

ADVANCE BRAMPTON FUND

2023 GUIDELINES



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2. About the Advance Brampton Fund

The City of Brampton recognizes the unique and valuable role that the non-profit sector can play in delivering projects that meet community needs and complement City services. As such, the City is pleased to offer the Advance Brampton Fund: a community granting program that supports non-profit sector development and provides municipal funding to eligible Brampton-based non-profit or charitable organizations for strong project proposals that align with these priorities.

2.1 Structured to Support Project Growth

The Advance Brampton Fund is structured to support non-profit organizations with small, mid-size and large projects. The goal is to encourage grantees to move towards project sustainability and a strengthened ability to partner, collaborate and lead well-managed and meaningful work within the local non-profit sector and Brampton community. The Fund is not intended to provide multi-year or long-term funding. **Projects may receive funding for a maximum of four (4) consecutive granting cycles in the Advance Brampton Fund.**

The Advance Brampton Fund includes the following funding streams (more on Page 5):

- Emerging Projects Stream
- Developing Projects Stream
- Amplifying Projects Stream

This Guidelines document is for the Emerging Stream only.

2.2 Priority Areas

The Advance Brampton Fund is accepting applications from eligible non-profit and charitable organizations for projects that take place in Brampton and align with the following priorities:

- Brampton is a Mosaic
- Brampton is a Healthy and Safe City
- Brampton is a Green City

Section 5.2 of these Guidelines provides details of the eligible project types and outcomes sought for each of these priorities. Be sure to review this section before making an application to ensure your proposed project meets these criteria.

2.3 Purpose of Guidelines

This set of guidelines provides information about the Advance Brampton Fund, including eligibility requirements, funding streams, the application and evaluation process, as well as important deadlines and general funding provisions. Applicants are strongly encouraged to read these guidelines in their entirety before applying, to ensure a thorough understanding of the program and that all eligibility criteria are met.

3. Program Inquiries

Have questions about the Advance Brampton Fund?

- Visit the program website: www.brampton.ca/abf
- Email program staff at: abf@brampton.ca

4. What Organizations Are Eligible To Apply

4.1 Eligible Organizations

The City considers the following organization types eligible for funding for through the Advance Brampton Fund:

- **A Brampton-based Registered Charity:** an organization or foundation that has a valid and subsisting registration as a charitable organization under the Income Tax Act (Canada) and has a registered permanent office address in Brampton as evidenced by the Charity's Canada Revenue Agency Charity Detail Page and, where applicable, Corporate Information Page or Corporation Profile Report. *For details, see section 6.3.1 Evidence of Organizational Status of these Guidelines.*
- **A Brampton-based Incorporated Non-Profit Organization:** an organization incorporated under the laws of Canada or Ontario as a not-for-profit corporation without share capital and has a registered permanent office address in Brampton as evidenced by the organization's Corporate Information Page or Corporation Profile Report. *For details, see section 6.3.1 Evidence of Organizational Status of these Guidelines.*
- **An Unincorporated Non-Profit Organization:** an unincorporated organization consisting of two or more Brampton residents formed to pursue a not for profit purpose. The organization must be governed by a volunteer Board of Directors, provide evidence of their non-profit purpose and activity (i.e. the organization's by-laws, constitution, terms of reference or charter), and must identify two authorized Board Members over the age of 19 with permanent residential addresses in Brampton, who must execute grant application and the City's grant agreement both personally and on behalf of the organization. Unincorporated organizations are

also required to have either a bank account in the organization's name as presented in the application OR a joint bank account in name of the two authorized board members who are responsible for the project's execution.

4.2 Ineligible Organizations

The City considers the following organizations ineligible for funding for through the Advance Brampton Fund:

- Resident groups and collectives that do not meet the definition and application requirements for Unincorporated Non-Profit Organizations,
- For-profit corporations, organizations, or sole proprietorships,
- Individuals,
- School boards, schools, classroom projects and extra-curricular activities,
- Public libraries,
- Organizations that receive their core funding from the City of Brampton,
- Organizations with proposed projects that duplicate City of Brampton programs and services,
- Political organizations and organizations with political affiliations,
- Religious groups and faith organizations whose services and activities include the promotion of and/or required adherence to a faith,
- Hospitals, clinic-based services or medical treatment programs,
- Fundraising associations,
- Provincial and national organizations, except where the application is made by a local chapter with a permanent office in Brampton that is listed on the organization's Corporation Profile Report or Registered Charity Detail Page on the Canada Revenue Agency's website,
- Organizations that discriminate or seek to limit the legal rights and activities of people,
- Organizations that do not have a presence, purpose and reputation for delivering activities with community benefit in Brampton.

Note: Employees of the City of Brampton, and publicly elected officials and members of their offices, are ineligible to act as an application contact or signing authority for any organization for any grant application.

4.3 Required Organizational Insurance

An additional eligibility requirement is that an applicant organization must carry Commercial General Liability Insurance. This insurance must be in the name of the applicant organization and cover the obligations and operations of the organization against claims for bodily injury, including personal injury and death, and property damage or loss, indemnifying and protecting the recipient, their respective employees, servants, volunteers, agents, contractors, invitees or licensees, to the inclusive limit of two million (\$2,000,000.00) per occurrence.

- Such insurance shall specifically state by its wording or by endorsement that The Corporation of the City of Brampton is included as an additional insured under the policy with respect to the operations and obligations of the recipient as outlined in their application and/or the Advance Brampton Fund agreement.
- Contractual liability, non-owned automobile liability, owner's and contractor's protective liability. Products and completed operations coverage, contingent employer's liability, and employees as additional insured's.

Proof of this insurance must be submitted as part of your application, using **only** the City's Certificate of Insurance Form, found within the grant application. The form must be completed by an insurance representative from an insurer licensed to sell insurance in Ontario.

An applicant organization, must at its own expense, obtain and maintain in full force the required insurance ensuring it is current and up-to-date at all times throughout the application process. Organizational insurance must be in place before project delivery and application to the Advance Brampton Fund. If the application is successful, this insurance must be maintained in full force throughout the term or extended-term(s) of the Advance Brampton Fund agreement, at the applicant's own expense. Failure to maintain this insurance and provide the City with an updated Certificate of Insurance as necessary will result in an approved funding award being rescinded or funding cancelled.

5. What Projects Are Eligible for Consideration

5.1 Funding Streams

The Advance Brampton Fund offers the following funding opportunities for 2023:

Emerging Projects Stream	
2023 Funding Stream Budget:	\$200,000
Purpose:	To support new and/or small projects or innovative components of projects being tested for the first time in Brampton that align with and advance one of the outlined Term of Council Priorities. This stream supports projects that are testing an idea or new service offering.
Open To:	<ul style="list-style-type: none"> • Registered Charities • Incorporated Non-Profit Organizations

	<ul style="list-style-type: none"> Unincorporated Non-Profit Organizations
Available Funding:	Offering up to \$5,000 in matching project funds to a maximum of 50% of expenses. Advance Brampton funding can not be spent on ineligible expenses as outlined in these guidelines in section 5.4.
Grant Term:	Grant funding must be spent between January 1, 2023 and December 31, 2023. Organizations must be able to report on project outputs and outcomes by December 31.
Application Intake:	<p>Annual for 2023</p> <p>Annual Call opens: Monday, April 3, 2023, 12:00 am EST Annual Call deadline: Wednesday, May 3, 2023, 11:59 pm EST</p> <p><i>See section 6.1.1 Important Dates – Annual Intake Emerging Projects Stream for the full application intake schedule.</i></p>

5.2 City Priorities for 2023 Funding

The Advance Brampton Fund has three priority areas for funding in 2023 and prescribes the types of projects applicants may apply for within each funding stream. Applicant projects must align with one of the following project types to be eligible for 2023 funding consideration.

Priority: Brampton is a Mosaic	
Sub-Priority:	Support Inclusive Cultural Expressions Building Brampton’s identity as a creative city with a vibrant artist community.
Eligible Project Types	Arts and culture projects that align with and support the City’s Culture Master Plan by: <ul style="list-style-type: none"> contributing to the development of a creative community of artistic practice, and/or providing opportunities for the production and presentation of artistic work in Brampton.
Outputs	<p>Community of Artistic Practice:</p> <ul style="list-style-type: none"> # of artists engaged # of learning and professional development opportunities # of new connections made # of volunteers recruited # of volunteer hours <p>Presentation and Production:</p>

	<ul style="list-style-type: none"> • # of performances presented • # of creative works produced • # of artists hired • \$ value paid to Brampton artists • # of audience • \$ of revenue generated • # of volunteers recruited • # of volunteer hours
Outcomes	<ol style="list-style-type: none"> 1. Brampton artists, creators, and arts organizations are better connected, share skills, and drive innovation in their practices. 2. Brampton creators, groups, and audiences participate in meaningful exchange, enriching the community while embracing artistic expression, which showcases innovation in arts derived through cross-cultural and diverse connection and collaboration.
Sub-Priority:	<p>Inclusive and Flexible Community Spaces Making Brampton an age-friendly community that meets the needs of all ages and abilities.</p>
Eligible Project Types	<p>Programs and outreach events that advance the objectives of the City's Age-Friendly Strategy and Action Plan by improving accessibility, affordability and encouraging greater civic participation for people of all ages and abilities. Projects should focus on reducing social isolation and/or enhanced intergenerational connections.</p> <p>Proposed programs must not duplicate programs/services offered by the City of Brampton.</p>
Outputs	<p>Programs:</p> <ul style="list-style-type: none"> • # of residents engaged • # of youth engaged • # of seniors engaged • frequency of attendee participation • # new resources created • # of volunteers recruited • # of volunteer hours <p>Outreach Events:</p> <ul style="list-style-type: none"> • # of residents engaged • # of youth engaged • # of seniors engaged • # of new connections made among community stakeholders

	<ul style="list-style-type: none"> • # of volunteers recruited • # of volunteer hours
Outcomes	<ol style="list-style-type: none"> 1. Reduced incidents of social isolation among seniors and/or youth to improve resident satisfaction and quality of life. 2. Enriched connections among seniors and youth fostered through engagement that builds upon Brampton’s vibrant and diverse culture. 3. Creation of new volunteer and employment opportunities for seniors and/or youth to recognize the value of their contributions and experiences. 4. Increased awareness of programs and initiatives leading to greater community capacity to meet the diverse needs of residents, particularly vulnerable people groups and BIPOC (Black, Indigenous, and People of Colour) individuals.

Priority: Brampton is a Healthy and Safe City	
Sub-Priority:	Healthy Citizens Encouraging active and healthy lifestyles for all Bramptonians.
Eligible Project Types	<p>Projects or activities encouraging active and healthy lifestyles through:</p> <ul style="list-style-type: none"> • physical activities such as sports and recreation or • wellness programs, including education and outreach on physical literacy, healthy eating and food education <p>Programs or projects that focus on diverse populations in Brampton or on neighbourhoods that have a low well-being index level on the Region of Peel Neighbourhood Information Tool are preferred. Applicants should demonstrate this commitment in their application.</p> <p>Proposed programs must not duplicate programs/services offered by the City of Brampton. Applicants should review City delivered programs online prior to submitting an application.</p>
Outputs	<p>Physical Activities:</p> <ul style="list-style-type: none"> • # of programs delivered • # program participants

	<ul style="list-style-type: none"> • % of participants from neighbourhoods that have been rated as having a low well-being index level on the Region of Peel Neighbourhood Information Tool • # of tactics used to engage and serve ethnic/cultural populations in Brampton • # of volunteers recruited • # of volunteer hours • # of community partners involved in the project or program • # of participants to report physical and/or emotional well-being improvements as a result of program delivery <p>Wellness Programs (including education and outreach):</p> <ul style="list-style-type: none"> • # of physical literacy resources created • % of resources distributed to neighbourhoods that have been rated as having a low well-being index level on the Region of Peel Neighbourhood Information Tool • # of programs delivered • # program participants • % of participants from neighbourhoods that have been rated as having a low well-being index level on the Region of Peel Neighbourhood Information Tool • # of tactics used to engage and serve ethnic/cultural populations in Brampton • # of volunteers • # of volunteer hours • # of community partners involved in the project or program • # of participants to report physical and/or emotional well-being improvements as a result of program delivery.
Outcomes	<ol style="list-style-type: none"> 1. Brampton residents have increased access to physical activities. 2. Brampton residents have increased access to educational materials on physical literacy, healthy eating, etc. 3. Physical and/or emotional well-being improvements in program participants.

Sub-Priority:	<p>Community Safety and Well-Being Supporting a sustainable community where everyone is safe, has a sense of belonging, opportunities to participate, and where individuals and families are able to meet their needs for education, health care, food, housing, income, and social and cultural expression.</p>
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Eligible Project Types	<p>Projects that align with and support Peel's Community Safety and Well-Being Plan. Projects should fall under one of the four levels of intervention outlined in the framework:</p> <ul style="list-style-type: none"> • Social Development – promoting and maintaining community safety and wellbeing • Prevention – proactively reducing identified risks • Risk Intervention – mitigating situations of elevated risk • Incident response – critical and non-critical incident response
Outputs	<ul style="list-style-type: none"> • # of programs delivered • # of program participants and their levels of participation • % of participants from neighbourhoods that have been rated as having a low well-being index level on the Region of Peel Neighbourhood Information Tool • # of tactics used to engage and serve ethnic/cultural populations in Brampton • # of volunteers • # of volunteer hours • # of community partners involved in the project or program • # of participants to report mental and/or emotional well-being improvements as a result of program delivery
Outcomes	<ol style="list-style-type: none"> 1. Neighbourhood level interventions are initiated to address neighbourhood and/or community concerns. 2. Initiatives nurture social connectedness amongst residents. 3. Initiatives promote civic engagement and help people develop a better understanding of how to interact with the municipality and different levels of government. 4. Initiatives promote collaboration amongst groups/organizations/people to achieve a common goal.

Priority: Brampton is a Green City	
Sub-Priority:	<p>Implement a Green Framework Growing an environmentally sustainable, green Brampton that contributes to a better quality of life, economic opportunity, and community pride for all residents.</p>
Eligible Project Types	<p>Environmental stewardship projects that support the Brampton Grow Green Environmental Master Plan and the Active Transportation Master Plan by encouraging active transportation (e.g. walking or cycling) and providing opportunities for residents to learn about environmental issues and solutions (e.g. climate change, biodiversity and energy efficiency).</p>
Outputs	<p>Environmental Education Projects:</p> <ul style="list-style-type: none"> • # of participants • # of workshops or educational sessions provided • # of educational materials produced • # of volunteers

	<ul style="list-style-type: none"> • # of volunteer hours <p>Active Transportation Projects:</p> <ul style="list-style-type: none"> • # of participants • # of workshops or educational sessions provided • # of educational materials produced • # of volunteers • # of volunteer hours
Outcomes	<ol style="list-style-type: none"> 1. Brampton residents are more aware of environmental issues and actions that they can take to improve their environmental sustainability. 2. Brampton residents are more willing to use active transportation methods to get around the city, reducing carbon emissions and improving quality of life. 3. Brampton community groups increase their capacity, knowledge, skills, and reach to deliver on-the-ground projects that improve the environmental sustainability performance of Brampton.

5.3 Applicant Responsibilities

In the delivery of projects, organizations shall comply with all applicable laws, regulations, rules, orders and other requirements of governmental authorities having jurisdiction, including City by-laws and policies, including all federal and provincial laws, regulations and orders, municipal by-laws and directives, the guidelines, directives and recommendations of public health authorities to protect public health and safety.

The City may, without advance notice, be required to revise the priorities for 2023 funding and project eligibility to ensure compliance with applicable laws and public health guidance.

Projects must be appropriate for broad public consumption. Project content must not be offensive, inflammatory, discriminatory, mature, or otherwise controversial in nature. The City reserves the right to determine what is appropriate for public consumption.

All Advance Brampton Fund Grants are considered ‘matching’ grants. This means the budget submitted with each application must show project expenses where the total value is at least double the requested grant amount. The matching 50% from the organization must be paid by other sources, including revenue, sponsorship, gifts-in-kind and/or volunteer hours.

Applicants are also responsible for completing a grant close-out report within 60 days of the end of their project as specified within their application (or by December 31, 2023, whichever comes first). This report details project implementation and directly aligns with the application, including the project budget. Using the application and budget as a guide,

grantees will specify amounts spent on the project and submit documented support for actual expenditures. Therefore grantees must track all of their expenses and keep detailed records. Close-out reports also include project outputs and outcomes.

5.4 Ineligible Expenses

- Activities taking place outside of Brampton,
- Banquets, trophies, or award presentations,
- Bursaries, scholarships or granting programs,
- Expenses associated with alcohol, tobacco or any other controlled substances (including costs related to the sale of these items),
- Expenses that fall outside of the calendar project year (January 2023 – December 2023)
- Expenses considered to be a part of the organization’s general operation, staffing and administration, which are not directly related to the delivery of the project (For example: rent, salary, overhead, etc.),
- Fireworks,
- Fundraising is not an eligible primary activity of the Advance Brampton Fund (See *Section 11: General Funding Provisions for additional details*),
- Insurance,
- Politically partisan activities,
- Private events that are not open and inclusive to the general public, including but not limited to: club member events or club member recruitment,
- Religious activities,
- Travel and accommodations,
- Projects and programs already funded through other City of Brampton sources,
- Within the Emerging Stream, capital expenditures over \$2,500, or that are not related directly to the delivery of the project are ineligible.

6. Getting Ready to Apply to the Advance Brampton Fund

6.1 Important Dates

6.1.1 Annual Intake - Emerging Projects Stream

Applications to the Emerging Projects Stream are accepted annually for 2023, following the table below.

Applications must be submitted in the online grants portal by 11:59 pm EST on deadline day.

Annual Intake:

Call for Applications Open Date:	April 3, 2023, 12:00 am EST
Last Day to Ask Questions of Staff by Email or Phone:	May 1, 2023, 4:30 pm EST

Deadline for Applications:	May 3, 2023, 11:59 pm EST
Evaluation Period:	May – June 2023
Notice to Applicants*:	July 2023

Only complete applications will be processed by the Advance Brampton Fund. An application is considered complete when all supporting documentation, including expense templates, have been received and the application is submitted on the online grants portal. Incomplete and/or late applications will not be processed.

The City is under no obligation to provide funding if an organization chooses to start a project or otherwise commits funds before making or being notified of the outcome of their grant application. Submitting an application for funding does not guarantee an award of funding, and funding in previous years does not guarantee future funding and/or ongoing financial support.

6.2 Application Limitations

There is a limit of two (2) applications per organization annually to the Advance Brampton Fund:

- Maximum of one (1) application to either the Amplifying or Developing Projects Stream.
- Maximum of one (1) application to the Emerging Projects Stream.
- The Advance Brampton Fund will only fund a project once in a calendar year. If submitting more than one application as outlined above, both applications must be for unique projects.

6.3 Required Eligibility Documents

The following documents must be uploaded as part of the application and will be used to determine an organization’s eligibility for the Fund. It is advised that applicants gather and prepare these documents in advance to ensure a smooth process when applying.

Failure to submit the required documentation with the application may result in the organization’s application being considered incomplete and rendered ineligible for funding consideration.

6.3.1 Evidence of Organizational Status

The requirements for providing evidence of organization status vary depending on the type of organization that is applying. **Please adhere to the specific document submissions listed below. Other documents will not be accepted. Note that all organizational names and addresses appearing on the application and the supporting documents submitted must be the same. Address verification is a key part of the qualification process, and inconsistencies may cause the application to**

be declined. Documentation submitted with applications must be dated for the calendar year in which they are being provided.

Registered Charity

If the applicant organization is a Registered Charity, the following documents are required to be submitted as part of the application:

- An electronic copy of the Registered Charity's Detail page, also known as the T3010 document, on the Canada Revenue Agency website the Charity Detail page must list a Brampton office address for the organization.
 - Please refer to Appendix A for instructions on accessing this page and a sample Charity Detail page
- If the Registered Charity is incorporated, a Corporation Profile Report or Corporation Information page is also required. The Corporation Profile Report must also list a Brampton office address for the organization.
 - For instructions on accessing a Federal Corporation Information page and a sample copy, if your Registered Charity is Federally Incorporated, please refer to Appendix B.
 - For instructions on accessing a Corporation Profile Report and a sample copy if your Registered Charity is incorporated in Ontario, please refer to Appendix C.

Incorporated Non-Profit Organization

If the applicant organization is an Incorporated Non-Profit Organization, the following document is required to be submitted as part of the application:

- A Corporation Information Page or Corporation Profile Report, must list a Brampton office address for the organization.
 - For instructions on accessing a Federal Corporation Information page and a sample copy, if your organization is Federally Incorporated, please refer to Appendix B.
 - For instructions on accessing a Corporation Profile Report and a sample copy if your organization is incorporated in Ontario, please refer to Appendix C.

Unincorporated Non-Profit Organization

If the applicant organization is an Unincorporated Non-Profit Organization, the following documents are required to be submitted as part of the application:

- A document containing the names of two (2) authorized members who jointly have the authority to bind the organization and all its members, are over the age of 19 and have permanent residential addresses in Brampton and confirming that those individuals are executing the grant application and will execute the City's grant agreement both personally and on behalf of the organization.

- The two (2) authorized members must submit photocopies of their photo identification, proving they are over the age of 19 and hold Brampton residential addresses.
- A list of members of the organization’s volunteer Board of Directors.
- A copy of the organization’s current constitution, by-laws, charter, or terms of agreement evidencing the organization’s non-profit purpose.
 - If the organization does not have a pre-existing constitution, by-laws, charter, or terms of agreement, please refer to Appendix D for a sample terms of agreement.

6.3.2 Certificate of Insurance

All applicant organizations must submit with their application a completed copy of the City of Brampton’s Certificate of Insurance Form, evidencing that the organization has, in effect, Commercial General Liability insurance in the amount of \$2 million, as outlined in section 4.3 of these guidelines. This form must be completed by an insurance representative from an insurer licensed to sell insurance in Ontario.

The Certificate of Insurance Form is available on the online grant portal within your application. A sample copy is attached to these guidelines as Appendix E.

Note: Failure to submit valid Required Eligibility Documents by program application deadlines may result in the application being rejected without further evaluation.

7 Applying to the Advance Brampton Fund

The City requires all grant applications to be submitted through the online grants portal at brampton.ca/abf unless alternate arrangements for accessibility have been made with the Coordinator in advance.

How to Apply

To access the Advance Brampton Fund online grants portal, please visit: brampton.ca/abf. Click on “**Apply Now**”.

1) Register or Login to the Grants and Funding Portal

You will be redirected to the City of Brampton Grants and Funding Portal.

- If this is your first time applying to the Advance Brampton Fund, click “**Register**” to create an account. Fill out the requested information and click “**Submit**”.

- If you have applied to the Advance Brampton Fund before and have an account, click “**Login**” to access the portal.

2) Select Funding Program

Once you have registered/logged in to the portal, you can review the available funding programs. Select the program you wish to apply to and click “**Apply**” to start an application.

3) Complete the Application

Review the application and answer all the questions. Where directed, upload the required eligibility documents outlined in section 6.3 of these guidelines:

- 6.3.1 – Evidence of Organizational Status
- 6.3.2 – Certificate of Insurance

All information provided in the application and related attachments must be true, correct and complete, as verified by an authorized official(s) from your organization.

Submit your application and required supporting documents before the application deadline date. Late and/or incomplete applications will not be processed.

4) Submission Confirmation

A system-generated message will inform you that your application has been successfully submitted.

A successfully submitted application is not a guarantee of funding. All successfully submitted applications will be evaluated and scored by an Evaluation Panel(s) as described in the Evaluation of Applications section.

8 Evaluation of Applications

All Advance Brampton Fund applications will be reviewed by City staff for completeness and eligibility. All complete and eligible applications will then be provided to an Evaluation Panel(s) for evaluation.

All Advance Brampton Fund funding streams will be assessed by an Evaluation Panel(s) comprised of City staff possessing subject matter expertise.

Each application will be reviewed and assessed against the criteria as outlined in the following appendices:

- Appendix F Application Questions and Evaluation Criteria Matrix – Emerging Projects Stream

Applicants are strongly encouraged to refer to the criteria to ensure the preparation of a competitive application.

The Evaluation Panel(s) will review submissions based on a point-scoring system with a total maximum score of 100 points (100%). Applications to the Emerging Projects Stream must receive a minimum score of 50 points (50%) to be considered for funding. Achieving a minimum score and/or meeting all compliance requirements does not guarantee funding.

Funding depends on the number of eligible applications received, and the competitive score an Evaluation Panel awards each application. Funds will be distributed to the highest-scoring applications in each stream and priority until available funds are distributed.

Requested grant amounts can be corrected during application review due to ineligible expenses in an expense template submission. The application may be withdrawn if an applicant organization cannot deliver the project with the revised funding amount

The scores awarded to applications by the Evaluation Panel(s) are considered final.

Applicants will be notified by email, as listed on the grant application, regarding the final result of their application. All granting streams require signed grant agreements to be executed before funding will be released.

9 Successful Recipients

Successful Advance Brampton Fund recipients must enter into a grant agreement with the City. The agreement must be signed on behalf of the applicant(s) by the individual(s) who is/are an authorized member(s) or officer(s) of the organization as indicated in the application or such other document(s) acceptable to the Coordinator. As part of the process of signing this agreement, the grant recipient's obligations in receiving municipal grant funding should be reviewed in detail.

Successful grant recipients must have a bank account in the organization's name to receive grant funding and to submit a City of Brampton direct deposit form, completed, signed and authorized by their bank.

9.1 Payment Schedule

Stream and Funding	Payment Schedule
Emerging Projects Stream Maximum \$5,000	100% of the total grant awarded will be paid following contract execution.

9.2 Recognition of City of Brampton Funding

All Advance Brampton recipients must acknowledge the financial support provided by the City of Brampton in all promotional and program materials. Final approval by the Coordinator of all promotional materials is required before release. The following is an example of the displayed acknowledgement required on all promotional materials:



The City will provide logos and their terms of use in various digital formats for inclusion in promotional and program materials.

10 Project Close-Out Reporting

A mandatory requirement of all Advance Brampton Fund streams is submitting a Project Close-Out Report following project completion (i.e. the full delivery of the project scope as outlined in the grant application and approved by the City in the funding agreement). This report aims to evaluate the success of the recipient's project and to account for the spending of Advance Brampton Funds received.

The Project Close-Out report template is provided to recipients through the online grant portal. The Project Close-Out Report will address two main areas of focus:

- 1) A review of project goals and objectives as presented in the recipient's application and committed to in the Advance Brampton Fund agreement, including the success of the project in achieving these goals and objectives (i.e. meeting stated outputs and outcomes) and/or lessons learned as a result of the project.
- 2) Final completed Project Expenses Worksheet, including copies of all costs/expenses incurred in connection with the project. All invoices and receipts are to be itemized (vendor, reason, date paid, etc.) and supported by originals of the invoices. To prove expenses within a project, an applicant is expected to provide proof of charge and payment, which can be point-of-sale receipts,

invoices marked as paid, payroll documentation, cheques, bank statements and/or credit card statements.

- 3) The value of Volunteer hours and Gift in Kind are eligible for matching contributions. The value of gift in kind can be proven through an advertisement for a product showing the fair market value or a quotation for service from the provider. Volunteer hours must be tracked comprehensively by the volunteer's name, date they volunteered and how many hours they volunteered on the given day; this tracking must be submitted with your close-out report. Volunteer hours are valued at \$15.00/hour.

The report is required within sixty (60) days after the completion of the project or by December 31, 2023, whichever comes first. Failure to comply with these terms may result in the following:

- Forfeiture of 10% funding holdback
- Ineligibility for future funding programs
- repayment of awarded grant funding

Recipients who do not intend to apply in subsequent years must complete a Project Close-Out Report as per the signed grant agreement. This will ensure the organization can apply for funding in future years if they choose to do so and closes the file for audit purposes (i.e. examination and verification of a recipient's accounts, statements, and other records).

Organizations that do not submit a Project Close-Out Report may be forced to return their total grant value and may be placed in 'Concerned Status', resulting in ineligibility for future ABF funds.

11 General Funding Provisions

The following General Funding Provisions will apply to all 2023 Advance Brampton Funding streams and applications.

- Advance Brampton Fund grants advanced should not be viewed as the sole source of funding for an applicant's project. Applicants are encouraged to seek additional funding sources for their projects, including sponsorships, other grant opportunities, etc. Funding from any other City sources, including elected officials, and any in-kind support (i.e. donated materials or services) must be disclosed and will be deducted from any awarded grant funding.
- Advance Brampton Fund grants may only be used for the project approved as outlined in the original application. The City will cancel funding in cases where the

project, venue or date changes without consultation with and written agreement of the Grants Administration Officer.

- Approved Advance Brampton Fund grant agreements cannot be transferred to another organization without explicit written permission from the City.
- At its sole discretion, the City reserves the right to deem ineligible for future funding organizations which do not meet the obligations of their Advance Brampton Fund agreements with the City.
- The City reserves the right to cancel and require repayment of awarded grant funding without notice if the recipient is in violation of any of the terms and conditions set forth in the guidelines or other legally binding agreements.
- All recipients must sign an Advance Brampton Fund agreement that includes details regarding reporting, indemnity, accessibility, accountability, insurance and disclosure of conflict.
- The City reserves the right to request bank statements, credit statements, and cheque copies for the project period and/or audited financial statements.
- Successful applicants will receive funds by electronic transfer to the bank account of the recipient organization noted in the application form.
- In the case of a project cancellation or recipient default resulting in termination of agreement, the recipient will be required to repay the entire amount of funding issued by the City's Advance Brampton Fund.
- Applicants are responsible for managing expenses in a way that will allow for full reporting on Advance Brampton Fund timelines. Projects must prove expenses as part of the close-out report 60 days after the project end date or by December 31, 2023, whichever comes first.
- All applicants must comply with all conditions and requirements in the Ontario Human Rights Code, the Charter of Rights and Freedoms, and any other applicable laws, City by-laws, and corporate policies.
- Projects with fundraising as the primary activity or objective are not eligible for funding by the Advance Brampton Fund. Any third-party fundraising efforts must be disclosed in the application and be secondary components of the project.

Proceeds must be directed back to registered charities and incorporated non-profit organizations within Brampton, as evidenced by an official letter from the organization or Charity confirming this arrangement. The applicant is responsible for verifying the organization's status as a registered charity or incorporated non-profit. Failure to do so may result in the organization being deemed ineligible for future funding years or an application being declined.

- Recipients cannot use Advance Brampton Fund grant funding towards a donation (i.e. philanthropic donated funds, materials, supplies or services) to a third party or for a project that collects pledges or registrations towards fundraising for the recipient organization or a third party.
- The City reserves the right to amend or impose additional terms and conditions as deemed necessary by the City.

12 Access to Information and Protection of Privacy

The City of Brampton collects information required to evaluate Advance Brampton Fund applications, administration of funding agreements, and reporting. All information collected is retained in City records as required by the City's Record Retention By-Law. Records are maintained according to City policies and in compliance with Provincial and Federal legislation, including the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

Information about activities funded by the Advance Brampton Fund, including the activity name, activity description, and the organization's name or individual members of unincorporated organizations undertaking the activity, will be made public by the City. Additional information may be disclosed to individual members of the public in response to access to information requests made under the Act.

The City limits the collection of personal information to that information necessary for the efficient program administration. As a part of the grant application process, the City collects contact information consisting of the name, address, email address and telephone number of the primary point of contact for the applicant and any individuals signing a grant agreement. Where this information constitutes personal information, it is collected under the authority of the Municipal Act S.O. 2001, c.25. This information is used only to contact applicants for purposes related to evaluating, administering and reporting on grant applications. Questions about the collection of personal information should be directed to the Coordinator.

13 Appendices

- Appendix A Instructions on how to access a Registered Charity's Charity Detail page on the Canada Revenue Agency website and a sample Charity Detail page copy.
- Appendix B Instructions on how to access a Federal Corporation Information page on the Government of Canada Website and a sample copy of a Federal Corporation Information page.
- Appendix C Instructions on how to access a Corporation Profile Report and a sample copy if your Registered Charity or Incorporated Non-Profit Organization is Provincially Incorporated.
- Appendix D Sample terms of agreement template for Unincorporated Non-Profit Organizations.
- Appendix E Sample City of Brampton Certificate of Insurance Form (actual certificate is available within the application portal)
- Appendix F Application Questions and Evaluation Criteria Matrix – Emerging Projects Stream

14 Appendix A

Instructions on how to access a Registered Charity’s Charity Detail page on the Canada Revenue Agency’s website and a sample Charity Detail page copy.

How to Access a Registered Charity’s Charity Detail Page:	
Step 1:	<ul style="list-style-type: none"> Visit the Government of Canada Revenue Agency’s List of Charities – basic search webpage.
Step 2:	<ul style="list-style-type: none"> Type your Charity’s name into the “Charity name” search box. Press the Search icon.
Step 3:	<ul style="list-style-type: none"> From the “Basic search results” page, select your Charity from the list of search results.
Step 4:	<ul style="list-style-type: none"> You should now be looking at the “Quick View” for your Charity. At the top of the webpage underneath your Charity’s name, click the link “Charity’s detail page”.
Step 5:	<p>Save an electronic copy of this page by one of the following methods:</p> <ul style="list-style-type: none"> Print as a PDF document and save it to your computer files Print a hard copy, then scan and save it in your computer files as a PDF or JPG.

- Note: Refer to the following two pages of these Guidelines for a Sample Charity Detail page.**



Detail page

i Use this page to confirm a charity's status and Business/Registration number. The Charities Directorate has not necessarily verified the other information provided by the charity.

[Redacted]

Business/Registration number:

[Redacted]

Charity status:

Registered

Effective date of status:

[Redacted]

Sanction:

[Redacted]

Language of correspondence:

[Redacted]

Designation:

Charitable organization

Charity type:

[Redacted]

Category:



Address:



City:

BRAMPTON

Province, territory, outside of Canada:

ON

Country:

CA

Postal code/Zip code:



Charity Email address:



Charity website address:

View this charity's quick view information

Quick view

Links to Websites not under the control of the Government of Canada (GoC) are provided solely for the convenience of users. The GoC is not responsible for the accuracy, currency or the reliability of the content. The GoC does not offer any guarantee in that regard and is not responsible for the information found through these links, nor does it endorse the sites and their content. Users should be aware that information offered by non-

15 Appendix B

Instructions on how to access a Federal Corporation Information page on the Government of Canada Website and a sample copy of a Federal Corporation Information page.

How to Access a Federal Corporation Information Page:	
<i>*For use if your Registered Charity or Incorporated Non-Profit Organization is Federally Incorporated.</i>	
Step 1:	<ul style="list-style-type: none"> Visit the Government of Canada’s “Search for a Federal Corporation” webpage.
Step 2:	<ul style="list-style-type: none"> Type your Corporation’s name and/or number into the “Corporation name” and/or “Corporation number” search boxes. Press the Search icon.
Step 3:	<ul style="list-style-type: none"> From the “Search Results” page, select your Corporation from the list of search results.
Step 4:	<ul style="list-style-type: none"> You should now be looking at the “Federal Corporation Information” for your Corporation.
Step 5:	<p>Save an electronic copy of this page by one of the following methods:</p> <ul style="list-style-type: none"> Print as a PDF document and save it to your computer files Print a hard copy, then scan and save it in your computer files as a PDF or JPG.

- Note: The organizational name and address must match the one submitted in your application. If necessary, applicants can submit a [Change of Registered Office Address Form](#) (Form 4003) for Non-Profits Federal Government and submit a copy with their application. **Refer to the following three pages of these Guidelines for a Sample Federal Corporation Information page.**



Government
of Canada

Gouvernement
du Canada

[Canada.ca](#) → [Innovation, Science and Economic Development Canada](#)

→ [Corporations Canada](#) → [Search for a Federal Corporation](#)

Federal Corporation Information - [REDACTED]

[Order copies of corporate documents](#)

Note

This information is available to the public in accordance with legislation (see [Public disclosure of corporate information](#)).

Corporation Number

[REDACTED]

Business Number (BN)

[REDACTED]

Corporate Name

[REDACTED]

Status

Active

Governing Legislation

Canada Not-for-profit Corporations Act - 2020-09-03

[Order a Corporate Profile](#) [\[View PDF Sample\]](#) [\[View HTML Sample\]](#).

[PDF Readers](#)

Registered Office Address

[REDACTED]

Brampton ON [REDACTED]
Canada

Note

Active NFP Act corporations are required to update this information. Changes are only legally effective when filed with Corporations Canada. A corporation key is required. If you are not authorized to update this information, you can either contact the corporation or contact Corporations Canada. We will inform the corporation of its reporting obligations.

Directors

Minimum 1

Maximum 10

[Redacted]
[Redacted]
[Redacted]
[Redacted]

[Redacted]
[Redacted]
[Redacted]
[Redacted]

[Redacted]
[Redacted]
[Redacted]
[Redacted]

[Redacted]
[Redacted]
[Redacted]
[Redacted]

[Redacted]
[Redacted]
[Redacted]
[Redacted]

i Note

Active NFP Act corporations are required to update director information (names, addresses, etc.) within 15 days of any change. A corporation key is required. If you are not authorized to update this information, you can either contact the corporation or contact Corporations Canada. We will inform the corporation of its reporting obligations.

Annual Filings

Anniversary Date (MM-DD)

██████

Date of Last Annual Meeting

██████████

Annual Filing Period (MM-DD)

██████████

Type of Corporation

██████████

Status of Annual Filings

██████████

Corporate History

Corporate Name History

████████████████████

██

Certificates and Filings

Certificate of Incorporation

██████████

16 Appendix C

Instructions on how to access a Provincial Corporation Profile Report and a sample copy of a Provincial Corporation Profile Report.

<p>How to Access a Provincial Corporation Profile Report: <i>*For use if your Registered Charity or Incorporated Non-Profit Organization is Provincially Incorporated.</i></p>	
<p>You can search for Provincial corporation records online using the Ontario Business Directory. To do this copy and paste the below link into your web browser, do not click it:</p> <p>https://www.appmybizaccount.gov.on.ca/onbis/master/viewInstance/view.pub?id=3abd3bce3cc0ad2abd1ce2eb8e1345f88ba1a0d4b43096c3#scrollTop</p> <p>If the page that opens has a message that reads “The page you have requested can not be found. Ensure you are logged in if required, else contact your system administrator”. Click ‘Services’ on the top menu and then click on ‘Search the Registry’.</p>	
Step 1:	Type the name of your Non-Profit Corporation into the ‘Search For’ box.
Step 2:	Select your organizations from the list that opens
Step 3:	Click on ‘Request Search Products’.
Step 4:	<ul style="list-style-type: none"> Click on ‘Profile Report’ and select ‘ecore by Dye & Durham Corporation as the authorized service provider.
Step 5:	Click on ‘Continue to Service Provider website’
Step 6:	Click ‘Yes’ on the pop up window
Step 7:	Select your organization from the list
Step 8:	Select ‘Profile Report’ from the list
Step 9:	Provide your personal information in the space provided
Step 10:	Click ‘Proceed to payment’
Step 11:	Provide your credit card information and pay the \$115.00 processing fee. The Ontario Government’s website suggests there is no charge, but the provider charges a processing fee.
Step 12:	Once complete your Profile Report should be available

- Note: The organizational name and address must match the one submitted in your application. If necessary, applicants can submit a [Notice of Change Form](#) to the Provincial Government and submit a copy with their application. **Refer to the next four pages of these Guidelines for a Sample Provincial Corporation Profile Report.**

Transaction Number: [REDACTED]



Ministry of Government and Consumer Services

Profile Report

[REDACTED]

Type
Name
Ontario Corporation Number (OCN)
Governing Jurisdiction
Status
Date of Incorporation/Amalgamation
Registered or Head Office Address

Not-for-Profit Corporation

[REDACTED]

Canada - Ontario
Active

[REDACTED]

[REDACTED]

Certified a true copy of the record of the Ministry of Government and Consumer Services.

Barbara Duckitt

Director, Registrar

This report sets out the most recent information filed on or after June 27, 1992 in respect of corporations and April 1, 1994 in respect of Business Names Act and Limited Partnerships Act filings and recorded in the electronic records maintained by the Ministry as of the date and time the report is generated, unless the report is generated for a previous date. If this report is generated for a previous date, the report sets out the most recent information filed and recorded in the electronic records maintained by the Ministry up to the "as of" date indicated on the report. Additional historical information may exist in paper or microfiche format.

Transaction Number: [REDACTED]

Active Director(s)

Minimum Number of Directors
Maximum Number of Directors

[REDACTED]

Name
Address for Service
Date Began

[REDACTED]

Name
Address for Service
Date Began

[REDACTED]

Name
Address for Service
Date Began

[REDACTED]

Certified a true copy of the record of the Ministry of Government and Consumer Services.

Barbara Duckitt

Director/Registrar

This report sets out the most recent information filed on or after June 27, 1992 in respect of corporations and April 1, 1994 in respect of Business Names Act and Limited Partnerships Act filings and recorded in the electronic records maintained by the Ministry as of the date and time the report is generated, unless the report is generated for a previous date. If this report is generated for a previous date, the report sets out the most recent information filed and recorded in the electronic records maintained by the Ministry up to the "as of" date indicated on this report. Additional historical information may exist in paper or microfiche format.

Transaction Number: [REDACTED]



Active Officer(s)

There are no active Officers currently on file for this corporation.

Certified a true copy of the record of the Ministry of Government and Consumer Services.

Suzanne Duchette

Director/Registrar

This report sets out the most recent information filed on or after June 27, 1992 in respect of corporations and April 1, 1994 in respect of Business Names Act and Limited Partnerships Act filings and recorded in the electronic records maintained by the Ministry as of the date and time the report is generated, unless the report is generated for a previous date. If this report is generated for a previous date, the report sets out the most recent information filed and recorded in the electronic records maintained by the Ministry up to the "as of" date indicated on the report. Additional historical information may exist in paper or microfiche format.

Page 3 of 7

Transaction Number: [REDACTED]



Corporate Name History

Name

Effective Date

[REDACTED]



Certified a true copy of the record of the Ministry of Government and Consumer Services.

Stephanie Duckitt

Director, Registrar

This report sets out the most recent information filed on or after June 27, 1992 in respect of corporations and April 1, 1994 in respect of Business Names Act and Limited Partnerships Act filings and recorded in the electronic records maintained by the Ministry as of the date and time the report is generated, unless the report is generated for a previous date. If this report is generated for a previous date, the report sets out the most recent information filed and recorded in the electronic records maintained by the Ministry up to the "as of" date indicated on the report. Additional historical information may exist in paper or microfiche format.

Transaction Number: [REDACTED]



Active Business Names

This corporation does not have any active business names registered under the Business Names Act in Ontario.

Certified a true copy of the record of the Ministry of Government and Consumer Services.

Barbara Duckitt

Director/Registrar

This report sets out the most recent information filed on or after June 27, 1992 in respect of corporations and April 1, 1994 in respect of Business Names Act and Limited Partnerships Act filings and recorded in the electronic records maintained by the Ministry as of the date and time the report is generated, unless the report is generated for a previous date. If this report is generated for a previous date, the report sets out the most recent information filed and recorded in the electronic records maintained by the Ministry up to the "as of" date indicated on the report. Additional historical information may exist in paper or microfiche format.

Page 5 of 7

Transaction Number: [REDACTED]



Expired or Cancelled Business Names

This corporation does not have any expired or cancelled business names registered under the Business Names Act in Ontario.

Certified a true copy of the record of the Ministry of Government and Consumer Services.

Barbara Duckitt

Director/Registrar

This report sets out the most recent information filed on or after June 27, 1992 in respect of corporations and April 1, 1994 in respect of Business Names Act and Limited Partnerships Act filings and recorded in the electronic records maintained by the Ministry as of the date and time the report is generated, unless the report is generated for a previous date. If this report is generated for a previous date, the report sets out the most recent information filed and recorded in the electronic records maintained by the Ministry up to the "as of" date indicated on the report. Additional historical information may exist in paper or microfiche format.

Page 6 of 7

Transaction Number: [REDACTED]



Document List

Filing Name

Effective Date



[REDACTED]

Certified a true copy of the record of the Ministry of Government and Consumer Services.

Barbara Duckitt

Director, Registrar

This report sets out the most recent information filed on or after June 27, 1992 in respect of corporations and April 1, 1994 in respect of Business Names Act and Limited Partnerships Act filings and recorded in the electronic records maintained by the Ministry as of the date and time the report is generated, unless the report is generated for a previous date. If this report is generated for a previous date, the report sets out the most recent information filed and recorded in the electronic records maintained by the Ministry up to the "as of" date indicated on the report. Additional historical information may exist in paper or microfilm format.

17 Appendix D

Sample terms of agreement for Unincorporated Non-Profit Organizations.


Sample Terms of Agreement for Unincorporated Non-Profit Organizations:
The following organizations offer free sample terms of agreement for Unincorporated Non-Profit Organizations to refer to:
<ul style="list-style-type: none">• Ontario Organizational Development Program: https://oodp.ca/media/woocommerce_uploads/Board-Committee-Terms-of-Reference-Template-.pdf
<ul style="list-style-type: none">• The Governance Group: https://governance.ca/wp-content/uploads/2020/05/Board-of-directors-terms-of-reference-sample.pdf
<ul style="list-style-type: none">• Imagine Canada: http://sectorsource.ca/standards-community/standards-reference-guide/standard-a17-board-terms-reference

18 Appendix E

Sample City of Brampton Certificate of Insurance Form.

(Actual certificate is available within your application.)

- This certificate must be filled out by an insurance professional.
- Insurance companies providing coverage must meet the definition provided at the top of the certificate.
- This certificate must be completed and submitted with your application. No other documentation will be accepted. This certificate proves you have the required coverages and that the City of Brampton has been named as an additional insured on the policy.



The Corporation of the City of Brampton
Certificate of Insurance

NOTE: Insurance Company MUST have a minimum rating of: 'B+' (A.M.Best); 'Baa' (Moody's); or 'BBB' (Standard and Poor's)

Advance
Brampton Fund

Proof of Liability Insurance will be accepted on this form only.
****IF A FACSIMILE HAS BEEN TRANSMITTED, THE ORIGINAL CERTIFICATE MUST FOLLOW****

This is to certify that the policies of insurance as described below have been issued by the undersigned to the insured named below and are in force at this time.

NAME OF INSURED		TELEPHONE NUMBER		AREA CODE	
ADDRESS OF INSURED		CITY		POSTAL CODE	
TYPE OF INSURANCE	INSURANCE COMPANY	POLICY NUMBER	EFFECTIVE (YR./MO./DAY)	EXPIRY DATE (YR./MO./DAY)	LIMITS OF LIABILITY (BODILY INJURY & PROPERTY DAMAGE - INCLUSIVE)
<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			▼ ▼ ▼	▼ ▼ ▼	PER OCCURRENCE
<input type="checkbox"/> UMBRELLA			▼ ▼ ▼	▼ ▼ ▼	
<input type="checkbox"/> EXCESS			▼ ▼ ▼	▼ ▼ ▼	
<input type="checkbox"/> OTHER			▼ ▼ ▼	▼ ▼ ▼	

Commercial General Liability - Occurrence Basis, Including Personal Injury, Property Damage, Contractual Liability, Non-Owned Automobile Liability, Owner's and Contractor's Protective Coverage, Products - Completed Operations, Contingent Employers Liability, Cross Liability Clause and Severability of Interest Clause.

Tenant's Legal Liability Yes No Limit _____

<input checked="" type="checkbox"/> MOTOR VEHICLE LIABILITY			▼ ▼ ▼	▼ ▼ ▼	
---	--	--	-------	-------	--

Motor Vehicle Liability - must cover all vehicles owned, or operated by, or on behalf of the insured.

THE CORPORATION OF THE CITY OF BRAMPTON has been added as an additional insured under the Commercial General Liability, but only with respect to the liability arising out of the operations of the Named Insured.

Should any of the above described policies be cancelled or materially changed so as to effect the coverage stated above, thirty (30) days prior written notice by registered mail (OR notification in compliance with the Statutory Conditions of OAP 1, Sept. 1, 2010 ed.) will be given by the insure(s) to:

The Corporation of the City of Brampton
 Attention: Coordinator, Advance Brampton Fund, Economic Development & Culture
 2 Wellington Street West, Brampton, Ontario L6Y 4R2
 Phone: 905-874-3395 E-mail: abf@brampton.ca

This certificate is executed and issued to the aforesaid Corporation of the City of Brampton, the day and date herein written below:

DATE	YR. ▼	MO. ▼	DAY ▼	NAME OF INSURANCE COMPANY (not broker)
NAME OF INSURANCE BROKER	AUTHORIZED REPRESENTATIVE OR OFFICIAL BY:			

*****THIS FORM MUST BE COMPLETED & SIGNED BY YOUR INSURANCE BROKER*****

Revised Nov 2019

19 Appendix F

Application Questions and Evaluation Criteria Matrix for the Emerging Projects Stream

EMERGING PROJECTS STREAM: REVIEW STAGE 1: ADMINISTRATIVE REVIEW

QUESTION:	I confirm I have been given authority to submit this application. <i>Note: You must have authorization from your organization to complete this application.</i>
REVIEW CRITERIA:	Box must be checked.
WEIGHTING:	N/A

QUESTION:	Organization Contact Details: <i>Note: Your Organization Contact is the designated person who has the authority to submit this application.</i> <ul style="list-style-type: none"> • Name: • Position: • Email: • Phone:
REVIEW CRITERIA:	Fields must be completed.
WEIGHTING:	N/A

QUESTION:	Organization Legal Name: <i>Note: This is the name under which your organization is legally registered.</i>
REVIEW CRITERIA:	Field must be completed.
WEIGHTING:	N/A

QUESTION:	Office Address: <i>Note: Your organization must be Brampton-based, which is defined as having a permanent office address in Brampton.</i>
REVIEW CRITERIA:	Field must be completed. The office address must be in Brampton.
WEIGHTING:	N/A

QUESTION:	Select your organization type: <ul style="list-style-type: none"> • Registered Charity • Incorporated non-profit organization • Unincorporated non-profit organization
REVIEW CRITERIA:	One of the options must be selected.
WEIGHTING:	N/A

**EMERGING PROJECTS STREAM:
REVIEW STAGE 1: ADMINISTRATIVE REVIEW - CONTINUED**

QUESTION:	<p>If you are a registered charity, upload a copy of your Charity Detail page from the Canada Revenue Agency (CRA) website. If your Charity is incorporated, upload a copy of the Federal Corporation Information page or the Provincial Corporation Profile Report, as well.</p> <p>Note 1: See Appendices A, B and C of the Advance Brampton Fund 2023 Guidelines for instructions on obtaining a Charity Detail page and, if applicable, a Federal Corporation Information page or Provincial Corporation Profile Report for your organization.</p> <p>Note 2: The legal name and address provided for your organization on this application must match that on file with the CRA.</p>
REVIEW CRITERIA:	<p>The Charity Detail page must demonstrate that:</p> <ul style="list-style-type: none"> • The organization exists as a registered charity. • The legal name matches that provided in the application. • That the organization has an office address in Brampton that pre-dates the date of application. <p>If the Charity has also uploaded an incorporation information page or report, it must demonstrate that:</p> <ul style="list-style-type: none"> • The legal name matches that provided in the application. • That the organization has an office address in Brampton that pre-dates the date of application. • The Corporation is listed as: <ul style="list-style-type: none"> ○ Ontario Corp Non-Share (if Provincially incorporated). ○ Governing Legislation: Canada Not-For-Profit Corporations Act (if Federally incorporated).
WEIGHTING:	N/A

QUESTION:	<p>If you are an incorporated non-profit organization, upload a copy of the Federal Corporation Information page or Provincial Corporation Profile Report for your organization.</p> <p>Note 1: See Appendices B and C of the Advance Brampton Fund 2023 Guidelines for instructions on obtaining a Federal Corporation Information page or Provincial Corporation Profile Report for your organization.</p> <p>Note 2: The legal name and address provided for your organization on this application, must match that in your Federal Corporation Information page or Provincial Corporation Profile Report.</p>
REVIEW CRITERIA:	<p>The Federal Corporation Information page or Provincial Corporation Profile Report must demonstrate that:</p> <ul style="list-style-type: none"> • The legal name matches that provided in the application. • The organization has an office address in Brampton that pre-dates the date of application. • The Corporation is listed as: <ul style="list-style-type: none"> ○ Ontario Corp Non-Share (if Provincially incorporated). ○ Governing Legislation: Canada Not-For-Profit Corporations Act (if Federally incorporated).
WEIGHTING:	N/A

**EMERGING PROJECTS STREAM:
REVIEW STAGE 1: ADMINISTRATIVE REVIEW - CONTINUED**

QUESTION:	<p>If you are an unincorporated non-profit organization, upload the following documents:</p> <ul style="list-style-type: none"> • A document containing the names of two (2) authorized members of your volunteer Board of Directors who have the authority to bind the organization and all its members, who are over the age of 19 and who both have permanent residential addresses in Brampton, confirming that they will execute the grant application and the City’s grant agreement both personally and on behalf of the organization. • The two (2) authorized members must submit photocopies of photo identification, proving they are over the age of 19 and hold Brampton residential addresses. • A list of members of the volunteer Board of Directors. • A copy of the organization’s current constitution, by-laws, charter, or terms of agreement, evidencing the organization’s non-profit purpose. Please see Appendix D of the Advance Brampton Fund 2023 Guidelines for sample terms of agreement for Unincorporated Non-Profit Organizations.
REVIEW CRITERIA:	All required documents must be uploaded, reviewed and verified.
WEIGHTING:	N/A

QUESTION:	Your organization's mandate and/or mission statement (200 words max).
REVIEW CRITERIA:	Field must be completed.
WEIGHTING:	N/A

QUESTION:	Your organization's typical programs and services, including how many people you serve annually (200 words max):
REVIEW CRITERIA:	Field must be completed.
WEIGHTING:	N/A

QUESTION:	Number of years your organization has been in operation:
REVIEW CRITERIA:	Field must be completed.
WEIGHTING:	N/A

QUESTION:	Please confirm that the project with which you are applying to the 2023 Advance Brampton Fund will: <ul style="list-style-type: none"> • Take place between January 1, 2023, and December 31, 2023. • Take place in Brampton, Ontario.
REVIEW CRITERIA:	Box must be checked.
WEIGHTING:	N/A

**EMERGING PROJECTS STREAM:
REVIEW STAGE 1: ADMINISTRATIVE REVIEW - CONTINUED**

QUESTION:	<p>Applicant organizations must carry year-round Commercial General Liability Insurance, in the amount of \$2 million - please see section 4.3 Required Organizational Insurance of the Advance Brampton Fund 2023 Guidelines, for full details.</p> <p>Proof of this insurance must be uploaded and submitted as part of your application, using the City's Certificate of Insurance template. The template must be completed by an insurance representative from an insurer licensed to sell insurance in Ontario.</p> <p>If your organization is a City of Brampton Recreation Affiliate Group and your insurance is provided for through this program, check this box. Staff will follow-up to verify your organization's status and coverage.</p>
REVIEW CRITERIA:	<p>The Certificate of Insurance must demonstrate that:</p> <ul style="list-style-type: none"> • The required coverage is in place. • The certificate has been completed by an insurance representative from an insurer licensed to sell insurance in Ontario.
WEIGHTING:	N/A

QUESTION:	<p>Organization's Signatory Contact details:</p> <p><i>Note: Your organization's Signatory Contact is the person who has the signing authority to legally bind your organization and, if your application is successful, will be responsible for signing an Advance Brampton Fund grant agreement.</i></p> <ul style="list-style-type: none"> • Name • Position • Email • Phone
REVIEW CRITERIA:	Fields must be completed.
WEIGHTING:	N/A

**EMERGING PROJECTS STEAM:
REVIEW STAGE 2: STRATEGIC ALIGNMENT**

QUESTION:	Select the Term of Council Priority that your project aligns with and advances:
REVIEW CRITERIA:	One option must be selected.
WEIGHTING:	N/A

QUESTION:	Select the Project Type that your project aligns with and advances.
REVIEW CRITERIA:	One option must be selected.
WEIGHTING:	N/A

QUESTION:	Select the Output(s) and insert the target numbers your project will achieve.
REVIEW CRITERIA:	A minimum of one output type must be selected. A target number for each output selected must be filled out.
WEIGHTING:	N/A

QUESTION:	Select the Outcome(s) your project will achieve.
REVIEW CRITERIA:	A minimum of one outcome must be selected.
WEIGHTING:	N/A

**EMERGING PROJECTS STREAM:
REVIEW STAGE 3: PROJECT EVALUATION**
Evaluation Scale: Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

Section	Question	Evaluation Criteria	Weighting
Project Details (65%)	<p>Project Description:</p> <ul style="list-style-type: none"> • Project Start Date • Project End Date <p>Describe your project. Include details, such as:</p> <ul style="list-style-type: none"> • what you plan to do • how you plan to do it • what need in the community your project addresses • who this project will serve • how this project will serve those it is intends to serve • where in Brampton the project will be delivered (location of project venue) <p><i>Note: If your project will be delivered virtually, provide details of the online platform you intend to use.</i></p> <p><i>Note: Cited research will help reviewers assess this question</i></p>	The project description is clearly articulated and contains sufficient detail to demonstrate that the project has been fully and thoughtfully scoped.	5%
	<p>Project Alignment:</p> <p>Describe how your project supports the Term of Council Priority and Project Type you have selected. Elaborate on how your project will achieve the Outputs and Outcomes identified.</p>	The project's alignment to the Term of Council Priority and Project Type selected is strong and clearly articulated.	10%
	<p><i>Note: Specific reference to each output you have selected as a measurement and details about how you will achieve that measurement will help reviewers assess this question.</i></p>	The Output(s) identified are appropriate for the project and the target numbers set are challenging yet reachable.	10%
	<p><i>Note: Specific reference to the outcomes you have selected and how they are appropriate for your project/program will help reviewers assess this question.</i></p>	The Outcome(s) identified are appropriate for the project and can confidently and realistically be achieved.	10%

Section	Question	Evaluation Criteria	Weighting
	Project Development: What aspects of this project do you anticipate will be the biggest challenges or risks for your organization, and how will you overcome or mitigate these challenges?	Challenges and/or risks are clearly articulated. The methods by which the organization will overcome or mitigate these challenges are appropriate, and support the achievement of project Outputs and Outcomes.	20%
	<p>Project Team: List the members of your project team and their roles in the project. Describe how the composition of your project team represents the skills required to successfully execute your project.</p> <p><i>Note: Include information about any outside professional services you may involve with the project. Tell us about their skill sets and how they will aid in your project/program. If outside professional services will be needed but are not hired yet, tell us about the skills and qualifications you are looking for.</i></p> <p><i>Note: Include information about any collaborations with outside organizations. How will these collaborations bolster the program and ensure it is delivered the best way possible?</i></p>	The project team possesses the necessary skill set(s) to deliver the project, outputs and outcomes.	15%

Section	Question	Evaluation Criteria	Weighting
Process (35%)	<p>Project Plan:</p> <p>How will you ensure this project is delivered in a timely, efficient and effective manner? List the key project activities you will complete and their associated timelines to deliver the project as described. (Minimum of five key project activities required).</p>	Key project activities are strongly aligned with the project description and are reasonable to carry out in the proposed timeline.	20%
	<p>Project Expenses:</p> <p>Using the Project Expenses Worksheet provided, complete the proposed expenses for your project.</p>	The Project Expenses Worksheet is complete, reasonable and aligned to key project activities.	10%
Total Score			100%
(50% required to be considered for funding)			