



IDENTIFY 'N' IMPACT

Investment Funding Program

**DEADLINE EXTENDED to
JULY 21**

2017 INI Grant Guidelines

IDENTIFY 'N' IMPACT

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Program Purpose

The purpose of the Identify 'N' Impact Investment Funding Program Grant (INI) is to:

- Help promote youth engagement and community safety in the City of Toronto
- Support youth to turn IDEAS into ACTION
- Motivate and encourage MVP youth to become involved in their communities – MVP stands for Most Vulnerable People, and is the acronym used to describe "youth most vulnerable to involvement in serious violence and crime" ¹

To be funded, project proposals will be given priority if they:

- Work to advance issues outlined in the [Toronto Youth Equity Strategy](#) (TYES)² including: educational attainment, employment, housing, youth justice, mental health, life skills, mentorship, and/or gender-based youth violence

Who Can Apply? What is eligible?

- Your group is eligible to apply if it is youth-led, based in Toronto, is a not-for-profit and is proposing project activities that will run in Toronto only

The following types of groups are eligible to apply:

- Youth-led groups of at least three or more youth, ages 15 to 29 years old
- Youth-led groups that did not receive an INI grant last year

What Will Not Be Funded?

INI is not intended to fund the following:

- Individuals or individual artists
- Projects led by a majority of youth who live outside of Toronto
- Political and religious activities
- Purchase of equipment (i.e. computers, tablets, e-readers, cell phones, etc.)
- Registered businesses, for-profit social enterprises or other for-profit groups

¹ **MVP youth definition:** TYES recognizes that there are various and intersecting factors that affect youth's resilience and vulnerability to involvement in serious violence and crime. The term MVP youth (Most Vulnerable People) is used to describe youth who face multiple and/or intersecting vulnerabilities identified in the Ontario Ministry of Children and Youth Services' Roots of Youth Violence report. These roots include: **Poverty, Racism, Community Design, Issues in the Education System, Family Issues, Health/Mental Health, Lack of Economic Opportunity and Issues in the Justice System.** Through the City's work on gender based youth violence, **Ability, Homophobia & Transphobia** have been added as roots of youth vulnerability.'

² For more information on the Toronto Youth Equity Strategy and MVP youth, visit the website: www.toronto.ca/youth

How to Apply:

1. **Read the INI Grant Guidelines (this document) in full and**
2. Complete the online eligibility self-assessment and application form by July 21, 2017. You can access this form by clicking here: <http://cityoftoronto.fluidsurveys.com/s/INI2017/>

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Do you have a passion for improving your community? Are you a youth group with a great idea that needs funding? Are members of your youth group 15 to 29 years old?

If yes, the City of Toronto invites you to consider applying for a 2017 Identify 'N' Impact (INI) Grant. We want to fund 10 great ideas!

Program Purpose

The City of Toronto will support approximately **10 projects of up to \$10,000** that:

- Encourage youth *leadership* within City of Toronto's Neighborhood Improvement Areas (formerly Priority Neighbourhoods)¹
- Deliver meaningful *opportunities* for youth to be involved in their community

To be funded, projects proposals will be given **priority** if they:

- Show that youth are the leaders in the *project planning/design, management and delivery*
- Involve youth from and/or based in one of the [City's 31 Neighbourhood Improvement Areas](#) (formerly Priority Neighbourhoods)
- Are led by or work with MVP youth – MVP stands for Most Vulnerable People, and is the acronym used to describe "youth most vulnerable to involvement in serious violence and crime."
- Work to advance issues outlined in the [Toronto Youth Equity Strategy](#) (TYES)² including: educational attainment, employment, housing, youth justice, mental health, life skills, mentorship and/or gender-based youth violence.
- Are youth-led groups that did not receive INI funding last year

Deadline – July 21, 2017

Read the INI Funding Program Grant Guidelines (this entire document) before applying for a grant.

¹ For more information on Neighbourhood Improvement Areas visit the website:

www.toronto.ca/demographics/priorityareas.htm

² For more information on the Toronto Youth Equity Strategy and MVP youth visit the website: www.toronto.ca/youth

Funds Available

- Eligible groups of three or more youth, between the ages of 15 and 29, are encouraged to submit an application. Youth-led groups that received an INI grant last year are not eligible to apply for INI funding this year.
- Requests can be made for up to \$10,000 per project application only. A total of approximately ten, \$10,000.00 grants are now available for 2017. Only one application per group is permitted.
- The deadline to complete and submit your online INI written application is **July 21, 2017**

What is INI?

| INI is: | INI is not: |
|--|--|
| <ul style="list-style-type: none"> • INI is project based funding that provide youth, aged 15 to 29 with the opportunity to expand on their leadership goals by funding their project ideas • INI funds youth-led projects that focus on community improvement, development and change; all from a youth's perspective. • This means that youth plan, manage and deliver the project themselves | <ul style="list-style-type: none"> • INI is not for adult-led activities. Adult allies may support youth with their decision-making. • Adults should not run or tell youth how to run their projects |
| <ul style="list-style-type: none"> • INI is a grant program that helps build the ability of youth to learn leadership, organizational and networking skills by creating and implementing a project | <ul style="list-style-type: none"> • INI is not for projects where youth are only participating and not leading |
| <ul style="list-style-type: none"> • INI is for a one year project and can be funded up to a maximum of \$10,000.00 • INI is to help support emerging (new, small, grassroots) youth led groups. Only youth-led groups that did not receive an INI grant last year will be considered for funding. | <ul style="list-style-type: none"> • INI is not ongoing funding • INI is not for businesses, For-profit social enterprises or other for-profit groups • Youth-led groups that received an INI grant last year are not eligible to apply for INI funding this year |

Who Can Apply? What is eligible?

Your group is eligible to apply if it is youth-led, based in Toronto, is a not-for-profit and is proposing project activities that will run in Toronto only.

The following types of groups are eligible to apply:

- Youth-led groups of at least three or more youth, ages 15 to 29 years old
- Youth-led groups that did not receive an INI grant last year

For the INI investment grant program, a group is considered "youth-led" if the following criteria are met:

- **A majority of the group's leadership are youth between the ages of 15 to 29 years old**
- **The group makes decisions about its activities independent from any other community organization**
- **Youth are the leaders in the project planning/design, management and delivery**

Youth Committees/Groups of Non-Profit Organizations:

- A youth committee or initiative of a non-profit organization can apply if it is the **applicant** group. **Youth must write the INI grant application**, plan the project and make the project happen. **Adult-led non-profit organizations cannot apply on behalf of a youth committee or initiative.**

Youth Committees/Groups of Religious Organizations:

- A youth committee or group of a religious organization can apply if it meets the criteria above for being youth-led and clearly shows a **separation** between religious activities and community activities.
- The youth must have **separate** project management, delivery and budgets. Project activities must be open and accessible to youth outside of the religious group's participants.
- Project activities cannot include any religious content.

Youth-led Groups that are not incorporated:

- Youth-led groups that are not incorporated or that do not have audited financial statements **can still apply for INI funding.**
- If recommended for funding, your group will need to work with an Administrative Partner (Trustee) organization in order to receive funding. INI staff will work with your group to help you ensure that Administrative Partner your group chooses meets the grant requirements.

Use of Funds

INI funds can be used for the following types of costs:

- Staff salaries and benefits
- Volunteer honorarium and expenses
- Space rental
- Transportation to and from project activities by youth leaders, participants, staff and volunteers
- Equipment (rental or usage costs only)
- Staff / volunteer training
- Childcare costs for participants and volunteers
- Office expenses
- Promotion and publicity (brochures, posters etc.)
- Purchased services (including web design, translation, printing etc.)

What Will Not Be Funded?

INI is not intended to fund the following:

- Projects and activities outside of Toronto
- Individuals or individual artists
- Projects led by a majority of youth who live outside of Toronto
- Political and religious activities
- Purchase of equipment (i.e. computers, tablets, e-readers, cell phones, etc.)
- Registered business or other for-profit groups (e.g. social enterprises)

What's New This Year?

- INI 2017 involves a two stage application process:
 1. Youth-led groups will complete a short online application (**Deadline July 21, 2017**)
 2. Twenty-five shortlisted applicants will be invited to meet with a Project Idea Mentor (PIM) twice, then submit a budget and workplan detailing their INI project idea by the September deadline. The shortlisted applications will be reviewed by a panel of youth and youth sector leaders that will make the INI grant recommendations.
- Approximately ten grants of up to \$10,000 will be recommended for approval by the Community Development and Recreation Committee and awarded by Council.

How to Apply:

- If your group is eligible, you **MUST** complete the **online written application form** (the first stage of the application process) by midnight on **July 21, 2017** or your application will be considered ineligible for funding. You can access this form by clicking here: <http://cityoftoronto.fluidsurveys.com/s/INI2017/>.
- Twenty-five shortlisted applicants will be invited to meet with a Project Idea Mentor twice, then submit a budget and workplan detailing their INI project idea. The shortlisted written applications will be reviewed by a panel of youth and youth sector leaders that will make the INI grant recommendations. A total of ten, \$10,000 grants will be made. More details will be provided by the INI team to the twenty-five shortlisted groups in late August 2017.
- If your group is notified that it has made the shortlist, you will need to submit an INI project budget and workplan.

Application Questions

This is the information you will need to complete your online written application:

- Your group's contact information (your group's name, mailing address, email address, postal code)
- Your lead and back-up person's contact information (name, phone number, email address)
- Which neighbourhood and/or group of youth you will work with
- How your project supports the 2017 INI priorities (see page 1)
- How many people and how many youth will be involved in your project
- Be able to tell us what your group does, in 50 words or less (the purpose of your group, what you hope to achieve or what you already do in your community)
- Be able to tell us, in 50 words or less, what your project idea is (why is your project needed, what your project is about and what will happen during your project)
- Details on how the INI grant would be used by providing a budget and workplan
- What activities will take place and when during the project
- And other information demonstrating how your project fits with the purpose of the INI funding program

What is the Role of the Project Idea Mentor (PIM) that will work with shortlisted groups?

The PIM will help INI applicants clearly explain their project ideas through their budgets and workplan

Specifically, the role of the PIM is to:

- Utilize their professional knowledge and experience to support INI applicants' in strengthening their project ideas
- Support applicants in the development of their work plan and budget.
*Note: PIMs will not write the workplan and budget for applicant groups, but can provide suggestions to support applicants to complete these grant application documents.

What is an Administrative Partner (also known as a Trustee)?

- An *Administrative Partner (Trustee)* is an organization that works with you to provide the financial and management support needed for the project to succeed.
- The *Administrative Partner (Trustee)* provides financial accountability for the grant funding if a group does not have the financial systems or organizational structure to do so on their own.
- You can still apply if your group does not have an *Administrative Partner (Trustee)*. If you are approved for funding your group will then need to find a trustee to work with that meets the City's eligibility criteria (i.e. has recent audited financial statements, demonstrates a history of sound financial and organizational management, etc).

What is the Role of Adult Allies in Supporting INI funded groups?

Adult allies (e.g. community workers, residents) and/or community organizations led by adults can support youth-led groups and INI funded projects as advisors, mentors, coaches, partners, collaborators, or by providing in-kind support (e.g. space for meetings) or by filling the role of an Administrative Partner organization (trustee). Youth-led groups are encouraged to develop relationships with other community groups, including adult-led organizations. Adult allies should not run or tell youth how to run their projects, but can support youth leaders.

INI Key Dates

FRIDAY INI 2017 launches – Guidelines posted on the website and online applications open.
JUNE 16 Submit your INI 2017 project idea by completing the short online application!

MONDAY **Deadline to submit your online application!**
JULY 21

TUESDAY Your group will be notified if you have been shortlisted. If your group has been
AUGUST 22 shortlisted, you will be provided details on the next steps including connecting with your Project Idea Mentor (PIM) and submitting an INI project workplan and budget.

MONDAY Deadline for shortlisted groups to have connect with their PIM and to submit their
SEPT 18 INI project budget and workplan

LATE NOV – INI 2017 grant recommendations are made. A report & recommendations for
EARLY DEC funding go to the Community Development and Recreation Committee and Council for approval. Letters of Understanding will be mailed to all groups that are approved for funding!

Contact us – we are here to help you

By Email: cgis@toronto.ca

Suzanne Paes (416) 392-9271
Zannalyn Robest (416) 392-8691

Frequently Asked Questions

How is INI funding decided?

A youth panel will review all eligible online applications and shortlist approximately twenty-five (25) groups. Shortlisted groups will then be invited to connect with a Project Idea Mentor (PIM), and submit a budget and workplan. These documents will be reviewed by a panel of youth and youth sector leaders to recommend INI projects for funding. The City's Community Development and Recreation Committee and Council makes final grant recommendations and approvals.

What happens after we submit our online application?

All applicants will learn if their project idea has been shortlisted for consideration by the INI allocations panel by late August 2017. Shortlisted groups will then be invited to connect with an assigned PIM at least twice, and then groups will need to complete and submit a budget and workplan. The project budget and workplan will be reviewed by a panel of youth and youth sector leaders to recommend INI projects for funding. The recommendations then go to the Community Development and Recreation Committee and Council for final recommendations and approvals. If approved, projects will receive funding and can start as early as January, 2018.

What happens if our project is approved for funding?

If your project is approved for funding, you will receive a contract (Letter of Understanding) by January 2018 that explains the terms and conditions of the funding. The contract must be signed by you, and your project's Administrative Partner/Trustee (if necessary), and returned to the City. Once the contract is received by City staff and all funding conditions are met, the funds for your project will be paid to your group or the administrative partner (trustee) organization.

What happens if our project is not approved for funding?

All INI groups will be notified about the funding recommendations by late December 2017. If your group is not approved for funding, you are encouraged to speak with program staff to discuss feedback about your application, as well as how your request for funding could be strengthened.

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.