

# 2024-2026 Core Fund application guidelines



## Overview

Peel's not-for-profit sector is integral to our human services systems continuum. Not-for-profit programs and services are vital in supporting the community by designing and delivering programs and services that meet the needs of our most vulnerable residents. The Community Investment Program recognizes that investing in the core operations of community agencies enables them to develop, maintain and improve programs, service delivery, and overall outcomes.

This guideline provides information about the objectives, criteria, and application process for the Core Fund.

## Application information

Before completing your application form, review the program guidelines (in particular the **General Eligibility** section) to ensure that your organization and proposed initiative(s) meet fund criteria including sector, population, and Region of Peel priority areas.

## How to Apply

All applications must be submitted through GovGrants, the Region of Peel's online grant management platform. To access the application, you must complete your **Registration** and **Service Provider Profile** (SPP) on GovGrants (if you have not already done so).

The process for completing the GovGrants registration and SPP takes time. It is important that this is done as your first step.

- Ensure the information entered in the SPP (all tabs) under the Community Investment Tab is up to date.
- Attach the following mandatory documents in the Documents tab:
  - 2022 and 2021 fiscal year-end **Audited Financial Statements**. Most recent and consecutive financial statements. A **Review Engagement Report** can be submitted if your organizational revenue is between \$150,000 - \$250,000. A **Notice to Reader Report** can be submitted if your organizational revenue is less than \$150,000
  - YTD June 2023 Financial Statements (Balance Sheet and Income Statement)
  - Current Certificate of Insurance, including but not limited to commercial general liability insurance.
  - Articles of Incorporation (Letters Patent)

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Once your Registration and SPP are approved, you will proceed to complete the application form.

Please visit the Region's Community Investment Program webpage for additional information and how to access to GovGrants. <https://www.peelregion.ca/community-investments/>. You can also email [cip@peelregion.ca](mailto:cip@peelregion.ca) with questions regarding the SPP or Core Fund application.

### **Application Deadline**

Submit your application through GovGrants by **September 21, 2023, at 5:00 pm**. Late applications will not be considered.

### **Notification of Funding Decision**

Funding decisions are anticipated to be communicated 6 to 8 weeks after the application intake deadline. All applicants will be notified whether their application is approved or declined for funding.

### **Equity**

The Community Investment Program recognizes the importance of equity and is committed to applying an equity lens to the funding program to ensure that the diversity of our local service providers and community is reflected in Community Investment Program decision-making, grant opportunities, policies, and practices.

## **Eligible Applicants**

The Core Fund provides funding to the not-for-profit sector in Peel to strengthen core infrastructure, advance their work, and deliver on their mission.

The agency must:

- Be in Peel and/or primarily serve Peel residents.
- Be mandated to provide human and community services.
- Be incorporated as a not-for-profit organization for a minimum of 2 years.
- Be governed by a volunteer board of directors that represents the community it serves.
- Comply with the Ontario Human Rights Code in hiring practices and provision of services.
- Comply with federal, provincial, and municipal laws and regulations.

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## Ineligible Applicants

The following applicants are not eligible for funding:

- Individuals.
- For-profit organizations.
- Organizations acting in the capacity of a funding body.
- Organizations affiliated with a political party or that have a political mandate.
- Programs where the federal or provincial government has the primary responsibility for funding, including but not limited to:
  - Hospital-based health programs
  - Medical research
  - Arts and cultural programs
  - Formal education and training
  - Settlement and English language instruction programs
- Programs funded or delivered by Brampton, Caledon, or Mississauga, including but not limited to:
  - Parks and recreation
  - Transportation
  - Environmental programs
  - Economic development

## Fund Overview

### Funding Amount

A maximum of up to \$110,000 per year.

### Funding Term

Funding is awarded in a 3-year funding cycle (January 1, 2024, to December 31, 2026). Funding amounts remain the same for years 1, 2, and 3 and are released semi-annually.

- Year 1 funding allocation must be spent during year one. Year 2 allocation must be spent during year two. Year 3 allocation must be spent during year three.

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## Eligible Operating Positions

Funding will support core operating positions within the following areas:

- Senior Management
  - Including Executive Director, Associate Director, Chief Operating Officer, Managers who supervise multiple programs and/or staff.
- Administrative support.
- Human Resources.
- IT/Data Management.
- Financial support.
- Specialist Position(s)
  - Any positions you have deemed essential to support your organization's core operations.
  - In the GovGrants \$Budget Tab, select **"Other" Budget Category**, and under Name of Expense, include the title of the specialist position that you will be applying for (e.g., Specialist, Fundraising, Specialist Grant Writer, etc.).

Mandatory employment-related costs (MERCs) and employee benefit plans that your organization contributes to may be included in the total annual costs for each eligible core operating position.

## Eligible Operational Costs

Funding will support operational costs within the following areas:

- Occupancy Costs
  - Administrative and office space
  - Utilities
  - Hydro and water
  - Internet and telephone bills.
  - Office Supplies.
- Legal Services
  - Legal services pertaining only to the core operations and management of the organization.
  - Funding cannot be used for legal costs specific to programs, or to defend/settle lawsuits.

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- Financial Audit Fees
- Insurance

## Ineligible Expenses

Ineligible expenses include but are not limited to the following:

- Costs directly linked to the delivery of a program or service.
- Annual fundraising drives or events.
- Religious programs, activities, or proselytizing.
- Political activities.
- Activities completed or costs incurred before the approval of the request to the Region of Peel.
- Medical research or medical equipment.
- Capital expenses such as computers, printers, and office furniture.

## Alignment to Regional Priorities

The purpose of the Core funding is to improve the ability of organizations to serve Peel's most vulnerable residents in times of need. In the application form, you will need to indicate which **Sector, Priority Population, and Regional Priority Area** your organization's programs and services most closely align with.

### Sector Alignment

- Capacity Building for Not-for-profits
- Disability to Accessibility
- Food Security
- Housing and Homelessness
- Intimate Partner and Family Violence
- Low Income / Unemployed
- Mental Health and Addictions
- Racialized and equity-seeking groups.
- Settlement and Newcomers
- Youth and Family Services

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## Priority Population Alignment

- Black Canadians
- Economically Disadvantaged people (low-income, ODSP, OW, unemployed).
- Families
- Francophone
- Indigenous (First Nation, Metis, Urban, and Inuit) Peoples
- Newcomers, immigrants, refugees, and undocumented immigrants
- People with disabilities
- People with lived/living experience of substance use
- People with lived/living mental health challenges
- Racialized individuals or groups
- Seniors
- South Asian Canadians
- Those who identify as 2SLGBTQ+
- Family Services
- Food Security
- Housing and Homelessness
- Mental Health and Addictions
- Intimate Partner Violence/Family Violence
- Victims of family/intimate partner violence
- Women
- Youth

## Regional Priority Alignment

- **Peel Poverty Reduction Strategy** 2018-28 (Income Security, Economic Opportunity, Well-being, and Social Inclusion)
- **Community Safety and Well-being Plan** 2020-24 (Family Violence, Mental Health, and Addictions, System Discrimination).
- **Peel Housing and Homelessness Plan** 2018-28 (Transform Service, Build More Housing, Maximize Planning Tools and Incentives, Optimize Existing Stock, and Increase Supportive Housing).
- **Peel Public Health Strategic Plan** 2020-2029 (Practicing effective Public Health, Enabling Active Living and Health Eating, Promoting Mental Well-being, Reducing Health-Related Impacts of Climate Change, Advancing Health Equity).
- **Strategy to Address Human Sex Trafficking in Peel Region** (Prevention, Intervention, Exits).

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## Recognition of Community Investment Program Funding

The Community Investment Program encourages funding recipients to acknowledge Community Investment Program funding in promotional and program materials. The Community Investment Program will provide logo and terms of usage in various digital formats upon request.

## Reporting Requirements

### Financial Reconciliation Reports

- Annual reconciliation reports on how the funding was spent are required by January 31, 2025, and January 31, 2026, January 31, 2027, to capture the previous years financial information.
- Payments are conditional upon receipt of these Core funding reports.

### Progress Reconciliation Reports

- Annual progress reports detailing the funding outcomes are required by January 31, 2025, and January 31, 2026, January 31, 2027

## Assessment Criteria

The Community Investment Program remains committed to the transparent assessment of funding applications. We aim to invest in organizations that demonstrate financial viability while meeting service delivery and program objectives.

The Community Investment Program has a limited budget and demand continues to increase. Our goal is to expand our reach by taking a balanced approach to distributing funding using an equitable and transparent process.

Each application that meets the general eligibility requirements will be reviewed by a Fund Review Committee comprised of Region of Peel staff and assessed based on the established criteria and the following:

**For more information visit [peelregion.ca](https://www.peelregion.ca)**



## 1. Organization Health

The Community Investment Program completes a financial assessment as a part of the eligibility and approval process, to broadly assess risk present in not-for-profit funding applicants.

The following financial statements for the last two years must be submitted when completing your Service Provider Profile on GovGrants:

- Two years of Audited financial statements (signed and dated by an auditor) if your organizational revenue is between \$150,000 and \$250,000.
- A Review Engagement Report if your organizational revenue is between \$150,000 - \$250,000
- A Notice to Reader Report if your organizational revenue is less than \$150,000

Financial Statements must be prepared by a qualified professional and audited by a Certified Accountant.

The statements below are examples of what the reports are often titled, and the type of information usually found in these reports is provided in brackets:

- *Statement of Financial Position or Balance Sheet* (Assets and Liabilities)
- *Statement of Revenue and Expenses/Income Statement* (Net surplus or Deficit)
- *Statement of Operations and Net Assets* (similar to Revenue and Expenses but includes Net Assets)
- *Statement of Cash Flows*
- *YTD Actual Revenue and Expenses*

In general, the documentation submitted needs to include the following information: Assets, Liabilities, Revenue, Expenses, Net Assets (Capital)

The risk factors include benchmarks and financial ratios that are analyzed using the financial statements submitted by the organization.

The financial ratios are grouped into the following categories:

- Liquidity
  - Measures the ability to meet short-term financial obligations
- Leverage
  - The ability to operate within the agency's means during the year; assets that are financed by creditors; liabilities and debt

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- Profitability
  - The average of last two years of Surplus (Deficit)
- Revenue
  - Diversity of revenue sources
- Expenditures
  - Looking for a high proportion dedicated to delivering programs

## 2. Core Fund Application

- Applications must clearly demonstrate how the funding will benefit the organization
- Application aligns with the eligibility criteria
- Proposed budget demonstrates alignment to project outcomes and budget narrative.

## 3. Alignment with Sector, Population, and Regional Priority Areas

- Applicant must clearly demonstrate how the funding will benefit the organization and align with priority areas of the sector, population, and Region of Peel.

## 4. Diversity Equity and Inclusion

- This section is aligned with the Region of Peel's Diversity, Equity, and Inclusion Strategic Framework outcome to identify and remove barriers within community systems and structures. The equity approach to funding decisions will support equitable funding access to equity-seeking groups and promote the integration of equity, diversity, and inclusion-related considerations into decision-making.

## Key Performance Indicators (KPIs)

The KPIs will be found on GovGrants under the Performance tab. These KPIs are required when completing your application and for progress reporting purposes. The KPI your agency will report on is **Agency Efficacy**:

- Estimated number of high-level core business goals met.

For more information visit [peelregion.ca](https://www.peelregion.ca)



## Freedom of Information

All information that is in the custody or control of the Region of Peel is subject to the access provisions of the *Municipal Freedom of Information and Protection of Privacy Act*. The information submitted in your funding application will be used for the purpose of assessing your application for funding.

## Application Submission Deadline

Please ensure you submit your application through GovGrants (the Region's online fund management platform) on or before **September 21, 2023, by 5:00 p.m.**

Access GovGrants Here: <https://www.peelregion.ca/community-investments/>

## For fund and GovGrants technical support inquiries, contact:

[cip@peelregion.ca](mailto:cip@peelregion.ca)

Technical support is available until **5:00 p.m.** on the application intake deadline date (September 21, 2023).

For more information visit [peelregion.ca](https://www.peelregion.ca)

