Equity Fund Application Assessment Tip Sheet

Community Investment Program

The Community Investment Program (CIP) is committed to assessing funding applications in an equitable and transparent way. This Tip Sheet provides clear information about how applications for the 2026 Equity Fund will be assessed. Applicants are encouraged to refer to this tip sheet as you complete your application.

Accessible Application Formats

Applicants may request the application in an alternate format or seek support to address an accessibility or accommodation need in alignment with the Region's Accessibility Policy. Requests for accommodation will not affect the assessment of an application. Applicants can send an email request to cip@peelregion.ca.

Who Reviews my Application?

Applications undergo a multi-stage review process.

- CIP staff assess applications against general and Equity Fund eligibility requirements.
- Applications that meet the eligibility requirements will also receive a financial review. The Region's Financial Services Unit will review the submitted financial statements to understand the organization's financial health and ability to manage the requested funds. This review is separate from the scored review of the proposed program or service.
- A Fund Review Committee will assess each eligible application using the published criteria. Two reviewers will score each application separately. All reviewers will report and avoid any conflicts of interest. All scoring differences will be reviewed and resolved. Final funding recommendations will be based on assessment scores, available funding, and overall portfolio considerations.

How will my application be assessed?

Assessment approach

The table below shows how much each application question is worth. If the detailed instructions are different from the general overview, follow the detailed instructions and the score shown there.

Reviewers will consider the information provided based on the organization's size, purpose, community context, and scale of the proposed work. Scores will be based on quality of the information provided. Clear and concise answers, reliable community knowledge, and data will all be valued.

After the assessment is complete, applicants will be notified of the funding decision within 10 to 12 weeks after the fund closes.

Scoring Scale

To support a fair, consistent, and transparent review process, each scored criterion is assessed using a three-point scale. Scores are based on the evidence included in the application and required attachments. Higher scores are awarded to responses that clearly demonstrate alignment with Fund priorities, provide credible supporting evidence, and present a feasible approach.

Three-Point Scale

Score	Score Criterion
0 = Does Not Meet Requirements	• Response is missing, incomplete, unclear, or does not address the question. • Little to no relevant evidence, rationale, or supporting information is provided.
1 = Partially Meets Requirements	• Response addresses some aspects of the question but contains important gaps. • Evidence, examples, or explanations are limited, unclear, or only partially support the proposal. • Rationale lacks clarity, feasibility, or alignment with the Equity Fund purpose and selected Fund priority objectives.
2 = Fully Meets Requirements	• The response clearly and comprehensively addresses the question. • Strong, relevant, and credible evidence is provided. • Rationale is clear, feasible, and aligned with the Equity Fund purpose and selected Fund priority objectives.

How the Score is Calculated:

Reviewers assign a score of 0, 1 or 2 for each scored criterion. Each score is converted according to the criterion's published weight, and the weighted results are added to produce a total score out of 100. Applicants will generally be ranked based on their final score, with funding recommendations made in order of highest to lowest score until available funding is fully allocated. High scores do not guarantee funding because recommendations are also subject to the available program budget and portfolio considerations.

Detailed Scoring Assessment

Criteria	Scoring
Equity, Demonstration of Need, Impact and Sustainability (60%)	**60%**
What is your organization's mission, vision, and mandate? Your response must include how your organization supports at **least one** of the priority communities. A strong response will: - Provide your organization's mission, vision and/or mandate showing alignment to serving at **least one of the identified priority communities** - Add a link of your mission, vision and/or mandate document or upload a document on your Service Provider Profile on GovGrants	5%

Question 2:	30%

Select one Equity Fund priority and answer the related questions.
• Identify the primary equity-deserving community and population segment served
• State whether the program or service will be expanded or enhanced
• Describe the existing program or service your organization is seeking to expand or enhance:
    o Purpose of the program or service
    o Describe the need or challenge currently experienced by the community
    o Explain how the program or service addresses the community need
    o Identify the primary population(s) served (e.g., children, youth, seniors, families, newcomers, low-income residents)
    o Indicate how often the program or service is delivered (e.g., days per week, days per month, number of sessions, workshops, outreach activities, or service interactions).
    o State the number of frontline staff and/or specialized staff directly involved in delivering the program or service.
    o Describe the role of each frontline and/or specialized staff member involved in service delivery and how they support participants and program outcomes.
• Identify the neighbourhood where the proposed program or service will be expanded or enhanced by providing the municipality, Census Tract and wellbeing score
• Identify how funding will help address the community need through program and service expansion or enhancement
A strong response will:
• Demonstrate alignment between one of the six Equity priorities with the program or service proposed for expansion or enhancement to address a community need
• A clear description of the existing program or service your organization is seeking to expand or enhance which includes the following:
    o Purpose of the program or service
    o Describe the need or challenge currently experienced by the community
    o Explain how the program or service addresses the community need
    o Identify the primary population(s) served (e.g., children, youth, seniors, families, newcomers, low-income residents)	

Criteria	Scoring
◦ Indicate how often the program or service is delivered (e.g., days per week, days per month, number of sessions, workshops, outreach activities, or service interactions). ◦ State the number of frontline staff and/or specialized staff directly involved in delivering the program or service. ◦ Describe the role of each frontline and/or specialized staff member involved in service delivery and how they support participants and program outcomes. • Identify the neighbourhood(s) by Census Tract and wellbeing score(s) where the program or service proposed for expansion or enhancement will be delivered ◦ Note 1: The neighbourhood Census Tract and wellbeing score are to be taken from the Neighbourhood Information Tool. ◦ Note 2: If a neighbourhood's wellbeing score is above 73, provide other relevant evidence demonstrating the community need. Reviewers will consider the additional evidence submitted. Additional evidence can include other quantitative sources, qualitative findings, community consultations, lived-experience insights, service-demand data, wait-list information, referral trends, or other forms of community knowledge. Reviewers will consider the relevance, recency, and credibility of the evidence. ◦ Note 3: If your organization is expanding or enhancing a program or service for more than one neighbourhood, you must provide a wellbeing score for each neighbourhood • Identification of how funding will help address the community need through program and service expansion or enhancement	

Criteria	Scoring
Question 3: Baseline data and anticipated outputs are important to establish current service levels, identify the expected reach and results of the proposed activities, and measure progress achieved through Equity Fund investments. Complete the baseline and anticipated measures that are relevant and available for the proposed program or service. If a measure is not collected or not applicable, enter 0. Applicants will not be penalized solely for lacking a measure that is not proportionate to their size, service model, or data-collection capacity. ❑ Percentage of Peel residents served by the organization ❑ Total # of unique Peel residents directly served through the proposed program or service in the last completed fiscal year ❑ Wards, municipalities, and/or neighbourhoods served in Peel ❑ Total # of participants served in the proposed program or service in the last completed fiscal year ❑ Total # of program sessions or workshops delivered for the proposed program or service in the last completed fiscal year ❑ Total # of program or service outreach activities delivered in the last completed fiscal year ❑ Total # of unique Peel residents from Black, South Asian, Asian, and/or Indigenous communities directly served by the proposed program or service ❑ Total # of referrals, navigation supports or service connections provided in the last completed fiscal year for the proposed program or service ❑ Total # of volunteers or peer leaders involved in delivering the proposed program or service ❑ Total # of frontline staff involved in directly delivering the proposed program or service ❑ Total # of specialized staff involved in directly delivering the proposed program or service ❑ Total # of partners involved in delivering the proposed program or service A strong response will: - Provide accurate current outputs of the program or service that are verifiable by Peel Region - Provide the anticipated outputs that are attainable with funding support within the funding period	10%

Criteria	Scoring
Question 4: For each output measure, describe the data source, collection method, collection frequency, and role responsible for collecting, managing, and reporting the information. For each output measure, please provide: ❑ The data source (where the information comes from) ❑ The data collection method (how the information is gathered) ❑ The data collection frequency (how often the information is gathered) ❑ The responsible role (who is responsible for collection, management, and reporting) A strong response will include: - Program data as a data source - Standardized approach to collecting data including client registration forms, program schedules, service logs, participant attendance logs, surveys, etc. - Standardized frequency for data collection (i.e., at program or service registration, attendance taken at every program/service offered, all referral logged, etc. - Identify all staff responsible for collecting data	5%

<table>
<tr><th>Criteria</th><th>Scoring</th></tr>
<tr><td>Question 5: If you receive this funding, explain how your organization will maintain the benefits of the funded work, integrate effective practices into existing operations, secure other resources where feasible, or responsibly transition or conclude activities after the funding period. Select the strategies that apply and provide details proportionate to the funding amount and term.

A strong response will include the following details:
- Provide details about each selected strategy including (only include details that are relevant to the selected strategies):
  o Explain how the organization will maintain the benefits of the funded work
  o Potential future funders and diversification strategies
  o Transition plan and how the organization will manage impacts. The plan should be proportionate to the funding term and may include continued delivery, integration into existing operations, partnership agreements, tools, practices, relationships, a communication plan on how priority communities will be informed of and supported through any service transition
  o Partnership development and shared-resource opportunities
  o Key milestones, timelines, and responsible roles
  o A contingency or wind-down plan if replacement funding is not secured or program or service is not transferred to another organization</td><td>10%</td></tr>
<tr><td>Budget</td><td>40%</td></tr>
<tr><td>The Budget Request Template is a mandatory attachment and will be assessed as 40% of the total application score. The template must provide a detailed budget showing how the requested funds align with your organization’s efforts to enhance service capacity and delivery or expand access to underserved neighbourhoods and/or Wards.

A strong budget template will:
- Include eligible requested costs that are reasonable
- Include eligible budget items that align to the selected Fund priority
- Include realistic costs for each requested item
- Clear rationale and alignment of how the requested items support your organization’s efforts to enhance service capacity and delivery or expand access to underserved neighbourhoods and/or Wards to address a community need</td><td></td></tr>
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