Core Fund application steps

Step 1:

All applications must be submitted through **GovGrants,** Peel Region's online grant management platform. Visit our webpage to access GovGrants.

Important! If your agency is not already registered in GovGrants, please complete your registration and Service Provider Profile (SPP) in GovGrants as soon as possible, as there are a few steps in the approval process.

If your agency is registered in GovGrants, please ensure your information is up to date in your SPP, as there is new information required.

Step 2:

Provide the following **Mandatory Documents** in GovGrants:
- Articles of Incorporation or Letters Patent
- Proof of up-to-date insurance.
- YTD Financial Statement. Please make sure it includes an Income Statement (detailed listing of Revenue and Expenses) and a balance Sheet.
- 2 years of audited financial statements. An agency with revenue greater than $250K must submit *2-year audited financial statements* (signed and dated by an auditor).
- An agency with $150 - 250K revenue may submit a *Review Engagement Report.*
- An agency with 0 - $150K revenue may submit a *Notice to Reader.*

Step 3:

Update your Service Provider Profile – Visit our website for more information

- There is a **new** Equity section that you will need to complete for your organization – this new section is part of the assessment process for Core Fund
- Please update the information in the Operations tab re: staffing, client visits, etc.
- Please review the Authorized Members form to make sure that the Board of Directors information for your organization is up to date.
- Please update any other part of the SPP that needs to be updated.

Step 4:

Application Deadline: Please ensure you submit your application through GovGrants on or before **September 21, 2023, by 5 p.m.**

Do not wait until September 21, 2023, to submit your application, in the event you encounter technical difficulties. Technical support will only be available until **September 21, 2023, at 5 p.m.**