

# 2023 Capacity Fund Application Guidelines

## Statement of Intent

The Community Investment Program (CIP) recognizes that the not-for-profit sector plays an essential role in designing and delivering programs and services that meet the needs of the community. CIP also recognizes that capacity building supports not-for-profit agencies to be agile and responsive to changes in the environment. As such, the Community Investment Program 2023 Capacity Fund was designed to support organizational capacity building activities and tools to strengthen Peel's not-for-profit sector, and to provide optimal programs and services to the most vulnerable members of our community. For this application cycle, CIP will invest in approved projects that address recovery, restorative and maintenance phases of COVID-19.

*"Capacity Building can help local organizations deliver relevant services on a sustainable basis to local people"<sup>1</sup>*

## Application Information

Prior to completing the application, carefully review the program guidelines (in particular the **General Eligibility** section), to verify that your organization and proposed initiative(s) align to the fund criteria.

All applications must be submitted through GovGrants, the Region of Peel's new online grant management platform.

**Important: please complete your registration and service provider profile in GovGrants as soon as possible (if you have not already done so).**

Please visit the Region's Community Investment Program webpage for additional information and access to GovGrants. <https://www.peelregion.ca/community-investments/>

## Capacity Fund Overview

The Capacity Fund will provide support to organizations, enabling customized approaches to strengthen internal business practices, operational needs and managing change during the transition phase of Bill 112.

Applicants will identify a capacity building project that will help improve their organization's ability achieve to their mission, vision and overall goals.

**Note:** If this is a joint request, please ensure the application provides details from the perspective of all applicants.

**Funding Limit: Maximum funding request is \$30,000.**

## Population Alignment

The purpose of the Capacity Fund is to improve the ability of organizations to better serve Peel's priority populations in their time of need.

### Priority Populations:

- Youth
- Older adults
- Disabilities
- Racialized communities
- Homeless/marginally underhoused
- Low-income individuals and families
- New immigrants and refugees
- LGBTQQIP2SAA
- Victims of violence, abuse, and trauma

Please indicate in your application which priority population the initiative best aligns to.

## General Eligibility

Eligible applicants must:

- Be an organization physically located in Peel Region and/or primarily serving Peel residents
- Be mandated to provide human and community services
- Be incorporated as a not-for-profit organization

- Be governed by a volunteer board of directors that is representative of the community it serves
- Comply with the Ontario Human Rights Code in hiring practices and provision of all its services
- Have established and documented financial management systems in place and be able to provide an annual audited financial statement or equivalent

Ineligible expenses include (but are not limited to):

- Program operations
- Transportation costs
- Refreshments
- Capital item(s)

## Project Examples

Requests for organizational capacity building tools and supports may include (but are not limited to):

- Professional fees to assist in the development or revision of organizational plans, strategies, or policies
- Training costs that align to an organizational strategy, plan, policy, or process
- Succession planning
- Development of a performance evaluation framework
- Revision of HR policies, Financial Management
- Strategic assessment of current programs and services
- External Communication (Engagement & Communication)
- Technology
- Staff Management, Board Leadership
- Adaptive Capacity/Change Management

## Assessment Process & Criteria

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 following criteria:

### **1. Demonstrated Need**

Applications are evaluated based on how well organizations use an evidence-based approach to identify and assess the nature of the capacity project needs. Additionally, applicants must demonstrate through their objective statement, budget request, how this funding will improve their organizational capacity and positively impact the community.

### **2. Financial Sustainability**

Applicants must demonstrate financial health. A financial assessment is included in the application review process.

### **3. Non-Profit Capacity Instrument Domain Alignment**

Applicants must indicate the Non-Profit capacity instrument domain to which their initiative is most closely aligned in the application form:

- (1) Financial Management - refers to a non-profit's competence in managing their accounts.<sup>1</sup>
- (2) Adaptive Capacity - refers to the way organizations adapt to changes in their environment, and consists of organizational learning, responsiveness, innovativeness, and motivation.<sup>1</sup>
- (3) Strategic Planning - is defined as a deliberative, disciplined approach to producing fundamental decisions and actions that shape and guide what an organization (or other entity) is, what it does and why?
- (4) External Communication - refers to the ability of non-profits to engage stakeholders.<sup>1</sup>
- (5) Board Leadership - refers to the board of directors' commitment to and involvement with the organization's vision and plan.<sup>1</sup>
- (6) Operational Capacity - refers to the existence and use of documented procedures, as well as the organization's ability to set program goals and assess their outcomes.<sup>1</sup>
- (7) Mission Orientation - describes stakeholders' common orientation towards the mission of a non-profit organization and includes areas generally related to an organization's mission.<sup>1</sup>
- (8) Staff Management - reflects employee needs for information, training and mentoring, and management's ability to respond to these needs.

## Equity

CIP 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 are reflected in CIP decision-making, grant opportunities, policies, and practices.

## Anticipated Outcomes

- Increased organizational ability to adapt and improve service delivery during the transition period
- Increased ability to address systemic discrimination and racial inequities.
- Increased organizational capacity to better serve the community.

## Measuring Success

The goal of the proposed initiative is to improve the capacity of your organization, ultimately, leading to a positive impact on the community that your organization serves. Identify the measure of success that is aligned with your objective.

## Freedom of Information

All information that is in the custody or control of the Region 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.

## Timing for Use of Funds

Expenses must be incurred within one year of receipt of the funding.

## Reporting Requirements

All approved funding recipients will be required to submit a final progress report and a final financial reconciliation report and will receive the notification pertaining to these reports through GovGrants.

# Notification of Funding Decision

The application deadline is July 17<sup>th</sup>, 2023, at 5:00pm. All applicants will be notified whether an application is approved or declined for funding. It is anticipated that funding decisions will be communicated 8-10 weeks after the fund submission deadline.

# Information Session

Community Investment Program staff will host the following information sessions on Microsoft Teams to answer any questions about the fund.

July 5, 2023, 1pm to 3pm
<p><b>Join on your computer, mobile app or room device</b> <a href="#">Click here to join the meeting</a> Meeting ID: 291 677 946 099 Passcode: GMpise <a href="#">Download Teams</a>   <a href="#">Join on the web</a></p> <p><b>Or call in (audio only)</b> <a href="#">+1 289-401-3582,,666773138#</a> Canada, Brampton <a href="#">(844) 589-6880,,666773138#</a> Canada (Toll-free) Phone Conference ID: 666 773 138# <a href="#">Find a local number</a>   <a href="#">Reset PIN</a></p>
July 11, 2023, 10am to 12pm (noon)
<p><b>Join on your computer, mobile app, or room device</b> <a href="#">Click here to join the meeting</a> Meeting ID: 230 015 866 982 Passcode: ZZ5EpL <a href="#">Download Teams</a>   <a href="#">Join on the web</a></p> <p><b>Or call in (audio only)</b> <a href="#">+1 289-401-3582,,263125907#</a> Canada, Brampton <a href="#">(844) 589-6880,,263125907#</a> Canada (Toll-free) Phone Conference ID: 263 125 907# <a href="#">Find a local number</a>   <a href="#">Reset PIN</a></p>

# Recognition of CIP Funding

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

## Mandatory Documents

The following mandatory documents must be submitted through GovGrants as a part of your application:

Submitted through the Service Provider Profile:

- Articles of Incorporation
- 2 years of audited financial statements (Note: if your organizational revenue is between \$150,000-\$250,000 a Review Engagement may be submitted. If your organizational revenue is less than \$150,000, a Notice to Reader may be submitted)
- Year to date (YTD) financial statement
- Proof of up-to-date insurance

### Use the Checklist Below Prior to Submitting Your Application Through GovGrants

- Ensure that you register your agency in GovGrants and submit your Service Provider Profile (Articles of Incorporation and 2 years of audited financial statements or Review Engagement or Notice to Reader are **mandatory** documents required by all applicants as a part of the Service Provider Profile). [Note: The process for completing the GovGrants registration and Service Provider Profile could take some time, so it is important that this is done as a first step].
- Remember to upload proof of insurance and keep in mind that the applicant is responsible to ensure proper insurance is in place for any consultants, employees, general contractors, or sub-contractors hired by the applicant.

## Glossary of Terms

**Marginalized and equity seeking groups:** a) Residents with low income; b) Residents that face precarious employment, underemployment and/or unemployment; c) Residents that face multiple barriers that prevent them from obtaining equitable and inclusive access to essential supports and services.

**Capacity Building Tools:** Documented strategies, policies or plans that assist an organization to improve their ability to support their staff, Board, volunteers, and clients.

**Organizational Capacity:** Refers to the ability of an organization to fulfill its mission through a blend of sound management, strong governance, and a persistent rededication to assessing and achieving results.

## Footnotes

1. Shumate, M., Cooper, K.R., Pilny, A., Pena-y-lillo, M. (2017). The Non-Profit Capacities Instrument. Nonprofit Management & Leadership, 28(2). DOI: 10. 1002/nml.21276.

## Application Submission Deadline

Please ensure you submit your application through GovGrants (the Region's new online fund management platform) on or before **July 17, 2023, by 5:00pm**.

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

**For fund and GovGrants technical support inquiries,  
please contact: [zzg-cip@peelregion.ca](mailto:zzg-cip@peelregion.ca).**

**Please Note:** Technical support for the Capacity Fund is only available until 5:00p.m on July 17, 2023.