

2024 B3 Fund

Application Guidelines

Contents

Statement of Intent.....	2
Application Process.....	3
General Eligibility Criteria	4
B3 Criteria.....	4
Mandatory Documents to Apply	6
Funding Overview.....	7
Eligible Costs	7
Funding Limits	9
Assessment Process.....	10
Assessment Criteria.....	11
Reporting Requirements	14
General Information.....	14
Anti-racism and Systemic Discrimination Statement	14
Appeals Policy.....	14
Application Resource Links	15
Freedom of Information.....	16
Information Sessions	16
Key Dates.....	16
Recognition of CIP Funding	17
Ubuntu Principles	17
Appendices.....	18

Statement of Intent

The Community Investment Program's (CIP) **Black-led, Black-focused, and Black-serving** (B3) Funding Framework is an important step forward to improve outcomes for Black communities by addressing the historical underfunding of Black not-for-profit organizations in Peel.

The COVID-19 pandemic exposed pervasive systemic discrimination, both historical and ongoing, within Peel communities. With the aftermath of George Floyd's murder and public calls to action to address this discrimination, Regional Council approved resolution ([2020-448](#)) in June 2020, which affirmed the Region's commitment to "...address systemic discrimination by supporting policies, equitable funding, and programs that address the inequities faced by the Black community and other marginalized groups continue to experience within Peel."

Since then, CIP has been on a journey to centre our funding programs and decisions in equity. To learn more about this journey, visit the B3 Funding Framework webpage [here](#).

In late 2023, an Advisory Board—made up of 12 Black Executive Directors—was established and met regularly through June 2024 to provide a Peel-specific community voice and perspective in the co-design and development of the B3 Funding Framework. The key insights provided by the Advisory Board were bolstered by data and feedback collected from the broader network of Black organizations across Peel through surveys and engagement sessions. **Together, we have developed Peel's first-ever B3 Fund.**

The purpose of the B3 Fund is to provide equitable access to funding for B3 not-for-profit organizations aimed to improve their organizational capacity to better support the needs of Black communities in Peel.

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.

See below for [B3 Definitions](#).



Application Process

Prior to completing the 2024 B3 Fund application, carefully review the B3 Fund Application Guidelines (in particular, the General Eligibility Criteria section) to confirm if your organization is eligible and confirm that the proposed budget request aligns with the fund criteria.

The B3 Fund application is a two-step process.

- 1) **All applicants must be registered on [GovGrants](#)**, the Region of Peel's online grant management platform, and have their Service Provider Profile completed/updated by the application deadline to be considered.



The Equity section in the Service Provider Profile will be assessed as part of the 2024 B3 Fund application.

Access [here](#) for a step-by-step guide on registering.

Already registered? Please ensure that your Service Provider Profile is up to date; access [here](#) for a step-by-step guide to updating your profile.

Complete and submit the application to cip@peelregion.ca by the application deadline at **11:59 P.M. on August 21, 2024**.

Application process and technical support will be available until **5 P.M.** on **August 21, 2024**, contact the CIP Team at cip@peelregion.ca.

- 2) The application includes:

- 2024 B3 Fund Application Form
- 2024 B3 Fund Budget Request Template
- 2024 B3 Fund Workplan Template (for applicants requesting Core Operating Positions only. See [Eligible Costs](#) for more information.)

Decision Notification

Funding decisions are anticipated to be communicated 6 to 10 weeks after the application intake deadline.

All applicants will be notified by email whether their application is approved or declined for funding.

General Eligibility Criteria

Eligible applicants must:

- Be an organization physically located in Peel Region and/or primarily serving Peel residents.
 - If your organization is not located in Peel, at least 1/3 of your clients must be Peel residents.
- Be mandated to provide human and community services.
- Be incorporated as a registered charity or not-for-profit organization for the last two years.
 - Unincorporated groups may apply by partnering with a fiscal sponsor.
 - Organizations who have been incorporated for less than two years may apply by partnering with a fiscal sponsor.
 - To learn more about the Fiscal Sponsor Policy, access [here](#) or contact cip@peelregion.ca.
- 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 applicants include:

- 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.
- Organizations providing scholarships or bursaries.
- Organizations supporting entrepreneurs.

B3 Criteria

Applicants must be **one of**: Black-led, Black-serving or Black-focused. The definitions in this section were developed by the B3 Advisory Board and validated through a survey completed by the other Peel B3 organizations.

B3 Definitions

Black: refers to a person and or/peoples of African origin and descent who identify as Black, including but limited to African Canadian, Afro-Caribbean, Afro-Latinx, East African, West African, Southern and Central African, North African, Afro-Arab, Afro-Indigenous, etc.

Black-led: Black-led organizations are those where leadership positions (Executives, Directors, Founders) are primarily occupied by people who self-identify as Black, and the governance structure (volunteer committees, advisory boards) is primarily composed of people who self-identify as Black.

To be considered Black-led, your organization must choose the following statement below:

- At least 51% of the leadership team (executives, senior management, middle management, founders and Board of Directors) identify as Black.

Black-focused: An organization for whom Black communities are important or the main beneficiary group. Black-focused organizations will have more than one service/program where the goal of the service specifically pertains to supporting Black communities. This can be reflected in their service design, outreach strategies, communication tools, mandate, vision and strategic plan.

To be considered Black-focused, your organization must choose at least two of the following three statements.

- At least two programs or services the organization offers serve Black communities.
- A significant proportion (at least 40%) of total clients served are from Black communities.
- An organization that explicitly (i.e. through service design, outreach strategies, vision, mission, or strategic plan) serves Black communities.

Black-serving: An approach that ensures that Black communities' distinct histories, needs and lived experiences are taken into account when designing and implementing program delivery. This includes using forms of engagement that ensure that community perspectives and feedback are captured and reflected in program design, delivery and evaluation.

To be considered Black-serving, your organization must choose at least two of the following four statements:

- Black lived experience has been demonstrated and incorporated into program design and implementation.
- Your organization uses a Black cultural approach to program design and implementation.

- Responds to unique cultural needs through targeted services and programming for Black beneficiaries.
- Supports programs that positively impact Black communities.

Mandatory Documents to Apply

The following mandatory documents must be uploaded to your Service Provider Profile in [GovGrants](#), the Region's online grant management platform, as part of your application:

- Articles of Incorporation
- Two years (most recent and consecutive years) of financial statements, based on the following conditions:

Organizational revenue	Type of financial statements to be submitted
Greater than \$250,001	Audited Financial Statements
Between \$150,001 - \$250,000	Review Engagement Report
Between \$150,000 - \$75,0001	Notice to Reader
Less than \$75,000	<p>Notice to Reader preferred, however you may submit Board of Directors Approved Financial Statements (Appendix A)</p> <p>Submitting Board of Directors Approved Financial Statements will impact the grant limit you may receive.</p>

- Year to date (YTD) Balance Sheet and Income Statement
 - The YTD statements should be prepared to begin from the last fiscal period for which financial statements have been provided, until May 31, 2024
- Valid certificate of insurance for the duration of the funding period

For more information on completing/updating your Service Provider Profile, access [here](#) for a step-by-step guide or contact cip@peelregion.ca for technical support.

Funding Overview

The 2024 B3 Fund will provide **Core** operational funding (also referred to as general operating support) to successful applicants to improve their organizational capacity.

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.

Benefits of Core funding:

- Agencies can refocus resources from fundraising to building internal capacity and delivering their mandate.
- Build organizational capacity through investing in strategic activities, such as Board development, strategic planning and organizational assessment.
- Flexibility to adapt and innovate to meet changing service and program needs of their clients.
- Lack of available core funding and more short-term project funding has also been identified as a destabilizing factor in the non-profit sector workforce.

For 2024, the B3 Fund is **unrestricted**. Successful applicants may move funds between eligible budget categories, for example within Core Operating Positions or within Core Operating Costs. Reallocations between eligible budget categories are guided by CIP's Reallocation Policy, access [here](#) for more information.

Eligible Costs

Eligible Core Operating Positions

Funding will support core operating positions within the following areas:

- Administrative support
- Financial support
- Human Resources
- IT/Data Management
- Senior Management
 - Including Executive Director, Associate Director, Chief Operating Officer, Managers who supervise multiple programs and/or staff.
- Specialist Position(s)
 - Any positions you have deemed essential to support your organization's core operations.

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 Operating Costs

Funding will support operational costs within the following areas:

- Administrative and Operational Costs
 - Insurance
- Financial Audit Fees
- Lease and Occupancy Costs
 - Administrative and office space
- Professional Fees
 - 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.
- Utilities
 - Hydro and water
 - Internet and telephone bills

Ineligible costs

Ineligible expenses include but are not limited to the following:

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

Funding Limits

The 2024 B3 Fund application will include a budget request template.

Who can apply?	Financial requirements	Funding limits *will be capped at 25% of organizational revenue
Unincorporated groups applying with a Fiscal Sponsor Or Organizations with revenue less than \$75,000	Submit Fiscal Sponsor's Audited Financial Statements Submit Board of Directors approved financial statements in lieu of Notice to Reader	\$10,000 ** Up to \$10,000
Organizations with revenue between \$75,000 - \$150,000	Submit Notice to Reader	Up to \$37,500*
Organizations with revenue between \$150,001- \$250,000	Submit Review Engagement Report	Up to \$60,000*
Organizations with revenue greater than \$250,001	Submit Audited Financial Statements	Up to \$60,000

** Includes \$2,500 administration fee for Fiscal Sponsor

Funding Term

The budget period for the 2024 B3 Fund is a one-year term only, starting from the period funds are disbursed.

Future rounds of funding that may be released through the B3 Fund will require a separate application.

Funding will be disbursed via one-time payment at the start of the budget period.

Assessment Process

CIP 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.

- **Eligibility Review:** Each applicant will be assessed against the General Eligibility and B3 Criteria requirements. If these requirements are met by the application deadline, the application will proceed to the next steps of the assessment process.
- **Fund Review Committee:** Each application will be assessed by two members of the Fund Review Committee. Applications must meet the application score threshold set by the CIP team to proceed to the next step of the assessment process.
 - The Fund Review Committee will be comprised of diverse community members with lived experience to ensure there is community voice in the B3 Fund decision-making process.
 - For more information or to join the Fund Review Committee, contact cip@peelregion.ca.
- **Financial Assessment:** Each applicant who meets the Eligibility Review requirements will have their financial statements assessed by CIP's Financial Services Unit to broadly assess risk present in not-for-profit funding applicants.
 - A financial score threshold will be set by the CIP team and all applicants who meet this threshold will be considered in the development of the funding recommendations.
- **Interview Assessment for Selected Applicants (if needed):** Applicants that score lower than the required application score threshold to proceed (within a range to be determined by the CIP team) will be invited to partake in an in-person interview assessment process, approximately mid- to late-September 2024.
 - This is a new step in CIP's assessment process that reflects the Advisory Board's input and data collected from the survey sent to a

broader B3 stakeholder group that will address capacity gaps in the B3 sector.

- note, applicants will not be able to request interview assessments and will be contacted directly by the CIP team if they qualify for this assessment step.
- **Development of Funding Recommendations:** Application and financial assessment scores that meet the thresholds set by the CIP team will be used to rank applications to develop a list of funding recommendations. Further analysis will be completed to ensure equitable funding across sectors, priority populations and across Peel's Black communities.

Assessment Criteria

1. Demonstrated Need

Applications will be evaluated based on how well organizations use an evidence-based approach to demonstrate how their budget request will improve their organizational capacity and positively impact Black communities in Peel.

2. Principles of Interconnectedness, Human Rights & Social Justice

Application questions have been designed to provide an opportunity to show the impact of an organization's programs and services within Black communities. This includes how an organization recognizes the interconnectedness of individuals within a community and how their impact on individual program participants impacts the wider community. Applicants will also be required to demonstrate how their organization supports human rights and social justice - specifically how their work impacts the wider Peel Black community / communities.

3. Alignment to Sector and Priority Populations

Black organizations are the experts in identifying priority populations and emerging issues that affect Black communities in Peel.

The sector and priority population lists below have been shaped by Advisory Board input and data collected from the survey sent to other Peel B3 organizations in April 2024.

Applicants must clearly demonstrate how their program and services align to the sector and priority population lists below. If you do not find your organization's sector and/or target population on our list, you can choose "Other", and add your own response. Selecting "Other" will not negatively affect how your application is scored. 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.

Sector

- Capacity building for not-for-profits
- Community safety
- Disability to accessibility
- Employment, education and training
- Food security
- Housing and homelessness
- Intimate partner and family violence
- Low income and/or unemployed
- Mental health and addictions
- Settlement and newcomers
- Youth and family services
- Youth justice
- Other

Priority Populations

- Children (0-14 years old)
- Economically disadvantaged people (low-income, ODSP, OW, unemployed)
- Families
- Francophone
- Indigenous (First Nation, Metis, Urban, and Inuit) Peoples
- Men
- Newcomers, immigrants, refugees, and undocumented immigrants

- People with disabilities
- People with lived/living experience of substance use
- People with lived/living mental health challenges
- Seniors (65+ years old)
- 2SLGBTQ+
- Victims of family/intimate partner violence
- Women
- Youth (15-29 years old)
- Other

For CIP's sector and priority population definitions, [Appendix B](#).

4. Financial Sustainability

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

Financial ratios 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.
- 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.

Reporting Requirements

All successful applicants will be required to submit mid-term (6-month) and final (12-month) progress and financial reconciliation reports through GovGrants.

Additional documentation such as related invoices, receipts, and if applicable, payroll records, may be required to complete the financial reconciliation.

Anticipated Outcomes

- Increased equitable access to funding for Peel's B3 organizations.
- Increased ability to improve organizational capacity as a result of receiving B3 funding.
- Increased ability to improve organizational capacity to serve Black communities.

General Information

Anti-racism and Systemic Discrimination Statement

"The Region of Peel recognizes the impact of historical and ongoing racism and systemic discrimination in its communities. We are committed to learning, evolving, and owning the role we have played in preserving the systems that advantage some and disadvantage others. As a municipal leader and accountable government, we accept responsibility to expose and oppose racism and dismantle the institutional systems that perpetuate social inequities. To achieve Community for Life, we will enact sustainable change for our employees and residents through our policies and practices that demonstrate respect and dignity for all, enabling people in Peel to achieve their fullest life."

Appeals Policy

Purpose

The purpose of the appeals policy is to provide unsuccessful CIP fund applicants with the opportunity to appeal funding decisions. CIP strives to provide equitable treatment of applications and funding decisions.

Policy

Appeals can only be requested by the primary applicant of the Service Provider Profile in GovGrants, the Region of Peel's fund management system. Appeals will not be accepted for the following reasons:

- Application deemed ineligible/incomplete application.
- Mandatory documents were not submitted by the application deadline.
- Eligibility requirements specified in program guidelines not met.

Appeals Policy Procedure

Step 1 Appeals must be submitted in writing by email to cip@peelregion.ca within 5 business days of receiving a funding decision letter and should clearly explain the rationale for the appeal.

Appeals can be made for the following reasons:

- Evidence of an error in, or deviation from, CIP fund assessment process & criteria.
- Undeclared conflict of interest.

Step 2 The appeal will be reviewed by the Supervisor, Community Investment Program, Social Development Planning and Partnerships Division.

Step 3 The Supervisor will:

- Request additional information or schedule a meeting with the agency to discuss further.
- Advise of appeal result in writing within 5 business days of receiving the appeal.

Step 4 If an agency disagrees with an appeal decision, they can escalate the decision to the Manager of Community Capacity and Investment. The manager will review the supervisor's decision and follow up with the agency in writing within 5 business days.

Application Resource Links

GovGrants resources

- [Registering in GovGrants](#)
- [GovGrants account management](#)
- [Complete or update your Service Provider Profile](#)

Fiscal sponsor policy

- [Fiscal Sponsor Policy](#)
- [Fiscal Sponsor Toolkit](#)

Application specific resources

- [B3 Fund frequently asked questions](#)
- [B3 Fund grant assessment tip sheet](#)

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.

Information Sessions

Community Investment Program staff will host virtual information sessions to answer any questions about the application.

In-person drop-in sessions will be hosted to provide hands-on GovGrants technical support at Regional offices.

Check [our website](#) for the links to register and information about these sessions.

Key Dates

2024 B3 Fund Key Dates	
Applications open	July 17, 2024
Application deadline	August 21, 2024 at 11:59 P.M. ensure you email your completed application form to cip@peelregion.ca by the deadline. Late applications will not be considered.
Application and technical support availability	August 21, 2024 at 5 P.M. For application and GovGrants technical support inquiries, contact cip@peelregion.ca
Decision notification	Early October 2024 All organizations will be informed of the status of their application by email.
Funds disbursed	Early November 2024

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.

Ubuntu Principles

The development of the B3 Funding Framework has been shaped by the South African philosophy of Ubuntu, which translates to “I am, because we are”.

This phrase encapsulates the idea that when one of us rises, we all rise. The Ubuntu philosophy emphasizes the principles of:

- Collectivism
- Community building
- Compassion
- Conflict resolution
- Empathy
- Human rights and social justice
- Interconnectedness
- Respect

These principles have guided the way in which the B3 Advisory Board codesigned the B3 Fund recommendations, and it has been embedded within the framework itself, including in the: application form, assessment process and other aspects of the fund administration process.

Appendices

Appendix A: Board of Directors Approved Financial Statements Template

Purpose

The template for Board of Directors Approved Financial Statements is **applicable only for incorporated not-for-profit organizations with an annual revenue of less than \$75,000.**

In lieu of Notice to Reader reports, organizations that fit the criteria (annual revenue less than \$75,000) may submit this template with financial statements for the last two years and YTD (year-to-date) Balance Sheet and Income Statement.

Note that the financial statements submitted with this template must include:

- Statement of Financial Position
- Statement of Operations
- Statement of Changes in Net Assets
- Statement of Cash Flows

Financial statements must be made available no later than 6 months after the end of your organization’s fiscal year. For example, if your year end is December 31, 2023, then your financial statements must be available no later than June 30, 2024.

Access the [Board of Directors Approved Financial Statements](#).

Appendix B: Sector and Priority Populations Definitions

Organizational Sector Definitions

Sector	Definition
Capacity Building for Not-for-profits	An organization that supports organizational capacity building activities to strengthen Peel’s not-for-profit sector. This includes capacity building to develop DEI policies and practices, develop adaptive models of service, develop strategic plans as well as capacity building activities.
Community Safety	An organization working towards making Peel a safer, more inclusive, and connected community where all residents thrive. This may include work addressing family violence, mental health and addictions, systemic discrimination or involve community-based prevention and

Sector	Definition
	intervention strategies to tackle youth gun and gang activities in Peel.
Disability to Accessibility	An organization that provides programs and services to people with physical or cognitive disabilities. A disability may be the result of combinations of impairments and environmental barriers, such as attitudinal barriers, inaccessible information, an inaccessible built environment or other barriers that affect people's full participation in society.
Employment, Education & Training	An organization that provides programs and services to improve labour market outcomes, job readiness training, placement and coaching, and access to employment opportunities.
Food Security	A formal/informal food bank or an organization that collects safe, nutritious and culturally appropriate food, and redistributes it to individuals and families experiencing food insecurity. The agency can also provide related programs and services to their food bank clients.
Housing and Homelessness	An organization that provides programs and services to address the housing crisis in Peel, this includes emergency/temporary/transitional housing and affordable permanent housing solutions for low-income, middle income and supportive housing for those with disabilities.
Intimate Partner and Family Violence	An organization that provides intimate partner and family violence programs and services to prevent, address and respond to gender-based violence. Gender-based violence refers to harmful acts of physical, economic, sexual, emotional or psychological abuse based on someone's gender and unequal power dynamics. It can

Sector	Definition
	take the form of human trafficking, sexual assault and exploitation, femicide, stalking, intimate partner violence and family violence.
Low Income / Unemployed	<p>An organization that provides programs and services to economically vulnerable people who are underemployed, unemployed, precariously employed (gig economies), living on a fixed income, receiving social assistance etc.</p> <p>An organization that supports individuals to alleviate the impacts of poverty by taking steps towards employment, greater independence, and an improved quality of life.</p>
Mental Health and Addictions	An organization that provides programs and services for clients with mental health issues or substance use/abuse disorders.
Settlement and Newcomers	An organization that provides programs and services to support the settlement and integration of newcomers, immigrants, refugees, international students and undocumented individuals in Peel Region.
Youth and Family Services	An organization that provides programs, services, and supports to youth to strengthen their social and emotional well-being and helps parents and caregivers build healthy environments and families for youth. These supports may include parent education, family life education and resources, single parent family supports/services and family violence shelters and services.
Youth Justice	An organization that provides programs and services to youth involved in the youth criminal justice system through diversion support, mental health counselling, skill-development trainings, and employment / education supports to reduce recidivism rates.

Sector	Definition
--------	------------

Priority Populations Definitions

Priority Population	Definition
Children	Individuals aged 0-14.
Economically Disadvantaged people (low-income, ODSP, OW, unemployed)	Individuals or families whose annual income falls within the "low-income cut-offs" (LICOs) as defined by Statistics Canada. LICOs are intended to convey the income level at which a family may be in straitened circumstances because it must spend a greater portion of its income on the basics (food, clothing and shelter) more than the average family of similar size. LICOs vary by family size and by size of community.
Families	Individuals in a parent and child relationship. This can also mean a parent and child "type" of relationship, that may not be based on blood or adoption ties, but that is based on care, responsibility, and commitment.
Francophone	Individuals whose first language learned at home in childhood and at present is French, and individuals whose first language is neither English nor French (allophones) but who have a particular knowledge of French as an official language and use it at home.
Indigenous (First Nation, Metis, Urban, and Inuit) Peoples	"Indigenous peoples" is a collective name for the original peoples of North America and their descendants. In Canada there are three recognized groups of Indigenous peoples: First Nations, Inuit, and Métis. These are 3 distinct peoples with unique histories, languages, cultural practices and spiritual beliefs.
Men	All people who identify as men, whether they are cis-gender or transgender men.
Newcomers, immigrants, refugees, and undocumented immigrants	Individuals residing in Canada who were born outside of Canada and who have arrived in the last 5 years, excluding temporary foreign workers and Canadian citizens born outside Canada and those with student or working visas.

Priority Population	Definition
People with disabilities	Individuals who have physical, sensory, developmental, cognitive, mental or emotional limitations, illnesses or injuries that affect their ability to engage in one or more major life activities. Disabilities and health conditions may be temporary or permanent, may be present at birth or occur at any point in a person's lifetime, and can be of different levels of severity.
People with lived/living experience of substance use	Individual whose substance use has a harmful and negative impact on their life and/or their family, friends and others. Addiction or substance use disorder is defined as: a treatable medical condition that affects the brain and involves compulsive and continuous use substances despite negative impacts to a person, their family, friends and others. Substances can include alcohol, prescription drugs, other illegal drugs, over-the-counter medication etc.
People with lived/living mental health challenges	Individuals experiencing alteration in thoughts, feelings, and perceptions that are severe enough to affect day-to-day functioning. Some examples are anxiety disorders, schizophrenia, and mood disorders, such as major depressive disorder and bipolar disorder.
Seniors	Individuals aged 65 years and older.
2SLGBTQ+	Individuals who are Two-Spirit, lesbian, gay, bisexual, transgender, queer, and additionally people who identify as part of sexual and gender diverse communities.
Victims/survivors of family/intimate partner violence	Individual(s) experiencing any pattern of behavior that is used to gain or maintain power and control in an intimate relationship. It includes all physical, sexual, emotional, economic, and psychological actions or threats of actions that influence another person.
Women	Individuals who identify as women, whether they are cisgender or transgender women.
Youth	Individuals aged 16-24 years old.