

# Community Investment Fund: 2025-2026 Food Security Fund Frequently Asked Questions

## REQUIRED DOCUMENTS

### 1. What is considered a complete application for the 2025-2026 Food Security Fund application process?

You must submit the following documents through the Gov Grants Service Provider Profile:

- Articles of Incorporation (Letters Patent)
- 2023 Audited Financial Statement and 2024 Audited Financial Statement (Note: if your organizational revenue is between \$150,000-\$250,000 a Review Engagement Report may be submitted. If your organizational revenue is less than \$150,000, a Notice to Reader may be submitted)
- Year to Date (YTD) financial statements including Profit & Loss and Balance Sheet ending May 2025
- Valid Certificate of Insurance
- Completed Budget Request Template

The Application (available through Survey Monkey) along with the required documents must be completed and submitted by the deadline of August 11, 2025 at 5pm.

## GOV GRANTS

### 2. We have never completed a Service Provider Profile or used Gov Grants. How do we access Gov Grants and complete this step?

**Step 1:** For organizations that have not registered with Community Investment Program in the past, they will be required to register for the GovGrants platform in advance of completing the application. Please note it may take 24 to 48 hours to receive your login credentials.

**Learn more about GovGrants registration here:** <https://peelregion.ca/business/community-partnerships/community-investment-program/registering-govgrants>

**Step 2:** All organizations will be required to complete or update their Service Provider Profile (SPP) in Gov Grants and submit their required documents.

Please refer to this reference document to assist you in updating your profile.

<https://peelregion.ca/business/community-partnerships/community-investment-program/complete-or-update-your-service-provider-profile>

### **3. We already completed a Service Provide Profile. Do we need to update it?**

Yes, all fields in the Service Provider Profile must be updated within the last 12 months. Please refer to this reference document to assist you in updating your profile.

<https://peelregion.ca/business/community-partnerships/community-investment-program/complete-or-update-your-service-provider-profile>

### **4. I am the Primary User of GovGrants, can I assign the task of completing the Service Provider Profile to another user in my organization?**

No, you cannot assign the task to another user. At this time, all CIP funding applications must be completed by the Primary User registered in GovGrants.

### **5. What if I do not have access to GovGrants? Can I email my 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 towards modernizing and streamlining the Region's funding programs. All documents must be submitted through GovGrants.

## **GRANT APPLICATION AND ELIGIBILITY**

### **6. Can a collaborative of organizations apply for the grant?**

Yes. The collaborative partners will have to choose a Lead Agency who will complete the application on its behalf. The Lead Agency must meet the eligibility requirements to be eligible for funding.

### **7. Can a Lead Agency of a collaborative also apply separately for another initiative?**

Yes. A separate application would be required but the combined funding can not exceed the funding limit for the chosen Stream.

Please note: If you are planning to submit a separate application, please contact [cip@peelregion.ca](mailto:cip@peelregion.ca) for next steps.

Funding limits are as follows;

<b>Funding Stream</b>	<b>Maximum Grant Allocation</b>
Stream 1: Emergency Food Access	25% of the organization's revenue up to a maximum of \$500,000 per year
Stream 2: Capacity Building for Individuals/ Communities	25% of the organization's revenue up to a maximum of \$150,000 per year

## **8. Are organizations of all sizes eligible for funding?**

Yes, the 2025-2026 Food Security Fund aims to distribute funding through a balanced, inclusive, and transparent approach. Any organization, regardless of size, is eligible if they meet the eligibility criteria, deliver programs and services that directly address food insecurity in Peel, and submits the required documents.

## **9. Are schools eligible for funding?**

No, unfortunately schools are not eligible for funding based on CIP's ineligible criteria (organizations primarily funded by other levels of government). Schools can, however, partner and collaborate with other organizations to address food insecurity among students. In accordance with collaboration requirements, an eligible organization must apply on behalf of the collaborative as the Lead Agency.

## **10. Can we apply to for a new, innovative program that we want to implement to address food insecurity in Peel?**

Yes, Stream 2 allows for you to request funding for new programs that have not been existing previously and aim to address food security barriers by building individual and community capacity. Stream 1 is restricted to organizations with programs and services that have been in operation for 2 or more years.

## **11. Can we apply to both Stream 1 and Stream 2?**

Yes. You can apply to both streams but can only receive a maximum allocation based on your organization's income or to the funding limit of Stream 1, whichever is lower.

## **12. Can we receive a copy of the 2025-2026 Food Security Fund application so we can use it as a working copy?**

A PDF version is available for reference and for preparing your draft responses; however, only online applications submitted through Survey Monkey will be accepted.

It is HIGHLY recommended that you complete all your answers in the PDF first so that you can cut and paste into Survey Monkey in case of accidental loss of content on the site.

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

It is recommended that you try and complete the application all at once (i.e., in one sitting). Survey Monkey will only let you revisit your application if you are working from the same IP address. It is highly recommended that you complete your application on the fillable PDF first and then cut and paste into the Survey Monkey application. Survey Monkey only saves the answers once you advance to the next page.

### **14. Can multiple users access the survey, and can we save and come back to it later? (E.g. we want both the Executive Director and Program Manager to work on the same application).**

It is recommended that you try and complete the application all at once. Survey Monkey will only let you or your designate, revisit your application if you are working from the same IP address. It is highly recommended that you complete your application on the fillable PDF first and then cut and paste into the Survey Monkey application. Survey Monkey only saves the answers once you advance to the next page.

### **15. Where do we complete our budget request?**

The budget request for this funding application must be completed through the Budget Template on the CIP Grant Application website. Once completed it must be uploaded to your Service Provider Profile on GovGrants.

### **16. How do I know how much I can apply for?**

Funding limits are determined both by the funding stream you have chosen, your organizations income in the previous budget year, and if you have received funds through the 2025 Emergency Food Security Fund.

- Stream 1: 25% of the organization's revenue up to a maximum of \$500,000 per year
- Stream 2: 25% of the organization's revenue up to a maximum of \$150,000 per year
- Both Streams: 25% of the organization's revenue up to a maximum of \$500,000 per year

Your organization's revenue can be found on your 2024 Financial Statements. Note: Income for food donations can not be used in this calculation.

### **17. Are Consultants considered an eligible expense?**

Consultants may be hired to support and enhance organizational capacity (eg. developing a performance management framework). However, consultant costs are not eligible for direct operational work within the organization or its programs/ services.

### **18. Can expenses be different from year 1 and 2?**

If your expenses differ from year one and two you can submit that in the Budget Template, but please note if you are a successful Fund recipient your total allocation for year one and two will be the same, unless you have received the 2025 Emergency Food Security Fund.

### **19. What does the application financial assessment involve?**

The application financial assessment broadly assesses risk present in not-for-profit funding applicants. The risk factors include benchmarks and financial ratios which are analyzed using the audited financial statements submitted by the organization. The financial ratios are grouped in the following categories: 1) Liquidity; 2) Leverage; 3) Profitability; 4) Revenue; 5) Expenditures.

## **CIP SUPPORT**

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

Please contact [cip@peelregion.ca](mailto:cip@peelregion.ca) should you have any questions regarding completing the application. You can also attend any of our drop-in virtual or in-person sessions. CIP staff will be in attendance to support you in completing your application. Please contact us for available dates and times.

The application deadline is August 11, 2025 at 5:00pm. CIP Support is available until August 11, 2025 at 2:00pm.

### **21. 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 completed correctly and will not be able to see your application until it is submitted.

Q&A sessions will be available for prospective applicants to ask questions and receive guidance on completing the application. Additional details are available on the CIP website.

## NOTIFICATION OF RESULTS

### **22. When will I be notified of the funding decision?**

The application deadline is August 11, 2025 5:00 p.m.

All applicants are notified whether an application is approved or declined for funding. It is anticipated that funding decisions will be communicated by email within 4-6 weeks after the application submission deadline.

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For more information visit [peelregion.ca](https://peelregion.ca)

