

Community Investment Program Core Fund Questions and Answers

GovGrants is optimized to run in Google Chrome. Please ensure when accessing GovGrants, you are using Google Chrome.

Before you Apply

- 1. Does the Service Provider Profile (SPP) need to be completed before we apply?**

Yes, the SPP needs to be completed and approved prior to completing the application form.

- 2. We have already registered in GovGrants and uploaded the requested documents. Can we now go ahead and fill in the Core fund application?**

If your registration has been approved and your service provider profile has been completed in full, you will be able to apply to the Core Fund.

- 3. Do you need to update your profile if your board has changed since you last updated it?**

Yes, it would be helpful if you update your board members on GovGrants. Click on the Edit button and enter the current board members under the authorized members section of the SPP.

- 4. Where should the mandatory documents be uploaded?**

Proof of insurance and audited financial statements should be uploaded to the SPP in the “Documents Tab” but if you are not able to, you can upload them on the Attachments tab of the application on GovGrants, and the CIP team can move them over.

Application Questions

5. What are the mandatory documents required as a part of the Core Fund Application?

The following documents are to be submitted through the Service Provider Profile in GovGrants (Documents Tab):

- *Articles of Incorporation (Letters Patent)*
- *2 years of audited financial statements if your revenue is greater than \$250,000. (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)*
- *The organization's YTD financial statements up to at least June.*
- *Proof of insurance*

6. What are Key Performance Indicators?

A Key Performance Indicator (KPI) is defined as a quantifiable measure used to evaluate the success of an organization in meeting objectives for performance, as set out prior to funding being released. In the context of funding, KPIs are less about profitability and more about value for the dollar as it relates to community benefit.

As the Community Investment Program moves towards measuring performance/goals against specific financial remuneration, KPIs are important to increase transparency and accountability. The Core Fund KPI is Agency Efficacy: The estimated number of high-level core business goals met from Core Funding.

7. I am having trouble completing the application. What should I do?

Please contact cip@peelregion.ca should you have any questions regarding completing the application.

8. Can we come back to previous sections of the application if we need to edit or change anything?

Yes, you will be able to refer to the application form as needed, and it is recommended that you continue to save the application throughout.

9. What is the character limit for Budget Narrative?

The character limit is 10,000 which should be ample space to provide your funding request rationale, however, should you require more space, please provide your budget narrative on a Word document, and attach it under the Attachments Tab.

10. Is there an opportunity to communicate directly with Community Investment Program staff to confirm that I have correctly completed the application?

While Community Investment Program Specialists are available to answer general questions and provide high-level advice, staff will not be able to confirm if your application is correctly completed and will not be able to see your application in the GovGrants system until it is submitted.

11. Will there be information sessions?

*Information sessions will be made available on **August 24, 2023, from 1 pm to 3 pm and August 30, 2023, from 9 am to 11 am** via Microsoft Teams for prospective applicants to ask questions and seek clarity on completing the application in GovGrants.*

August 24, 2023	August 30, 2023
Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 274 741 435 84 Passcode: d6pbAi Download Teams Join on the web	Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 218 673 538 744 Passcode: c7MWoE Download Teams Join on the web

[GovGrants Questions](#)

12. I am the Primary User of GovGrants, can I assign the task of completing the Core Fund application to another user in my organization?

At this time, all CIP funding applications must be completed by the Primary User registered in GovGrants.

13. Is there a way to view the application in its entirety to aid in preparing documents and narratives?

If you click on the three lines at the top right of the page, you will have the option to download the application form as a PDF.

14. What if I don't have access to GovGrants? Can I email my application and supporting documentation to the Community Investment Program Team?

No. GovGrants is the Community Investment Program's online fund management platform. The system was designed with a view toward modernizing and streamlining the Region's funding programs. All 2023 funding applications must be submitted through GovGrants.

15. I am experiencing a technical issue while completing the application in GovGrants. What should I do?

*Should you encounter a technical issue while completing the application, please contact cip@peelregion.ca. Technical support is available until **September 21, 2023, at 5:00 pm** as this is the application intake deadline.*

16. When I go to "interested", the Core Fund Application is not there. Will this be added to the system?

Please ensure your Service Provider Profile has been completed and approved. The green status bar will provide this confirmation. Please also ensure you are using google chrome.

After You Apply

17. When will I be notified of the funding decision?

*The application deadline is **September 21, 2023, 5:00 p.m.** All applicants will be notified whether an application is approved or declined for funding. It is anticipated that funding decisions will be communicated within 8-10 weeks after the application submission deadline.*

18. If my application is approved, what are the next steps?

You will receive an email notification advising you of the status of your application approximately 8-10 weeks after the application intake closing date of September 21, 2023. If your application is approved, the email will include the confirmed award funding amount. Further information will be provided to sign the contract and activate the award.

19. What does the financial assessment involve?

The financial assessment broadly assesses risk present in not-for-profit funding applicants. The risk factors include benchmarks and financial ratios that are analyzed using the audited financial statements submitted by the organization. The financial ratios are grouped into the following categories:

1) Liquidity; 2) Leverage; 3) Profitability; 4) Revenue; 5) Expenditures.