

Community Investment Fund: 2027-2028 Core Fund Frequently Asked Questions

This document answers common questions about required documents, GovGrants, the application process, eligibility, available support and funding decisions. Review the 2027-2028 Core Fund Guidelines for complete requirements and use this FAQ for additional clarification.

Required Documents

1. What is considered a complete application for the 2027-2028 Core Fund application process?

The application form, which is available through the Region of Peel GovGrants Platform, and the required documents below must be completed and submitted by the deadline of November 13th, 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](#)
 - Compilation of Engagements and Notice to Readers will not be accepted.
- 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.
- Completed Budget Template (access the template on our [website](#))
- A completed Certificate of Insurance (access the template on our [website](#))
 - Must be signed by your insurance broker.
 - No other form or proof of insurance will be accepted.
- Signed CIP Declaration of Anti-Discrimination (access the template on our [website](#))

Note: Wherever possible, CIP will use information already available through GovGrants and will not require applicants or funding recipients to resubmit the same documentation.

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](#).**

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 [link](#) to assist you in updating your 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.

6. How do I reset my GovGrants password or username?

Before you can apply for CIP funding, your agencies must be register on GovGrants, Peel Region's online grant management platform. The registration is a 2-step process, which could take up to 5 business days to complete; therefore, applicants are encouraged to complete this process ahead of any application deadlines. If you wish to recover or reset your GovGrants password and username, please visit the CIP [website](#) and follow the instructions under the *GovGrants account management* section.

Application Process

7. Can we receive a PDF copy of the 2027-2028 Core Fund Application so we can use it as a working copy?

All Core Fund applications must be submitted on GovGrants. An application and Budget template is available on the CIP website - You can use the application to prepare your answers before adding them to your application in GovGrants. The budget template must be completed and uploaded to the "**Attachment**" tab in GovGrants, along with your complete application package.

Applicants may request the application in an alternate format or seek support to address an accessibility or accommodation need aligned to 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.

8. Can we return to previous sections of the application if we need to edit or change anything.

While you are working on your application in the GovGrants platform, you will have the option to both edit and submit the completed application form.

9. I am the Primary User of GovGrants, can I assign the task of completing the Core Fund application 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.

10. 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.

11. Where do we complete our budget request?

The budget request for this funding application must be completed through the Budget Template which is available on our website.

Once completed, it must be uploaded to your "attachment" tab on GovGrants. Ensure the budget covers the full two-year funding term from January 1, 2027, to December 31, 2028, and does not exceed the applicable funding limits or caps.

12. How much funding can I receive?

The maximum an organization can receive is the lesser of \$150,000 or 30% of your organization's gross revenue, from the most recently completed fiscal statement. CIP may approve an amount that is lower than the amount requested based on eligible costs, assessment results, demonstrated organizational need, organizational capacity, and available funding.

13. Can I submit a single application as well as a joint application?

No- applicants must submit only one application.

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

Yes, applicants are required to use the Region's Neighbourhood Information Tool (NIT) to identify the primary Peel neighbourhoods or service areas that your organization contributes to or works in. This information will help the Region understand who and where organizations serve, supporting fair and equitable funding decisions across Peel. It will be reviewed alongside the organization's mandate, role, community need, and expected impact on capacity, stability, and sustainability.

15. What happens if an agency's program and/or services are not aligned to sector priorities?

Sector alignment helps the Region understand where investments are being made, identify service pressures and gaps, strengthen sector-specific capacity-building opportunities and inform future community investment planning.

Applicants must choose the sector that best reflects most of their programs, services, and community impact. While organizations may work across multiple sectors, only one primary sector can be selected. This choice does not affect funding eligibility. It helps the Region identify investment trends, sector strengths, service gaps, and emerging community needs across Peel.

Funding Period

16. What is the funding period?

Approved funding must support activities delivered between January 1, 2027, and December 31, 2028. Expenses incurred outside of this period are not eligible. Approved funding will be issued monthly, beginning March 2027.

Grant Eligibility

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(s) 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 my organization receive funding to develop and deliver a new program and service?

The Core fund is not designed to fund programs and services; the Fund provides short-term funding to strengthen the core infrastructure, essential operations, staffing stability and sustainability of eligible not-for-profit organizations serving Peel residents. The Fund supports organizations that respond to local needs, serve priority populations, reduce service gaps and contribute to Peel's strategic outcomes. Core Fund funding is not available for programs or services where the federal or provincial government has the primary responsibility for funding.

19. Are capital expenses eligible for funding?

Capital expenses are **not eligible**. These include, without limitation, computers, laptops, tablets, printers, office furniture e assets. Core Fund dollars will be restricted to the eligible expenses approved in the Funding Agreement and must be used to directly strengthen the organization's core operations, capacity, stability and sustainability. Please refer to the Core Fund Guidelines for eligible expenses and funding caps.

20. Can I apply for Core Fund if my head office is outside the Region of Peel, but we serve the residents of Peel?

Yes, an organization can have a physical location outside of Peel but must also demonstrate that its programs or services primarily serve Peel residents. Organizations without a physical location in Peel must describe their established service presence, community relationships and ability to deliver activities in Peel.

21. Can I apply for Core Fund if I am receiving other regional funding?

Yes, before you apply, review the Core 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

22. 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 sessions will be recorded so that you can review it as needed.

23. 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.

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

Should you have any questions about completing the application, please contact cip@peelregion.ca and one of our staff persons will assist you. Please note that application and technical support are available until **November 11th at 5:00 pm**. We **highly** recommend that you contact us prior to this date to ensure you receive adequate support.

25. 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

26. When will I be notified of the funding decision?

The application deadline is **November 13th, 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.

27. Why did the Region change the Core Fund Program?

The 2027-2028 Core Fund was updated based on input from over 200 Peel non-profits, regional staff, and our consultants, MNP. The changes aim to make the Fund clearer and more consistent. By supporting core operations, staffing, and governance, the Fund helps non-profits continue providing important services to Peel residents and remain sustainable over time.

Budget Changes and Unspent Funds

28. What happens if a 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. Visit the Core Fund Guidelines for more details.

29. Is the new Core Fund unrestricted?

No, funding will be restricted to the eligible expenses approved in the Funding Agreement and must be used to directly strengthen the organization's core operations, capacity, stability and sustainability. Approved funds cannot be redirected to other organizational, program, or service-delivery costs without prior written approval from CIP. Funding used on ineligible expenses will be recovered.

30. Can I make changes to the approved budget items after the funding has been awarded?

Fund recipients must obtain prior written approval from CIP before making a material change to the approved activities, staffing, service geography, outcomes, or budget. Requests must explain the reason for the change, confirm continued alignment with Fund priorities, and identify any effect on outputs, outcomes, timelines, or participants. Approval is not guaranteed, and changes made without approval may be deemed ineligible. Requests are to be submitted by completing a re-allocation form, accessible from CIP website. Mail the completed form to cip@peelregion.ca. Visit the Core Fund Guidelines for more details.

Sector Collaboration

31. What happens if I don't participate in the sector capacity session(s)?

Participation is mandatory for all Core Fund recipients- The Core Fund will include an annual sector capacity-building and collaboration activities to strengthen organizational capacity, shared learning and system stewardship across Peel's community services sector. At the start of the grant, each funded organization must participate in the annual collaborative planning process and the sector capacity-building activities established for its priority sector.

Outputs & Outcomes

32. Why is the Region requiring outputs and outcomes for the Core Fund?

Outputs and Outcomes are important for measuring progress and success. They help in setting clear goals and making informed decisions. Outputs are the tangible results of a process, task or activity. Outcomes measure the long-term effect of those outputs. All applicants must identify the organizational change the Core Fund investment is expected to achieve during the funding term.

Outputs and outcomes must align with the selected Core Fund objective(s), eligible expenses, funded positions or systems, and the organizational need described in the application. Measures should be realistic and appropriate to the organization's size, funding category, and approved activities. See the Core Fund Guidelines for sample outputs, outcomes, and indicators to help develop your own measures.

Application Assessment

33. How does CIP assess Core Fund Applications?

- a) Eligibility Review (Pass or Fail)** All applications will be reviewed to confirm that they meet the general eligibility and Core Fund eligibility requirements. Extensions for late or missing mandatory documents will not be considered.
- b) Organizational Health Assessment (Pass or Fail)** Applications that pass the eligibility review will undergo an organizational health and risk assessment to determine the organization's capacity to responsibly manage Core Fund funding. Assessment will consider financial viability; contractual compliance; governance and leadership; organizational capacity; and the organization's ability to manage the proposed grant.
- c) Demonstration of Need, Alignment, Impact, and Sustainability (60%)** Applications that proceed to this stage will be assessed on demonstrated organizational need, alignment, anticipated impact and sustainability.
- d) Budget Assessment (40%)** Applications that move to Budget Assessment will be reviewed based on clarity and completeness of the budget request, alignment with Core Fund priorities and eligible expenses, whether costs are reasonable and appropriate for the organization's needs and expected outcomes; and a clear budget rationale explaining how costs were estimated and how they support organizational capacity, stability, and/or sustainability.

34. Who reviews and scores the Core Fund applications?

The Community Investment Program is committed to a transparent and consistent assessment process. The Fund Review Committee may include Peel Region staff and community members, including individuals with lived experience, other funders and municipal representatives.

Core Fund Key Dates

Pre-Town Hall: October 22nd, 2026

Information Sessions: October 28th, 2026, and November 4th, 2026

Application Open: October 26th, 2026, at 12:00 p.m.

Application Deadline: November 13th, 2026, at 5:00 p.m. Submit the completed application and all required supporting documents through GovGrants by the deadline. Late or incomplete applications will not be considered.

Application and Technical Support: Available Until November 11th, 2026, at 5:00 p.m. For application and GovGrants technical support, contact cip@peelregion.ca.

Decision Notification: February 2027. All applicants will be notified of the status of their application by email.

Funds Disbursed: March 2027.

**Timelines are subject to change.*

Note: This FAQ document does not cover all the eligibility requirement for a successful application- please refer to the 2027-2028 Core Fund Guidelines for more details regarding eligibility.