



Community Sustainability Investment Fund Application Guide

1. Application Deadline:

- April 3, 2017 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

For more information, please contact:

J. Spence
Town of Halton Hills
Planning & Infrastructure
905.873.2601 ext. 2290
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

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 or 905.873.2601 ext. 2289. 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 or 905.873.2601 ext. 2262, and visit: 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 Planning & Infrastructure Services, 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 Executive Director of Planning Services and Chief Planning Official, Planning & Infrastructure Services.

12. Application Submission

- Please forward your completed application and any additional documentation electronically to 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 & Infrastructure
Town of Halton Hills
1 Halton Hills Drive, ON L7G 5G2

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