# Community Investment Fund: 2026 Equity Fund Frequently Asked Questions

This document answers common questions about required documents, GovGrants, the application process, eligibility, available support and funding decisions. Review the 2026 Equity Fund Application Guidelines for complete requirements and use this FAQ for additional clarification.

## Required Documents

**1. What is considered a complete application for the 2026 Equity Fund application process?**

The application form which is available through Survey Monkey and the required documents below must be completed and submitted by the deadline of September 30th, 2026 at 5pm. The required documents below must be uploaded on your Service Provider Profile on GovGrants:

- Articles of Incorporation
- Financial Statements
    - Organizations with annual gross revenues **above $500,000** must submit 2024 and 2025 Audited Financial Statements prepared by an accountant that is registered with CPA Ontario.
    - Organizations with annual gross revenue of **$500,000 or less** must submit a Review Engagement Report prepared by an accountant that is registered with CPA Ontario
- Year to date (YTD) Balance Sheet and Income Statement ending July 31, 2026
- Copy of 2025 filed taxes
    - T1044 (non-profits only)
    - T3010 (charities only)
- Copy of your organization's most recent Annual General Meeting minutes
- Partnership Agreement, if applicable
- Evidence that demonstrates the proposed program or service has been in operation for a minimum of 2 years before the application deadline. Examples of documents include service records, participant data, outcome information, annual reports or funding records, etc.
- Evidence that demonstrates your organization's mission, vision and/or mandate document supports at least one of the priority communities (i.e., Black, South Asian, Asian or Indigenous). An alternative to uploading the documents on GovGrants is provide a working link to documents in the application form.
- Completed Budget Template (access the template here)
- A completed Certificate of Insurance (access the template here)

- Signed declaration of anti-discrimination (access the template here)

## GovGrants

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

   For organizations that have not registered with the Community Investment Program (CIP) in the past, they will be required to register for the GovGrants platform in advance of completing the application. Please note it may take 24-48 hours to receive your login credentials. **Learn more about GovGrants registration here**: https://peelregion.ca/business/community-partnerships/community-investment-program/registering-govgrants

3. **We already completed a Service Provider 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.

## Application Process

6. **Can we receive a PDF copy of the 2026 Equity Fund application so we can use it as a working copy.**

   A fillable PDF is available for reference and can be accessed through the CIP webpage. The PDF will help in preparing your draft responses however, only 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.

7. **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. 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.

8. **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 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.

9. **What happens if I miss the deadline?**

   Applicants are responsible for submitting a complete application, including all required supporting documents, by the stated deadline. If an applicant requires a disability-related accommodation and it is not reasonably possible to arrange that accommodation before the deadline, CIP may, at its discretion, approve an alternative submission method or timeline. Requests for accommodation should be made as early as possible, and any approved alternative arrangements will be confirmed in writing.

10. **Where do we complete our budget request?**

    The budget request for this funding application must be completed through the Budget Template which can be accessed and downloaded from the CIP webpage. Once completed it must be uploaded to your Service Provider Profile on GovGrants.

11. **How much funding can I receive?**

    The maximum an organization can receive is the lesser of $100,000 or 25% of the organization's gross revenue reported in its most recently completed year-end financial statements.

    An organization may request its maximum eligible amount; however, CIP may approve a lower amount based on eligible costs, assessment results, demonstrated need, organizational capacity, available funding, and portfolio balance.

12. **Can I submit a single application as well as a joint application?**

    No. Each applicant can only submit one application either individually or jointly with more than one organization.

13. **Will organizations submitting a joint application receive more funding?**

    No. Funding limits apply to each organization whether submitting an individual or joint application. An organization's funding will be the lesser of $100,000 or 25% of the organization's gross revenue reported in the most recently completed year-end financial statements.

An organization may request the maximum it can receive however, CIP may approve less than the amount requested based on eligible costs, assessment results, demonstrated need, organizational capacity, available funding, and portfolio balance.

**14. Do I need to use the Neighbourhood Information Tool in my application?**

Yes. Applicants are required to identify the neighbourhood(s) being served using the Region's Neighbourhood Information Tool and provide the Census Tract and wellbeing score for each neighbourhood where the proposed program or service will be expanded or enhanced.

## Funding Period

**15. What is the funding period?**

Approved funding must support activities delivered between December 1, 2026 and November 30, 2027. Expenses incurred outside of this period are not eligible.

## Grant Eligibility

**16. My organization serves Black, South Asian, Asian, or Indigenous communities. How do I demonstrate eligibility?**

Applicants must primarily serve one or more priority communities and meet at least one of the applicable led, focused, or serving criteria described in the Application Guidelines. Applicants can demonstrate this by providing their organization's mission, vision, and/or mandate document showing support for at least one priority community (i.e., Black, South Asian, Asian, or Indigenous).

**17. I am an incorporated not-for-profit organization (or have not been incorporated for at least two years), can I partner with another not-for-profit organization that has been incorporated and/or a registered charity organization for at least two years to access funding?**

No. To be eligible, the applicant organization must be incorporated as a not-for-profit and/or as a registered charity organization for at least two years. An unincorporated organization, or an organization incorporated for less than two years, cannot become eligible by partnering with an organization that meets this requirement. CIP will explore capacity-building opportunities to support these organizations.

**18. Can I apply for funding for more that one Equity Fund priority?**

No. Organizations may submit only one application for a program or service must align with one Equity Fund priority. This approach supports an equitable distribution of the available funds ($1.875 Million) to as many organizations as possible to address specific community needs.

**19. Can my organization receive funding to develop and deliver a new program and service?**

No. The Equity Fund is a short-term, one year funding program that is helping organizations build capacity to address targeted community needs by expanding or enhancing an existing program or service to an underserved neighbourhood or Ward that has been in operation for a minimum of two years.

**20. Are capital expenses eligible for funding?**
No. Capital expenses are not eligible. These include computers, laptops, tablets, printers, office furniture, vehicles, and other durable assets. Equity Fund dollars are intended for costs that create direct community impact during the funding period, such as frontline staffing, specialized service delivery, participant supports, and program operations that directly benefit Peel residents.

**21. Can I apply for Equity fund if my head office is outside the Region of Peel, but we serve the residents of Peel?**
Yes. An organization whose head office is outside Peel may apply if it meets all other eligibility requirements and the proposed program or service directly benefits Peel residents. The application must clearly identify the Peel residents, neighbourhoods, or Wards to be served and show that Equity Fund dollars will be used only for eligible activities delivered in Peel.

**22. Can I apply for funding from the Equity Fund if I am receiving other Regional funding?**
Yes. Before you apply, review the Equity Fund Application Guidelines to ensure that you are eligible for the grant. In addition, eligible expenses will only be considered for funding where they are not supported by, and do not duplicate, funding received from other Regional programs, Federal, Provincial, or Municipal sources.

## CIP Support

**23. Will I receive training on how to use the Neighbourhood Information Tool to get data and information for my application?**
Yes. CIP will host two information sessions which will include an overview of the Neighbourhood Information Tool, how to locate neighbourhoods, their associated Census Tract and wellbeing score. The information session will be recorded so that you can review it as needed.

**24. I am having challenges accessing or navigating GovGrants. What should I do?**
Please send an email to us and describe the technical issue you are encountering. Direct your email to cip@peelregion.ca.

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

Please contact cip@peelregion.ca should you have any questions regarding completing the application and one of our staff will assist you. Please note that application and technical are available until September 29 at 5 pm. We **highly** recommend that you contact us prior to this date to be ensure you receive adequate support.

**26. Is there an opportunity to communicate directly with Community Investment Program staff to confirm that I have correctly completed the application?**
While CIP staff 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.

## Funding Decisions

**27. When will I be notified of the funding decision?**
The application deadline is September 30, 2026 at 5:00pm. Funding decisions are anticipated to be communicated 10 to 12 weeks after the application intake deadline. All applicants will be notified whether their application is approved or declined for funding.

## Budget Changes and Unspent Funds

**28. What happens if the final program or service cost is less than the funding received?**
If your organization anticipates that the total cost of the funded program or service will be less than the approved funding amount within the first six months of the funding term, you may request approval from CIP to reallocate the remaining funds to other eligible expenses that align with the purpose of the funding.

If the cost savings are identified after the first six months, or if there are unspent funds that cannot be reallocated to approved eligible expenses, the organization will be required to return the remaining funds to CIP. Any proposed reallocation of funds must be discussed with and approved by CIP in advance.

**29. Can I make changes to the approved budget items after the funding has been awarded?**
Organizations may request changes to their approved budget if program or service needs change after funding has been awarded. Requests must be submitted to CIP in writing and approved before any funds are reallocated. Any proposed changes must continue to support eligible activities and align with the purpose and objectives of the Equity Fund.

If an organization anticipates that approved funds will not be fully used as originally planned, it should contact CIP as soon as possible to discuss available options. Unspent funds that are not approved for reallocation may be subject to recovery in accordance with the Funding Agreement.