



# Centre Community Funds application toolkit

October 2021

All the information you will need to apply for the Centre Community Funds.

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**Committed to confronting anti-Black racism by investing in tenant priorities, creating new opportunities and removing systemic barriers.**

# Introduction

Hi.

If you are reading this, you are someone who has an idea for a project or initiatives to address your community priorities and committed to bringing change to your community.

This package includes all the information you will need to apply for Centre Community Funds application form and turn your idea into action.



# Background

The Confronting Anti-Black Racism (CABR) Strategy was created following input and extensive consultations from over 700 Tenants and staff in 2020 and 2021. Toronto Community Housing's (TCHC) Board of Directors approved the CABR Strategy, the Centre for Advancing the Interests of Black People ("The Centre") and the CABR Action Plan in 2021.

As part of the CABR Strategy, the Centre is responsible for implementing an eight-point plan that places TCHC's focus on eight major outcomes for both tenants and staff:

1. Decent and fair housing
2. Meaningful economic investment
3. Healthy children, youth and families
4. Access to culturally responsive health and mental health services
5. Community-centered safety
6. Divesting from police culture
7. Uplifting social support networks
8. Addressing anti-Black racism and cultural redress

Engagement with Black tenants, tenant groups and communities is essential to the success of the eight-point plan. The Centre aims to make sure tenants can access resources to forward the objectives of the CABR Strategy. In collaboration with the Centre's Tenant-Staff Oversight and Advisory Board and the Tenant Action Fund Interim Funding Tables, we will distribute Centre Community Funds to tenants or tenant groups.

Members of the Interim Funding Tables and the Tenant-Staff Oversight and Advisory Board will review and approve requests by tenants and tenant groups to fund projects and initiatives that will respond to the eight-point plan.

# Frequently asked questions

## What are Centre Community Funds?

The Centre Community funds are resources available to tenants and tenant groups to fund projects and initiatives that respond to the CABR Strategy's Eight-Point Plan.

## Who approves Centre Community Funds applications?

Members of the Centre's Tenant-Staff Oversight and Advisory Board and the Tenant Action Fund Tables review and approve requests by tenants and tenant groups to fund projects and initiatives that will respond to the CABR Strategy's Eight-Point Plan.

## Who can apply for tenant actions funds?

All Toronto Community Housing tenants can request resources for projects and initiatives to respond to the CABR Strategy's eight-point plan. When there are funding requests from their building or townhouse, the member of the Tenant Action Fund or the Tenant-Staff Oversight and Advisory Board cannot participate in the assessment of those applications. Any tenant found to be misappropriating funds will be ineligible to apply for future resources.

## What is the maximum amount a project or initiative can receive through the Centre Community Funds?

A maximum of \$5000 can be allocated towards a project or initiative.

## What is the submission deadline for 2021?

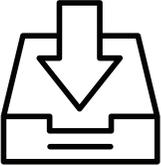
Centre Community Funds are due on November 26, 2021.

## Where can get an application form?

- Download the application online at [torontohousing.ca/CABR](https://torontohousing.ca/CABR)
- Send an email to [CABR@torontohousing.ca](mailto:CABR@torontohousing.ca)

# Process overview

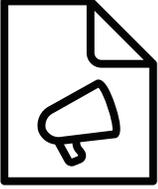
## Application submission

Step	Description
	<b>Step one:</b> Connect with the Centre team to discuss your idea or initiative. You can reach out to the team by emailing <a href="mailto:CABR@torontohousing.ca">CABR@torontohousing.ca</a> .
	<b>Step two:</b> Complete the application form. If you need help completing the form, contact the Centre team. If you are unsure how to reach out to the Centre, you can call the Client Care Centre at <b>416-981-5500</b> and a call centre agent will connect you to the right person.
	<b>Step three:</b> Submit form to <a href="mailto:CABR@torontohousing.ca">CABR@torontohousing.ca</a> .

## Review and decision

Step	Description
	<b>Step four:</b> The Centre Community Funds group will review your application form. Staff will reach out to you to let you know when your application will be reviewed and let you know if there are any questions about the application or clarifications on the application are required.
	<b>Step five:</b> You will receive a phone call or email with the status of your application within two weeks after the review meeting date. If your application is approved, a Centre staff member will contact you to discuss next steps.

# Processing applications and report back

Step	Description
	<p><b>Step six:</b> All decisions made by the Centre Community Funds group are final. Feedback for rejected applications will be provided upon request.</p>
	<p><b>Step seven:</b> Upon project completion, all applicants are expected to submit a project completion form and in the circumstance a cheque was issued, an expense report form, original itemized sale receipts and any unused funds.</p> <p>If you need help, completing your project completion form or reconciling allocated funds, you can contact a Centre staff.</p>

Tenants will have the opportunity to apply for expenses through the Centre Community Funds. Go to **page eight** for more information about eligible and ineligible expenses.

# Eligible and ineligible expenses

Tenants will have the opportunity to apply for expenses through the Centre Community Funds. **Don't know which items you can apply for?** Here is a chart to help guide you.

<b>Eligible expenses</b>	<b>Ineligible Expenses</b>
Items you can get with the funding	Items you are unable to get with funding
Volunteer recognition	Personal use
Food for participants and volunteers	Honorariums
Training	Alcohol
Printing	Fundraising activities/events, donations to charitable causes
Materials and supplies	Ongoing projects/programs
Sporting equipment*	Costs to maintain activities beyond the funding term
Media equipment*	Salaries and hourly wages and income-generating activities for staff, group members and/or mentors
Furniture and accessories (indoor and outdoor)*	TTC monthly passes
Recreation and amusement *	Travel outside of the City of Toronto
Art supplies*	Activities related to religious and/or political purposes

# Eligible and ineligible expenses

Tenants will have the opportunity to apply for expenses through the Centre Community Funds. **Don't know which items you can apply for?** Here is a chart to help guide you.

<b>Eligible expenses</b>	<b>Ineligible Expenses</b>
Items you can get with the funding	Items you are unable to get with funding
Kitchen/ household items*	Items not listed in your submitted budget
Gardening supplies and accessories*	Membership fees
Toronto Transit Commission (TTC) tokens, or mileage reimbursement with details for transportation of materials/ equipment to an event site	Conferences
Liability insurance if not covered by corporate insurance	Consultations
Permit for initiative (if applicable)	
Motivational speakers/entertainment	

\*Purchased items will be owned by Toronto Community Housing and will be made accessible to the members of the public for other uses. A plan for storing these items and making them available to tenants is required. All purchases and programming/activities must comply with public health guidelines and TCHC policies to prevent the spread of COVID-19.

# Get in touch



[torontohousing.ca/CABR](https://torontohousing.ca/CABR)



YourcommunityYoursay



[CABR@torontohousing.ca](mailto:CABR@torontohousing.ca)



416-558-3490



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# Centre Community Funds application form

October 2021



# Centre Community Funds application form

Application number (For Toronto Community Housing use only):

## Part A : Applicant information

### Type of application

Tenant

Tenant group

Applicant name (if it is a tenant group, list all the members):

Address:

Region:

Central

East

Seniors

West

Email (if it is a tenant group, list the primary contact):

Phone number (if it is a tenant group, list the primary contact):

The personal information requested in this form is collected under the authority of s. 28(2) the *Municipal Freedom of Information and Protect of Privacy Act*. The information will be used for Tenant Engagement System Refresh purposes. If you have any questions about the collection of this information, please contact the Information Specialist, 931 Yonge Street, Toronto, ON, M4W 2H2, 416-981-5500.

# Centre Community Funds application form

## Part B : Community support

List a minimum of eight tenants from your building/townhouse committee that support your application. No more than two signatures from the same household will be accepted.

#	Tenant name	Address	Phone number or email	Signature
1				
2				
3				
4				
5				
6				
7				
8				

# Centre Community Funds application form

## Part C : Project information

Project name: \_\_\_\_\_

Expected start date: \_\_\_\_\_

Expected end date: \_\_\_\_\_

### Project type:

Single event/activity

Multiple events/activities

1. What do you hope this project will accomplish?

Connect tenants to services and opportunities

Develop partnerships and networks to deliver local programs and services that will improve social conditions and promote safer communities

Increase tenant participation in activities that influence tenants' quality of life

Describe the project and why are you proposing it. Please specify in the box below or attach your document.

# Centre Community Funds application form

# Centre Community Funds application form

2. Which areas of the CABR Strategy's eight-point plan relates to your project? Check all that apply.

Decent and fair housing

Community centered safety

Meaningful economic investment

Divesting from police culture

Healthy children, youth and families

Uplifting social support networks

Access to culturally responsive health and mental health services

Addressing anti-Black racism and cultural redress

3. Who will benefit from this project? Select your target population.

Children

Seniors

Persons with disabilities

Youth

Families

Adults

Community

LGBTQ2S

Other: \_\_\_\_\_

Please describe how this project will benefit the community and address anti-Black racism. Provide details in the box below or attach your documents.

# Centre Community Funds application form

# Centre Community Funds application form

4. How many tenants do you expect to participate?

5. How do you plan to report back on the success of your project? Check all that apply.

Photos

Feedback from participants

Short video

Attendance sign-in sheets

Report

Other: \_\_\_\_\_

# Centre Community Funds application form

What does success for your project look like? Please provide details below or attach your documents.





# Centre Community Funds application form

## Part F: Declaration

Check off each box to acknowledge that consideration has been given

Resources requested will only be used for eligible expenses listed and solely for the purpose of the project. Resources will not be utilized for personal use.

All funds will be reconciled by submitting original itemized sales receipts along with a completed expense report form and any unused funds within 14 days of project completion. Expenses cannot be incurred before the date an application is approved.

Funded applicants are responsible for both the use and reconciliation of funds.

All successful applicants will submit a brief summary report once the project is completed. The summary includes highlights and challenges of the project, how many tenants participated in the project and/or tenants testimonials. Any photos or video provided must have tenants' consent. A project template will be provided.

All funded applicants must reconcile funds before seeking further resources. Funded applicants will not receive further resources if funds are misused or unreconciled.

All decisions made by the Centre for Advancing the Interest of Black People (the Centre) are final. Feedback for rejected applications will be provided upon request. Tenants are allowed to resubmit rejected applications.

All sections A to E of application form are completed.

Applicant signature (if it is a tenant group, use primary contact's signature):

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Applicant name (if it is a tenant group, use primary contact's name):

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Date:

# Get in touch



[torontohousing.ca/CABR](https://torontohousing.ca/CABR)



**#YourcommunityYoursay**



[CABR@torontohousing.ca](mailto:CABR@torontohousing.ca)



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**Centre Community Funds Application Assessment Worksheet**

<b>Application Number:</b>
<b>Panel information</b>
<b>Review Date:</b>

**Part A: Panel Decision**

Panel Member Name	Signature	Date

**Part B: Toronto Community Housing Approval**

Staff Name	Role	Signature	Date
<b>Total Amount Approved</b>			
<b>Budget Code</b>			

Score 1 to 5: 1 = No 2 = A bit 3 = Somewhat 4 = Mostly 5 = Yes		
Criteria	What to look for	Score
Is it clear what the project intends to accomplish?	<ul style="list-style-type: none"> <li>The need for the project is clearly identified.</li> <li>The project objectives are concrete, realistic and achievable.</li> </ul>	/5
Are expected outcomes and potential longer term impacts clearly identified?	<ul style="list-style-type: none"> <li>The project will address the priorities identified in the CABR Strategy</li> <li>The project clearly explains how the community issues or needs will be addressed/ how communities will benefit from this project.</li> <li>The activities will bring more tenants together (both in the planning and in the implementation of the project)</li> </ul>	/5
Is it clear what success looks like for the project?	<ul style="list-style-type: none"> <li>There is an evaluation plan that includes concrete indicators of success (metrics) and how information to demonstrate success will be collected (data collection)</li> <li>The project proposal explains what success looks like for the project</li> <li>The project proposal identifies how project success will be reported back</li> </ul>	/5



**Centre Community Funds Application Assessment Worksheet**

<b>Are resources clearly identified?</b>	<ul style="list-style-type: none"><li>• There are key partners and stakeholders supporting this project.</li><li>• Community services and assets are involved to maximize impact and minimize duplication.</li><li>• Additional resources required from Toronto Community Housing are clearly identified</li></ul>	<b>/5</b>
<b>Total rating</b>	<b>/20</b>	

**Comments:**

**Questions:**



**Centre Community Funds Application Assessment Worksheet**  
**Recommendation:**