrants	<input type="text"/>	<input type="text"/>					
Persons experiencing violence, abuse or trauma	<input type="text"/>	<input type="text"/>					
Persons with Physical Disabilities and Mobility Challenges	<input type="text"/>	<input type="text"/>					
Racialized	<input type="text"/>	<input type="text"/>					
Refugees	<input type="text"/>	<input type="text"/>					

Project Overview

*** 5.1 Please provide a brief overview of your Change Fund project detailing partner involvement; and how the intended target population will benefit. (max. 1,000 characters)**

If you are applying for Stream 1: Explain the goal of this one-time community initiative; key objectives, you wish to achieve; and the resources you are requesting to support this work. If you are applying for Stream 2: Explain how this one-year initiative strategically aligns to the Collaborative's larger long-term strategy.

*** 5.2 What is the mission/mandate of this Change Fund Collaborative? (max. 600 characters)**

The mission/mandate should be representative of the collective partner vision not just the lead agency.

*** 5.3 How long has this Collaborative been active?**

- Not yet active
- Less than 1 year
- 2 - 5 years
- 6 - 9 years
- 10+ years

5.4 Please share some of the Collaborative's history, including milestones and achievements to date (if applicable) (max. 1,000 characters)

5.5 What geographical region(s) will the Collaborative impact? (select all that apply)

Please refer to the [website](https://www.peelregion.ca/planning/pdc/data/ward-profiles.htm) (https://www.peelregion.ca/planning/pdc/data/ward-profiles.htm) if you need assistance identifying the ward

City of Brampton

- Ward 1
- Ward 2
- Ward 3
- Ward 4
- Ward 5
- Ward 6
- Ward 7
- Ward 8
- Ward 9
- Ward 10

City of Mississauga

- Ward 1
- Ward 2
- Ward 3
- Ward 4
- Ward 5
- Ward 6
- Ward 7
- Ward 8
- Ward 9
- Ward 10
- Ward 11

Town of Caledon

- Ward 1
- Ward 2
- Ward 3
- Ward 4
- Ward 5

Other geographical region (please specify)

Budget Request

You can include up to five (5) itemized requests in this section.
Should you require additional space, please upload a separate document.

*** 6. Budget Request**

Item (1)

Description

Actual Cost (\$)

Region of Peel Funding Requested (\$)

FTE (*if applicable)

*** For item (1) do you receive a Contribution from Other Sources of Funding?**

- Yes
- No

If Yes, please indicate

Amount

Source

Item (2)

Description

Actual Cost (\$)

Region of Peel Funding Requested (\$)

FTE (*if applicable)

For item (2) do you receive a Contribution from Other Sources of Funding?

- Yes
- No

If Yes, please indicate

Amount

Source

Item (3)

Description

Actual Cost (\$)

Region of Peel Funding Requested (\$)

FTE (*if applicable)

For item (3) do you receive a Contribution from Other Sources of Funding?

- Yes
- No

If Yes, please indicate

Amount

Source

Item (4)

Description

Actual Cost (\$)

Region of Peel Funding Requested (\$)

FTE (*if applicable)

For item (4) do you receive a Contribution from Other Sources of Funding?

- Yes
- No

If Yes, please indicate

Amount

Source

Item (5)

Description

Actual Cost (\$)

Region of Peel Funding Requested (\$)

FTE (*if applicable)

For item (5) do you receive a Contribution from Other Sources of Funding?

- Yes
- No

If Yes, please indicate

Amount

Source

If you are requesting more than five (5) items, please upload a document with information on the additional items.

Please note that only PDF, DOC, DOCX, PNG, JPG, JPEG, GIF files are supported.

Choose File

Choose File

No file chosen

* If item requested is a Staffing role, indicate the FTE.

Instructions how to calculate FTE: The calculation of full-time equivalent (FTE) is an employee's scheduled hours divided by the employer's hours for a full-time workweek. An employer with a 35-hour workweek would simply divide the employee's scheduled hours by 35 to determine the FTE. For example, an employee scheduled to work 21 hours per week would be 0.6 FTE when the full-time workweek is 35 hours.

** Evaluation (request cannot exceed 2% of Requested Amount of the Operational Expenses above)

If you are applying for Stream 1 - Convene, you are not required to complete the next two sections. Please proceed to the final section for Declaration and Submission.

Collaborative Outcomes

Please complete this Section only if you are applying for Stream 2 - Convene.

1.1 Please provide your collaborative goals; objectives; and deliverables to be accomplished in this project

a) Goal: a statement describing "what will the initiative accomplish" at the end of the project timelines.

b) Objective: a specific statement that supports the goal. Objectives are measurable milestones.

c) Key Deliverables: tangible or intangible results of the initiative.

Goal:

Objective:

Key Deliverables:

Performance Measurement

Please complete this Section only if you are applying for Stream 2 - Convene.

1.2 Performance Measurement

Please enter your expected outcome(s) for the Collaborative, performance indicators, identified targets, and deliverables to be accomplished in this project.

Expected Outcome (1)

Performance Indicators (how you will achieve the expected outcome)

Target (what target has been set for the Performance Indicator)

Data Collection (how will you collect data)

Expected Outcome (2)

Expected Outcome (2)

Performance Indicators (how you will achieve the expected outcome)

Target (what target has been set for the Performance Indicator)

Data Collection (how will you collect data)

Expected Outcome (3)

Expected Outcome (3)

Performance Indicators (how you will achieve the expected outcome)

Target (what target has been set for the Performance Indicator)

Data Collection (how will you collect data)

1.3 Describe in detail the localized community issue the Collaborative is looking to address. Provide evidence to support the funding request (evidence can include both community needs and community assets):

Tip: Examples of community assets could be, heard from engaging with residents, challenges from using physical structure or identified space. Examples of community needs could be data from local research reports, anecdotal stories from multiple sources, population level data.

1.4 What are the Collaborative's plans after the completion of this initiative? How will the Collaborative be sustained after this funding ends?

Declaration and Submission

*** I declare that I am legally authorized to sign and submit the application on behalf of the Organization named in this application.**

I certify that the information provided in this application is accurate, complete and endorsed by the organization I represent.

I understand that if the information in this application may be shared with the Grant Review Committee members, Region of Peel employees, as well as other funding contributors.

Name

Title

Submission Date

Please enter the Submission Date.

Date

