



Peel Living

Tenant Engagement Community Fund

Tenant application guide



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Section 1

Introduction

Are you someone who has an idea for an event/initiative? Do you want to better your community?

This package includes the information you need to apply for the **Tenant Engagement Community Fund (Tenant Fund)**. Turn your idea into action!

The Tenant Fund was created with input from Peel Living residents, to improve tenant support activities. These funds are open to Peel Living tenants to plan resident led initiatives/events for your site.

Section 2

What you need to know

What is the purpose of the Tenant Fund?

- Encourage Peel Living tenants to organize inclusive activities for themselves and other tenants.
- Improve and create Peel Living community collaboration.
- Promote Peel Living community leadership, self-development, safety, and wellness for all tenants.

Who approves the Tenant Fund applications?

Members of the Tenant Fund Selection Table approve applications. The Table includes Peel Living staff, who review, score, and select applications for funding. Applications will be scored based on which applications will:

- Best serve the purpose of the Tenant Fund.
- Provide a detailed description of the initiative/event.
- Have a budget that is reasonable.
- Benefit other tenants at your site.
- Open to all tenants.

Who can apply for the Tenant Fund?

All Peel Living tenants 16 years and older can apply.

For 16 to 17-year-old applicants, Parental/Guardian consent is needed. Unless applicant is living independently and has withdrawn from parental control.

Eligibility requirements to apply for the Tenant Fund

- You complete an online application form. Paper applications available at the Superintendent's office or can be downloaded from the Region of Peel's website. If you need help filling out the online application form, contact Peel Living.
- By completing the application form, you agree to send all receipts and a completion report. This must be done within 30 days of the completed event/initiative.
- Your proposed initiative/event will happen at your site. It must be open to all other tenants at your site.
- If you have received funding through the Tenant Fund before, you used funds appropriately and successfully closed out the needs for those funds (if the deadline passed).
- You must have community support for your application, including:
 - Support from three (3) tenants from three (3) different units at your site.
 - You must provide their name, unit number, email address, phone number and obtain signatures. Peel Living staff may contact these tenants to confirm their support.

What activities are eligible?

All activities must be approved. They must adhere to property management policy, fire safety and general safety regulations. Any proposal causing risk will be rejected.

Table 1: Eligible and Ineligible criteria

Eligible	Ineligible
<ul style="list-style-type: none"> • Social and cultural events to build community. <ul style="list-style-type: none"> • Organized lunch, dinner (food, supplies like plates, coffee/tea, etc.) • Event to celebrate multiculturalism and diversity (can include snacks and supplies for event). • Themed social activity (music, dance, art, etc. (can include snacks and supplies for activity)). • Recreational programs and activities. <ul style="list-style-type: none"> • Supplies for clubs (books for book club, boardgames for boardgame club, etc.) • Community gardens (seeds, soil, tools, etc.) • Community development and education. <ul style="list-style-type: none"> • Education events (guest speakers on topics like healthy living, smoking cessation, healthy cooking, etc.) • Seniors targeted programs (staying active, aging in place, etc.) • Honorariums for guest speakers from non-profit organizations. 	<ul style="list-style-type: none"> • Fundraising activities/events, donations to charitable causes. • Funds cannot personally benefit an applicant. This can be through form of payment, a stipend, wage, or purchase of goods/ services or other items that are a conflict of interest. • Media equipment (i.e. television, speakers). • Consultants. • Costs to maintain activities after the funding term. • Salaries, hourly wages and income-generating activities for staff, group members and/or mentors. • Transit monthly passes. • Activities related to religion and/or politics. • Agencies can not submit funding requests. • Gambling. • Prizes and gifts. • Alcohol. • All exercise equipment. • Gas and food for personal consumption.

Purchased items will be owned by Peel Living. Items may be made accessible to tenants for other uses. Materials that need ongoing storage and access for use, will need to be reviewed by Peel Living.

How much can I apply for?

- A maximum of \$500 can be requested for the event/initiative. Requests over \$500 will be reviewed by the committee for approval.
- Tenants can apply once per open funding cycle.
- Funds are for the approved event only (if funds are used for an event that was not approved, the event may be cancelled, and funds will be required to be returned).

NOTE: Expenses must be reasonable and necessary to carry out the activities included in the agreement. A cost is considered reasonable if it does not exceed what a reasonable person would pay in a similar situation.

Section 3

Process overview



Step 1: Apply for the Tenant Fund

Brainstorm

- Do you have an idea for a community initiative/event for your site?
- Can you get support from three (3) other tenants from three (3) separate units?

Apply online/paper form

- Complete the Tenant Fund application form.
- Paper copies will be made available at the Supers office during the application timeframe window, as applications are only acceptable in May and November. A printable copy is also available from the website.



Step 2: Application review and decision

Eligibility review

- Applications will be reviewed when the application window closes.
- You may be contacted if we need more information.
- Your application will be reviewed to ensure you meet all eligibility requirements.

Applications selection

- The Tenant Fund Selection Table will review and score all applications.
- Applications approved for funding will be selected.
- You will receive a decision letter/email, with the status of your application, within four (4) to six (6) weeks after the funding deadline.
- If your application is approved, staff will contact you to talk about next steps.

All decisions made by the Tenant Fund Selection Table are final. Feedback for rejected applications will be provided if requested.



Step 3: Organize approved initiative/event

Congratulations! Your initiative/event has been approved for funding.

A Peel Living staff member will contact you to discuss next steps.

Make plans

- Plan all tasks and activities for the initiative/event.
- Get help as needed.
- Set date(s) and book spaces as required.
- Promote your event at site.

Make purchases

- Approximately two (2) to six (6) weeks before the initiative/event, funds are provided by Peel Living.
- Purchase items/secure merchant for event using the format funds were provided (Gift Card or Cheque). Track budget and keep **all sales receipts**.
- Promote your initiative/event within your site. Use a flyer and post a sign-up sheet (if needed).

Run initiative/event

- Safely hold the event or launch initiative, following all space use protocols.
- Take photos/videos (optional).
- Keep track of how many people attended.
- Ensure space is put back the way it was found.



Step 4: Reporting back

Within 30 days of the event happening, you must submit:

- Tenant Fund Completion Report.
- Sales receipts (take photos & email).
- Photos from your initiative/event (optional).
- Any unused funds \$10 or more.

Section 4

Contact us

Email or telephone

Email: zzgphcpartners@peelregion.ca

Phone: **(905) 790-7335**

(please request a call back from a Community Initiatives Specialists)

Sign up for our newsletter

Join our email list to stay connected. We'll send you timely and useful information about Peel Living — your home and your community.

Sign up to join at peelregion.ca/about/peel-living-tenant-email-newsletter.

