

# 2024 EQUITY IN ACTION FUND APPLICANT GUIDE

## Overview

The City of Guelph's Equity in Action Fund will support programs and projects that foster inclusivity in communities through partnerships and collaborations. This funding opportunity will provide financial support to equity-focused initiatives that support the implementation of the '[We are Community](#)' theme in the city's Community Plan and the '[Supporting Community Well-being](#)' focus of the city's Strategic Plan. A total of \$120,000 will be awarded through the Equity in Action Fund. This fund will identify and invest in a range of possible solutions that tackle inequities. Successful projects can include a range of initiatives, projects, or programs that can include community-level action projects, organizing for collective impact, and/or events. The proposed projects should advance one or more of the 'we are community' principles:

- Understanding community
- Relationship driven
- Truth and reconciliation
- Working across systems
- Pace and urgency
- Safe spaces
- Data and story sovereignty
- Shared language and understanding

More details and examples of the principles can be found [here](#).

Applications will be accepted from organizations that are partnering or collaborating, i.e. two or more organizations applying together. Collaborative applications are eligible for a minimum of \$25,000 and maximum of \$50,000 to fund a project or initiative that will catalyze action for a more diverse, inclusive, equitable, and welcoming city. The project must reflect and engage communities and/or groups that identify as 2SLGBTQIA+, Black, Indigenous Peoples, People with disabilities, Racialized, and/or Women. This fund is intended to fund new programs and projects (this may include scaling or growing a program to serve new users or participants).

## Guiding Principles

The guiding principles outlined below will be used to assess applications.

**Equity:** Using shared understanding and respect to advance equity and minimize barriers to participation. Applicants adopt equity and anti-oppression in their organizational mission, mandate, and/or values. Initiatives are informed by and meet the needs of communities that have experienced oppression systems (i.e. equity-deserving groups).

**Collaboration:** Key individuals and organizations are engaged in meaningful participation where there is collaborative decision-making. People with lived and living experience are represented in the development, delivery, and decision-making to include the voices of the impacted communities.

**Action:** Using data, resources, insights, emerging and promising practices, or cultural knowledge to deliver an initiative. New, bold, and creative approaches and ideas are applied.

# 2024 EQUITY IN ACTION FUND

## Application Guidance

---



### Eligibility

Eligible organizations must be:

- Operating as a not-for-profit organization or charitable organization with a volunteer board of directors
- Organizations in good standing with the City of Guelph and, if applicable, its own governing bodies.
- Organizations that are non-partisan
- Operating in the City of Guelph and providing publicly accessible programs and services that promote diversity, equity, accessibility, and inclusivity in the community
- Organizations that have been in operation for one year or more

### Eligible Costs

Eligible costs include equipment and operating costs for a project or initiative with a focus on equity. The listed eligible costs are not exhaustive. Please contact staff to discuss proposed costs for your application when not listed here:

- Staff salaries
- Space costs
- Honoraria
- Equipment, supplies, materials

### Ineligible Costs

The following costs are ineligible:

- Costs incurred prior to the application date
- Capital campaigns or fundraising events
- Expenses for partisan political activities
- Debt payments
- Construction of facilities and capital improvements
- Expenses and activities to generate profit

### Timelines

Application open: October 15, 2024

Application closed: November 22, 2024

Review: November – February 2025

Announcement of recipients: March 2025

# 2024 EQUITY IN ACTION FUND

## Application Guidance

---



### Application Questions and Guidance

1. Describe how your project aligns with the We are Community focus area from the City of Guelph's Community Plan and how your project contributes to the implementation of the Community Plan through its guiding principles (outlined [here](#)). (800 character maximum)
2. Which of the following communities will this project centre?
  - 2SLGBTQIA+
  - Black
  - Indigenous Peoples
  - People with disabilities
  - Racialized
  - Women
  - Other
3. The Equity in Action Fund will fund projects that will benefit equity-deserving communities in Guelph. Describe how the lead organization and the collaborators have implemented equity-centred programs, services and operations and have incorporated equity into the organizational mission and values. (1200 character maximum)
4. Describe your project. In your description of the project, answer the questions: What are you trying to accomplish? What issues are you aiming to address and who is most impacted by these issues? Have you worked to address this issue before and how? How are you proposing to address this now? Does your project include those with lived and living experience and how? (1800 character maximum)
5. Please list any partners you have in this project and their role(s). Describe why these partners working together are best positioned to do this work. Please note that although the primary applicant must be a not-for-profit or charity, grassroots group and informal groups are recognized as valuable contributors to community projects. (1200 character maximum)
6. Proposed workplan. Please attach a proposed workplan that includes the planned activities, resources and timelines. Download and complete the workplan template available [here](#). The workplan should not exceed 3 pages.
7. Outline any research, experience, feedback or rationale that supports your project goals and objectives. (1800 character maximum)

# 2024 EQUITY IN ACTION FUND

## Application Guidance

---



8. What are the intended outcomes from this project and how do you intend to measure them? (1200 character maximum)
  
9. Provide the following financial information.
  - Total funding request (Minimum \$25,000; maximum \$50,000)
  - Project start
  - Project end
  - Upload a complete budget document using the template available online.
  - Upload a copy of the most recent audited financial statements for the primary applicant.