



YORK REGION'S COMMUNITY INVESTMENT FUND INVITES APPLICATIONS FOR Community Needs Funding

This Application must be completed, properly executed by the Applicant and received by May 24, 2024 at 4:30 p.m. to be considered for funding.

Guidelines

Purpose:

Community Investment Fund ([CIF](#)), is providing Community Needs funding for not-for-profit grassroots agencies that are delivering services to residents from marginalized and/or vulnerable [priority groups](#), in York Region.

Due to limited funds available, only **ONE** Community Needs Funding Application per agency, up to a maximum of **\$25,000**, will be considered.

Eligibility requirements:

Request for funding may be for:

1. **Addressing Resident Needs:** items like seasonal clothing (such as winter jackets, boots, gloves), personal basic/hygiene needs, reusable water bottles, first aid kits, heat packs or sunscreen
2. **Small Capital Items and Operational Expenses:** acquire, maintain, and/or upgrade an item used for service delivery (such as washers and dryers, fridges, or office equipment) or funding to support day-to-day operations and enhance an agency's ability to deliver services (such as software or webpage updates)

Community Needs Funding is **not** intended to fund agency programs.

Ineligible Applicants:

- Individuals
- Organizations engaged in political activity supporting or opposing any political party, elected representative, or candidate for public office
- Organizations where the service component is conditional upon participation in the religious activities of the organization
- Municipalities (excluding libraries)
- Provincial and federal government agencies (excluding Broader Public Sector organizations, such as hospitals, universities, colleges, and school boards, that are seeking funding as part of a collaborative initiative, in partnership with eligible organizations)
- Organizations acting in the capacity of a funding body, fundraising drives, or events

Ineligible Requests:

- Capital items and operational expenses that were funded during the Community Needs call for application in 2023
- Transportation costs
- Gift cards (of all kinds)
- Costs for food
- Materials that are used for or during programming (i.e. art supplies, yoga mats, musical instruments, sport equipment, therapy supplies, promotional materials, printing)
- Any program related expenses, including costs for excursions or fees (including criminal checks, any type of licensing)
- Subscriptions to any platform
- Renovations
- Items for individual households
- School Supplies
- Installation costs
- Expenses associated with program development or expansion including salaries/facilitator/contractors, rent, benefits, or staff training and development
- Capital requests for the purchase of real estate, capital campaigns or the development of buildings
- Items removed from the budget lines of other projects or to supplement items currently funded by The Regional Municipality of York
- Costs already incurred before the start date specified in the funding agreement that will be executed by the successful applicant with the Region
- Applications exceeding the maximum of \$25,000
- Multiple applications from any one agency

Please note: An application may include requests for items under all priority areas up to a maximum of \$25,000

General Agency Criteria

Agencies must meet the following general criteria to receive any CIF funding (including **Community Needs Funding**):

- Be incorporated as a not-for-profit corporation or registered charity for the purposes of the [Income Tax Act](#) (Canada) or, for those applicants that are not incorporated, a flow-through partnering arrangement must be made with a not-for-profit incorporated agency.
- Have established and documented financial management systems in place and provide the latest annual audited financial statements or a review engagement, annual budget not exceeding \$500,000.
- Comply with the [Ontario Human Rights Code](#) in hiring practices and in the provision of all services.
- Provide evidence of insurance coverage that is acceptable to the Region upon request.
- Comply with relevant federal, provincial and municipal laws including [Accessibility for Ontarians with Disabilities Act](#), 2005.



Agencies must demonstrate that they are responsive to the community they serve by meeting the following criteria:

- Provide services to York Region residents from marginalized and/or vulnerable groups that would most benefit from programs and services, including but not limited to:
 - Indigenous, Black and other racialized populations
 - Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex (2SLGBTQI+) communities
 - Newcomers
 - People living with disabilities
 - Residents living in focus areas identified under the [Community Safety and Well-Being Plan for York Region](#)
 - Residents living with low income
 - Seniors
 - Women
- Operate within York Region and provide services to residents of York Region

Funding Requirements

As conditions of the funding, successful agencies will be required to:

1. Maintain a record of all purchases by type
2. Have a consistent way of determining participant need for assistance
3. Track the distribution of any items purchased or assistance provided to individual participants and record on a Schedule provided by York Region
4. Provide all reporting, including receipts, to York Region immediately following the end of the project and retain all applicable records for the period specified by the Region. The final Community Needs Funding Reconciliation Form/Final Report must be submitted no later than November 15, 2024

Contracting and Terms of Payment

Each application will be received with the understanding that the acceptance in writing by York Region of the offer to provide the services described in the application shall constitute a contract between the applicant and York Region, subject to the Terms and Conditions of this application and the terms of the required Community Investment Fund funding agreement to be executed by the applicant. Successful applicants will be notified of the results of this Application by email once a decision is made.

All activities and expenditures must be completed by November 1, 2024.

How to Apply

Please complete and submit **ONE online** application.