



2023 Guidelines

Community Grant Program

Grant applications are due
Friday, October 14, 2022 by 4:30 pm



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Eligibility

The Community Grant Program provides annual and multi-year grants to Mississauga-based, not-for-profit community groups to deliver programs and services that keep Mississauga residents active, healthy and engaged in their communities. The program aligns with the strategic priorities of the Recreation Division and Parks, Forestry and Environment Division, including the [Recreation Master Plan](#), [Older Adult Plan for Recreation](#), [Youth Plan for Recreation](#), [Urban Agriculture Strategy](#), [Parks and Forestry Master Plan](#), [Climate Change Action Plan](#), and contributes to advancing the [City's strategic priorities](#); Move, Belong, Connect, Prosper and Green.

Two funding streams are available:

Annual Community Grants provide up to \$10,000 to support operating or program-related expenses for organizations and initiatives that extend the variety and choice of community programs and services for Mississauga residents and can be delivered successfully within the scope of one calendar year.

Multi-Year Community Grants contribute to the sustainability of organizations by providing support for core operating expenses. They are available by invitation only. Organizations invited to apply for a multi-year grant must demonstrate the return on investment (ROI) from previous grants and provide clearly defined and quantifiable organizational targets and Key Performance Indicators (KPI) for their proposed multi-year grant.

To be eligible for a City of Mississauga Community Grant, organizations are required to:

- ✓ Be a not-for-profit community group in operation for a minimum of 4 years. If you are a new and emerging community group (i.e. operating for less than 4 years), please consult our [Small Project Matching Grants](#) program for funding opportunities;
- ✓ Provide and/or support recreation and sport, or parks, forestry and environment activities and programs.
- ✓ Be based and active in Mississauga, and operating year-round (note: groups that qualify for “Regional Status” in the Community Group Registry Program are still eligible for funding, provided 100% of the awarded grant funds are allocated to programming/services for Mississauga residents.)

In addition to these requirements, applicants must be registered in good standing in the City of Mississauga [Community Group Registry Program](#) in order to receive funding through the Community Grants Program. Should your organization need to register or have questions about your status, please visit <http://www.mississauga.ca/communitygroups> or contact: community.group@mississauga.ca. Note that new registrations can take up to 6 weeks to process

so please keep this timeline in mind when considering an application to the Small Projects Matching Grant Program.

The City of Mississauga is looking for all organizations applying to a grants program to consider any COVID-19-related strategies that may be required to ensure their operations are successful in 2023.

Equity Statement

The City of Mississauga is committed to equity and inclusion, and welcomes and encourages applications from all qualified organizations. The City continuously seeks to improve access to grant programs and ensure we receive applications from diverse and under-represented Mississauga communities. The City recognizes the diversity of the people of Mississauga and encourages the communities to provide feedback on how this grant program can better meet the needs of Mississauga residents.

Funding Streams

Funding Stream	Additional Eligibility Criteria	Funding Request Limit
Annual Community Grants Program	<ul style="list-style-type: none"> Established organizations operating as a legally incorporated not-for-profit for four years or more at the time of application; Registered in good standing with the City of Mississauga Community Group Registry Program (CGRP.) If applying as an organization with Regional Status, you must demonstrate a history and track record of service to Mississauga Residents, as 100% of grant funding must benefit Mississauga residents; Established record of managing grant funds, including the documentation of clear deliverables and outcomes from initiatives supported by grants; Proof of financial sustainability with no major deficits. 	<p>Up to 65% of the total operating budget or \$10,000, whichever is less.</p> <p>Applicants can only receive one Community Grant per calendar year.</p>

By Invitation Only Multi-Year Funding	<ul style="list-style-type: none"> Established, legally incorporated, not-for-profit organizations in the Province of Ontario that successfully managed funding from the City of Mississauga for a minimum of 5 years; 	The City of Mississauga determines funding value based on information provided within the
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	<ul style="list-style-type: none"> • Registered in good standing with the City of Mississauga Community Group Registry Program (CGRP.) If applying as an organization with Regional Status, you must demonstrate a history and track record of service to Mississauga Residents, as 100% of grant funding shall benefit Mississauga residents; • Providing programs and services year-round that align with identified strategic priorities of the Recreation and/or Parks, Forestry and Environment Divisions; • Have an established track record of service to Mississauga residents; • Organization is financially stable with no major deficits. 	<p>application and the desired scope of service.</p> <p>Not eligible to apply for other City of Mississauga Grants.</p>
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Please Note: The City does not fund retroactively. If groups choose to start a project or otherwise commit funds before knowing that a grant application has been approved, the City of Mississauga is under no obligation to provide funding. An applicant can pay for a rental contract at a City Facility in advance of their project application in order to ensure space is available. The Registered Group can then be refunded for the costs through their Community Grant – if approved. Registered Groups are to assume the risk for any contract cancellations. This exception is only applicable to City Facility rentals and contracts.

Ineligibility

Grants are **not available** for:

- ✗ Government agencies
- ✗ For-profit organizations;
- ✗ Organizations aligned with a political party or to support programs or services thereof;
- ✗ Individuals;
- ✗ Educational institutions including school councils;
- ✗ Commercial ventures;
- ✗ Activities that take place outside of the City of Mississauga;
- ✗ Organizations who do not meet eligibility criteria for the funding stream in which they are applying;
- ✗ Organizations that receive funding through any other City of Mississauga granting program
- ✗ Donations to charitable causes;
- ✗ Bursaries or granting programs;
- ✗ Fundraising projects and initiatives;
- ✗ Deficit reduction funding and/or accumulated deficits;
- ✗ Major capital expenditure;
- ✗ Projects where participation is conditional upon partaking in the religious activities of the organization

- ✗ Travel and accommodation;
- ✗ Competitions and travel to competitions; workshops or seminars
- ✗ Attendance at, or fees associated with, conventions, conferences, workshops or seminars
- ✗ Membership fees/dues;
- ✗ Banquets, trophies or award presentations;
- ✗ Prizes;
- ✗ Volunteer recognition/appreciation;
- ✗ Promotion of a political party of election candidate;
- ✗ Activities that charge an admission fee;
- ✗ Activities that take place outside of the City of Mississauga;
- ✗ Alcohol and related items (License fee, etc.);
- ✗ Projects occurring in private residences;
- ✗ Expenses already covered by another funding source;
- ✗ Expenses accruing prior to the current granting cycle and before funding is approved
- ✗ Activities which begin before January 2023 and/or end after December 2023; and
- ✗ Organization's activities that the City deems may promote discrimination, contempt or hatred for any individual or entity as defined by the Ontario Human Rights Code and that are not inclusive

Application Requirements

Information webinars for the 2023 grants will be available for registration on the [grants website](#), and are recommended for all applicants. Organizations that have not received funding from the City of Mississauga in the past two years are **required** to attend an information webinar listed on page 13 prior to applying.

1. A completed application must be submitted through the City of Mississauga's [Online Grants Portal](#) no later than **Friday October 14, 2022 by 4:30pm**. Incomplete or late applications will not be considered. Applications and additional documentation will not be considered if submitted by e-mail, fax or paper copy.

Application Form

All questions within the application have been answered and address the assessment criteria detailed on page 8-9. Key information required will include:

- Rationale and demonstrated need for funding and for program/project in which funding is being requested;
- Performance measures, data collection method, and measurable targets related to your goals are provided and reasonable;
- Anticipated impact and benefit to the Mississauga community; specifically addressing the strategic priorities of the Recreation Division and Parks, Forestry and Environment Division and [City's strategic priorities](#);
- Target population and neighbourhood (if applicable).

Financial Documents

All required financial documents have been uploaded and/or completed within the application.

- 2021 Signed Financial Statements (signed Audited Financial Statement if applying \$20,000 or more. \$20,000 or less must provide Financial Statement signed by two members of the Board);
- 2022 Year-to-Date Financials (Balance Sheet and Profit & Loss Statements);
- 2023 board-approved budget forecast.

Supporting Documents

- Current Board of Directors List
 - Strategic Plan or Business Plan (if available/ optional)
2. Electronic signatures of both the Executive Director and Board President/Chair must be provided showing they have read and accepted the Terms and Conditions of Grant Assistance.

Grants Portal

The City of Mississauga requires all grant applications to be submitted through its [Online Grants Portal](#). If you have already created an account, you can use the login information you created to apply for funding in 2023.

For Returning Users

Sign in to the [Online Grants Portal](#) by entering the email address and password associated with your [Online Grants Portal](#) account. If you have lost or forgotten your password, select “Forgot your password?” located next to the “Sign In” button. This will allow you to request a new password.

For First Time Users

To set up an account follow these steps:

1. Click the “Register” button located in the top right corner of the login screen
2. Ensure the “Register as an individual” option has been selected
3. Enter your name and email address
4. Create a password
5. Click “Create Account”
6. Verify your account by clicking on the “Send verification” link. This will send an email to the email address you provided
7. Open your email and click on the link that has been sent to you
8. You will then be able to go back to the Grants Portal and click on the “View programs” button

Please Note: Only click the “Apply” button once. This button will duplicate your application every time it is clicked.

Once you have created your account you will be able to access the Grants Portal during each granting cycle. Certain information entered into the application will be saved for future applications.

All Applicants

1. Complete the Eligibility Form by clicking “Start” and answering all questions in the form;
2. Click “Save and Exit” when finished;
3. Once the Eligibility Form is complete, click “View Grants” to see a list of grants you are eligible to apply for;
4. Click “Create Submission” to start a submission for a grant.

*****Tip:** Share your organization’s login information with at least two people from your organization to ensure your access to the site will not be restricted if the individual who originally registered is not available. The [Online Grants Portal](#) contains all grants for the City of Mississauga’s Community Services Division. Please ensure you have selected the correct grant program

Assessment Process

Assessment Criteria

Category	Category Description
Demonstrated Need and Rationale for Funding	<ul style="list-style-type: none">• Applicant effectively describes how funding will support a demonstrated community/neighbourhood need.• Alignment of the organization/project with City Priorities (see page 1);• Budget (including costs and revenues) is detailed, itemized and explained, including notations on all relevant calculations aligned with eligible expenses
Organizational Effectiveness & Accountability	<ul style="list-style-type: none">• Target outputs and outcomes have been clearly identified and can be measured using the S.M.A.R.T. model: Specific, Measurable, Achievable, Relevant and Time-based;• Organization has the capacity and demonstrated success in identifying, designing, delivering and evaluating similar activities related to the funding requested, including operating in a cost-effective manner according to a clear business plan or budget and identifying/mitigating potential risks.• Organization can demonstrate return on investment on previous funding awarded by the City of Mississauga and

	<p>other funders</p> <ul style="list-style-type: none"> • Organization demonstrates a mix of financial and in-kind support for implementation and sustainability of programs and services. • Evidence of ongoing self-assessment and responsiveness to community needs that has helped invigorate and enhance the quality and innovativeness of organizational activities.
Resident Engagement & Inclusivity	<ul style="list-style-type: none"> • Organization's programs and services are accessible to all residents regardless of race, religion, ethnicity, ability, gender, sexual orientation, and other qualities and attributes of identity; • The organization strives to engage under-served communities and those who may face barriers to access in Mississauga; • Effective strategies are in place to provide outreach and awareness among residents who can benefit from programs and services offered by the organization.

Application Review

Only applications completed with all of the required information received by the deadline will be assessed. Grant applications will be reviewed by City staff for accuracy, completeness and eligibility. All eligible applications are reviewed and evaluated by the Review Committee and City of Mississauga Corporate Financial Services staff. The Review Committee consists of practicing professionals and residents who are not directly involved with any organization applying for funding; members are approved by Council for a 4-year term. The Review Committee is responsible for scoring applications based on the criteria provided throughout this guideline and recommending an organization for funding and at what amount.

Corporate Financial Services staff will review information from applicants to determine their financial viability and/or identify any significant variances from prior annual statements of existing grant recipients. Some areas of analysis that the Financial Analyst will review include: the organization's liquidity and cash flows, patterns of financial results year over year, changes in net assets and reserve funds, and the sustainability of the organization's funding base.

The Commissioner of Community Services reviews final recommendations to ensure alignment with City priorities. All applicants are notified of their final recommendations before they go forward to the General Committee meeting in early 2023. Applicants may make a deputation to General Committee regarding their recommendations through the City Clerk's office. A staff liaison will confirm arrangements. Lastly, General Committee's recommendations are forwarded to Council for

final approval. Organizations are notified in writing of the final grant amount following Council approval.

Appeals Process

An applicant may submit an appeal to grantsinfo@mississauga.ca for the Community Grants Review Team in the case where it can be demonstrated that the information in the application was misunderstood in the assessment process. All appeals will be reviewed by the Director of Recreation. The following are not considered grounds for appeal:

- Grant application and/or required documents were not submitted by deadline or were not complete.
- Organization does not meet eligibility criteria Organization status in the Community Group Registry Program is not up to date.
- Change of information in the application since the grant deadline date.

Support with Conditions Status

In some circumstances, the Review Committee may recommend placing an organization on “Support with Conditions Status.” Support with Conditions Status signals to Council that particular organizations have a proposal that will benefit Mississauga residents but may require more assistance as an organization. An organization placed on Support with Conditions Status receives additional advice and coaching from the appropriate Division.

Support with Conditions Status may occur if the organization:

- ✓ Incurs a major deficit (10 percent or more of its annual operating budget), and/or
- ✓ shows evidence of not being financially viable, and/or
- ✓ does not demonstrate the ability to plan into the future, and/or
- ✓ does not meet contractual obligations or minimum requirements outlined in the guidelines, and/or
- ✓ demonstrates management or governance practices which do not conform to generally accepted practices in the sector (i.e. conflict of interest)

An organization that is placed on Support with Conditions Status may be required to check-in at regular intervals with City staff from the appropriate Division in to review the following:

- ✓ Profit & Loss Statement;
- ✓ Balance Sheet;
- ✓ Year-to-Date Budget;
- ✓ Bank Reconciliation (only if requested specifically);
- ✓ Variances to project plan/budget outlined in approved application;
- ✓ Other documentation as Applicable.

Please Note: Support with Conditions Status may have additional conditions attached to the release of grant funds.

Payment

Please Note: Applications may be approved for less than the maximum grant amount and less than what has been requested. The City reserves the right to adjust the final payment, in the event that unexpected budget cuts are required, subsequent to approval.

Organizations receiving Grants of less than \$20,000	A cheque for the total amount awarded is mailed out approximately four weeks following Council's final approval.
Organizations receiving Grants of \$20,000 or more	<ul style="list-style-type: none">• Seventy-five percent (75%) of the total grant awarded will be mailed out approximately four weeks following Council's final approval.• Twenty-five percent (25%) will be held back until the organization has provided the most recent year-end audited and/or updated financial statements, depending on the organization's fiscal year-end. <p>Note: The Recipient will have until June 30, 2023, to submit year-end/updated financial statements and any other documentation required by the City. Final payment will be made by the end of August 2023, contingent on the acceptance of the year-end/updated financial statements by the Finance Division.</p>

Request for Feedback

If an applicant is not recommended for funding, you may submit a request for feedback to grantsinfo@mississauga.ca. Feedback will only be provided to applicants that request it. Feedback provided is not a guarantee or commitment of future funding.

Reporting Requirements

All funding recipients must complete a final report highlighting how the grant benefited residents of the city and worked towards achieving a strategic priority as initially outlined within the application.

All Final Reports are to be completed and submitted through the Grants Portal.

Project Grant Recipients – Due no later than 30 days following the event/project.

Information requested will include, but is not limited to:

- ✓ Project Outcomes – what difference did this project make and how do you know (ex. strategic alignment, measurement results, testimonials, attendance numbers, photos, etc.);
- ✓ Challenges – provide an overview of any challenges or unforeseen events.
- ✓ Completed Financial Report – outline how the City funds were spent. This is to be signed by an individual authorized to sign on behalf of the organization (i.e. Chair/President, Treasurer, Executive Director);
- ✓ Next Steps – provide an overview of the next steps for the project/applicant as appropriate;
- ✓ Photo(s) of your project in action (if possible).

Operating Grant Recipients - Due: November 1, 2023

Information requested will include, but is not limited to:

- ✓ Measurement Outcomes
 - How did funding strengthen the organization through capacity, engagement, etc.;
 - How did funding benefit the organization (and in turn, the residents of the city);
 - How did the funding support the selected strategic priority;
 - Number of Volunteers / Value of Volunteers / Forecast of Volunteers;
 - Number of Program Participants / Forecast of Program Participants
- ✓ Completed Financial Report and Sustainability Statement

Please Note: If a Final Report is not received, the organization may no longer be eligible for funding.

Community Grant Program Webinar

Please note the webinar is only mandatory for applicants or their representatives who have **not** been a previous recipient of funding from the City of Mississauga's Community Grant Program within the past two years.

Webinar Date and Time:
Tuesday, September 6, 2022
6:00pm- 7:00pm
and
Friday, September 16, 2022
12:00pm – 1:00pm

Please email grantsinfo@mississauga.ca to register. Once your registration is confirmed, you will receive an email with details on how to attend and access the Webinar.

Terms and Conditions of Grant Assistance 2023

The below Terms and Conditions are applicable to annual grants only. Multi-year funded organizations will enter into a multi-year funding agreement with the City of Mississauga.

Please note; if your organization (the "Recipient") receives the financial assistance (the "Grant") from The Corporation of the City of Mississauga (the "City") under this Community Grant Program (the "Program"), the following conditions will apply.

1. Pursuant to the current terms and conditions, the City may terminate the Grant and demand a partial or full repayment of the Grant provided if:
 - a) the Recipient makes misrepresentations in its application for the Grant;
 - b) the Grant is not used for the purpose of the services/programs or project as described in the application;
 - c) the services/programs or project proposed in the application is not commenced in a timely manner as described in its application;
 - d) the services/programs or project is not completed within the fiscal year for which the Grant was intended for, except otherwise approved by the City;
 - e) the services/programs or project is completed without requiring the total amount of the Grant;
 - f) the Recipient ceases operating or dissolves;
 - g) the Recipient ceases to operate as a non-profit organization;
 - h) the Recipient merges or amalgamates with any other party;
 - i) the Recipient breaches any of the terms and conditions of the grant assistance; or,

- j) the Recipient breaches any of the provisions of the Ontario Human rights code, as amended, or any other applicable law, regulations, the City's corporate policies, by-laws or Program Guidelines in its operations.
2. It is the responsibility of the Recipient to notify the City's Grants Coordinator immediately of the occurrence of any of the grounds for which the City may demand repayment of the Grant provided (listed in Term #1 above) and/or if there are any changes in the funding of the project from that contemplated in the application.
 3. The Grant shall only be used for the purposes outlined in the application subject to City approval. Any change to the purpose of the Grant is prohibited, except otherwise approved in writing by the City.
 4. The Recipient will make or continue to make attempts to secure funding from other sources as indicated in its application. If the Recipient fails to secure sufficient funding for the services/programs or project as indicated in its application, the City, at its sole discretion, may demand a partial or full repayment of the Grant.
 5. The Recipient shall keep and make available proper books of account and records of the financial management of the funds provided by the City in accordance with generally accepted business and accounting practices, the Recipient authorizes the City or its agents to inspect any records, invoices, and documents in the custody or control of the Recipient which relate to the Grant at all reasonable times.
 6. The Recipient is required to submit a final report on the operational, project and/or capital activities as required by the City. The Grant may not be made available to organizations that fail to meet reporting requirements for any approved Grant.
 7. The Recipient represents and warrants that the services/programs or project shall not be represented as City services/programs or City project, and that the Recipient does not have the authority to hold itself out as an agent of the City in any way. The Recipient shall not hold out the City as a partner or otherwise responsible for any obligations relating to the services/programs or project.
 8. The Recipient shall acknowledge the support of the City in all advertising, publicity, programs, signage and plaques relating to the services/programs or project for which funds are granted using the City's mark/logo (please email community.group@mississauga.ca if you need a copy).
 9. In the circumstance the Recipient disbands, the Recipient must notify the City immediately and dispose of their assets in a responsible manner. Any unused portion of the Grant remains the property of the City and shall be returned to the City upon request.
 10. The Recipient shall not transfer or assign the Grant or any part thereof to another person.
 11. The Recipient acknowledges and agrees that any action taken by or on behalf of the City shall be unconditionally subject to the *Municipal Act*, *Municipal Freedom of Information and Protection of Privacy Act*, as amended, and any other applicable law or regulations governing the City or its agents, including the City's By-laws and Policies (collectively the "Applicable

Law”) and the City shall not be required to take any action in respect of the Program, or otherwise, if such action would be, or would be reasonably likely to be, in violation of any such Applicable Law or ultra vires the powers of the City.

12. The Recipient acknowledges and agrees that City Staff may accept tickets to events and performances, in accordance with the City’s Conflict of Interest Policy, respecting the Acceptance of Gifts, Benefits, or Favours Section of the Policy and that the City and the Recipient shall at all times adhere to rules set forth therein.
13. The Recipient, including its subcontractors, employees, workers, volunteers and agents, shall indemnify and save the City harmless, including the City’s elected officials, officers, employees, agents and contractors (the “Indemnified Person”), from and against any loss, cost and expense incurred by the City because of any demand, action or claim brought against the City as a result of any loss of or damage to property, personal injury or death, or any other losses or damages, both direct or indirect, howsoever and whatsoever incurred, suffered or sustained by the Recipient, including its subcontractors, employees, workers, volunteers and agents, or by a person other than the Recipient arising out of or in any way related to the Grant received or any obligation of the Recipient under this Program, or by anyone for whom in law the Recipient is responsible.
14. The Recipient, including its subcontractors, employees, workers, volunteers and agents, agrees that it shall absolutely and irrevocably releases the City and its Indemnified Person from any liability, loss, damages, costs, expense or claims suffered or incurred by the Recipient, including its subcontractors, employees, workers, volunteers and agents, whether arising in contract, tort, negligence, common law, equity or otherwise, in any connection with the Grant received or any obligation of the Recipient under this Program.
15. The City reserves the right to verify the membership lists provided to the City.
16. The Recipient agrees to receive information on the Program or other related information, news, events, promotions, offers and contests from the City.
17. The Recipient understands and agrees that the receipt of a Grant in one year does not guarantee funding in the following fiscal year.
18. The Recipient shall comply with all of the provisions of the program guidelines.
19. The City reserves its rights to amend or impose additional terms and conditions as is deemed necessary by the City.

Insurance Certificates

If awarded a grant, the Recipient shall at its sole cost and expense, obtain and maintain in full force and effect at all times throughout the term or extended term(s) of the Agreement, insurance satisfactory to the City of Mississauga with financially sound and reputable insurance companies licensed to underwrite insurance in the Province of Ontario. The Recipient shall be responsible for payment of all amounts within the deductible or self-insured retention under each policy of

insurance. All Insurance policies required pursuant to this clause shall be primary and shall not call into contribution any insurance available to the City. The insurance shall include but not be limited to:

- a) Commercial general liability insurance in respect of the obligations and operations of The Recipient 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, contractor's, invitees or licensee's, to the inclusive limit of Two Million (\$2,000,000.00) OR Five Million (\$5,000,000.00) Dollars per occurrence based on the City's assessment of risk. Such insurance shall specifically state by its wording or by endorsement that the following extensions of coverage are included:
 - i. the City of Mississauga is included as additional insured under the policy with respect to the operations and obligations of The Recipient as outlined in this application;
 - ii. 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;
 - iii. a cross-liability clause which shall have the effect of insuring each person, firm or corporation named in the policy as an insured in the same manner and to the same extent as if a separate policy had been issued to each;
 - iv. if applicable, Abusive Acts Liability;
 - v. a waiver of subrogation rights which the insurers may have against the City of Mississauga and against those for whom it is in law responsible.

Prior to funding being awarded, the Recipient shall deliver to the City, a City of Mississauga Certificate of Insurance Form, evidencing the insurance required.

- A PDF fillable Certificate of Insurance form can be obtained at www.mississauga.ca/certificateofinsurance.

GRANTS



Recreation Division

City of Mississauga
201 City Centre Drive, Suite 900
Mississauga ON L5B 2T4
mississauga.ca/grants