

Guelph Community Grant 2020 – Application Guide

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Introduction

The following is the Application Guide for the 2020 Community Grant. It will help you through the 3-step process of applying:

- 1) myGuelph Portal sign up
- 2) Registration
- 3) Application

To get a sense of the kinds of questions that are asked, please review the List of Questions in Appendix A starting on Page 25.

We encourage you to read the Application Guide in its entirety before starting the application process.

We also encourage you to read through the Community Grant Program policy available at Guelph.ca/grants

To request the Registration and Application in alternate formats as per the Accessibility for Ontarians with Disabilities Act or for other queries please contact 519-837-5618 or TTY: 519-826-9771.

1. myGuelph Portal Sign Up

Before you start your registration and application, you'll need to set up a myGuelph Portal account if you do not have one already. The Portal is the website that you use to complete your registration and application.

To set up a portal account, you will need to set up your name and email address and password. Please ensure that you remember your email and password used as you will need them to sign-in every time you want to work on your application.

In order to sign up for a portal account and to sign-in, you can click the link for [myGuelph Portal](#).

The following are the instructions on how to set up an account:

- Please enter your email address, this will be used to login to the myGuelph web portal
- Click on the "Send verification code" button and click "Send Code", once you receive the code to the email address you specified, enter the code in the "Verification code" box and click "Verify code"
- Continue completing the rest of the information
- Click the "Create" button at bottom of page to create your myGuelph user account.
- Password Format : Minimum 8 characters and maximum 64 characters in length - 3 of 4 character classes - uppercase, lowercase, number, symbol

Next you may be asked to sign-in using your email address as your login, and entering your password.

2. Registration

This year, the City requires that you register your organization to ensure eligibility for the grant program. This is intended to clarify the City's eligibility requirements and to save time for future applications. For future grants and investment programs, the registration information will only need to be updated. The questions are very similar to past eligibility questions from the grant application and eligibility checklist.

Note that most fields/questions are mandatory, if you miss a mandatory question, you will not be able to advance to the next tab, and will receive an error message:

 **The form could not be submitted for the following reasons:**

This message is followed by the question that is causing the issue. If you click on the question it will take you to the question in the form.

Note that for the **registration**, you are only able to save progress on completion of the registration. While the registration process is not onerous, with some advanced preparation it will take approximately 15 minutes to complete it.

In order to prepare in advance, you'll want to gather the following information before starting the registration:

1. A myGuelph Portal account
2. Organizational contact information
3. Date of establishment
4. Organization's number of incorporation/registration
5. Names, board positions, and city of residence of board members
6. Organization's mission statement

In order to start the registration process, you can click the link for [Registration](#).

The following are further details on the five tabs to complete your registration:

Tab 1: General Information

This tab is to provide basic information about your organization and contact information. In this section we've asked applicants to include an organizational website if you have one.

Click "Next" once you have completed all mandatory fields. The application will move you to Tab 2.

Tab 2: Eligibility Questions (Part 1)

Question 1: Is your organization an incorporated not-for-profit?

Question 2: Is your organization a registered charity?

These questions ask about whether your organization is a not-for-profit or charity. Your organization might be both. To be eligible, organizations must be at least an incorporated not-for-profit. If you click "Yes" a field will appear for you to enter your incorporation number. Please provide your organization's number of incorporation and/or registration number.

Question 3: What year was your organization established?

This question asks when your organization was established. First is the year of establishment. You can type in the year, or click the calendar image and click the left and right arrows to select the year:



Next select the month from the drop down menu.

Question 3 is trying to assess the eligibility criteria that your organization has been in operation for at least one year to help demonstrate the track record of your organization. If you do not know the exact month your organization was established and it was well over a year ago, you can simply select “January”.

Question 4: Does your organization have a volunteer board of directors?

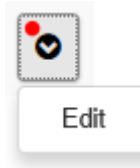
This can include ex-officio members, but is getting at whether your voting board members are volunteer positions. Having a volunteer board of directors is an eligibility criteria.

Next, you’ll need to tell us about who is on your board of directors. Click the “Add” button:



Board Member Name	City of Residence	Position on Board ↑
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Then, fill in the board members name, City of residence, and position on the board (i.e. board member, board chair, secretary). Click “Submit”. It will return you to Tab 2. Continue to add board members until the entire board is listed. You may then edit board member information by clicking the arrow, and then clicking “Edit”:



Click “Next” once you have completed all mandatory fields and board members. The application will move you to Tab 3.

[Tab 3: Eligibility Questions \(Part 2\)](#)

Question 5: Is your organization in good standing with the City of Guelph?

The City is only able to provide funding to organizations that are in “good standing” with the City. “In good standing” means that the organization is not in litigation with the City. The organization must be current on accounts receivable. The organization must have all relevant City taxes paid.

Question 6: If applicable, is your organization in good standing with your governing body?

See the definition of “in good standing” above. This only applies to organizations that have governing bodies. Organizations with governing bodies must be in good standing in order to be eligible for City grants. If your organization does not have a governing body, then you would select “Not applicable”. Click the drop down menu to select options.

Question 7a: Do your organization’s service boundaries include Guelph, or a portion of Guelph

Question 7b: Does your organization have at least one service, program, or activity location is in the City, OR - 50% or more of participants/individuals served reside in the City?

Both Questions 7a and b are to ensure that a bulk of the work conducted by your organization is of benefit to Guelph residents and to meet the City’s eligibility criteria. Eligible organization must be able to answer “yes” to both questions.

Question 8: Are you a political organization?

A political organization was formed for political purpose **or** engages in partisan political activity (activities which support or oppose specific political parties, candidates, or elected officials). Political organizations are considered ineligible for funding. That being said, eligible organizations are able to engage in education, awareness raising, and do some advocacy on behalf of their clients and residents.

Click “Next” once you have completed all mandatory fields. The application will move you to Tab 4.

[Tab 4: Organizational Details](#)

Question 9: What is the main sector your organization serves? Select one

This question tells us more about the work of your organization. Click the drop down menu and select the sector that best represents your organization. If none fit with your organization, you may select “Other”. A text field will appear and you will need to type the name of the sector.

Question 10: Mission statement of your organization

This question tells us more about the work and purpose of your organization. Enter the mission statement for your organization.

Click “Next” once you have completed all mandatory fields. The application will move you to Tab 5.

[Tab 5: Review and Submit](#)

This is your opportunity to review the registration before submitting. You’ll notice your registration ID at the top of the page. You can use this number to refer back to your registration.

If there are any eligibility issues, the question where your organization has been determined to be ineligible will say “Not eligible” below the question in red. For example:

1. Is your organization an incorporated not-for-profit? *

No Yes

● Not eligible

In addition, at the bottom of the page it will say “Based on the registration information you provided, your Community Investment Registration is considered ineligible. See above in red for further information and contact communitygrant@guelph.ca with any questions.”

If there were errors made in filling out the registration, this is your chance to go back and make corrections using the “Previous” button. If the registration information is accurate you are able to save and submit the registration whether you are eligible or not.

Next you’ll need to determine if you accept the City’s privacy policy in sharing your organization’s information. Check the box if you accept and then click the “Submit” button. You will not be able to make changes to the registration after you have submitted. If you need to make changes to the registration after you submit, please contact staff at communitygrant@guelph.ca

Within 2 minutes, you will next receive an email confirming your submission and eligibility. If you are ineligible, you are welcome to contact staff for further information. If you are eligible, you will receive a link to the application.

Congratulations, you’ve completed the Registration and are ready to move on to the Application!


3. Application

This year, the application is in an online form similar to the registration. Note that there have been a number of changes (though mostly minor) to the application this year. Please read the guide and each question carefully.

You will need to ensure that your application is complete before submitting.

The application will save your progress every time you click the “Next” button at the bottom of each page, so ensure you save before you leave the page. Once you click “Submit” at the end of the application, your application is final and cannot be changed, so ensure your application is accurate before submitting. Only complete and submitted applications may be considered for funding.

Note that most fields/questions are mandatory, if you miss a mandatory question, you will not be able to advance to the next tab, and will receive an error message:

 The form could not be submitted for the following reasons:

This message is followed by the question that is causing the issue. If you click on the question it will take you to the question in the form.

To complete the application you will need the following information:

1. A myGuelph Portal account
2. A completed eligible registration with Registration ID and link to application

3. Decision on which type of funding to apply for
4. Additional resources you may need
5. Potential grant details: the main work of your organization and/or project, the impact it has, the number of beneficiaries in Guelph, number of staff and volunteers, how you work with volunteers, how you partner and collaborate to achieve your work
6. Budget for your organization and project (if applicable) for the current and projected budgets the coming fiscal year(s)
7. Financial statements either audited or unaudited and signed by two members of your organization
8. Additional financial details to explain your budgets and financial statements

A note on character limits: in some text fields, the amount you can type is limited by the number of characters displayed. For the purposes of the online application form, these character limits include spaces and count paragraph breaks as a character as well. If you are unsure how many characters you have, you can copy and paste the text into a word processor (i.e. Microsoft Word) and do a character count (including spaces and paragraphs). Note that the form will allow you to type a bit beyond the limit but may not let you click “Next” until you are at or under the limit. Try removing a few characters and clicking ‘Next’.


To start, click the link to the application in your registration email.

Tab 1: Type of Funding

You’ll notice that the Registration ID should match with the ID from your confirmation email.

First, you’ll need to connect your user ID to the application by clicking the magnifying glass icon under User ID and select your name.

User ID *



There should already be a checkmark beside your name, if so, click “Select”

If nothing is showing up, close the browser and try clicking the link to the application from the Registration confirmation email you received. Only eligible organizations that completed the registration are able to move forward with an application.

Question 1: What type of grant are you applying for?

For this question, select either Operational or Project grant.

Operational funds are intended to sustain and grow the work of your organization and are based on the impact of your organizations main activities. Funds could support core staffing, office, and program expenses. This year, it’s possible to apply, and be awarded, for an operational grant for up to three years.

Project funds are intended for one-time projects and capital investments. Funds could support any project expenses. Local chapters or projects of larger regional, provincial or federal organizations could be considered projects as well. All project grants are for one year only.

Select which funding to apply for from the drop-down menu and click 'Next' to save and go to Tab 2.

From here the application is slightly different based on the funding type you select. If you selected "Operational", go to "3(a) Application – Operational Grant" below, if you selected "Project", go to the "3(b) Application – Project Grant" on page 17.

3(a) Application – Operational Grant

Tab 2: Assets and Resources

Question 2: Is your organization interested in being considered for in-kind contributions from the City of Guelph?

This year, the City of Guelph is looking to leverage potential surplus resources such as computers, technology, office equipment, office supplies, other resources that may be of use to not-for-profits supporting Guelph residents. While there is no guarantee that such resources will be made available for donation, staff will explore opportunities to match needed contributions with resources available.

If you are interested, click “Yes” and a list of potential resources including computers, technology, office equipment, supplies, and other will appear.

Please select the types of resources your organization is interested in, and provide details in the text field at the bottom including any specifics that would be relevant such as the numbers and types of each item being requested.

Click “Next” once you have completed all mandatory fields. The application will save and move you to Tab 3.

Tab 3: Grant Ask

Question 3: How many years of funding would you like to be considered for?

Select 1, 2, or 3 years from the drop down menu.

This year, the City is offering the Community Grant for up to three years of funding for operational grants. If selected for a three-year grant, then you would be able to receive three years of funding pending both annual Community Grant budget approval by council, and annual Community Grant reporting requirements. If selected for a three-year grant, there is no need to apply each year until the end of the term.

Note that if you request more than 1 year of funding, you will then be required to provide a financial summary (budget) for your organization for multiple years.

Note that to transition to a three-year grant, the City will be staggering the start of the program with approximately one third of the successful applicants receiving one-year, one third receiving two-year, and the final third receiving three-year grants. This will ensure that each year there are new Community Grant funds to apply for.

Question 4: Please enter your funding request by year (up to a maximum of \$15,000 per year)

Enter the funding amounts for the number of years you are requesting funding. If you selected a one-year grant, then only the year 1 amount will be saved. If you selected a three-year grant, then you must enter amounts for all three years.

You may not request more than \$15,000 annually.

Enter the number value with no symbols ('\$') or punctuation.

Question 5: If the City is not able to fully fund our request, would partial funding be acceptable?

Select “yes” or “no.”

Sometimes, the City is not able to offer the full amount requested to the successful applicant. In those cases, the City may look to award partial funds. Answer “no” if receiving partial funds is not acceptable or could not be used by the organization. Answer “yes” if receiving partial funds would still be useful.

Click “Next” once you have completed all mandatory fields. The application will save and move you to Tab 4.

[Tab 4: Grant Details](#)

Question 6: Briefly describe the programs/services offered by your organization, including main activities that will undertaken in the year for which you are requesting funding. (1500 Characters)

Because you are applying for an operational grant, the Community Grant would go to support the operations of your organization which in turn support the main activities of the organization. This question helps us have a better understanding of what your organization does, as well as the kind of work that the grant would support.

Since this question is asking about the “year for which you are requesting funding” you may need to think about the coming fiscal year and planned programs/services/activities.

If you are applying for three years of funding and are anticipating new activities or changes to activities in the next three years, this is the opportunity to explain those potential changes.

Note that we’re asking about the “main activities” of the organization. While your organization may engage in twenty different activities, try to focus on a few main activities that demonstrate the value and scope of the work you do.

Question 7

7a Number of program participants and service users that will benefit from your organization

7b Number of audience members that will benefit from your organization

7c Number of others that will benefit from your organization

Question 7 is asking about the number of people impacted by your organization and activities. The question is separated into three parts. The first is about program participants and/or service users – these are people involved in programs and services. The second part is about audience members – these are people participating in events, festivals, and performances. The third part is about a different group of people “Others” that you may wish to identify.

Enter the number of people in each field. If you enter a number of people in the “others” field then you must provide some detail in the field titled “If others (please describe)”. Please enter a brief description to tell us how you would describe the people you are thinking of.

Question 8: Select which City goal your organization best helps achieve

The Community Grant program is aligning with the City’s Community Plan and Strategic Plan. The goals listed in the drop down menu are from the City’s Community Plan. Please select whichever goal you

believe is most closely aligned with the work of your organization. This question helps us connect your work to the goals of the City and the community and better understand the impact of your work.

To help you select the goal that best matches the work of your organization, please refer to the list of goals and some examples in the Community Grant Program Policy (starting on page 2 of the policy).

Select one goal from the drop-down menu.

Question 9: Tell us about the impact your organization makes in the lives of Guelph residents (1500 characters)

This question is your opportunity to tell us about how Guelph and the lives of residents are different or changed as a result of your work. While we have an understanding of the main activities of your organization, the number of people impacted, and how you connected to community goals, this question allows us to understand the level of impact of your work.

Some questions to consider when answering this question: What are the issues/needs/opportunities in Guelph that you are addressing? How is your organization helping? What is different as a result of the work of your organization? How do you know it's working?

For this question, you'll want to be concise but include enough detail to explain the impact.

Question 10: Our goal is to ensure we have clear measures from all successful applicants to be reported on, and we can help you get there. Would your organization benefit from additional support to develop measures specific to the impact your organization hopes to achieve?

This year, we will not be assessing applications based on the quality of measures/indicators provided, this is strictly for reporting purposes. That being said, we still need to have measures for reporting to understand the ongoing impact of your work, what work happened or did not happen, and how your organization adapted to changes.

Select "yes" or "no"

If you select "Yes" and your application is successful, we will support you to develop measure(s) that fit with your organization and your capacity, we will ask you to report on these measures. If you select "No" then you will need to tell us about how you plan to measure impact, and what targets you hope to achieve, in the application.

In order to ensure we have the best measures possible for this grant, we are offering one-on-one support for successful applicants to meet with a professional evaluator to develop 1-2 measures that can be used to report on grant annually. If you would like to benefit from this support, select "yes", and move on to the next question. Note that if you select "yes", someone from your organization will need to attend an hour long one-on-one session to develop measures.

If you already have measures you feel are strong and tell us about the impact of your work, then select "no" and answer the questions below:

Describe how you plan to measure impact (600 characters)

This question is asking you about how you will measure impact. Will you have satisfaction surveys, focus groups, full program evaluation, etc.?

Briefly describe the target(s) you hope to realistically achieve (600 characters)

This question is asking about specific targets. For example, you may expect that 80% of people that attend your event will develop meaningful social connections with Guelph residents. Note that if successful, we will ask you to report back on these targets in the Grant Report.

Question 11

11a How many staff (full-time and part-time) work for your organization?

11b How many volunteers support your organization?

11c How many volunteer hours do they contribute to your organization?

For this question, we are interested in the number of people involved in engaged in making your work happen. This helps us understand the level of resources you have to make your work happen, and the level of volunteer support.

Please enter the number of staff with your organization, then the number of volunteers involved in your organization, and the number of volunteer hours that they contribute.

Question 12: What do your volunteers do to support your organization? (600 characters)

This question helps us understand the depth of volunteer support and the kinds of work that volunteers carry out on behalf of your organization. What are some of the main roles your volunteers play to deliver your organization’s activities? If your organization is unable to use volunteers in the work because the work is sensitive or risky for volunteers, this is your opportunity to share that information with us.

Question 13: Who and how do you partner or collaborate with in delivering your services/programs? (1200 characters)

This is your opportunity to tell us how you partner and collaborate with others in the community. The community grant intends to support organization that are not duplicating efforts in the community, but instead working with others to have the greatest impact for Guelph residents.

Feel free to list groups you partner with and offer some brief details as to who is leading the partnership, how you work together, and why the partnership is valuable to your organization.

Click “Next” once you have completed all mandatory fields. The application will save and move you to Tab 5.

[Tab 5: Financial Summary \(Part 1\)](#)

The Financial Summaries (Part 1 and 2 if needed) are to understand your organization’s budget for your current fiscal year and coming fiscal year(s). The financial summaries help us understand the sustainability of your work and the need for Community Grant funds. Note that the City will not fund 100% of expenses for the organization.

Please summarize the financial information for your organization’s current fiscal year, plus an estimate for the coming (request) fiscal year(s). If your current fiscal year is not yet complete, please project finances to year-end. The figures must relate to (come from) your organization’s most recent, complete, full-year’s audited (or signed by two officers) financial statements submitted with your grant application.

Start by selecting the dates for your current fiscal year start and end dates by clicking the calendar icon:

CURRENT FISCAL YEAR FROM *



Then select the dates for the coming fiscal year in which you plan to spend the 2020 community grant funds “Grant Year 1”. If you have not yet completed a fiscal year, you will need to project the budget to the end of the year.

Note that it is possible to apply the community grant funding to your current fiscal year if needed and if it does not duplicate other City of Guelph funding. Please keep in mind that staff will notify all grant applicants in February 2020. For example, if your fiscal year ends in August 2020, and you are currently not receiving City grant funding, you may decide to apply the grant in your current year. In that case, Grant Year 1 is again the year you intend to spend the grant funding; however, you should enter your previous completed fiscal year in the “Current Year” column.

Next enter in all revenue and expenses for both fiscal years by typing just the number with no symbols or punctuation (i.e. \$5,000 should be written as “5000”). Please ensure that you enter the same Community Grant ask amounts accurately from the beginning of the application (Tab 3).

As you enter values, the totals are calculated automatically to ensure that the numbers add up. Calculations for revenues, expenses and surplus (deficit) will appear as you enter values. The calculated number may have a dash through them while the calculation is being done. For example, the \$5,000 value may look like “\$5,000”. Once you click “next” and then click “previous” the calculations will appear as normal dollar values. Below is a screen shot of how this calculation will appear initially:

TOTAL REVENUES

\$5,000.00

If you enter a value greater than \$0 for “Other revenue” or “Other expense”, a text field will appear asking you to describe what this other revenue or expense is. If there are multiple other revenues or expenses to include, total the amounts and list the items briefly in the description. Below is a screen shot of the “Describe Other” field that appears:

Other Revenue *

Describe other

Finally, in the “Current Year” column, there is a field near the bottom for “Accumulated Surplus (Deficit) Beginning of Year”. This number should be pulled from your financial statement for the previous fiscal

year. The form will calculate accumulated surpluses (deficits) for the remaining years, but it is important that the initial surplus (deficit) entered is accurate and connects to your financial statement.

Click “Next” once you have completed all mandatory fields. The application will save and move you to Tab 6.

Tab 6: Financial Summary (Part 2) if needed

Part 2 of the Financial Summary needs to be filled out if you are applying for a two-year or three-year grant.

Follow the same process as with Part 1 for Grant Year 2 and Grant Year 3 columns. However, you will not need to enter any further values for accumulated surpluses (deficits) as this number will calculate automatically.

Click “Next” once you have completed all mandatory fields. The application will save and move you to Tab 7.

Tab 7: Financial Summary Calculations

Note that from this point forward, the tab numbers provided are for 2-3 year grant applications and will be different for 1 year grants.

This tab is a chance to review the revenue, expense, surplus (deficit), and accumulated surplus (deficit) totals for all years you are requesting funding for. If there are any errors, click “Previous” and make any necessary changes. If the numbers are accurate, click “Next”.

Click “Next” once you have completed all mandatory fields. The application will save and move you to Tab 8.

Tab 8: Financial Attachments

Before you go any further, this is likely the best time to go back to review your application and ensure that the application is complete and accurate. Click “Previous” to go back through the application and make any needed changes.

Question 15: Is your group a chapter of a regional, provincial, or national organization?

Select “yes” or “no” as appropriate.

This question is to help us understanding whether your organization has a relationship to a larger regional, provincial, or national organization.

We’ve added a note for local chapters that you must also include financial statements for your regional, provincial, or national governing body even though the budget you submitted was for local operations.

Question 16: Financial Statements: Please select and attach one of the following

Note that if you go back in the application to change something, you will need to re-attach the files before submitting, so ensure you have reviewed the rest of the application before attaching documents.

Select either “Audited” or “Unaudited” financial statements from the drop down menu.

Audited Statements: To be clear, audited statements are financial statements that an independent auditor has examined to ensure they are fairly presented. All other financial statements are considered unaudited – this includes financial statements that an auditor has written but also stated that they have not done an audit of the organizations finances.

Unaudited Statements: Unaudited financial statements are accepted, but they must be signed by two officers of the organization, then attached as a scanned pdf, or photo image. Unaudited statements must also include both: 1) Profit and Loss (sometimes called an Income Statement), and 2) Assets and Liabilities (sometimes called a Balance Sheet).

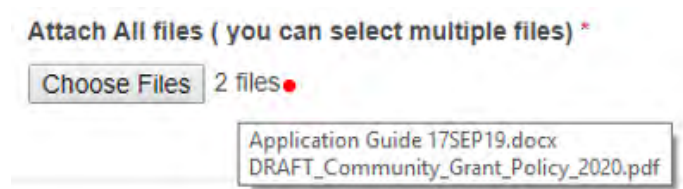
Profit and Loss essentially is your revenue over expense for a full fiscal year. It asks “did your organization make a surplus or deficit in the previous fiscal year, and how much?”

Assets and Liabilities essentially is a snapshot of your organization’s financial situation. It asks “what is the balance between assets such as investments, pre-paid expenses, properties, and liabilities such as debts and pending expenses”

These audited and unaudited financial statements help us understand the sustainability of your work and the need for Community Grant funds.

Finally, attach all relevant audited financial statements. Attachments are limited to 20MB in size and up to eight files in total can be attached. Note that you will want to put all attachments in a single, easy to find, folder beforehand. Click the “Attach files” button and look for the files.

You must select all files at once by clicking and dragging, or holding “Shift” or “Control” while selecting all. Then click “okay”. The number of files to be attached should appear next to the “Attach files” button. If you hold your cursor over the number of files the names of all the files should appear next to the cursor. Below is a screen shot of how this would appear when holding the cursor over:



Click “Next” once you have completed all mandatory fields. The application will save and move you to Tab 9.

Tab 9: Financial Notes

The next to last tab in the application is your opportunity to explain further information or details about the financial summary and statements. The questions are not mandatory, but we encourage you to add details if any of the questions apply to the finances you have provided. Some financial statements and budgets can indicate strengths or challenges for your organization. This is your opportunity to clarify your finances and how your organization is leveraging strengths and addressing challenges.

If any, describe your in-kind donations (600 characters)

If you are receiving significant in-kind donations that support your organization’s operations and demonstrate partnerships and support from the community, please describe here. In-kind donations

may include program, event, or office supplies, rent, use of equipment, professional services, etc. Also include the estimated value of your in-kind donations.

If any, describe your plans for fundraising (600 characters)

If you are engaging in significant fundraising efforts, or new fundraising efforts, please describe your plans to achieve your fundraising goals here. Especially indicate significant changes to fundraising compared to previous years. For example, if you've only fundraised \$2,000 in previous years and your fundraising for grant year 1 is projected at \$10,000, how do you plan to reach your goal.

If any, describe plans or commitments relating to accumulated surplus/deficit/reserves (600 characters)

If you have significant accumulated surpluses, deficits, or reserves, please describe them here including plans to address deficits or use surpluses. Also highlight any restrictions on surpluses/reserves, if applicable. Often some general information can be found in your financial statements, and we are looking for further details here.

If any, explain significant variances between fiscal years (600 characters)

Sometimes organizations experience significant changes in budget from year to year. Often this is a result of a change to the organization in terms of changes to funding, changes to staffing, changes to the mandate or scope of the organization. Describe the reason behind significant variances here.

Click "Next" once you have completed all mandatory fields. The application will save and move you to Tab 10.

Tab 10: Terms and Submission

This is the final tab of the application. Please ensure that you are comfortable with the application, that it is complete, and it is as accurate as possible before submitting. Once the application is submitted, no changes can be made.

You can go still back to any tab of the application by clicking "Previous" to verify the information provided, but note that you will need to re-attached your financial statements on Tab 8.

Read through the terms of the Community Grant and the privacy statement in its entirety. If in agreement and ready to submit, then check the box "I Accept" and click the "Submit" button.

Within five minutes you should receive an email confirming your submission.

If any questions arise, you can contact City staff at communitygrants@guelph.ca

3(b) Application – Project Grant

Tab 2: Assets and Resources

Question 2: Is your organization interested in being considered for in-kind contributions from the City of Guelph?

This year, the City of Guelph is looking to leverage potential surplus resources such as computers, technology, office equipment, office supplies, other resources that may be of use to not-for-profits supporting Guelph residents. While there is no guarantee that such resources will be made available for donation, staff will explore opportunities to match needed contributions with resources available.

If you are interested, click “Yes” and a list of potential resources including computers, technology, office equipment, supplies, and other will appear.

Please select the types of resources your organization is interested in, and provide details in the text field at the bottom including any specifics that would be relevant such as the numbers and types of each item being requested.

Click “Next” once you have completed all mandatory fields. The application will save and move you to Tab 3.

Tab 3: Grant Ask

Question 3: What is your 2020 Funding Request? (up to a maximum of \$15,000 per year)

Project grants are available for one year only. You may not request more than \$15,000 annually.

Enter the number value with no symbols (‘\$’) or punctuation.

Question 4: If the City is not able to fully fund our request, would partial funding be acceptable?

Select “yes” or “no.”

Sometimes, the City is not able to offer the full amount requested to the successful applicant. In those cases, the City may look to award partial funds. Answer “no” if receiving partial funds is not acceptable or could not be used for your project. Answer “yes” if receiving partial funds would still be useful.

Click “Next” once you have completed all mandatory fields. The application will save and move you to Tab 4.

Tab 4: Grant Details

Question 5: Briefly describe the programs/services offered by your organization. (600 characters)

Even though you are applying for a Project grant, this question helps us have a better understanding of what your organization does.

Question 6: Briefly describe the project which you are applying for funding. (1200 characters)

Tell us more about the project you plan to implement in 2020, this question helps us have a better understanding of what you will do with the grant funds. What is the project for, what will it do? Why is it

a project and not part of your usual operations? What will the project look like for Guelph residents? How will they participate?

Question 7

7a Number of program participants and service users that will benefit from your project

7b Number of audience members that will benefit from your project

7c Number of others that will benefit from your project

Question 7 is asking about the number of people impacted by the project you are proposing. The question is separated into three parts. The first is about program participants and/or service users – these are people involved in programs and services. The second part is about audience members – these are people participating in events, festivals, and performances. The third part is about a different group of people “Others” that you may wish to identify.

Enter the number of people in each field. If you enter a number of people in the “others” field then you must provide some detail in the field titled “If others (please describe)”. Please enter a brief description to tell us how you would describe the people you are thinking of.

Question 8: Select which City goal your project best helps achieve

The Community Grant program is aligning with the City’s Community Plan and Strategic Plan. The goals listed in the drop down menu are from the City’s Community Plan. Please select whichever goal you believe is most closely aligned with the project being proposed. This question helps us connect your work to the goals of the City and the community and better understand the impact of your work.

To help you select the goal that best matches your project, please refer to the list of goals and some examples in the Community Grant Program Policy (starting on page 2 of the policy).

Select one goal from the drop-down menu.

Question 9: Tell us about the impact your project will make in the lives of Guelph residents (1500 characters)

This question is your opportunity to tell us about how Guelph and the lives of residents are different or changed as a result of your project. While we have an understanding of the work of your organization, and the proposed project, number of people impacted, and how you connected to community goals, this question allows us to understand the level of impact of your work.

Some questions to consider when answering this question: What are the issues/needs/opportunities in Guelph that you are addressing through your project? How is your project going to help? What is different as a result of your project? How do you know it’s working?

For this question, you’ll want to be concise but include enough detail to explain the impact.

Question 10: Our goal is to ensure we have clear measures from all successful applicants to be reported on, and we can help you get there. Would your organization benefit from additional support to develop measures specific to the impact your organization hopes to achieve?

This year, we will not be assessing applications based on the quality of measures/indicators provided, this is strictly for reporting purposes. That being said, we still need to have measures for reporting to

understand the ongoing impact of your project, what work happened or did not happen, and how your organization adapted to changes.

Select “yes” or “no”

If you select “Yes” and your application is successful, we will support you to develop measure(s) that fit with your organization and your capacity, we will ask you to report on these measures. If you select “No” then you will need to tell us about how you plan to measure impact, and what targets you hope to achieve, in the application.

In order to ensure we have the best measures possible for this grant, we are offering one-on-one support for successful applicants to meet with a professional evaluator to develop 1-2 measures that can be used to report on grant annually. If you would like to benefit from this support, select “yes”, and move on to the next question. Note that if you select “yes”, someone from your organization will need to attend an hour long one-on-one session to develop measures.

If you already have measures you feel are strong and tell us about the impact of your work, then select “no” and answer the questions below:

Describe how you plan to measure impact (600 characters)

This question is asking you about how you will measure impact. Will you have satisfaction surveys, focus groups, full program evaluation, etc.?

Briefly describe the target(s) you hope to realistically achieve (600 characters)

This question is asking about specific targets. For example, you may expect that 80% of people that attend your event will develop meaningful social connections with Guelph residents. Note that if successful, we will ask you to report back on these targets in the Grant Report.

Question 11

11a How many staff (full-time and part-time) will support your project?

11b How many volunteers support your project?

11c How many volunteer hours do they contribute to your project?

For this question, we are interested in the number of people involved in engaged in making your work happen. This helps us understand the level of resources you have to make your work happen, and the level of volunteer support.

Please enter the number of staff that will be supporting your project, then the number of volunteers involved in your project, and the number of volunteer hours that they contribute.

Question 12: What do your volunteers do to support your project? (600 characters)

This question helps us understand the depth of volunteer support and the kinds of work that volunteers carry out in support of your project. What are some of the main roles your volunteers play to deliver your project? If it is inappropriate for volunteers to support the project because the work is sensitive or risky for volunteers, this is your opportunity to share that information with us.

Question 13: Who and how do you partner or collaborate with in delivering your project? (1200 characters)

This is your opportunity to tell us how you partner and collaborate with others in the community to deliver your project. The community grant intends to support organization that are not duplicating efforts in the community, but instead working with others to have the greatest impact for Guelph residents.

Feel free to list groups you partner with and offer some brief details as to who is leading the partnership, how you work together, and why the partnership is valuable to your project.

Click “Next” once you have completed all mandatory fields. The application will save and move you to Tab 5.


Tab 5: Financial Summary (Part 1)

The Financial Summaries (Part 1 and 2 if needed) are to understand both your organization’s budget (Part 1) for your current fiscal year and coming fiscal year, and your project’s budget (Part 2). The financial summaries help us understand the sustainability of the project and the need for Community Grant funds. Note that the City will not fund 100% of expenses for the project.

For Part 1, please summarize the financial information for your entire organization’s current fiscal year, plus an estimate for the coming (request) fiscal year(s). If your current fiscal year is not yet complete, please project finances to year-end. The figures must relate to (come from) your organization’s most recent, complete, full-year’s audited (or signed by two officers) financial statements submitted with your grant application.

Start by selecting the dates for your current fiscal year start and end dates by clicking the calendar icon:

CURRENT FISCAL YEAR FROM *



Then select the dates for the coming fiscal year in which you plan to spend the 2020 community grant funds “Grant Year 1”. If you have not yet completed a fiscal year, you will need to project the budget to the end of the year.

Note that it is possible to apply the community grant funding to your current fiscal year if needed and if it does not duplicate other City of Guelph funding. Please keep in mind that staff will notify all grant applicants in February 2020. For example, if your fiscal year ends in August 2020, and you are currently not receiving City grant funding, you may decide to apply the grant in your current year. In that case, Grant Year 1 is again the year you intend to spend the grant funding; however, you should enter your previous completed fiscal year in the “Current Year” column.

Next enter in all revenue and expenses for both fiscal years by typing just the number with no symbols or punctuation (i.e. \$5,000 should be written as “5000”).

Please ensure that you enter the same Community Grant ask amounts accurately from the beginning of the application (Tab 3). You will be including the Community Grant ask for both the Organizational summary (Part 1) and the Project summary (Part 2)

As you enter values, the totals are calculated automatically to ensure that the numbers add up. Calculations for revenues, expenses and surplus (deficit) will appear as you enter values. The calculated number may have a dash through them while the calculation is being done. For example, the \$5,000 value may look like “\$5,000”. Once you click “next” and then click “previous” the calculations will appear as normal dollar values. Below is a screen shot of how this calculation will appear initially:

TOTAL REVENUES

\$5,000.00

If you enter a value greater than \$0 for “Other revenue” or “Other expense”, a text field will appear asking you to describe what this other revenue or expense is. If there are multiple other revenues or expenses to include, total the amounts and list the items briefly in the description. Below is a screen shot of the “Describe Other” field that appears:

Other Revenue *

Describe other

Finally, in the “Current Year” column, there is a field near the bottom for “Accumulated Surplus (Deficit) Beginning of Year”. This number should be pulled from your financial statement for the previous fiscal year. The form will calculate accumulated surpluses (deficits) for grant year 1, but it is important that the initial surplus (deficit) entered is accurate and connects to your financial statement.

Click “Next” once you have completed all mandatory fields. The application will save and move you to Tab 6.

Tab 6: Financial Summary (Part 2)

Part 2 of the Financial Summary needs to be filled out with information relating to the project budget.

For Part 2, please summarize the financial information for your project for the current fiscal year, plus an estimate for the coming (request) fiscal year. If your current fiscal year is not yet complete, please project finances to year-end.”

Follow the same process as with Part 1. However, you will not need to enter any further values for accumulated surpluses (deficits) as this number is not calculated for the project financial summary.

Please ensure that you enter the same Community Grant ask amounts accurately from the beginning of the application (Tab 3). You will be including the Community Grant ask for both the Organizational summary (Part 1) and the Project summary (Part 2).

Click “Next” once you have completed all mandatory fields. The application will save and move you to Tab 7.

Tab 7: Financial Summary Calculations

This tab is a chance to review the revenue, expense, surplus (deficit), and accumulated surplus (deficit) totals for your organization’s financial summary only. If there are any errors, click “Previous” and make any necessary changes. To review the budget totals for your project, click “Previous” to return to Tab 6. If the numbers are accurate, click “Next”.

Click “Next” once you have completed all mandatory fields. The application will save and move you to Tab 8.

Tab 8: Financial Attachments

Before you go any further, this is likely the best time to go back to review your application and ensure that the application is complete and accurate. Click “Previous” to go back through the application and make any needed changes.

Question 15: Is your group a chapter of a regional, provincial, or national organization?

Select “yes” or “no” as appropriate.

This question is to help us understanding whether your organization has a relationship to a larger regional, provincial, or national organization.

We’ve added a note for local chapters that you must also include financial statements for your regional, provincial, or national governing body even though the budget you submitted was for a local project.

Question 16: Financial Statements: Please select and attach one of the following

Note that if you go back in the application to change something, you will need to re-attach the files before submitting, so ensure you have reviewed the rest of the application before attaching documents.

Select either “Audited” or “Unaudited” financial statements from the drop down menu.

Audited Statements: To be clear, audited statements are financial statements that an independent auditor has examined to ensure they are fairly presented. All other financial statements are considered unaudited – this includes financial statements that an auditor has written but also stated that they have not done an audit of the organizations finances.

Unaudited Statements: Unaudited financial statements are accepted, but they must be signed by two officers of the organization, then attached as a scanned pdf, or photo image. Unaudited statements must also include both: 1) Profit and Loss (sometimes called an Income Statement), and 2) Assets and Liabilities (sometimes called a Balance Sheet).

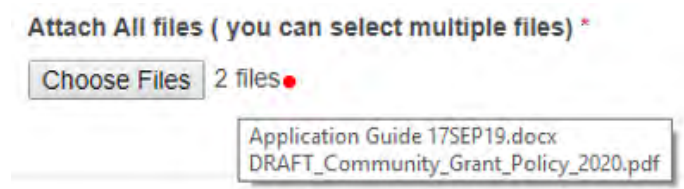
Profit and Loss essentially is your revenue over expense for a full fiscal year. It asks “did your organization make a surplus or deficit in the previous fiscal year, and how much?”

Assets and Liabilities essentially is a snapshot of your organization’s financial situation. It asks “what is the balance between assets such as investments, pre-paid expenses, properties, and liabilities such as debts and pending expenses”

These audited and unaudited financial statements help us understand the sustainability of your work and the need for Community Grant funds.

Finally, attach all relevant audited financial statements. Attachments are limited to 20MB in size and up to eight files in total can be attached. Note that you will want to put all attachments in a single, easy to find, folder beforehand. Click the “Choose files” button and browse your computer to find the files you need.

You must select all files at once by clicking and dragging, or holding “Shift” or “Control” while selecting all. Then click “okay”. The number of files to be attached should appear next to the “Attach files” button. If you hold your cursor over the number of files the names of all the files should appear next to the cursor. Below is a screen shot of how this would appear when holding the cursor over:



Click “Next” once you have completed all mandatory fields. The application will save and move you to Tab 9.

Tab 9: Financial Notes

The next to last tab in the application is your opportunity to explain further information or details about the financial summary and statements. The questions are not mandatory, but we encourage you to add details if any of the questions apply to the finances you have provided. Some financial statements and budgets can indicate strengths or challenges for your organization. This is your opportunity to clarify your finances and how your organization is leveraging strengths and addressing challenges.

These notes can be for either your project or your organizations finances, so please specify in the notes which you are referring to.

If any, describe your in-kind donations (600 characters)

If you are receiving significant in-kind donations that support your organization’s operations and demonstrate partnerships and support from the community, please describe here. In-kind donations may include program, event, or office supplies, rent, use of equipment, professional services, etc. Also include the estimated value of your in-kind donations.

If any, describe your plans for fundraising (600 characters)

If you are engaging in significant fundraising efforts, or new fundraising efforts, please describe your plans to achieve your fundraising goals here. Especially indicate significant changes to fundraising compared to previous years. For example, if you’ve only fundraised \$2,000 in previous years and your fundraising for grant year 1 is projected at \$10,000, how do you plan to reach your goal.

If any, describe plans or commitments relating to accumulated surplus/deficit/reserves (600 characters)

If you have significant accumulated surpluses, deficits, or reserves, please describe them here including plans to address deficits or use surpluses. Also highlight any restrictions on surpluses/reserves, if applicable. Often some general information can be found in your financial statements, and we are looking for further details here.

If any, explain significant variances between fiscal years (600 characters)

Sometimes organizations experience significant changes in budget from year to year. Often this is a result of a change to the organization in terms of changes to funding, changes to staffing, changes to the mandate or scope of the organization. Describe the reason behind significant variances here.

Click “Next” once you have completed all mandatory fields. The application will save and move you to Tab 10.

Tab 10: Terms and Submission

This is the final tab of the application. Please ensure that you are comfortable with the application, that it is complete, and it is as accurate as possible before submitting. Once the application is submitted, no changes can be made.

You can go still back to any tab of the application by clicking “Previous” to verify the information provided, but note that you will need to re-attached your financial statements on Tab 8.

Read through the terms of the Community Grant and the privacy statement in its entirety. If in agreement and ready to submit, then check the box “I Accept” and click the “Submit” button.

Within five minutes you should receive an email confirming your submission.

If any questions arise, you can contact City staff at communitygrants@guelph.ca

Appendix A – List of Questions

Registration List of Question

Tab 1: General Information

Contact information for the organization

Tab 2: Eligibility Questions (Part 1)

Question 1: Is your organization an incorporated not-for-profit? If yes, what is your number of incorporation

Question 2: is your organization a registered charity? If yes, what is your registration number?

Question 3: What year was your organization established? Select the month.

Question 4: Does your organization have a volunteer board of directors? Enter board member names, city of residence, and position

Tab 3: Eligibility Questions (Part 2)

Question 5: Is your organization in good standing with the City of Guelph?

Question 6: If applicable, is your organization in good standing with your governing body?

Question 7a: Do your organization's service boundaries include Guelph, or a portion of Guelph

Question 7b: Does your organization have at least one service, program, or activity location is in the City, OR - 50% or more of participants/individuals served reside in the City?

Question 8: Are you a political organization?

Tab 4: Organizational Details

Question 9: What is the main sector your organization serves?

Question 10: Mission statement of your organization

Operational Application List of Questions

Tab 1: Type of Funding

Question 1: What type of funding are you applying for? (Operational or Project)

Tab 2: Assets and Resources

Question 2: Is your organization interested in receiving in-kind contributions from the City of Guelph? If yes, select which types of resources, and provide details.

Tab 3: Grant Ask

Question 3: How many years of funding would you like to be considered for? (up to three years)

Question 4: Please enter your funding request by year (up to a maximum of \$15,000 per year)

Question 5: If the City is not able to fully fund our request, would partial funding be acceptable?

Tab 4: Grant Details

Question 6: Briefly describe the programs/services offered by your organization, including main activities that will undertaken in the year for which you are requesting funding.

Question 7

7a Number of program participants and service users that will benefit from your organization

7b Number of audience members that will benefit from your organization

7c Number of others that will benefit from your organization

Question 8: Select which City goal your organization best helps achieve

Question 9: Tell us about the impact your organization makes in the lives of Guelph residents

Question 10: Our goal is to ensure we have clear measures from all successful applicants to be reported on, and we can help you get there. Would your organization benefit from additional support to develop measures specific to the impact your organization hopes to achieve? If no, how will you measure impact, and what targets to you hope to realistically achieve?

Question 11

11a How many staff (full-time and part-time) work for your organization?

11b How many volunteers support your organization?

11c How many volunteer hours do they contribute to your organization?

Question 12: What do your volunteers do to support your organization?

Question 13: Who and how do you partner or collaborate with in delivering your services/programs?

Tab 5: Financial Summary (Part 1)

14. Enter organizational budget for the current fiscal year and grant year 1

Tab 6: Financial Summary (Part 2) if needed

Enter organizational budget for grant year 2 and 3 (if selected)

Tab 7: Financial Summary Review

No questions, an opportunity review finances.

Tab 8: Financial Attachments

Question 15: Is your group a chapter of a regional, provincial, or national organization?

Question 16: Financial Statements: Please select and attach financial statements

Tab 9: Financial Notes

If any, describe your in-kind donations (not mandatory)

If any, describe your plans for fundraising (not mandatory)

If any, describe plans or commitments relating to accumulated surplus/deficit/reserves (not mandatory)

If any, explain significant variances between fiscal years (not mandatory)

Tab 10: Terms and Submission

Do you accept the terms of the Community Grant Program and Privacy Statement?

[Project Application List of Questions](#)

Tab 1: Type of Funding

Question 1: What type of funding are you applying for? (Operational or Project)

Tab 2: Assets and Resources

Question 2: Is your organization interested in being considered for in-kind contributions from the City of Guelph? ? If yes, select which types of resources, and provide details.

Tab 3: Grant Ask

Question 3: What is your 2020 Funding Request? (up to a maximum of \$15,000 per year)

Question 4: If the City is not able to fully fund our request, would partial funding be acceptable?

Tab 4: Grant Details

Question 5: Briefly describe the programs/services offered by your organization. (600 characters)

Question 6: Briefly describe the project which you are applying for funding. (1200 characters)

Question 7

7a Number of program participants and service users that will benefit from your project

7b Number of audience members that will benefit from your project

7c Number of others that will benefit from your project

Question 8: Select which City goal your project best helps achieve

Question 9: Tell us about the impact your project will make in the lives of Guelph residents (1500 characters)

Question 10: Our goal is to ensure we have clear measures from all successful applicants to be reported on, and we can help you get there. Would your organization benefit from additional support to develop measures specific to the impact your organization hopes to achieve? If no, how will you measure impact, and what targets to you hope to realistically achieve?

Question 11

11a How many staff (full-time and part-time) will support your project?

11b How many volunteers support your project?

11c How many volunteer hours do they contribute to your project?

Question 12: What do your volunteers do to support your project? (600 characters)

Question 13: Who and how do you partner or collaborate with in delivering your project? (1200 characters)

Tab 5: Financial Summary (Part 1)

14. Enter organizational budget for the current fiscal year and grant year 1

Tab 6: Financial Summary (Part 2)

Enter project budget for the current fiscal year and grant year 1

Tab 7: Financial Summary Calculations

No questions, an opportunity review finances.

Tab 8: Financial Attachments

Question 15: Is your group a chapter of a regional, provincial, or national organization?

Question 16: Financial Statements: Please select and attach one of the following

Tab 9: Financial Notes

If any, describe your in-kind donations (600 characters)

If any, describe your plans for fundraising (600 characters)

If any, describe plans or commitments relating to accumulated surplus/deficit/reserves (600 characters)

If any, explain significant variances between fiscal years (600 characters)

Tab 10: Terms and Submission

Do you accept the terms of the Community Grant Program and Privacy Statement?