



SAMPLE APPLICATION FORM

Application form will be open starting May 19, 2017

Application deadline is FRIDAY, JUNE 9 at MIDNIGHT (11:59 pm)

The Purpose of the Neighbourhood Micro Grants Program

Toronto Strong Neighbourhood Strategy 2020 (TSNS 2020) is the City of Toronto's action plan for making sure that each of our 140 social planning neighbourhoods can succeed and thrive.

Residents and agencies from 39 identified neighbourhoods (31 NIAs and 8 Emerging Neighbourhoods) have developed a list of changes they want to see in their own neighbourhoods –the TSNS Actions. The \$1,000 grants are for use by resident-groups to support those TSNS Actions in local communities!

What is the City's Neighbourhood Micro Grant program?

The Neighbourhood Micro Grants program will make available small grants of \$1,000 to resident-led groups to help them inspire their neighbourhoods with events held between August and December.

Funding will be available for events that take place in the 31 Neighbourhood Improvement Areas (NIA) and the 8 Emerging Neighbourhoods between August and December 2017.

Up to two (2) groups from each of the 39 neighbourhoods will be funded for events that advance TSNS 2020. (Application for events to be held next year will open in the fall.)

The Neighbourhood Micro Grants program aims to support the delivery of local actions identified by residents and community partners involved in TSNS 2020.

How to Use this Online Form

You do not have to complete the Application Form in one sitting. You may return to your online Application Form at anytime before you submit to add or update your information.

You must answer ALL questions in the form. Incomplete applications will not be reviewed.

TO SAVE YOUR APPLICATION FORM AT ANYTIME BEFORE THE DEADLINE, FOLLOW THESE STEPS:

1. Click on the **"Save and Continue Later" button** located at the bottom of every page of the form. This will take you to a new page.
2. The new page will display a personalized link to your application form. You can:
 - a. copy and paste this link into a document and save it to your computer for your reference, or
 - b. create a bookmark of the link in your web browser, or
 - c. write it down on paper to refer to later.
3. To continue working on your saved application, copy and paste the personalized link into your web browser or if you used the **"Email me this Link"** option, go to the email sent to you and click on the FluidSurveys link.

Special Needs & Disclosure of Information

- Accommodation of special needs (e.g. documents in alternate formats, sign-language interpreters, off-hour meetings) is available as required to ensure that groups can fully participate in the funding process. For accommodation of special needs please contact the Supervisor, Community Funding at 416-392-8334 or by email at cgis@toronto.ca.
- As mandated by the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M. 56, s. 27 and By-Law 974-1998 all information collected on this form, including personal information may be subject to full public disclosure which may include posting to a web site.
- Questions about this collection can be directed to the Supervisor of Community Funding at City Hall, 15th floor, East Tower, 100 Queen Street West, Toronto, ON M5H 2N2 or by telephone at 416-392-8334.

ABOUT YOUR GROUP

Who is eligible to apply for Neighbourhood Micro Grant?

Apply if you answered yes! to the following questions below.

Is your group:

- A Resident-led community group (your group is not a business or a social enterprise)?
- A resident-led group from Neighbourhood Improvement Area (NIA)/Emerging Neighbourhood?
- Made up of at least 5 residents (or more) who live in the same neighbourhood (but from different households)?

Do you have an event or activity that:

- Takes place in one of the 39 identified neighbourhoods?
- Supports one of the Neighbourhood Actions?
- Is free and be open to all (not just members of your group)?
- Is held between August 15, 2017 - December 31, 2017?
- Is a one-time event or an activity to be held within one week?

Is your group able to:

- Have one or two of your group members attend a Pitch & Advice Meeting at your Neighbourhood Table to share your event idea (special date in May – contact your local CDO to get the dates or check back to this website for dates/locations)?
- Sign-on a local Neighbourhood Planning Table member as your mentor/coach?

Your event must be supported by the local Neighbourhood Planning Table. Funded projects are invited to share their experiences and lessons learned at a celebration event upon project completion.

Questions

Q: Your Group's Name

ANSWER

Q: Your Event/Activity Name

ANSWER

Q: Group Lead Contact Information

The Group Lead may be contacted for more information on the application (if needed). The City will also communicate with the Group Lead by email on the results of the application.

You must be a resident of the neighbourhood in which the event takes place. Please provide your postal code.

ANSWER:

	Response
Name	
Position/ Title	
Postal Code	
Phone	
E-mail	

Q: Please provide us with the contact information of your Group Members.

Resident-Led Groups with 5 or more members are eligible to apply for the Neighbourhood Micro Grants:

- Group members must be a resident of the neighbourhood in which the event takes place.
- Each Group Member must live in a separate household.

	Name	Postal Code	E-mail
Group Member #1			
Group Member #2			
Group Member #3			
Group Member #4			
Group Member #5			

YOUR COMMUNITY MENTOR / COACH

Q: Did you attend your local Pitch & Advice Meeting?

The Pitch & Advice Meeting is where your group will:

- Share your event idea with the Neighbourhood Table
- Make sure the Neighbourhood Table supports your event idea

- Find your Neighbourhood Table member to be your group's coach/mentor

One Pitch & Advice Meeting will be held in your neighbourhood in the first three weeks of May.

- Please have at least one member of your group attend!

For dates and location of the meeting, contact your local Community Development Officer.

ANSWER: Select YES or NO

Q: Who is your Community Mentor/Coach?

Your group will need to sign-up a member from your local Neighbourhood Table that will mentor and coach your group as you put on your event.

You will be able to find your Mentor/Coach at the Pitch & Advice Meeting in May.

If you missed the meeting, please contact your local Community Development Officer (CDO) to connect you with the local Neighbourhood Table and its members.

Name of your mentor/coach

E-mail

Name of Organization (must be a Neighbourhood Table member)

EVENT/ACTIVITY NEIGHBOURHOOD

Note: Only the **39 eligible** neighbourhoods are available to be selected from the map.

- Select the neighbourhood that your event/activity will take place in (**please only select one**).
- Your event/activity and your Group's location must be the same
- You can select a neighbourhood by clicking on it and it can be deselected by clicking it again.

Need help with finding out the name of your neighbourhood?

- [CLICK HERE TO FIND YOUR NEIGHBOURHOOD NAME](#) (simply put in a street address or a place name in your neighbourhood in the link provided). This link will open in a new browser window.

ANSWER: Pick ONE neighbourhood from the 39 listed below.

2 Mount Olive-Silverstone-Jamestown	Selected
3 Thistletown-Beaumont Heights	Selected
5 Elms-Old Rexdale	Selected
6 Kingsview Village-The Westway	Selected
8 Humber Heights-Westmount	Selected
21 Humber Summit	Selected
22 Humbermede	Selected
24 Black Creek	Selected
25 Glenfield-Jane Heights	Selected
26 Downsview-Roding-CFB	Selected
27 York University Heights	Selected
28 Rustic	Selected
31 Yorkdale-Glen Park	Selected
32 Englemount-Lawrence	Selected
35 Westminster-Branson	Selected
43 Victoria Village	Selected
44 Flemingdon Park	Selected
55 Thorncliffe Park	Selected
61 Taylor-Massey (formerly Crescent Town)	Selected
72 Regent Park	Selected
85 South Parkdale	Selected
91 Weston-Pelham Park	Selected
110 Keelesdale-Eglinton West	Selected
111 Rockcliffe-Smythe	Selected
112 Beechborough-Greenbrook	Selected
113 Weston	Selected
115 Mount Dennis	Selected
116 Steeles	Selected
117 L'Amoreaux	Selected
121 Oakridge	Selected
124 Kennedy Park	Selected
125 Ionview	Selected
126 Dorset Park	Selected
132 Malvern	Selected
135 Morningside	Selected
136 West Hill	Selected
137 Woburn	Selected
138 Eglinton East	Selected
139 Scarborough Village	Selected

Q: Where in the neighbourhood will the project take place?

Your event or activity MUST take place in a public space.

For example: community hub, community centre, community garden, local library, park, multi-purpose room of Toronto Community Housing building, etc.

ANSWER: Text response

PROJECT DESCRIPTION

Q: Describe your group's event/activity. Tell us WHAT you want to do. (100 words max)

ANSWER

Q: Tell us WHY you are proposing your event/activity. What does the event hope to accomplish? (50 words max.)

ANSWER

Q: Describe HOW you will organize and deliver your event/activity. (100 words max)

List as many details of the steps your group will take.

- For an easy event planning check-list, [click here!](#)
- For a how-to guide on organizing public events in parks, Toronto Park People has great guides ([check them out by clicking here](#)).
- For general information on permits and space bookings of City of Toronto facilities for local street and community events, [check out tips by clicking here](#) (click on Local Street and Community Event under Category Descriptions).

ANSWER

Q: When will your event/activity start?

Your event/activity must be FREE and OPEN to other residents in your neighbourhood (not just your group members).

Please select the Start Date when your event/activity is open to the public.

ANSWER: Pick a date from the calendar

Q: When will your event/activity end?

Your event/activity must be FREE and OPEN to other residents in your neighbourhood (not just your group members).

Please select when your event/activities will finish. If it's a one-day event, please input the same date as the Start Date from above.

ANSWER: Pick a date from the calendar

Q: Frequency of the project activities

Please note that the event/activity must start and finish within ONE week.

- Project is a one-day event
- Project is a multi-day event

Q: Timing of your event/activity

Tell us what time your event/activity will take place. Select all that apply.

- Full day
- Half day
- On the weekend
- On the weekday (Monday - Friday)
- During the day
- During the evening

Q: Who is the target group that you will target to attend your event/activity?

- Children (under 13)
- Youth (13-18)
- Older Youth (19-29)
- Adult (30-64)
- Senior (65 and above)
- All Ages

Q: Estimate the number of people who will attend your event/activity.

ANSWER

EVENT/ACTIVITY BUDGET

Q: Please fill in the budget table below: what you need in cash and what you can get donated (in-kind).

Your cash request to the City must equal \$1,000.

List as many details as possible. The Resident Review Panel will look to see how realistic your event budget is. Remember to consider if you need cash for permit/space booking fees, insurance, marketing/promotion materials, food, equipment rental, materials, staffing costs, etc. Please note, fundraising and serving/selling/purchasing alcohol is not permitted.

Description	Amount	Is this item is being donated (funded by in-kind funding)?
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Yes/No
Yes/No
Yes/No
Yes/No
Yes/No
Yes/No
Yes/No
Yes/No

Total:

SAMPLE