



HALTON HILLS

Town of Halton Hills Community Partnership Program

GUIDELINES

The 2022 application for The Town's Community Partnership Program is available online by visiting the Town of Halton Hills' webpage at www.haltonhills.ca

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About the Town of Halton Hills' Community Partnership Program

The Town of Halton Hills believes that governments, community groups and organizations have a shared responsibility to contribute to the enhancement of the quality of life and well-being for residents. As a result, the Town of Halton Hills establishes partnerships through the Community Partnership Program (CPP) to allocate municipal funds and resources that support community-based activities, events and initiatives that align with the Town's priorities.

The Town seeks partnerships with eligible community groups and organizations involved in delivering activities, events, and initiatives located in Halton Hills. Community groups and organizations are eligible if they are confirmed through the Town's Community Registered Group program or can meet the criteria of the program. The CPP may also be applicable to individuals, faith organizations, social service agencies, service clubs, and for-profit groups/organizations that qualify within the guidelines of the CPP.

The following provides detailed information for applicants regarding Partnership Priorities, Funding Streams, Key Criteria, Eligibility and Ineligibility, Terms and Conditions, Planning your Application, Application Intake, Application Review and Funding Decisions.

Overview of Partnership Priorities

The Community Partnership Program (CPP) prioritizes support for activities, events, and initiatives that have outcomes within the following priority areas. Community groups and organizations must select only ONE priority area (Community & Neighbourhood Engagement, Active Living or Community Wellbeing) and demonstrate how the outcomes of its activities, events and initiatives align.

Partnership Priorities (Select One)		
Community & Neighbourhood Engagement	<p>Activities/events/initiatives that:</p> <ul style="list-style-type: none"> • Create community gatherings and celebrate rural character, culture, agriculture, and local history. • Build connected and more engaged neighbourhoods. • Focus on outdoor activities and connecting residents to nature. <p>Supporting Strategic Actions, or Goals:</p> <ul style="list-style-type: none"> ○ Council Priority - The community is supported in looking for ways of celebrating its rural character and drawing 	<p>Examples include:</p> <ul style="list-style-type: none"> • Food and drink festivals • Fall fairs • Parades for celebrations or special occasions • Farmer's Market • Neighbourhood block parties • Drive by/Drive through events • Community initiated public art

	<p>visitors from across the continent to enjoy its landscape and produce.</p> <ul style="list-style-type: none"> ○ Integrated Community Sustainability Strategy - Cultural Vibrancy Goal: establish a strong sense of what it means to be part of the Halton Hills community that people can relate to and are proud to be a part of. ○ R&P Action 4 - Enhance the number of innovative and meaningful initiatives that connect Halton Hills' residents to nature. 	<ul style="list-style-type: none"> ● Community Gardens or "Grow a Row" programs ● Build a Little Library ● Tree planting and neighbourhood improvement projects
<p>Active Living</p> 	<p>Activities/events/initiatives that:</p> <ul style="list-style-type: none"> ● Support Recreation for ALL ● Focus on active recreation, sport, active transportation, healthy lifestyles. ● Make improvements to parks and facility. <p>Supporting Strategic Actions, or Goals:</p> <ul style="list-style-type: none"> ○ R&P Action 1 - In response to changing lifestyle preferences, provide opportunities for regular and convenient access to participation that reaches the largest population at a basic, general, and introductory level. ○ R&P Action 6 - Parks, community centres and other recreation facilities should be constructed, expanded, and/or refurbished as required to meet local needs, operate effectively, and to function as multi-use hubs where possible. 	<p>Examples include:</p> <ul style="list-style-type: none"> ● Sport, Bike, Walk and Run events ● Play Street events ● Free Pop-up sports programming ● Older adult walking club ● Neighbourhood Recreation Program ● Geocaching/Scavenger Hunts ● Sports/Coaching Training on inclusion for all
<p>Community Wellbeing</p> 	<p>Activities/events/initiatives that:</p> <ul style="list-style-type: none"> ● Improve and encourage inclusion, community health and wellbeing. ● Support families, youth, seniors, diversity, equity, inclusion, and accessibility. ● Promote and create quality opportunities for civic participation and volunteerism. <p>Supporting Strategic Actions, or Goals:</p> <ul style="list-style-type: none"> ○ Council Priority, youth and seniors' initiatives –The youth and senior population of Halton Hills is supported by a variety of services and facilities tailored to their needs. ○ R&P Action 2 - Work collaboratively with support organizations to identify, attract and intentionally include an increased number of participants from populations facing constraints accessing recreation and parks services. 	<p>Examples include:</p> <ul style="list-style-type: none"> ● Diversity, Equity, Inclusion and Anti-Racism training and workshops ● Food Security Programs/Food Drives ● Intergenerational program ● Early Years community open house ● Awareness events for a social issue ● Volunteer recruitment initiatives ● Newcomer programs ● Community safety awareness events

	<ul style="list-style-type: none"> ○ R&P Action 9 - Work collectively with other service providers to promote volunteerism and engage more volunteers in the delivery of service. ○ R&P Action 10 - Continue to build capacity in the area of Community Development focusing on the physical, social, and mental wellness of residents for an improved quality of life 	
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Overview of Funding Streams

The Community Partnership Program (CPP) allocates municipal funds and resources as described within the following funding streams. Community groups and organizations can choose one funding stream or they may apply for more than one funding stream for their activities, events, and initiatives. If a community group or organization is requesting funds from more than one stream the combined total can be up to a maximum of \$5000.

Funding Streams (Select One or more to a maximum \$5,000)
<p>1. Organizational Effectiveness</p> <p>Support for:</p> <ul style="list-style-type: none"> • Strengthening internal practices and addressing challenges such as development activities, governance, marketing and promotion, strategic planning, training, and volunteer management <p style="text-align: right;">Up to a maximum of \$5,000 (One time per activity, event, and initiative)</p>
<p>2. Municipal Support</p> <p>Support for:</p> <ul style="list-style-type: none"> • Waiver of municipal fees. This includes expenses related to facility rental permit, road occupancy permit, loan of municipally owned or controlled equipment fees and delivery (sports equipment, picnic tables, pylons, barriers, etc.) and other pre-approved support for new activities, events, and initiatives. <p style="text-align: right;">Up to a maximum of \$2,500 (One time per activity, event, and initiative)</p>
<p>3. Community Projects</p> <p>Support for:</p> <ul style="list-style-type: none"> • New activities, events, and initiatives that innovatively seek to meet or resolve a defined need within the community. <p style="text-align: right;">Up to a maximum of \$5,000 (One time per activity, event, and initiative)</p>

4. Neighbourhood Projects

Support for:

- Empowering residents and neighbourhood groups to create and host new activities, events, and initiatives designed to celebrate and to build healthier, connected and more engaged neighbourhoods. *Exempt from the community registered group, financial and insurance conditions of guidelines. Up to a maximum of \$250 (One time per activity, event, and initiative)

Key Criteria

Community groups and organizations must demonstrate to the Town that the objectives of their activities, events and initiatives are of benefit to the community and support the strategic priorities of Town. The following criteria will be used to evaluate applications:

- Takes place within the Town of Halton Hills having broad community **benefits for Halton Hills residents**.
- Is **affordable, accessible, inclusive, and diverse**, meaning an activity, event, or initiative that is open and available to all community members or within a defined neighbourhood area with or without an admittance fee.
- Demonstrates collective planning, **collaboration**, and community engagement.
- Demonstrates an **innovative approach** that has the potential to scale.
- Promotes volunteerism, participation, leadership development, and **maximizes community involvement**.
- Offers a **new activity/event/initiative** or complements an existing, without duplication.
- Facilitates **self-sufficiency** over the long term.
- Promotes **efficient/effective use of municipal resources**.
- Demonstrates ability to achieve realistic, measurable, and **long-lasting results**. **Leverages other sources of funding**, including matching funds and in-kind contributions.

Eligibility Criteria

Eligible Applicants:

1. Community groups and organizations are eligible to be considered for partnerships based on the guidelines of the CPP and against specific criteria of each funding stream. Partnership opportunities may be evaluated and funded based on its own merits.
2. Applicants applying for Community Partnership Program, must reside in Halton Hills and/or must service the Halton Hills community in its catchment area. Non-local applicants that can demonstrate evidence of a specific Halton Hills-based activity/event/initiative where the majority of the participants are Town of Halton

Hills residents, may also be considered. Neighbourhood focused activities, events and initiatives must have a defined neighbourhood area such as: geographic street boundaries, apartment building or complex.

3. Eligible applicants must be able to demonstrate financial need and that potential funding is critical to their ability to carry out the activity/event/initiative.
4. Fundraising-based activities, events and initiatives are only eligible on a case-by-case basis with funds raised being re-invested into the Halton Hills community.
5. Special projects of national, provincial or regional significance that the Town wishes to host or partner with a host organization are only eligible on a case-by-case basis.
6. Applications from individuals, faith organizations, social service agencies, service clubs, and for-profit groups/organizations will be assessed on a case-by-case basis and must meet the CPP guideline and criteria use for Community Registered Group program.

Ineligible Applicants:

1. Any activity/event/initiative or organization as determined by the Town that falls under the scope or jurisdiction of another municipality, Halton Region, the Provincial Government, the Federal Government, school boards, or private schools, or that receives primary funding from another source.
2. Any activity/event/initiative located or being held outside of the Town of Halton Hills, unless otherwise approved by Council.
3. Any activity/event/initiative to raise money for core operating expenses, paying for accumulated deficits or debt, making direct financial donations or grants to a third-party and/or other that does not align with the Town's strategic priorities.
4. Staffing Costs (unless used for professional or consultation services when group does not have expertise necessary to support the project).
5. Commercial ventures or other individual-specific projects, such as single artist exhibitions or athletic competitions.
6. Groups that are not in good standing with the Town.
7. Submissions that do not comply with the application requirements, terms and conditions and/or align with Community Partnership Program priorities as contained in these guidelines.

Terms and Conditions

1. Approval of funding must be received prior to the activity/event/initiative start date.
2. Funds issued by the Town are designed to be supplemental to the overall requirements necessary to carry out an activity, event, or initiative and should not be considered the primary source of funding.
3. Awarded funding amounts will vary according to the program priority area or funding streams that are applied for. Each funding stream will establish minimum or maximum amounts if applicable. Final awarded funding may be subject to an

- adjustment of the amount originally requested at the Town's discretion.
4. The Town reserves the right to restrict the number of applications submitted by a single organization in a calendar year based on the amount or type of funding already awarded to the same community organization. The Town will not support funding from multiple Town funding programs and will ensure a coordinated distribution of Town funds according to the strategic priorities of each funding program.
 5. Funding or assistance is not guaranteed. All program priority area or funding stream are subject to funding availability and are conditional on approval of the annual operating budget by Council. Council reserves the right to cancel or alter program priority area or funding streams as needed.
 6. The Town reserves the right to reject or place a limit or cap the total funds available per program priority area or funding stream at a pre-determined amount or based on operational needs in a calendar year.
 7. The Town reserves the right to cancel awarded funding without notice if the applicant is in violation of any terms and conditions.
 8. Successful recipients must obtain and provide proof of liability insurance providing coverage for their organizations and operations in addition to any other liability insurance requirements deemed necessary by the Town before funds can be distributed. Failure to obtain liability insurance that is deemed acceptable by the Town shall result in the cancellation of awarded funds.
 9. Community groups and organizations may be required to make a presentation to the Community Affairs Committee of Council about their activity, event, or initiative (prior or post approval).
 10. 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:
 - a. Ceases operating or dissolves.
 - b. Knowingly provided false information in its application.
 - c. Breaches any of the Terms and Conditions of the funding; and/or
 - d. Has found itself in any other situation whereby the funding can no longer be effectively used to complete the activity, event, or initiative.
 11. The activity, event, or initiative must adhere to all applicable municipal by-laws, policies, and procedures.
 12. Community groups and organizations must adhere to the Community Registered Group program and provide required information on a yearly basis.
 13. A detailed report on the activity, event, or initiative's results shall be submitted within 2 months from the completion of the activity/event/initiative. This report should include information on the results achieved, how any profits were reinvested into Halton Hills, level of community engagement, lessons learned, final budget, next steps, and measures for self-sufficiency without additional Town funding.
 14. To achieve the goal of self-sufficiency, funding for an activity, event or initiative may be decreased annually depending on the availability of funds; in all cases funding may be provided up to a maximum of five years for a recurring application.

Planning Your Application

Applications for the 2022 Community Partnership Program will be accepted through a one-time intake with a deadline of 4:30 p.m. of March 11, 2022, for activities/events/initiatives that will be completed no later than Friday, March 31, 2023.

Community groups and organizations are required to demonstrate that they have fully explored alternate and/or other funding sources such as federal and provincial grant programs. Applicants who have or will have funding from alternate sources must disclose other grants or funding sources for the proposed project. Additional Town funding programs exist, and community groups and organizations should consider the strategic priorities of each Town funding program and target application accordingly.

Prior to filling out an application we encourage you to participate in either one of our information sessions or one-on-one consultation calls. Though not mandatory, these resources will help community groups and organizations plan their application and provide opportunities to ask questions.

Information Sessions:

Town staff will be hosting virtual Community Partnership Program information sessions via Zoom. Potential applicants are encouraged to attend an online information session to learn more about the program and the application process. Information sessions include an overview of the Community Partnership Program, planning your application and an overview of the assessment criteria.

Information sessions are scheduled for:

- Tuesday, February 22, 2022, from 6:30-7:30pm
- Tuesday, March 1, 2022, from 6:30-7:30pm

To attend a session, register online by visiting the Town of Halton Hills' webpage www.haltonhills.ca or by calling 905-873-2600 x2273. You may register up to one day before the session you wish to attend.

Consultation Calls:

Town staff will be hosting Community Partnership Program consultation calls between January 14 and March 10, 2022.

Consultation calls are one-on-one meetings (virtual, in person or over the phone) with the applicant and Community Development staff. These calls are short meetings to discuss the applicant's project alignment with the Town's partnership priorities, application requirements, assessment criteria and terms and conditions.

To schedule a consultation call, please see contact commdev@haltonhills.ca or 905-873-2600 x2273.

Application Intake

Application intake is open and closes on Friday, March 11, 2022, at 4:30pm.

Applications must be completed and submitted online. The application is available at the Town of Halton Hills' webpage at www.haltonhills.ca.

The complete application submission (authorized application form and required attachments) must be received by the Town of Halton Hills no later than 4:30 p.m. on Friday, March 11, 2022, to be considered. Incomplete submissions will be deemed ineligible.

Community groups and organizations will receive an email confirmation that their application has been successfully submitted. If you do not receive an email confirmation within 24 hours, it is the responsibility of the applicant to contact Town of Halton Hills' staff for confirmation.

The application submission must include the following documents:

- 2022 Application for Community Partnership Program - All sections must be completed and signed by two officers of a Board of Directors, Executive Committee, or two authorized members of an organization that have the authority to bind an organization (where applicable).
- Detailed budget including projected in-kind support, revenue, and expenses for the organization's activity/event/initiative.
- Quotes for the organization's activity/event/initiative. Three quotes/prices must be provided if the application includes consultation services, equipment or other provided services where the dollar value of these items total \$500.00 or more.

Submission of an application does not constitute a guarantee of funding.

Application Review

Applications deemed eligible, will be reviewed by staff and the selection committee with funding recommendations being made to Town Council.

Funding recommendations may be informed by several mechanisms as appropriate. This may include consultation with subject matter experts and other relevant strategic leadership groups (e.g., Special Events Committee, Active Easy Alliance, Arts & Culture Working Group, Public Art Advisory Board and Climate Change Task Force). This may also consider information outside of that provided within the application. Staff and the selection committee will assess the potential impact of the activity/event/initiative, evidence of the need, the overall business case (e.g., clear targets/objectives, efficient use of resources, collaboration, and sustainability) and other factors determined appropriate by the Town.

In some cases, additional information may be requested to supplement the review.

Community groups and organizations have 15 days to submit any additional required information, or the application will be cancelled.

Funding Decisions

The Town of Halton Hills' Council provides final approval of funding recommendations annually in May. Once approval has been received Community Development staff will contact community groups and organizations to inform them of the success or denial of their application.

Final awarded funding may be subject to an adjustment of the amount originally requested by the applicant at the Town's discretion (i.e., the entire amount of funding requested or only a portion of the amount requested).

All decisions for funding recommendations are final. Unsuccessful applicants are entitled to a review of their application with Community Development staff.

Successful community groups and organizations are sent an email including confirmation of their approved funding amount and the corresponding Community Partnership Program agreement.

The Community Partnership Program agreement must be signed within 10 days of receipt and returned to the Town prior to the activity, event or initiative start date. The agreement outlines the funding relationship, including the conditions of funding, the approved use of funds, targets/outcomes and reporting requirements. The agreement will fully define the terms and conditions of funding.

Note: If approved for a partnership agreement, community groups and organizations are required to provide the following documents before funding will be issued. These documents are not required with the application submission.

- Proof of liability insurance providing coverage for their organizations and operations in addition to any other liability insurance requirements deemed necessary by the Town - Town staff to confirm insurance requirements.
- All applications must be supported by financial statements. The type of acceptable financial statement to support an application will vary according to specific dollar value thresholds as specified in the applicable funding stream and is at the discretion of the Town.
- Any other documents deemed appropriate by the Town of Halton Hills.

Once the Community Partnership Program agreement is signed and received by Community Development staff funding support will be released via cheque and mailed to the organization's address provided on the application.

Important 2022 Dates

Wednesday, January 19	Consultation Calls Open
Tuesday, February 22 at 6:30pm	Information Session
Tuesday, March 1 at 6:30pm	Information Session
Friday, March 11 at 4:30pm	Application Intake Closes
Monday, May 2	Funding Recommendations to Town Council

Questions and Contact Information

Applicants that have questions are invited to contact the Town's Community Development staff:

commdev@haltonhills.ca
905-873-2600 x2273

Note: Updates may be posted on the Town's webpage at www.haltonhills.ca. It is the responsibility of the applicant to check the webpage on a regular basis.

Notice of Collection

Personal and other information is collected under the authority of the Municipal Act, 2001, S.O. 2001, c. 25 and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. The information collected will be used solely for the purpose stated herein. Questions about this collection should be directed to:

Erin Burger
Community Development Supervisor - Event and Neighbourhood Support
905-873-2600 x2273
eburger@haltonhills.ca

Accessibility Assistance

If you require this information in an alternate format or through a communication support, or if you require assistance to complete the application, please contact:
recreation@haltonhills.ca