

United Way Halton & Hamilton

Feed Grant Open Call - Application Guide

November 2023



United Way
Halton & Hamilton

1. Introduction

United Way Halton & Hamilton's Feed Grant stream provides three-year, program-based funding for established programs that align with United Way's Focus Areas and Investment Priorities. Feed Grants compose the largest funding stream within the UWHH Investment Framework, complemented by one-year Seed Grants, focused on new and innovative projects, and five-year Root Grants, supporting programming as well as foundational operating needs.

In fall 2023, United Way Halton & Hamilton is holding an open call for applications to the Feed Grant stream for agencies across our supported communities.

2. About Feed Grant

Feed funding provides three-year funding for established programs that align with one or multiple of the investment priorities (and by extension one or more focus areas). Feed provides multi-year, stable funding to programs that are designed to meet a gap in community, utilize a proven and effective program model, and have clear, achievable outcomes.

A program is defined as any structured group of activities that contribute to a shared goal for a specific group of individuals. Activities can be categorized as a "program" if they share the following:

- A specific goal (such as ensuring survivors of violence are heard and supported)
- A specific target population (such as isolated seniors, racialized youth, newcomer families).
- A set of outcomes (such as, youth believe in themselves; youth can better handle life's challenges; and youth feel a stronger sense of belonging)

3. Basic Over of the Grant Application - Essential Application Components

- Justification/Need for Program:
 - Explanation of the community issue or need that the program aims to address.
 - Supporting data or evidence highlighting the significance of the issue.
 - Rationale for why addressing this issue is important.
- Proposed Solution/Program Details:
 - Description of the proposed program or solution.
 - Outline of the program's objectives, activities, and expected outcomes.
 - Identification of the target population and geographic area served.
- Evidence of Success:
 - Historical data, case studies, or research supporting the proposed solution.
 - Evidence of past successful implementations and problem solving.

4. Example of Feed Grant activities

A peer support group program for LGBTQ2+ youth who are living with a mood disorder may consist of the following activities with the goals of increasing confidence and wellbeing and building a stronger sense of belonging of its members:

- Ongoing virtual outreach to LGBTQ2+ community members led by a counsellor
- Weekly virtual meetings where peers discuss their issues, experiences, and event ideas together
- One on one (peer to counsellor) meetings to discuss challenges in a safe space and make personalized support plans
- Monthly group events coordination led by peer members such as outdoor picnics, nature walks, virtual movie watching, virtual art sessions
- Pre- and post-surveys with members (e.g. upon registration, then after continuous participation in 6 months of activities, and again after 1 year of participation)

5. Eligibility

- Be incorporated and registered as a charitable agency/organization with the Canada Revenue Agency and operating for a minimum of two years before applying.
- United Way Halton & Hamilton provides funding to established, registered charities operating and providing services within the five communities of: Hamilton, Burlington, Oakville, Milton, and Halton Hills.
- Organization operating as non-profits may apply for funding only if sponsored by a registered charity that shall act as the financial sponsor.
- Have a clearly stated purpose and function within the voluntary human and social service sector operating in Halton & Hamilton
- Be supportive of United Way Halton & Hamilton's mission and policies.
- The project is in the implementation or stabilization phase. In other words, the work has progressed past planning, and is already underway.
- Have a bank account in the name of the organization and a financial management system to track the organization's income and expense transactions effectively.
- Provide program(s) and service(s) that align with one or more of the funding focuses areas of United Way Halton & Hamilton.
- Have a governance structure in place with at least three people on the board, management committee, or other type of governing body, having a voting membership which reflects the community it serves.
- Individual voting members must be at least 18 years of age as required by the Corporations Act.
- Have internal accountability measures such as practices and procedures for internal controls and accountability.
- Effectively manage risk related to the use of volunteers at the agency/organization, including carrying the appropriate level of insurance.

- Have a realistic budget and produce annual audited financial statements unless annual income is less than \$200,000 (in which case financial statements should be approved by the board of directors and the approval documentation needs to be furnished)
- Adhere to the Ontario Human Rights Code and not exclude anyone from service, accommodation or employment by reason of race, ancestry, place of origin, color, ethnic origin, citizenship, creed, gender, sexual orientation, gender expression, age, marital status, family status, or disability.

6. Ineligibility

Funding for the following entities/objectives shall not be eligible:

- Provincial/territorial entities, including hospitals, medical centres, schools, private schools, universities, colleges, health authorities, public health authorities, educational institutions, health/social services institutions.
- Political or faith-based organizations that are in adherence to or promotion of religious or political views and affiliations.
- Municipalities and entities controlled by a municipality including municipal governments, regional governments, and regional districts.
- Individuals and group of individuals with an intent to serve community however, not formally registered under the requisite norms.
- Any other channel partner/sub granting agency. However, a sub granting agency with direct community interface is applicable to apply for the funding.
- For profit entities
- Business non-profit institutions, including business associations, chambers of commerce and condominium associations

Ineligible expenses are defined as followed

- Expenses incurred prior to 1st April, 2024
- Expenses covered by another funding source including other pandemic recovery funds and restricted organizational revenue.
- Purchasing land and/or buildings, real estate fees and related costs.
- Legal penalties.
- Costs associated with profit-making activities
- Support for deficit funding or debt reduction funding.

7. Funding Amount

- United Way Halton and Hamilton have cap of \$250,000/- per community service organization/per year in funding amount. However, it is recommended to keep the proposed budget in reference to the proposed program.
- Community Service Organizations can apply for more than 1 program.

8. Checklist of documents

Mandatory Documents

- List of Board of directors with demographics of the board of directors
- Audited Financial Statement of the previous year (If the organization's annual turnover is less than \$200,000, do furnish the board approval of the income and expenditure statement)

Additional Documents

- Impact report
- Third Party Evaluation report if available.
- Any other relevant document if available.

9. Evaluation Criteria

Applications will be reviewed by staff as well as community volunteers (Impact Cabinet) representing all five supported communities. The Impact Cabinet volunteers come from a variety of backgrounds and expertise including social work, health care, education, etc. to provide diverse perspectives on applications and programming. Referencing the current application, publically available agency information, local data and knowledge, and agency meetings, the Impact Cabinet members evaluate the applications with support from staff based on the following criteria:

- Agency capacity to deliver the program
- Program alignment to the agency's mission and vision.
- Evidence and need for the program
- Proposed impact of the proposed program.
- Adaptability and client-centeredness
- Alignment to focus areas and investment priorities of United Way Halton and Hamilton
- Agencies commitment to Diversity Equity and Inclusion.

Staff and volunteers work together to create recommendations on which programs will create a strong network of supports exhibiting diversity in geography, populations served, and types of intervention. All recommendations and associated allocations are then presented to the United Way Board of Directors for final approval.

10. Dates to Remember

- Application Opens: 6th November 2023, 9:00 AM EST
- Application Portal Closes: 17th December 2023, 5:00 PM EST
- Notification to approved and not approved grant applicants: First Week of April 2024
- Commencement of Grant Cycle: 1st April 2024
- Reporting: Annually for a period of three years between January – March
- Funding Cycle Ends: 31st March 2026

11. Support and Assistance.

United Way Halton and Hamilton is open for coaching calls until 12th December 2023 to provide guidance to potential grant applicants. If needed, intended grant applicants can register for a coaching call using the link provided https://docs.google.com/forms/d/e/1FAIpQLSfvXB-Gz_6Mh7LoQ0F_Er-tQNVJwNDmyrK9ssIDkHH2LW2wqw/viewform?usp=sf_link

If in case of any other technical difficulty throughout the process of application, feel free to contact the Community Investment team at communityinvestment@uwhh.ca or tfernandes@uwhh.ca.