



# Community Sustainability Investment Fund Application Guide

## 1. Application Deadline:

- April 3, 2019 by 4:30 P.M.  
(Maximum of \$10,000 may be funded per year)

Applicants are encouraged to contact Town staff to review their submission prior to the deadline to ensure the application is complete. Late or incomplete applications will not be considered for funding after the deadline.

Applications can be submitted at any time prior to the deadline.

Community Sustainability Strategy: [www.haltonhills.ca/sustainability](http://www.haltonhills.ca/sustainability)

### For more information, please contact:

J. Spence  
Town of Halton Hills  
Planning & Sustainability  
905.873.2601 ext. 2290  
[jennifers@haltonhills.ca](mailto:jennifers@haltonhills.ca)

The purpose of this Application Guide is to outline the application and review process for proposals seeking funding from the Town of Halton Hills Community Sustainability Investment Fund.

The community of Halton Hills is encouraged to play an active role in shaping the future of the Town. The Fund's objective is to provide 'seed' funding to support practical, community-based initiatives that advance the Community Sustainability Strategy - Imagine Halton Hills - by enhancing the quality of life through a focus on cultural vibrancy, economic prosperity, environmental health and/or social well-being.

The Town of Halton Hills is committed to taking local action that leads to a better quality of life. This means a Halton Hills that enjoys cultural vibrancy, economic prosperity, a healthy environment and social well-being.

In 2013, Town Council endorsed a community-based Community Sustainability Strategy, known as “Imagine Halton Hills”. The Strategy sets out a long-term vision for the community. It reads:

**“In 2060, the urban and rural communities of Halton Hills balance economic prosperity with a deep commitment to the natural environment, while retaining viable local agriculture and small-town feel, and being socially equitable, culturally vibrant and strongly connected.”**

The Strategy’s building blocks are:

- 1 overall community vision
- 4 pillar visions
- 32 focus areas
- 10 community values
- 167 goals; and
- 27 indicators to measure progress.

In addition to raising the quality of life, the Strategy will help integrate sustainability into the Town’s own corporate day-to-day decision making, plans, policies and other initiatives. The Town is an official community partner in the Strategy’s implementation. All residents and community stakeholders are invited to take part!

The purpose of the Community Sustainability Investment Fund is to enable local community groups and organizations to take on local and practical community-based actions that directly contribute to the Strategy’s implementation.

The Fund provides ‘seed’ funding. It is meant to help Applicants leverage funding from other sources, and establish partnerships between the Town and the community. In addition, the Fund supports the Town’s Strategic Plan which has identified sustainability as one of Council’s priorities.

## **2. Application Deadline**

Applications to the Community Sustainability Investment Fund will be reviewed for funding by the Town Sustainability Implementation Committee once per year.

### **3. Definitions**

*Individual:* A resident or business owner who pays property taxes to the Town of Halton Hills, directly or indirectly.

*Group:* Two or more individuals who share a common purpose.

*Community Organization:* Duly constituted group, club, association or society.

*Business:* Commercial entity that pays taxes to the Town of Halton Hills, directly or indirectly.

### **4. Eligibility**

To be eligible for funding, proposals shall:

- Be submitted by any Halton Hills individual, business, non-profit, social service organization, registered charity, service club and other groups dedicated to advancing Halton Hills' cultural, economic, environmental and/or social well-being, including Registered Community Organizations/Groups. All applicants must be in good standing with the Town.
- An application submitted by a business or a for-profit organization must be made in partnership with at least one non-profit group or organization (e.g. social service organization, registered charity, service club) as the lead applicant, and any profits must be reinvested into the Halton Hills community for activities supporting the implementation of the Community Sustainability Strategy. Estimates of the amount of profits that will be reinvested and for what purpose must be included in the project budget and confirmed via the one-page report that is to be submitted within 14 months of receiving funding.
- Applications from individuals, businesses and for-profit groups/organizations will be assessed on a case-by-case basis against the criteria used for Registered Community Groups/Organizations under the Town's Municipal Assistance Program, as appropriate.
- Take place within the municipal boundaries of the Town of Halton Hills and benefit Halton Hills residents.
- Support one or more of the goals of the Community Sustainability Strategy, and/or its pillars, vision(s) and focus areas.
- Have community-wide benefit.

- Not duplicate existing initiatives.
- Establish and strengthen local community partnerships.
- Achieve measurable results.
- Projects must be completed within 12 months of receiving funds.

Applicants planning to also apply to the Municipal Assistance Program must meet the requirements of the latter program, including any applicable Registered Community Organization requirements. While such registration is not necessary for the Community Sustainability Investment Fund, the supporting documentation required through the Registered Community Organization process may be used as a guideline to assess applications to the Community Sustainability Investment Fund.

Applicants are strongly encouraged to become a Partner in the implementation of the Community Sustainability Strategy. Please contact the Office of Sustainability for more information: [sustainability@haltonhills.ca](mailto:sustainability@haltonhills.ca)

## **5. Ineligibility**

The following types of proposals/projects are not eligible:

- Fundraising activities and/or events, unless it is clearly demonstrated that the primary purpose of the fundraising activity/event is the implementation of the Community Sustainability Strategy, and that any and all profits will be reinvested into Halton Hills and the Strategy's implementation. These proposals will be reviewed on a case-by-case basis.
- Existing projects, unless introducing a new Community Sustainability Strategy-related initiative and/or component.
- Purchase and/or rental of vehicles.
- Capital costs such as the purchase of buildings, equipment, and renovations.
- Ongoing operating expenses such as wages, salaries, rent and insurance.
- Initiatives that mostly target audiences outside of Halton Hills.
- Refreshments.
- Travel and accommodation, and conference/seminar/workshop fees.

- Initiatives that began prior to the application deadline.
- Government (federal, provincial, regional and municipal), including government agencies such as conservation authorities.
- Political affiliations.
- For-profit companies or organizations, unless submitted as specified in Section 4 above.
- Disbursement of funding to third-party recipient(s).

If your project is not eligible, but it supports implementation of the Community Sustainability Strategy, please contact the Office of Sustainability at [sustainability@haltonhills.ca](mailto:sustainability@haltonhills.ca) or 905.873.2601 ext. 2290. We may be able to assist your project in alternate ways.

## **6. Evaluation Criteria**

The following criteria will be used to evaluate Applications:

- Directly supports the implementation of one or more goals of the Community Sustainability Strategy, and/or its pillars, vision(s) and focus areas.
- Has broad community benefits.
- Demonstrates collaboration and widespread community engagement.
- Promotes volunteerism, participation, leadership development, and maximizes community involvement, engagement and awareness.
- Offers a new service or complements an existing service, without duplication.
- Takes place within the Town of Halton Hills and benefits Halton Hills residents.
- The proposed initiative is realistic and likely to be implemented.
- Leverages other sources of funding, including matching funds and in-kind contributions.
- Promotes efficient/effective use of municipal resources.
- Facilitates self-sufficiency over the long-term.

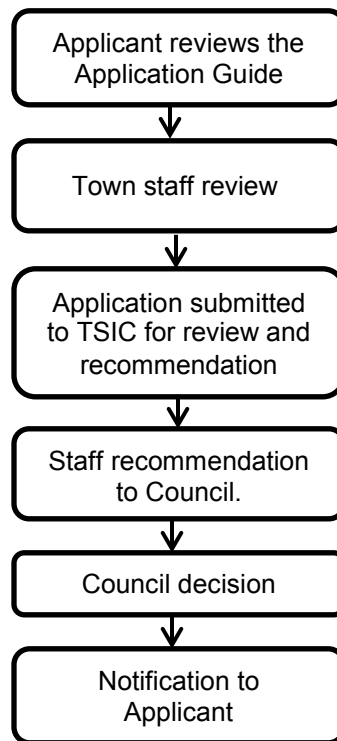
- Demonstrates ability to achieve measurable and long-lasting results and report these to the Town.
- Is accessible, inclusive and diverse.
- Applicant's track record.

In some cases, additional information may be requested to supplement the above. Once funding is approved by Town Council, applicants have 60 days to submit the required information to Town staff or the approved funding is cancelled.

## 7. Decision Process

Decisions on funding will generally follow a six-step process, as show in Figure 1.

**Figure 1: Decision Process**



The key components of this process are:

- Submitted applications will be reviewed by Town staff for accuracy and completeness.

- Applications involving Municipal Assistance Program funding will be reviewed separately under the latter program.
- Only complete applications will be forwarded to the Town Sustainability Implementation Committee (TSIC) for review and recommendation.
- Applications recommended for funding by the Town Sustainability Implementation Committee will be forwarded to the Community of Affairs Committee via a staff report and then ratified at the next available Council meeting.
- Town Sustainability Implementation Committee and/or Council may request a presentation from the Applicant.
- Applicants will receive written notification regarding Council's decision.

## **8. Funding**

- Up to a maximum of \$2,000, per project, per Applicant, per intake period may be funded.
- A maximum of \$10,000 may be funded per intake period.
- Multiple applications may be made by the same applicant.
- Funds will be distributed based on funding availability, number and quality of applications received, as well as the amount of funding requested.

## **9. Additional Funding**

Applicants are strongly encouraged to apply for additional funding from other sources.

Where appropriate, this may include an application to the Town of Halton Hills Municipal Assistance Program, including funding for Green Initiatives. The Municipal Assistance Program provides funding in support of eligible initiatives that promote and enhance a healthy, safe and active community. For more detailed information, please contact the Recreation Supervisor – Community Development at [recreation@haltonhills.ca](mailto:recreation@haltonhills.ca) or 905.873.2601 ext. 2262, and visit: [www.haltonhills.ca/CommunityGroups/MunicipalAssistance.php](http://www.haltonhills.ca/CommunityGroups/MunicipalAssistance.php)

To avoid duplication, applicants to the Community Sustainability Investment Fund who also seek funding from the Municipal Assistance Program shall not seek support for the exact same item(s) from both sources. For example, if an application to the Community Sustainability Investment Fund is made to cover

certain start-up costs, Municipal Assistance Program funding shall not be sought to cover the same expenses, unless funding from the Community Sustainability Investment Fund is not adequate to wholly cover the costs of a given item and, hence, additional funding is required.

## **10. Scope and Responsibilities**

The Community Sustainability Investment Fund is available to individuals, groups, community organizations and businesses located in Halton Hills who are interested in contributing to the implementation of our Community Sustainability Strategy - Imagine Halton Hills - subject to meeting applicable criteria.

The Community Sustainability Investment Fund is managed by the Office of Sustainability within the Planning & Sustainability Department, in collaboration with various Town departments and the Town Sustainability Implementation Committee, as appropriate.

## **11. Application Guide Review**

The Application Guide for the Community Sustainability Investment Fund will be reviewed bi-annually. Recommended changes of a major nature, if any, will be based on consultation with the Town Sustainability Implementation Committee and presented to Council for consideration. Minor changes may be made at any time, subject to approval by the Commissioner of Planning & Sustainability.

## **12. Application Submission**

- Please forward your completed application and any additional documentation electronically to [jennifers@haltonhills.ca](mailto:jennifers@haltonhills.ca)

Alternatively, two (2) copies of the proposal, printed double-sided (preferably on FSC® certified paper and/or paper with high post-consumer waste paper content), may be submitted to:

J. Spence  
Community Sustainability Investment Fund  
Planning & Sustainability  
Town of Halton Hills  
1 Halton Hills Drive, ON L7G 5G2

- Late applications will not be accepted.
- Incomplete applications will not be considered.





TOWN OF HALTON HILLS



SUSTAINABILITY  
CULTURAL ECONOMIC ENVIRONMENTAL SOCIAL

## Community Sustainability Investment Fund Application Form

### 1. Organization and Project Contact Information:

Name of Project/Activity/Event: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Project/Activity/Event Website: \_\_\_\_\_

Official Name of the Lead Organization: \_\_\_\_\_

Applicant: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel # \_\_\_\_\_ Fax # \_\_\_\_\_

E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

Social Media: \_\_\_\_\_

Do you have a business number?  Yes  No

If YES, please provide: \_\_\_\_\_

If your project is being undertaken in partnership with other organizations/groups,  
please provide their contact information.

Are you a Registered Community Organization/Group with the Town of Halton Hills?

Yes  No

If NOT, you are required to either become a Registered Community Organization/Group and/or provide the following information:

- Current copy of the organization's constitution and by-laws or statement of purpose.
- Organization's Year End Financial Statement, plus anticipated activity or event budget.
- A list of the organization's current board/executive including positions, names addresses and home/business phone numbers, e-mails, etc.
- Directors/Executive liability insurance (if applicable).
- Any other information requested by the Town.

To register, please contact: 905.873.2601 ext. 2262 or [recreation@haltonhills.ca](mailto:recreation@haltonhills.ca)

Applications from businesses and for-profit groups/organizations will be assessed on a case-by-case basis against the criteria used for Registered Community Groups/Organizations under the Town's Municipal Assistance Program, as appropriate.

Are you a partner in the implementation of the Community Sustainability Strategy?

Yes  No

If NOT, you are strongly encouraged to become a partner. Contact the Office of Sustainability for more information: 905.873.2601 ext. 2290 or [jennifers@haltonhills.ca](mailto:jennifers@haltonhills.ca)

## **2. Prior Town Funding:**

Have you previously received funding from the Community Sustainability Investment Fund?  Yes  No

If NOT, please proceed to Section 3 and complete all subsequent sections.  
If YES, please indicate the last year you received funding, including how much and for what purpose:

Year	Amount	Project Description

Is your current request unchanged from your past submission?  Yes  No

If YES, please complete Sections 6, 7 and 8 only.

If NOT, please proceed to Section 3 and complete all subsequent sections.

**3. Project Information:**

3.1 Which areas of sustainability does this proposal support (check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> Cultural Vibrancy   | <input type="checkbox"/> Environmental Health |
| <input type="checkbox"/> Economic Prosperity | <input type="checkbox"/> Social Well-Being    |

3.2 Please provide a brief description of your organization's/group's mandate and history (maximum 200 words)

3.3 Please describe your project, including how it supports the implementation of the Community Sustainability Strategy (e.g. How is the Strategy's Vision supported; which goals and focus areas are being advanced; how is cultural vibrancy, economic prosperity, environmental health and/or social well-being supported; etc.) (maximum 200 words)

3.4 Please explain the need for your project and what makes it unique?  
How will your project engage the community? (maximum 200 words).

3.5 What are the anticipated outcomes, benefits or results of your project?  
(maximum 200 words)

**4. Financial Information:**

4.1 Please specify your funding request from the Community Sustainability Investment Fund:

<b>Project Type (select one)</b>	<b>What are the items you are requesting funding for?</b>	<b>Amounts Requested</b>
<input type="checkbox"/> Special one-time project or event		
<input type="checkbox"/> Pilot project		
<input type="checkbox"/> Extension/expansion of current service(s) to include the Community Sustainability Strategy		
<input type="checkbox"/> Community Engagement/ Organizational Development/ Capacity Building		
<input type="checkbox"/> Other – based on consultation with the Town. Please describe		
Total amount requested from the Community Sustainability Investment Fund		

4.2 Please specify *other* sources of funding (cash or in-kind) and the total project budget. For in-kind volunteer contributions, please specify the number of volunteers, associated volunteer hours and the dollar value assigned to volunteers on a per hour basis:

<b>Funding Source</b>	<b>Amount (cash or In-kind)</b>	<b>Secured or Pending</b>
Total amount requested from other sources	\$	
Total project budget ( <u>all</u> sources of funding)	\$	

*If you require additional space, please attach additional sheets of paper.*

4.3 Please attach a workplan, budget summary and quotes/invoices (if applicable) with your application, including actual and projected revenue (e.g. grants, in-kind, donations, sponsorships) and expenses (e.g. facilities, equipment, travel, fees, training).

4.4 Please include two letters of support.

4.5 Are you charging an admission fee?  Yes  No

If YES, how much: \$\_\_\_\_\_

Where will the admission fee and/or any profits be directed? \_\_\_\_\_

## 5. Pre-Submission Checklist:



- Did you include all required and relevant material?
- Did you also apply for other sources of funding?
- Did you provide a minimum of two letters of support?
- Did you join as a Partner in the implementation of the Community Sustainability Strategy?
- Did you keep a copy of all documents for your records?

## 6. Terms and Conditions:

- The completed Application and supporting documents will be used for the assessment of eligibility, and for Town reporting purposes.
- Successful projects will acknowledge Town of Halton Hills support in all communications and promotions.
- Funds received are to be used as specified by Council and as submitted in the Application.
- All unused funds shall be returned to the Town of Halton Hills. In addition, at the Town's request, the funding recipient shall repay the whole or part of the funding, if the recipient:
  - Ceases operating or dissolves;
  - Knowingly provided false information in its Application;
  - Breaches any of the Terms and Conditions of the funding; and/or
  - Has found itself in any other situation whereby the funding can no longer be effectively used to complete the project, as approved by Council.
- The project must adhere to all applicable municipal by-laws, policies and procedures. Where necessary, appropriate legal agreement(s) will be developed and submitted to Council for consideration.

- The information given in support of this project is true, correct and complete in every respect and will comply with the above Terms and Conditions.
- A one-page report on the project's results shall be submitted within 14 months of receiving funding. This report should include information on the results achieved, how any profits were reinvested into Halton Hills to support the Strategy's implementation, level of community engagement, lessons learned, final budget, next steps and measures to ensure that the project will be sustained without additional Town assistance.

**7. Application Submission:**

Please forward the completed application and supporting documents electronically to [jennifers@haltonhills.ca](mailto:jennifers@haltonhills.ca)

Alternatively, two (2) copies of the completed application and supporting documents, printed double-sided (preferably on FSC® certified paper and/or paper with high post-consumer waste paper content), may be submitted to:

J. Spence  
 Re: Community Sustainability Investment Fund  
 Town of Halton Hills  
 Planning & Sustainability  
 1 Halton Hills Drive, ON L7G 5G2

**Late applications and/or incomplete applications will not be considered. To confirm we have your submitted application please contact J. Spence at 905-873-2601, ext. 2290 or by e-mail at [jennifers@haltonhills.ca](mailto:jennifers@haltonhills.ca) prior to 4:30 pm, April 3, 2019.**

**8. Certification:**

I hereby certify that the information contained in this application is accurate and complete.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Position on Executive

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Position on Executive

(Authorized Signature such as that of Board Member, Executive Director)

Date \_\_\_\_\_