

## Community Investment Program: B3 Fund

### Frequently Asked Questions (FAQ)

#### General & Eligibility

#### 1. What does it mean that the B3 Fund supports only “core operating positions and operational expenses?” Which of my organization’s costs are eligible to be covered?

The B3 Fund focuses on **core funding**, rather than program funding. This is also referred to as general operating support.

This fund covers:

- **Salary costs** for core operating positions at your organization. *For example: Executive Director, Manager, Administrative Assistant, or other positions.*
- **Operating costs.** *For example: Rent, utilities, legal fees, insurance, and other such costs.*

This fund does not cover:work

- Program or service costs
- Fundraising drive or event costs
- Capital costs. *For example: computers or office furniture.*

Please see the [Program Guidelines on our website](#) for full details of eligible and ineligible costs.

#### 2. How much funding can I apply for?

This table outlines how much funding you can apply for, depending on the revenue size and incorporation status of your organization. Please note that your funding request must not be more than 25% of your total annual organizational revenue:

Who can apply?	Financial requirements	Funding limits*
<b>Unincorporated groups applying with a Fiscal Sponsor</b>  <b>Or</b>  Organizations with revenue <b>less than \$75,000</b>	Submit Fiscal Sponsor's Audited Financial Statements	\$10,000**
	Or  Submit Board approved financial statements in lieu of Notice to Reader	\$10,000
Organizations with revenue <b>between \$75,000 - \$150,000</b>	Submit Notice to Reader	Up to \$37,500*
Organizations with revenue <b>between \$150,001 - \$250,000</b>	Submit Review Engagement Report	Up to \$60,000*
Organizations with revenue <b>greater than \$250,001</b>	Submit Audited Financial Statements	Up to \$60,000

**\*Will be capped at 25% of organizational revenue**

**\*\* Includes \$2,500 administrative fee for fiscal sponsor**

### 3. What percentage of my organization's core operating positions and operational expenses can I apply for?

Organizations can apply for 100% of any core cost, up to the funding limits outlined in question 2 above. See the table above for details.

Please note that your funding request must not be more than 25% of your total annual organizational revenue.

### 4. Do I have to pick just one from your list of priority sectors and populations to apply? What if I don't see my organization's focus areas on your list?

You can select up to three priority sectors and/or populations in your application if your organization addresses more than one of the identified priority areas.

Please note that the list of priority sectors and populations included in the application is not all-inclusive. If you do not see your organization's sector and/or target population on our list, you can choose "Other" and add your organization's sector or target population.

Please note that selecting "Other" will not negatively affect how your application is scored if you do not see your sector or population reflected in our list. Similarly, the number of sector(s) or populations you select will not affect how your application is scored, so select the number that truly reflects your work.

These lists of priority sectors and populations was developed in consultation with B3 stakeholders and reflects what they shared with us.

**5. It says this fund is for Black-led, Black-serving, and Black-focused organizations. What do these terms mean and how do you measure them? And does my organization have to be all three to apply?**

Please see [Program Guidelines on our website](#) for details on how we define the terms Black, Black-led, Black-serving, and Black-focused.

To apply, your organization must be at least one of:

- Black-led
- Black-serving
- Black-focused

We have developed criteria for these three areas to help you determine which ones apply to your organization. In the application form, you will be asked to demonstrate your organization's alignment to these criteria, to support whichever of the three areas you choose.

**6. It says my organization must "primarily serve Peel residents" to be eligible for the fund. What does this mean?**

"Primarily serving Peel residents" means that minimum one-third (1/3) of your clients are residents of Peel Region.

If you are not collecting that data or if you don't know for sure, please reach out to the Community Investment Program team for guidance before you apply. You will need to report this information in your Service Provider Profile on our online platform GovGrants.

## **7. What if my organization doesn't have a physical location in Peel?**

As long as your organization is servicing Peel residents (see question above), you do not necessarily need to have a physical location in Peel. The clients you serve is the most important factor for this eligibility criteria.

## **8. Do you need to be a registered charitable organization to apply?**

No. In addition to registered charitable organizations, incorporated not-for-profit organizations that have been incorporated for at least 2 years can also apply.

If your organization has been incorporated for less than 2 years, you can apply by partnering with a fiscal sponsor.

If your organization or group is unincorporated (for example, a grassroots group), you also can apply by partnering with a fiscal sponsor.

Please note that to be a fiscal sponsor for another organization applying to this fund, you must be a registered charitable organization. However, there are some exceptions based on the organizational size and financial health of a not for-profit organization that wishes to be a fiscal sponsor but isn't a registered charity. Please reach out to [cip@peelregion.ca](mailto:cip@peelregion.ca) if you are an incorporated not for-profit organization interested in being a fiscal sponsor. For more information see our [Fiscal Sponsor Policy](#) on our website

## **9. My organization is not an incorporated nonprofit organization or a registered charity, but we serve Black communities in Peel and we meet the other eligibility criteria. Can we still apply?**

Yes. Unincorporated organizations or groups can apply to the B3 Fund, by partnering with a fiscal sponsor organization.

For more information and tools to help you set up a fiscal sponsorship agreement to apply to the B3 Fund, see our [Fiscal Sponsorship Toolkit on our website](#).

## 10. What is a fiscal sponsor, and how does fiscal sponsorship work?

A fiscal sponsorship is an agreement between two organizations: The **Fiscal Sponsor**—who will receive and distribute grants and funding—and the **Sponsored Organization**—who will deliver the funded project deliverables and activities. A Fiscal Sponsor supports the Sponsored Organization with fund administration and other operational supports. Another term you may have heard or used to describe this kind of arrangement is “trusteeship.”

A common scenario where you might use fiscal sponsorship is if you are a grassroots group in the community looking to apply to and access funding (such as the B3 Fund) where the funding is only available to registered charities or incorporated not-for-profits. Partnering with a fiscal sponsor who meets the eligibility criteria is one way for an unincorporated organization to access the funding, while ensuring the Community Investment Program’s financial compliance requirements are met.

For more information and tools to help you set up a fiscal sponsorship agreement to apply to the B3 Fund, see our [Fiscal Sponsorship Toolkit on our website](#).

## 11. My organization is acting as a fiscal sponsor for an unincorporated group who wants to apply for the Fund. Can my organization still apply for the Fund ourselves, if we are also submitting an application on behalf of a sponsored organization as a fiscal sponsor?

Yes. If this applies to you, please contact the Community Investment Program (CIP) team before completing your application, so we can make sure to set up your two applications properly in our system. Email us at [cip@peelregion.ca](mailto:cip@peelregion.ca).

## 12. My organization runs essential programs and services for the community. We need to cover costs for our programs. How can the B3 Fund support us with that?

This fund does not directly fund any program and service costs. The goal of the B3 Fund is: “To provide equitable access to funding for B3 not-for-profit organizations, aimed to increase their **organizational capacity** to better support the needs of Black communities in Peel.” We achieve this by investing in core operational costs.

The strategy behind investing in B3 not-for-profit organizations core operations is to support them to build the strong foundation they need to develop, maintain, and improve essential programs, services, and overall outcomes for Black communities in Peel.

We encourage applicants to consider this as you draft your funding proposals and consider how the resources available through the B3 Fund fit into your organization's overall budget and financial plan.

This focus on core funding was decided through a process of consultation and co-design with B3 stakeholders. This has also been a longstanding strategic focus area for Community Investment Program, in response to a lack of other core funding opportunities for Peel not-for-profits in the broader fundraising landscape.

## Before you apply

### **1. Does the Service Provider Profile (SPP) on your online platform GovGrants need to be completed before we apply?**

Yes. In order for your application form to be considered, you must also be registered on GovGrants and have completed and/or updated your Service Provider Profile by the application deadline of August 21, 2024.

The process for completing the GovGrants registration and your Service Provider Profile takes time. Both need to be reviewed and approved by Community Investment Program staff before they are complete. It is important that this is done as your first step.

Please note that if you are already registered on GovGrants from a previous fund, you must still update your Service Provider Profile with 2024 information for your application to be considered.

The information you share in your Service Provider Profile will be used in two ways to assess your application, in addition to the information you provide in your application form:

- a. We will review the information to confirm that your organization is eligible for the fund.
- b. We will assess the Equity section of your Service Provider Profile as part of the application. The Equity section asks you to provide information on client demographics and equity practices in your organization.

### **2. How do I register on your online platform GovGrants?**

Please see the [Registering in GovGrants](#) how-to page, and follow the steps listed there.

Once you are registered, please see the [Complete or update your Service Provider Profile](#) how-to page for guidance on how to do that.

### **3. Do you need to update your Service Provider Profile on GovGrants if your board has changed since you last updated it?**

Yes, please update your board members on GovGrants to reflect the most up-to-date information. Click on the Edit button and enter the current board members under the authorized members section of the Service Provider Profile.

Please see the [Complete or update your service provider profile](#) how-to page for guidance.

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

Proof of insurance and audited financial statements should be uploaded in GovGrants. Go to your Service Provider Profile, then open the Documents tab to upload the mandatory documents.

Please see the [Complete or update your service provider profile](#) how-to page for guidance.

### **5. I am having a technical issue while completing my Service Provider Profile and/or uploading mandatory documents in GovGrants. What should I do?**

If you have any technical issues while completing the application, you can reach a member of the Community Investment Program team for support by emailing [cip@peelregion.ca](mailto:cip@peelregion.ca). **Technical support is available until 5 PM on the application deadline date, August 21, 2024.**

Please also see our [GovGrants how-to resources](#) at the bottom of our Resources page.

## **Completing your application**

### **1. What are the mandatory documents required as a part of the B3 Fund Application?**

The Mandatory Documents you need to upload to the GovGrants platform are:

- Articles of Incorporation
- Year to date (YTD) Balance Sheet and Income Statement (Covering the period since the last fiscal year for which reports are available until May 31, 2024)
- Valid certificate of insurance (For the duration of the funding period, November 1, 2024 - October 31, 2025)
- Two most recent (and consecutive) years of financial statements, based on the conditions outlined in Table 1:

**Table 1: Type of financial statement required by organizational revenue size**

Organizational revenue	Type of financial statements required
More than \$250,001	Audited Financial Statements
Between \$150,001 - \$250,000	Review Engagement Report
\$75,001 - \$150,000	Notice to Reader
Less than \$75,000	Board Approved Financial Statements Template  (see <a href="#">Program Guidelines on our website- Appendix A</a> )

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

Please email [cip@peelregion.ca](mailto:cip@peelregion.ca) to connect with a member of the Community Investment Program team for support with your application.

**3. Will there be information sessions or other supports available as I complete the application?**

Yes, there will be multiple virtual and in-person information sessions in July and August. There will also be two in-person sessions dedicated to supporting applicants to get registered on our GovGrants online platform and to set up their Service Provider Profiles. Please see [our website](#) for the list of sessions and how to register.



**4. Can I communicate directly with Community Investment Program staff to ask questions or confirm that I have correctly completed the application?**

Yes. Community Investment Program staff are available by email to answer general questions and provide high-level advice. You can also schedule a 1-on-1 call or a virtual meeting with a staff member ahead of the application deadline.

Please contact [cip@peelregion.ca](mailto:cip@peelregion.ca) with your application questions, and/or to arrange your 1-on-1 meeting.

## GovGrants

**1. I've never used your GovGrants online platform before. Where do I start?**

Start with the [Registering in GovGrants](#) how-to page, and follow the steps listed there.

On our [Resources](#) page, you will find more links and resources to help you get started on GovGrants and navigate the platform.

Community Investment Program staff will also be hosting two in-person sessions in July and August dedicated to supporting applicants to get registered on our GovGrants online platform and to set up their Service Provider Profiles. Please see [our website](#) for the list of sessions and how to register.

**2. I am the Primary User of my organization's GovGrants account. Can I assign the task of completing the Service Provider Profile and/or uploading mandatory documents to another GovGrants user in my organization?**

No. All funding applications must be completed using the account of the person who is registered as your organization's Primary User.

**3. If I don't have access to GovGrants, can I do the Service Provider Profile and send my mandatory documents in another way?**

No. GovGrants is the Community Investment Program's online fund management platform. The system was designed to modernize and streamline the Peel Region funding programs. You must submit your service provider profile and mandatory documents through GovGrants.

#### **4. I am having a technical issue while completing the application in GovGrants. What should I do?**

If you encounter a technical issue while completing the application, you can reach a member of the Community Investment Program team for support by emailing [cip@peelregion.ca](mailto:cip@peelregion.ca). **Technical support is available until 5 PM on the application deadline date, August 21, 2024.**

### **After you apply**

#### **1. In your guidelines, you list “financial assessment” as one step of application review. What does this mean?**

Applicants must demonstrate good financial health. A financial assessment is included in the application review process to broadly assess risk present in not-for-profit funding applicants.

Financial assessment is an important step to check the financial health of an organization applying for funding. It helps gauge an organization’s ability to carry out the proposed work and meet the requirements of the fund, and it helps assess the risk to determine if an organization may not be able to do so. In finance and in funding, this is commonly referred to risk assessment.

This assessment is done by Peel Region’s Finance team. The Finance team analyzes each applicant’s submitted financial statements for risk factors by analyzing financial ratios.

There are 5 categories for the financial ratios:

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

A financial score threshold will be set by the Community Investment Program team. All applicants who meet this threshold will move to the next step of the review process to be considered for funding.

#### **2. What does it mean that there will be interview assessments for selected applicants?**

This is a new step in our assessment process. We added this step to respond to feedback from B3 stakeholders about removing barriers in our application process and addressing capacity gaps in the B3 sector. If your application scores lower than the required score threshold to proceed to the next stage (within a range determined by the CIP team), you may be invited to an in-person interview. In the interview, these applicants will have the chance to speak to their work. These interviews will take place in mid-to-late September 2024. Please note applicants will not be able to request interview assessments. If you qualify for this step, you will be contacted directly by the Community Investment Program team.

### **3. When will I find out if my application was successful?**

The application deadline is August 21, 2024. All applicants will be notified by email, whether your application is approved or declined for funding. We anticipate that funding decisions will be communicated about 6-10 weeks after the deadline.

### **4. If my application is successful, what are the next steps?**

You will get an email to tell you if your application was successful about 6-10 weeks after the deadline. If your application is approved, the email will include the confirmed funding amount awarded to you. You will also get information on the next steps to sign your contract and activate the award.

### **5. If my application is successful, how long will I be funded for? And is there a chance of renewal?**

This is a one-year fund. The budget period is tentatively November 1<sup>st</sup>, 2024, to October 31<sup>st</sup>, 2025.

There will not be an opportunity for renewal. However, it is likely that we will run the B3 Fund again. In this case, previous applicants, successful and unsuccessful, are welcomed to apply again.

### **6. If my organization is successful, what reporting will be required for this fund?**

All successful applicants will be required to submit progress and financial reconciliation reports at both the 6-month and 12-month mark through our GovGrants online platform.