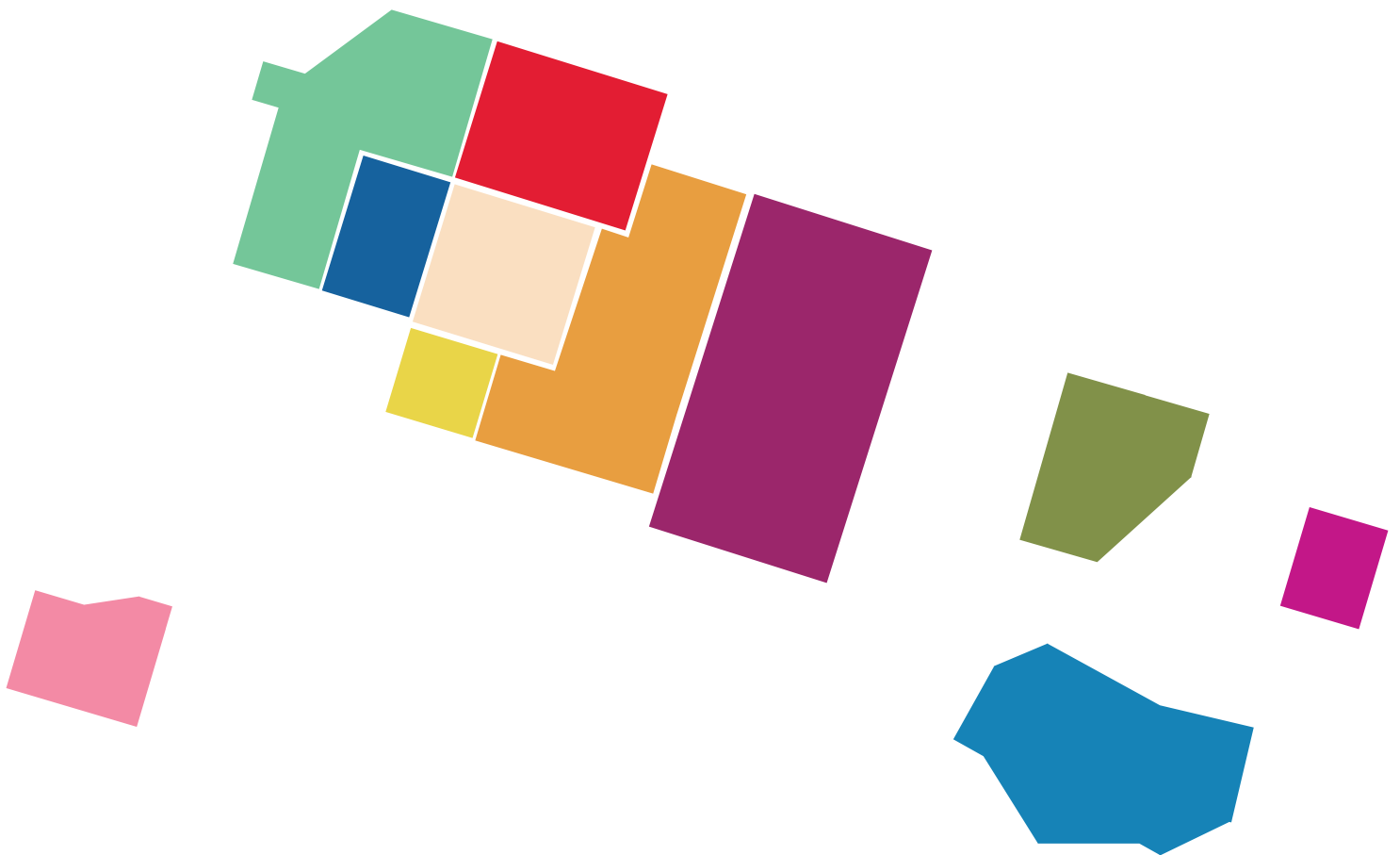


Small Grants Funding Program

Toolkit 2017



Hamilton
NEIGHBOURHOOD
ACTION STRATEGY



SPRC
SOCIAL PLANNING
& RESEARCH COUNCIL
OF HAMILTON

HAMILTON
COMMUNITY
FOUNDATION



“Cities have the capability of providing something for everybody, only because, and only when, they are created by everybody.” -Jane Jacobs



TABLE OF CONTENTS



ABOUT..... 2

GUIDELINES 3

ELIGIBLE SMALL GRANT CATEGORIES 4

APPLYING FOR A GRANT 5

SMALL GRANTS APPLICATION FORM 7

ABOUT

The Neighbourhood Action Strategy (NAS) focuses on helping neighbourhoods be great places to live, work, play and learn. The NAS also supports community-planning teams as they develop and implement action plans that build healthier communities.

Vision

Vibrant, healthy and inclusive neighbourhoods built on opportunity and trust by an engaged community.

Mission

Mobilize, encourage, and support Hamilton residents and community partners to work together for increased quality of life and positive neighbourhood change.

Principles/Values

- ✓ Equity and inclusion into civic life
- ✓ Integrity
- ✓ Innovation
- ✓ Inspiring & Fun
- ✓ Asset-Based
- ✓ Collaborative

The purpose of the Small Grants Program is to actively involve the community and build neighbourhood connections, support neighbourhood groups, and/or place-based grassroots initiatives that work to change Hamilton's neighbourhood spaces, build community and build capacity. The Small Grants Program is funded by the Hamilton Community Foundation and the City of Hamilton, and is administered by The Social Planning and Research Council of Hamilton.

The following neighbourhoods are eligible for Small Grants Program funding:

- Beasley
- Crown Point
- Davis Creek
- GALA (Gibson/Lansdale)
- Jamesville
- Keith
- McQuesten
- Riverdale
- Rolston
- Sherman
- Stinson



GUIDELINES

- Each neighbourhood hub in this program has access up to \$5000 per year for projects or events meeting the eligible Small Grant Funding Categories listed below
- The project must be endorsed by the local Neighbourhood Action Strategy Planning Team of your neighbourhood. To find out what neighbourhood you are in you can visit www.hamilton.ca/neighbourhoods or call Renee Wetselaar at 905-522-1148 x 118 or by email at rwetselaar@sprc.hamilton.on.ca
- Small grant applications can be for up to \$1500 per resident group per project. Grants over \$500.00 will be paid in installments. Some special conditions apply. Connect with your CD to find out more
- There must be a minimum of three residents per application
- You can apply for up to \$750 for projects that collaborate with another NAS neighbourhood
- Project must take place within one calendar year
- Activity or event must take place in the neighbourhood where the applicants live
- Special events cannot exceed \$2000.00 per hub per year. Only up to \$2000.00 is eligible for "special events" per neighbourhood hub per year. Special events must be open to all members of the neighbourhood and are considered events that mark a particular cultural or statutory holiday such as Easter, Thanksgiving or Canada Day. Excluded from the special event category are plans for community gatherings related to activities that improve your neighbourhood such as a BBQ after a neighbourhood cleanup.

For more information about the Neighbourhood Action Strategy and the Small Grants Program, please visit:

www.hamilton.ca/neighbourhoods

www.sprc.hamilton.on.ca

www.hcf.on.ca

Renée Wetselaar, Senior Social Planner, Social Planning and Research Council
905-522-1148 x 118 or rwetselaar@sprc.hamilton.on.ca

ELIGIBLE SMALL GRANT CATEGORIES

1. CHANGING SPACES

Projects or activities with the primary focus to renew or revitalize neighbourhood public and green spaces, contributing to neighbourhood pride, improving safety, or to enhance quality of life. **Examples of projects include:**

- Neighbourhood clean ups
- Community gardens
- Graffiti diversion/ clean up
- Community art



2. BUILDING COMMUNITY



Projects or activities that foster neighbourhood pride or build stronger relationships between neighbours/neighbourhood groups.

Examples of projects include:

- Special events for the neighbourhood (fundraisers are not eligible)
- Holiday celebration activities or events such as egg hunts, Halloween parades, Christmas activities. Each neighbourhood hub is limited to up to \$2000.00 in this category

3. BUILDING CAPACITY

Projects or activities that are not advocacy based but seek to empower neighbourhoods to be more actively involved in organizing, identifying and coordinating around neighbourhood issues. **Examples of projects include:**

- Learning how to organize citizens in an informal/formal decision making group
- Acquiring skills to write and distribute a neighbourhood newsletter
- Using social media to enhance neighbourhood communication



ELIGIBLE EXPENSES

- Project/ event supplies
- Food for events, meetings and public gatherings
- Equipment rentals

INELIGIBLE EXPENSES

- Fundraising
- Religious celebrations not open to the public
- Minor and Major Capital expenses (i.e. building improvements, permanent infrastructure changes)
- Direct financial assistance to individuals or families
- Duplicate existing public or private programs/events
- Alcohol, tobacco, or gambling expenses
- Inflatable structures such as bouncy houses, castles, water slides etc.
- Political advocacy and activities

INSURANCE AND PERMITS

If you are planning to hold an activity on City of Hamilton property and require insurance, the fee can be waived via the Community Developer. Contact your Community Developer for the process and form. If you are planning on conducting your activities on a third party site, you will need to check with the organization about their insurance requirements for third party use.

APPLYING FOR A GRANT

1. Download and print the application form available at www.sprc.hamilton.ca/smallgrants www.hamilton.ca/neighbourhoods or www.hcf.on.ca You can also reach out to the Community Developers at the Social Planning and Research Council to apply in your neighbourhood:

Sunil Angrish, Stinson

905.522.1148, Ext, 109 | sangrish@sprc.hamilton.on.ca

Brandon Braithwaite, Jamesville and Beasley

905.522.1148, Ext. 113 | bbraithwaite@sprc.hamilton.on.ca

Judy Kloosterman, Davis Creek

905.522.1148, Ext. 108 | jkloosterman@sprc.hamilton.on.ca

Laura Ryan, Rolston and McQuesten
905.522.1148, Ext. 110 | lryan@sprc.hamilton.on.ca

Matt Thompson, Sherman
905.522.1148, Ext. 132 | mthompson@sprc.hamilton.on.ca

Nazia Zeb, Riverdale and GALA
905.522.1148, Ext. 112 | nzeb@sprc.hamilton.on.ca

Renée Wetselaar, Crown Point and Keith (interim)
905-522-1148, x 118 | rwetselaar@sprc.hamilton.on.ca

2. Bring three or more residents together to complete an application. Incomplete applications won't be reviewed.
3. Forwarded the application to your Community Developer via email, upload to our website or hand deliver to the CD or SPRC to ensure completion of application and guidelines are met.
4. CD forwards application to the Neighbourhood Action Strategy Small Grant Review team in your neighbourhood.
5. The Small Grant Review team (with support of CD) reviews and makes recommendation to accept or decline the application according to the scoring tool.
6. Recommendations from the review team are brought to the monthly local planning team meeting where your application will be discussed and reviewed. If your application is approved the CD will walk you through the next steps. If your application is declined, the CD will contact you to follow up.
7. Submit the Final Report: At the end of your project or activity, you and/or your resident group will be asked to submit a report (form provided). It needs to include an explanation of how the money was spent and receipts that were issued to you as part of the project expenses. Reports must be submitted with any outstanding receipts for expenses through the Community Planning Team to the Community Developer to close your project file. Please note that any outstanding monies not spent must be reimbursed back to the Community Planning Team's Small Grants Fund held by the SPRC.

Please note that the turnaround time for cheques is two weeks between submission of approved grant applications and issuance of the cheque. To receive grant cheque installments, you must submit receipts of previous purchases.

SMALL GRANTS APPLICATION FORM

Name of NEIGHBOURHOOD / HUB that you are applying through: _____

The names of the people applying (must be three or more living in the same neighbourhood)

1	NAME	ADDRESS	TELEPHONE	EMAIL
	SIGNATURE			

2	NAME	ADDRESS	TELEPHONE	EMAIL
	SIGNATURE			

3	NAME	ADDRESS	TELEPHONE	EMAIL
	SIGNATURE			

Name of your activity or event:

Amount Requested _____ (\$1,500 maximum per project)

Start / Event Date _____ Anticipated Completion Date _____
(DD/MM/YYYY) (DD/MM/YYYY)

Application for second neighbourhood for the same project? YES NO

Name of Second Neighbourhood _____

PROJECT INFORMATION

Please provide information about your project below or on separate pages (not to exceed two typed pages).

1. What do you want to do?

2. Why do you want to do it?

3. Who will benefit?

4. How many volunteers will be involved?

5. How long will it take? What is the schedule for your project?

6. Who is involved in planning and organizing the project?

7. Tell us about your neighbourhood:

8. Is this a new neighbourhood initiative? YES NO

If you answered no, please tell us what you are doing differently.

9. What difference do you hope to make in your neighbourhood?

10. What is your link to local businesses, agencies and resident groups?

11. How do you plan on promoting this project?

BUDGET INFORMATION

This project is for a special event: YES NO

Please tell us the cost of the project you want to do. Please round all figures to the nearest dollar. Remember that the maximum amount awardable is \$1,500.

EXPENSES: Items and their costs that you plan to purchase	Amount
Total Expenses	\$

REVENUE: Income including but not limited to small grant funding	Amount
Total Revenues	\$

IN-KIND DONATIONS

In-kind donations may include volunteer labour (\$15/hour), space, refreshments or supplies.

Item	Donor	Estimated Value