

# ADVANCE BRAMPTON FUND

## 2024 GUIDELINES



## Table of Contents

1.	About the Advance Brampton Fund .....	3
1.1	Structured to Support Project Growth .....	3
1.2	Alignment with City Priorities .....	3
2.	Purpose of Guidelines .....	3
3.	Program Inquiries.....	4
4.	What Organizations are Eligible to Apply .....	4
4.1	Eligible Organizations.....	4
4.2	Ineligible Organizations.....	5
4.3	Required Organizational Insurance.....	5
5.	What Projects are Eligible for Consideration.....	6
5.1	Project Funding Streams .....	6
5.2	City Priorities for 2024 Funding .....	8
5.3	Applicant Responsibilities .....	11
5.4	Ineligible Project Types .....	12
5.5	Ineligible Expenses .....	13
6.	Getting Ready to Apply to the Advance Brampton Fund .....	13
6.1	Important Dates .....	13
6.1.1	Biannual Intake – New/Small Project Stream .....	13
6.1.2	Annual Call for Projects: Developing Projects Stream and Amplifying Projects Stream .....	14
6.1.3	Application Submission Notice .....	14
6.2	Application Limitations .....	14
6.3	Required Eligibility Documents.....	15
6.3.1	Evidence of Organization Status .....	15
7.	Applying to the Advance Brampton Fund.....	16
8.	Evaluation of Applications .....	17
9.	Successful Recipients .....	18
9.1	Payment Schedule.....	18
9.2	Recognition of City of Brampton Funding.....	18
10.	Project Close-Out Reporting .....	19
11.	General Funding Provisions .....	20
12.	Access to Information and Protection of Privacy.....	22

List of Appendices ..... 23

Appendix A – Definition of Terms ..... 24

Appendix B – Charity Details Page ..... 26

Appendix C – Corporation Information Pages ..... 29

Appendix D – Corporation Profile Reports ..... 33

Appendix E – Standard Organizational By-Laws for Unincorporated Groups ..... 41

Appendix F – City Provided Proof of Commercial General Liability Insurance Form..... 42

Appendix G – Application Questions and Evaluation Criteria Matrix for the New/Small Project Stream.. 43

Appendix G – Application Questions and Evaluation Criteria Matrix for the Developing Stream ..... 51

Appendix H – Application Question and Evaluation Matrix Criteria for the Amplifying Projects Stream.. 59

## 1. About the Advance Brampton Fund

The City of Brampton recognizes the unique and valuable role that the non-profit sector can play in delivering projects that meet community needs, complement City services and contribute to advancing the quality of life for Brampton residents. As such, the City is pleased to offer the Advance Brampton Fund: a community granting program that supports non-profit sector development. The Advance Brampton fund (ABF) provides municipal funding to eligible strong project proposals that impact Arts and Culture, Recreation and Community Safety, led by Brampton-based non-profit organizations.

### 1.1 Structured to Support Project Growth

The Advance Brampton Fund is structured to support non-profit organizations with funding for small or new projects, developing existing projects, or amplifying established large projects. The goal is to encourage grantees to move towards project strength and sustainability by enhancing their ability to lead well-managed and meaningful work in the local non-profit sector and Brampton community.

The Advance Brampton Fund includes the following funding streams (more on Page 6)

- New and Small Project Stream
- Developing Project Stream
- Amplifying Project Stream

### 1.2 Alignment with City Priorities

Within each of these funding streams, applicants select which City priority their project aligns with. For 2024, the Advance Brampton Fund is accepting applications from eligible non-profit and charitable organizations for projects that take place in Brampton and align with the following priorities:

- Arts and Culture
- Recreation
- Community Safety

Section 5.2 of these Guidelines provides details of the eligible project types, outputs and outcomes associated with each priority. Be sure to review this section before making an application to ensure your proposed project meets these criteria.

## 2. Purpose of Guidelines

These guidelines provide information about the Advance Brampton Fund, including eligibility requirements, funding streams, and the application and evaluation process. It also provides important deadlines and general funding provisions. Applicants are strongly encouraged to read these guidelines before applying to ensure a thorough understanding of the program and eligibility criteria are met.

### 3. Program Inquiries

Have questions about the Advance Brampton Fund?

- Visit the program website: [www.brampton.ca/abf](http://www.brampton.ca/abf)
- Email program staff at [abf@brampton.ca](mailto:abf@brampton.ca)

### 4. What Organizations are Eligible to Apply

#### 4.1 Eligible Organizations

The City considers the following organization types eligible for funding through the Advance Brampton Fund.

- **A Brampton-based Registered Charity:** An organization or foundation that has a valid and subsisting registration as a charitable organization under the Income Tax Act (Canada) and has a registered, permanent office address in Brampton as evidenced by the Charity's Canada Revenue Agency T3010 or Charity Details Page and where applicable, Corporation information Page or Corporation Profile Report. For details, see Section 6.3.1 Evidence of Organizational Status.
- **A Brampton based Incorporated Non-Profit Organization:** An organization incorporated under the laws of Canada or Ontario as a not-for-profit corporation without share capital and has a registered permanent office address in Brampton as evidenced by the organization's Corporation Information Page or Corporation Profile Report. For details, see section 6.3.1 Evidence of Organization Status.

***Note:** Registered charities and Incorporated Non-Profits can provide a rental agreement or utility bill in the organization's name for a Brampton address in order to prove a Brampton location.*

- **An Unincorporated Non-Profit Organization:** an unincorporated organization consisting of two or more Brampton residents formed to pursue a not-for-profit purpose. The organization must be governed by a volunteer Board of Directors, provide evidence of their non-profit purpose and activity (i.e. The organization's by-laws, constitution, terms of reference and/or charter) and must identify two authorized Board Members over the age of 19 with permanent residential addresses in Brampton who must execute the grant application and City's grant agreement both personally and on behalf of the organization. Unincorporated non-profit organizations must also have a bank account in the name of the name of the organization as provided in their grant application.

## 4.2 Ineligible Organizations

The City considers the following organizations ineligible for funding through the Advance Brampton Fund:

- Resident groups and collectives that do not meet the definition and application requirements for Unincorporated Non-Profit Organizations,
- For-profit corporations, organizations, or sole proprietorships,
- Individuals,
- School boards, schools, classroom projects and extra curricular activities,
- Public Libraries
- Organizations that receive their core funding from the City of Brampton,
- Organizations with proposed projects that duplicate City of Brampton programs and services,
- Political organizations and organizations with political affiliations,
- Religious groups and faith organizations whose proposed project include the promotion of an/or adherence to a specific faith,
- Hospitals, clinic-based services, or medical treatment projects,
- Fundraising associations,
- Provincial and/or national organizations except where the application is made by a local chapter with a permanent office in Brampton as defined in section 4.1 of these guidelines and when funds are used only to benefit the Brampton community.
- Organizations that discriminate or seek to limit the legal rights and activities of people,
- Organizations that do not have a presence, purpose, and reputation for delivery activities with community benefit in Brampton.

**Note:** *Employees of the City of Brampton, publicly elected officials and members of their offices, are ineligible to act as an application contact or signing authority any organization for any grant application.*

## 4.3 Required Organizational Insurance

An additional eligibility requirement is that an applicant organization must carry Commercial General Liability Insurance. This insurance must be in the name of the applicant organization and cover the obligations and operations of the organization 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, contractors, invitees, or licensees, to the inclusive limit of two million (\$2,000,000.00) per occurrence.

- Such insurance shall specifically state by its wording or by endorsement that The Corporation of the City of Brampton is included as an additional insured under the policy with respect to the operations and obligations of the recipient as outlined in their application and/or the Advance Brampton Fund agreement.
- 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.

Proof of this insurance must be submitted as part of your application, using the **only** the City's Certificate of Insurance Form, provided within the grant application. The form must be completed by an insurance representative from an insurer licensed to sell insurance in Ontario.

An applicant organization, must at its own expense, obtain and maintain in full force the required insurance ensuring it is current and up to date at all times throughout the application process. Organizational insurance must be in place before project delivery and application to the Advance Brampton Fund. If the application is successful, this insurance must be maintained in full force throughout the term or extended term(s) of the Advance Brampton Fund agreement, at the applicant's own expense. Failure to maintain this insurance and provide the City with an updated Certificate of Insurance as necessary will result in an approved funding award being rescinded or funding cancelled.

For a sample and further instruction on the Proof of Insurance Certificate please see Appendix F.

## 5. What Projects are Eligible for Consideration

### 5.1 Project Funding Streams

The Advance Brampton Fund offers the following funding opportunities for 2024

New and Small Projects Stream	
<b>2024 Funding Stream Budget:</b>	Intake 1 \$125,000   Intake 2 \$125,000 <i>(Intake 2 is pending Council approval of 2024 Municipal Operating Budget).</i>
<b>Purpose:</b>	To support new and/or small projects that align with the outlined City priorities. This stream best supports new projects or projects that have been run before and have small funding needs.
<b>Open to:</b>	<ul style="list-style-type: none"> <li>• Registered Charities</li> <li>• Incorporated Non-Profit Organizations</li> <li>• Unincorporated Non-Profit Organizations</li> </ul>
<b>Available Funding:</b>	<p>Up to \$5,000 in project directed funds. This stream can provide 100% of <b>eligible</b> project expenses and <b>does not</b> require matching contributions.</p> <p><i>See section 5.5 Ineligible Expenses to learn more about expenses that can not be paid with Advance Brampton Fund funding.</i></p>
<b>Grant Term:</b>	Projects must take place between January 1, 2024, and December 31, 2024.
<b>Application Intake</b>	<p>Bi-Annual for 2024</p> <p>First Call Opens: October 2, 2023 First Call Closes: October 30, 2023</p> <p>Second Call Opens: February 29, 2024 Second Call Closes: March 28, 2024</p> <p><i>*Second Call is pending Council approval of 2024 Municipal Operating Budget.</i></p>

	<i>See section 6.1.1 Important Dates - Bi-Annual Call for Applications: New/Small Project Stream for full application schedule.</i>
<b>Project Close Out Report</b>	Organizations must be able to submit a Project Close Out Report by no later than February 11, 2025.

\*Pending Council approval of 2024 Municipal Operating Budget

<b>Developing Projects Stream</b>	
<b>2024 Funding Stream Budget:</b>	\$500,000
<b>Purpose:</b>	To support existing projects that have been run at least once before in Brampton and align with the outlined City priorities. This stream best supports projects that are growing and have potential to develop further with increased resources.
<b>Open to:</b>	<ul style="list-style-type: none"> <li>Registered Charities</li> <li>Incorporated Non-Profit Organizations</li> </ul>
<b>Available Funding:</b>	<p>Up to \$12,500 in matching project funds to a maximum of 50% of project expenses. Advance Brampton Fund funding can only be spent on eligible expenses.</p> <p><i>See section 5.5 Ineligible Expenses to learn more about expenses that can not be paid with Advance Brampton Fund funding.</i></p>
<b>Grant Term</b>	Projects must take place between January 1, 2024, and December 31, 2024.
<b>Application Intake</b>	<p>Annual Call for Applications</p> <ul style="list-style-type: none"> <li>Call opens: October 2, 2023</li> <li>Call closes: November 22, 2023</li> </ul> <p><i>See section 6.1.2 Important Dates – Annual Call for Applications: Developing Projects Stream and Amplifying Project Stream for full application schedule.</i></p>
<b>Project Close Out Report</b>	<p>Organizations must be able to submit a Project Close Out Report 6 weeks after the project end date provided in their application or by December 31, 2024.</p> <p><i>Note: Project Close Out Reports must be submitted by December 31, 2024 in order for the annual Municipal Budget to pay out the final 10% of the grant amount. Organizations may forfeit their final 10% pay out if a Project Close Out Report is not submitted by December 31, 2024.</i></p>

\*Pending Council Approval of the 2024 Municipal Operating Budget

<b>Amplifying Projects Stream</b>	
<b>2024 Funding Stream Budget:</b>	\$750,000
<b>Purpose:</b>	To support established projects that have been run at least twice before in Brampton and align with the outlined City priorities. This stream best supports large projects seeking to improve sustainability and increase reach.
<b>Open to:</b>	<ul style="list-style-type: none"> <li>Registered Charities</li> <li>Incorporated Non-Profit Organizations</li> </ul>



<b>Available Funding:</b>	<p>Up to \$25,000 in matching project funds to a maximum of 50% of project expenses. Advance Brampton Fund funding can only be spent on eligible expenses.</p> <p><i>See section 5.5 Ineligible Expenses to learn more about expenses that can not be paid with Advance Brampton Fund funding.</i></p>
<b>Grant Term:</b>	<p>Projects must take place between January 1, 2024, and December 31, 2024.</p>
<b>Application Intake:</b>	<p>Annual Call for Applications</p> <ul style="list-style-type: none"> <li>• Call opens: October 2, 2023</li> <li>• Call Closes: November 22, 2023</li> </ul> <p><i>See section 6.1.2 Important Dates – Annual Call for Applications: Developing Projects Stream and Amplifying Projects Stream for full application schedule.</i></p>
<b>Project Close Out Report</b>	<p>Organizations must be able to submit a Project Close Out Report 6 weeks after the project end date provided in their application or by December 31, 2024.</p> <p><i>Note: Project Close Out Reports must be submitted by December 31, 2024 in order for the annual Municipal Budget to pay out the final 10% of the grant amount. Organizations may forfeit their final 10% pay out if a Project Close Out Report is not submitted by December 31, 2024.</i></p>

\*Pending Council Approval of the 2024 Municipal Operating Budget

## 5.2 City Priorities for 2024 Funding

The Advance Brampton Fund has prioritized three Priority Areas for funding in 2024 and prescribed the types of projects applicants may undertake within each funding stream. Applicant projects must align with one of the following City Priorities and project types to be eligible for 2024 funding consideration.

<b>Arts and Culture</b>	
<b>Priority Area Focus:</b>	<p>Support Inclusive Artistic Expressions: Building Brampton's identity as a creative city with a vibrant and diverse artist community.</p>
<b>Eligible Project Types:</b>	<p>Arts and Culture projects that align with and support the City's <a href="#">Culture Master Plan</a> by:</p> <ol style="list-style-type: none"> <li>1. Contributing to the development of a creative community of artistic practice in Brampton through educational and networking opportunities for artists and the creative community or,</li> <li>2. Providing opportunities for the production and/or presentation of artistic work in Brampton</li> </ol>
<b>Outputs:</b>	<p><b>Development of a Creative Community of Artistic Practice</b></p> <ul style="list-style-type: none"> <li>• # of artists engaged (participating in some way, with or without pay)</li> <li>• # of artists hired (paid)</li> <li>• \$ paid to Brampton artists</li> <li>• # of participants (artist or non-artist)</li> </ul>

	<ul style="list-style-type: none"> <li>• # of learning and/or professional development opportunities provided</li> <li>• # of mentorship opportunities provided</li> <li>• # of volunteers</li> <li>• # of volunteer hours</li> </ul> <p><b>Opportunities for Production and Presentation of Artistic Work in Brampton</b></p> <ul style="list-style-type: none"> <li>• # of performances or exhibitions presented</li> <li>• # of creative works produced</li> <li>• # of paid artists</li> <li>• \$ value paid to Brampton artists</li> <li>• # of audience in person</li> <li>• # of live audience (virtual)</li> <li>• \$ of gross revenue generated</li> <li>• # of volunteers</li> <li>• # of volunteer hours</li> </ul>
<b>Outcomes:</b>	<ul style="list-style-type: none"> <li>• Brampton artists, creators and arts organizations are better connected, share skills and drive innovation in their practice.</li> <li>• Brampton residents interested in the arts are provided opportunities and education to help build their skills and level of engagement with artistic expression.</li> <li>• Brampton artists, creators, groups, and audiences participate in meaningful exchange, enriching the community while embracing expression, which showcases innovation in arts derived through cross-cultural and diverse connection and collaboration.</li> </ul>

<b>Recreation</b>	
<b>Priority Area Focus:</b>	Encouraging active and healthy lifestyles for all Bramptonians
<b>Eligible Project Types:</b>	<p>Projects or activities encouraging active and healthy lifestyles through:</p> <ol style="list-style-type: none"> <li>1. Physical activities such as sports, or leisure activity requiring physical movement.</li> <li>2. Wellness projects, including education and outreach on physical literacy, healthy eating, and food education.</li> <li>3. Projects that encourage healthy and safe ways for Brampton youth and/or seniors to reduce isolation and participate in leisure activities in Brampton</li> </ol> <p>Projects that focus on diverse populations in Brampton or on neighbourhoods that have a low well-being index level identified in the Region of <a href="#">Peel Neighbourhood Information Tool</a> (to access the tool click the link and then click on the Neighbourhood Information Tool, 2021 map) are preferred. Applicants should demonstrate this commitment in their application</p>

	<p>Proposed projects must not duplicate programs/services offered by the City of Brampton. Applicants should review <a href="#">City delivered programs</a> online prior to submitting an application.</p>
<p><b>Outputs:</b></p>	<p><b>Physical Activities</b></p> <ul style="list-style-type: none"> <li>• # of opportunities for residents to engage in physical activity</li> <li>• # of project participants</li> <li>• % of participants from neighbourhoods that have been rated as having a low well-being index level on the <a href="#">Region of Peel Neighbourhood Information Tool</a></li> <li>• # of volunteers</li> <li>• # of volunteer hours</li> <li>• # of community partner organizations involved in project delivery</li> <li>• # of participants to report physical and/or emotional well-being improvements as a result of project delivery.</li> </ul> <p><b>Wellness Projects (including education and outreach)</b></p> <ul style="list-style-type: none"> <li>• # of physical literacy, healthy eating and/or food education resources created</li> <li>• % of resources distributed to neighbourhoods that have been rated as having a low well-being index on the <a href="#">Region of Peel Neighbourhood Information Tool</a></li> <li>• # of seminars workshops or educational sessions delivered</li> <li>• # of project participants</li> <li>• # of volunteers</li> <li>• # of volunteer hours</li> <li>• # of community partner organizations involved in project delivery</li> <li>• # of participants to report physical and/or emotional well-being improvements as a result of project delivery</li> </ul> <p><b>Seniors and Youth Recreational Projects</b></p> <ul style="list-style-type: none"> <li>• # of seniors participating in the project</li> <li>• # of youth participating in the project</li> <li>• # of volunteers</li> <li>• # of volunteer hours</li> <li>• % of participants from neighbourhoods that have been rated as having a low well-being index on the Region of Peel <a href="#">Neighbourhood Information Tool</a></li> <li>• # of participants to report physical and/or emotional well-being improvements as a result of project delivery</li> </ul>
<p><b>Outcomes:</b></p>	<ul style="list-style-type: none"> <li>• Initiatives create a Brampton where residents are physically healthy through increased access to a diverse range of physical activities</li> <li>• Initiatives create a Brampton where residents have increased knowledge of physical literacy, healthy eating, nutrition, etc.</li> <li>• Initiatives create a Brampton where senior and youth residents have increased opportunity for recreational participation and reduced incidences of social isolation.</li> </ul>

<b>Community Safety</b>	
<b>Priority Area Focus:</b>	Supporting an empowered and connected Brampton where everyone feels safe, has a sense of belonging, and has their needs met.
<b>Eligible Project Types:</b>	<p>Projects that align with and support <a href="#">Brampton's Community Safety Action Plan</a>. Projects should fall under one of the three areas of focus in the Action Plan:</p> <ul style="list-style-type: none"> <li>• Safety</li> <li>• Awareness</li> <li>• Empowerment</li> </ul> <p>Additional community safety and well-being projects may be considered if they provide sufficient data that demonstrate the need to focus efforts on an area outside of Action Plan priorities of Safety, Awareness and Empowerment</p>
<b>Outputs:</b>	<p># of workshops/educational sessions delivered                      # of project participants                      # of volunteers                      # of volunteer hours                      # of community partners involved in project delivery                      # of participants to report physical and/or emotional well-being improvements as a result of project delivery</p>
<b>Outcomes:</b>	<ul style="list-style-type: none"> <li>• Initiatives create stronger neighbourhoods which feel more inclusive, safer for residents, and increase public participation in the community.</li> <li>• Initiatives create a safer Brampton by ensuring resident's primary needs are met.</li> <li>• Initiatives create a Brampton where residents are more aware of community safety and well-being information, resources, and services available to them.</li> <li>• Initiatives create a Brampton where residents are connected. Included and feel like they belong.</li> <li>• Initiatives create a Brampton where residents have increased opportunity and gain new or improved skills.</li> <li>• Initiatives create a healthier Brampton by ensuring improved mental health of residents.</li> </ul>

### 5.3 Applicant Responsibilities

In the delivery of projects, organizations shall comply with all applicable laws, regulations, rules, orders and other requirements of governmental authorities having jurisdiction, including City by-laws and policies including all federal and provincial laws, regulations and orders, municipal by-laws and directives, the guidelines, directives and recommendations of public health authorities to protect public health and safety.

Projects must be appropriate for broad public consumption. Project content must not be offensive, inflammatory, discriminatory, mature, or otherwise controversial in nature. The City reserves the right to determine what is appropriate for public consumption.

Grants made within the Developing and Amplifying Projects Streams are 'matching' grants. This means the budget submitted with each application must show project expenses where the total value is at least double the requested grant amount. The matching 50% from the requesting organization is demonstrated in the Project Close Out Report Budget as matching expenses proven as paid. Volunteer hours and gifts in kind should be tracked as expenses in application and project close out report budgets.

Applicants should notify the Grants Administration Officer of any significant change to project delivery as outlined in their application. Significant changes to project delivery may make a project subject to re-review and may result in an applicant having to return granted funds. Significant changes in projects include but are not limited to changing the location of project delivery to an area outside of Brampton, significantly reducing the number of program participants, and changing the type of project to be delivered or changing the activities undertaken to achieve the project.

Applicants are responsible for completing a Project Close Out Report. This report details project implementation and directly aligns with the application, including project budget. Using the application and budget as a guide, grantees will specify the details of actual project delivery and explain any variance from the application. In the Project Close Out Report budget grantees will verify the amounts spent on the project and submit documented support for the actual expenditures for both the granted amount and, if applicable, the matching amount. Therefore, grantees must track all their expenses and keep detailed records. The City may require payroll documentation, contracts, invoices, point of sale receipts, cheque copies, bank statements and credit statements to prove expenditure. What is required will depend on the expense and method of payment.

Close-out reporting also includes reporting on the actual attainment of outputs selected in the application and it is the grantee's responsibility to ensure an accurate measurement of the outputs selected. Measuring outputs can be done through qualitative or quantitative research/analysis including participant interviews, participant surveys, attendance records, volunteer logs, etc.

The City may, without advance notice, be required to revise the priorities for 2024 funding and project eligibility to ensure compliance with applicable laws and public health guidance.

#### 5.4 Ineligible Project Types

- Projects taking place outside of Brampton
- Banquets
- Beauty Pageants
- Fundraising Projects
- Private events
- Politically partisan events or projects
- Projects where participation is conditional upon partaking in the religious activities of the organization.
- Projects that are not open and inclusive of the general public

- Projects administered by the [City of Brampton Parks Division: Tree Plantings, Community Gardens](#) and [Park Cleanups](#)
- Projects occurring on/in private residences
- Major capital projects (such as the purchase of land, buildings, machinery and/or vehicles; and building renovations)

### 5.5 Ineligible Expenses

- Trophies, awards, prizes, and gifts.
- Scholarships and bursaries
- Expenses association with alcohol, tobacco, or any other controlled substances (including costs related to the sale of these items)
- Expenses considered to be a part of the organization's general operation, staffing and administration which are not directly related to the delivery of the project.
- Fireworks
- Fundraising and granting
- Insurance
- Staff and guest travel or accommodation
- Attendance at, or fees associated with, conventions or conferences
- Membership fees/dues
- Expenses accrued prior to the current grant project year.
- Within the New/Small Projects Stream capital expenditures over \$2,500 or that are not directly related to the delivery of the project.
- Within the Developing and Amplifying Streams, capital expenditures over \$5,000 or that are not directly related to the delivery of the project.

## 6. Getting Ready to Apply to the Advance Brampton Fund

### 6.1 Important Dates

#### 6.1.1 Biannual Intake – New/Small Project Stream

Applications to the New/Small Projects Stream are accepted on a biannual basis for 2024, following the table below.

Applications must be submitted in the online grant portal by 11:59 pm. EST on deadline day.

<b>Intake 1</b>	
<b>Call for Applications Opens:</b>	October 2, 2024
<b>Last Day to Ask Questions of Staff by Email or Phone:</b>	October 27, 2023
<b>Deadline for Applications:</b>	October 30, 2023
<b>Evaluation Period:</b>	October 2023 – December 2023
<b>Notice to Applicants:</b>	January 2024

\*Pending Council Approval or 2024 Municipal Operating Budget

<b>Intake 2</b>	
<b>Call for Applications Opens:</b>	February 29, 2024
<b>Last Day to Ask Questions of Staff by Email or Phone:</b>	March 25, 2024
<b>Deadline for Applications:</b>	March 28, 2024
<b>Evaluation Period:</b>	April 2024 – May 2024
<b>Notice to Applicants:</b>	June 2024

\*Pending Council approval of the 2024 Municipal Operating Budget.

### 6.1.2 Annual Call for Projects: Developing Projects Stream and Amplifying Projects Stream

Applications to the Developing Projects Stream and Amplifying Projects Stream are accepted through the Advance Brampton Fund's Annual Call for Projects, following the table below.

Applications must be submitted in the grant portal by 11:59 pm. EST on deadline day.

<b>Annual Call for Applications Open Date:</b>	October 2, 2023
<b>Last Day to Ask Questions of Staff by Email or Phone:</b>	November, 20, 2023
<b>Deadline for Applications:</b>	November 22, 2023
<b>Evaluation Period:</b>	November 2023 – December 2023
<b>Notice to Applicants:</b>	January 2024

\*Pending Council Approval of the 2024 Municipal Operating Budget

### 6.1.3 Application Submission Notice

In all streams only complete applications will be processed by the Advance Brampton Fund. An application is considered complete when all required supporting documentation has been received, and the application is submitted on the online grant portal. This includes, where applicable, provision of: Corporation Information Pages; Corporation Profile Reports; Applicant Government Identification; Organizational By-Laws; Constitution; Terms of Reference; Charter and Volunteer board member lists. It also includes an appropriately filled expense template (provided in the application by the City), and Proof of Insurance (provided in the application by the City). Incomplete or late applications will not be processed.

The City is under no obligation to provide funding if organizations choose to start a project or otherwise commit funds before making or being notified of the outcome of their grant application. Submitting an application for funding does not guarantee an award of funding and funding in previous years does not guarantee future funding and/or ongoing financial support.

## 6.2 Application Limitations

There is a limit of two (2) applications per organization annually to the Advance Brampton Fund:

- Maximum of one (1) application to either the Amplifying or Developing Projects Stream.
- Maximum of one (1) application to the New/Small Projects Stream.
- The Advance Brampton Fund will only fund a project once in a calendar year. If submitting more than one application as outlined above, both applications must be for unique projects.

### 6.3 Required Eligibility Documents

The following document must be uploaded as part of the application and will be used to determine an organization's eligibility for the Fund. It is advised that applicants gather and prepare these documents in advance to ensure a smooth process when applying.

Failure to submit required documentation with the application could result in the organization's application being considered incomplete and rendered ineligible for funding consideration.

#### 6.3.1 Evidence of Organization Status

The requirements for providing evidence of organization status vary depending on the type of organization that is applying. **Please adhere to the specific document submissions listed below. Other documents will not be accepted. Note that all organizational names and addresses appearing on the application and the supporting documents submitted must be the same. Address verification is a key part of the qualification process, and inconsistencies may cause the application to be declined.**

##### 6.3.1.1 Registered Charity

If the applicant organization is a Registered Charity, the following documents are required to be submitted as part of the application:

- An electronic copy of the Registered Charity's Detail page also known as the T3010 found on the Canada Revenue Agency's website. The Charity Detail page must list a Brampton office address for the organization.
  - For instructions on accessing this page and a sample Charity Detail page copy, please refer to Appendix B.
- If the Registered Charity is incorporated, a Corporation Profile Report or Corporation Information page is also required. The Corporation Profile Report must also list a Brampton office address for the organization.
  - For instructions on accessing a Federal Corporation Information page and a sample copy, if your Registered Charity is Federally Incorporated, please refer to Appendix C.
  - For instructions on accessing a Corporation Profile Report and a sample copy, if your Registered Charity is incorporated in Ontario, please refer to Appendix D.

##### 6.3.1.2 Incorporated Non-Profit Organizations

If the applicant organization is an Incorporated Non-Profit Organization, the following document is required to be submitted as part of the application:

- A Corporation Information Page or Corporation Profile Report, must list a Brampton office address for the organization.
  - For instructions on accessing a Federal Corporation Information page and a sample copy, if your organization is Federally Incorporated, please refer to Appendix C.
  - For instructions on accessing a Corporation Profile Report and a sample copy, if your organization is incorporated in Ontario, please refer to Appendix D.

##### 6.3.1.3 Unincorporated Non-Profit Organization

If the applicant organization is an Unincorporated Non-Profit Organization, the following documents are required to be submitted as part of the application:

- A document containing the names of two (2) authorized members who jointly have the authority to bind the organization and all its members, are over the age of 19, have permanent residential addresses in Brampton, confirming that those individuals are executing the grant



application and will execute the City's grant agreement both personally and on behalf of the organization.

- The two (2) authorized members must submit photocopies of their photo identification, proving they are over the age of 19 and hold Brampton residential addresses.
- A list of members of the organization's volunteer Board of Directors.
- A copy of the organization's current constitution, by-laws, charter, or terms of agreement, evidencing the organization's non-profit purpose.
  - If the organization does not have a pre-existing constitution, by-laws, charter, or terms of agreement, please refer to Appendix E for access instructions to template Province of Ontario Non-Profit By-Laws which can be used to develop your organization's by-laws in accordance with the Ontario Non-Profit Corporation Act.

**Note: Failure to provide valid required eligibility documentation will result in the application being rejected without further evaluation.**

## 7. Applying to the Advance Brampton Fund

The City requires all grant applications to be submitted through the online grant portal at [www.brampton.ca/abf](http://www.brampton.ca/abf) unless alternate arrangements for accessibility have been made with the Coordinator in advance.

### How to Apply

To access the Advance Brampton Fund online grant portal, please go to: [www.brampton.ca/abf](http://www.brampton.ca/abf). Click on **"Apply Now"**

1. Register or Login to the Grants and Funding Portal  
You will be redirected to the City of Brampton Grants and Funding Portal.
  - If this is your first time applying to the Advance Brampton Fund, click **"Register"** to create an account. Fill out the requested information and **"Submit"**
  - If you have applied to the Advance Brampton Fund before and have an account, click **"Login"** to access the portal.
2. **Select the Funding Stream**  
Once you have registered/logged in to the portal, you can review the available funding streams. Select the stream you wish to apply to and click **"Apply"** to start an application.
3. **Complete the Application**  
Review the application and answer all the questions. Where directed, upload required eligibility documents outlined in the below sections of these guidelines:
  - Section 6.3.1 – Evidence of Organizational Status
  - Section 4.3 – Required Proof of Insurance

All information provided in the application and related attachments must be true, correct, and complete, as verified by an authorized official from your organization.

Submit your application and required supporting documents before the application deadline date. Late and/or incomplete applications will not be processed.

#### 4. **Submission Confirmation**

A system-generated message will inform you that your application has been successfully submitted.

A successfully submitted application is not a guarantee of funding. All successfully submitted applications will be evaluated and scored by Evaluation Panels as described in the Evaluation of Applications section.

## 8. Evaluation of Applications

After application intake has closed all Advance Brampton Fund applications will be reviewed by City staff for completeness and eligibility.

Next, all Advance Brampton Fund applications are evaluated by project reviewers. Project reviewer's work within City departments focused on the City Priority to which the application was submitted. Each application is reviewed by three separate reviewers and scored. Scores are calculated on a point scoring system with a maximum score of 100 points (100%). An average score for the application is created from the three reviewers individual scores and applications are funded from the highest scoring to lowest scoring within each City Priority Area until funds are depleted. In order for an application to be eligible to receive funding it must receive a minimum score of 50% in the New/Small Projects Stream, 60% in the Developing Projects Stream and 70% in the Amplifying Projects Stream. Achieving a minimum score and/or meeting all compliance requirements does not guarantee funding.

Each application will be reviewed and assessed against the criteria as outlined in the following appendices:

- Appendix G: Application Question and Evaluation Criteria Matrix – New/Small Project Stream.
- Appendix H: Application Questions and Evaluation Criteria Matrix – Developing Projects Stream.
- Appendix I: Application Questions and Evaluation Criteria Matrix – Amplifying Projects Stream.

Applicants are strongly encouraged to refer to the criteria to ensure the preparation of a competitive application.

Funding is dependant on the volume of eligible applications received and the competitive score that reviewers award an application.

Requested grant amounts can be reduced during application review. If an applicant can not deliver the project with less funding than requested, the application can be withdrawn.

The scores awarded to applications by reviewers are considered final. Final approval of funding decisions is made by the Commissioner, Community Services upon written request from the Grants Administration Officer.

Applicants will be notified by email, as listed on the grant application, regarding the final result of their application. All grant streams require signed grant agreements to be executed before funding will be released.

## 9. Successful Recipients

Successful Advance Brampton Fund recipients are required to enter into a grant agreement with the City. The agreement must be signed on behalf of the applicant(s) by the individual(s) who is/are an authorized member(s) or officer(s) of the organization as indicated in the application or such other document(s) and are deemed acceptable to the Grants Administration Officer. As part of the process of signing this agreement, the grant recipient's obligations in receiving municipal grant funding should be reviewed in detail.

Successful grant recipients are required to have a bank account in the organization's name to receive grant funding and to submit a City of Brampton direct deposit form, completed, signed, and authorized by their bank.

### 9.1 Payment Schedule

Stream and Funding	Payment Schedule
New/Small Project Stream: Maximum \$5,000	100% of the total grant awarded will be paid following contract execution
Developing Projects Stream: Maximum \$12,500	90% of the total grant awarded will be paid following contract execution. The remaining 10% of approved funding will be released upon receipt of the mandatory Project Close-Out Report and is deemed to meet all criteria by the Grants Administration Officer.
Amplifying Projects Stream: Maximum \$25,000	

### 9.2 Recognition of City of Brampton Funding

All Advance Brampton Fund recipients must acknowledge the financial support provided by the City of Brampton in all promotional and program materials. Final approval by the Coordinator of all promotional materials is required before release. The following is an example of the displayed acknowledgement required on all promotional materials:



The City will provide logos and their terms of use in various digital formats for inclusion in the promotional and program materials. Grantees can obtain logos from the grants administration officer by emailing [abf@brampton.ca](mailto:abf@brampton.ca).

## 10. Project Close-Out Reporting

A mandatory requirement of all Advance Brampton Fund streams is submitting a Project Close Out Report following the completion (i.e., full delivery of the project scope as outlined in the grant application and approved by the City in the funding agreement). This report aims to evaluate the success of the recipient's project and to account for the spending of the Advance Brampton Fund grant received.

The Project Close-Out Report template is provided to recipients through the online grant portal. The Project Close-Out Report will address three main areas of focus:

1. A review of actual project delivery and an explanation for any minor change in project delivery as outlined in the application.
2. A review of project goals and objectives as presented in the recipient's application and committed to in the Advance Brampton Fund agreement, including the success of the project in achieving these goals and objectives (i.e., meeting projects outputs and outcomes) and/or lessons learned as a result of the project.
3. A final completed Project Expense Worksheet, including copies of all costs/expenses incurred in connection with the project. All invoices and receipts are to be itemized (vendor, reason, date paid, etc.) and supported by originals of the invoices. To prove expenses within a project, an applicant is expected to provide proof of charge and payment, which can include point of sale receipts, invoices marked as paid, payroll documentation, cheques, bank statements and/or credit card statements.
  - Organizations that require matching contributions to their grants (all grants in the Developing and Amplifying Streams) must submit proof of the expenses which match the City of Brampton contribution (called matching expenses). These expenses must be proven as outlined above. If a matching contribution is provided through volunteer hours (valued at \$17.00/hr) these can be proven through the provision of a volunteer log sheet, provided for use within the project closeout report and tracked as an expense in the Project Close Out Report Budget. If Gifts-In-Kind are used to match the City contribution, the value of these can be established through an advertisement for the product, online sales posting (such as an Amazon listing), or estimate for services rendered. Gifts-In-Kind should be included as expenses in the Project Close Out Report Budget.

Due to the need to report on final measurements of outputs and the need to financially report to the City of Brampton, it is necessary for organizations to undertake actual measurement of outputs in some way (for example: project participant surveys, participant interviews, attendance records, and/or volunteer logs) and for applicants to keep all necessary documentation that proves an expense was paid (for example: paid invoices, cheque stubs, bank and credit statements).

The report is required in the timelines listed below:

Advance Brampton Fund Stream	Close Out Report Deadline
New and Small Project Stream	February 11, 2025
Developing and Amplifying Streams	6 weeks post project end date in application or December 31, 2024, whichever comes first.  <i>*Close out reports in these streams are due by December 31, 2024 in order to obtain the 10% holdback payment.</i>

Not meeting the above timelines may result in:

- Forfeiture of 10% funding holdback where applicable.
- Ineligibility for future funding programs
- Required repayment of awarded grant funding

Recipients who do not intend to apply in subsequent years must complete a Project Close-Out Report as per the signed grant agreement. This will ensure the organization can apply for funding in future years, if they choose to do so, and to close the file for audit purposes (i.e., examination and verification of a recipient's accounts, statements, and other records).

Organizations that do not submit a Project Close-Out Report may have their status revised to 'Concerned Status', resulting in ineligibility for future ABF funds.

## 11. General Funding Provisions

The following General Funding Provisions will apply to all 2024 Advance Brampton Funding streams and applications.

- Advance Brampton Fund grants awarded should not be viewed as the sole source of funding for an applicant's project. Applicants are encouraged to seek additional sources of funding for their projects, including sponsorships, other grant opportunities, etc., funds from any other City sources, including elected officials must be disclosed and can be deducted from any awarded grant funding.
- Advance Brampton Fund grants may only be used for the project approved as outlined in the original application. The City will cancel funding in cases where the project, venue, or date changes without consultation with and written agreement of the Grants Administration Officer.
- Approved Advance Brampton Fund grant agreements cannot be transferred to another organization without explicit written permission from the City.

- The City reserves the right, at its sole discretion, to deem ineligible for future funding, organizations which do not meet the obligations of their Advance Brampton Fund agreements with the City.
- The City reserves the right to cancel and require repayment of awarded grant funding without notice if the recipients in violation of any of the terms and conditions set forth in the guidelines or other legally binding agreements.
- All recipients must sign an Advance Brampton Fund agreement that includes details regarding reporting, indemnity, accessibility, accountability, insurance, and disclosure of conflict of interest.
- The City reserves the right to request bank statements, credit statements, and cheque copies for the project period and/or audited financial statements.
- Successful applicants will receive funds by electronic transfer to the bank account of the recipient organization noted in the application form.
- In the case of a project cancellation, or recipient default resulting in termination of agreement, the recipient will be required to repay the entire amount of funding issued by the City's Advance Brampton Fund.
- Applicants are responsible for managing expenses in a way that will allow for fulsome reporting on Advance Brampton Fund timelines. Projects must prove expenses 60 days after the project end date or by December 31, 2024, whichever comes first.
- All applicants must comply with all conditions and requirements contained in the *Ontario Human Rights Code* and the *Charter of Rights and Freedoms* and any other applicable laws, City by-laws and corporate policies.
- Projects which have fundraising as the primary activity or objective are not eligible for funding by the Advance Brampton Fund. Any third-party fundraising efforts must be disclosed in the application and be secondary components of the project. Proceeds must be directed back to registered charities and incorporated non-profit organizations within Brampton, as evidenced by an official letter from the organization or Charity confirming this arrangement. It is the responsibility of the applicant to verify the status of the organization as a registered charity or incorporated non-profit. Failure to do so

may result in the organization being deemed ineligible for future funding years or an application being declined.

- Recipients cannot use Advance Brampton Fund grant funding towards a donation (i.e., philanthropic donated funds, materials, supplies, or services) to a third party or for a project that collects pledges or registrations towards fundraising for the recipient organization or a third party.
- The City reserves the right to amend or impose additional terms and conditions as is deemed necessary by the City.

## 12. Access to Information and Protection of Privacy

The City of Brampton collects information required to evaluate Advance Brampton Fund applications, administration of funding agreements, and reporting. All information collected is retained in City records as required by the City's Record Retention By-Law. Records are maintained according to City policies and in compliance with Provincial and Federal legislation, including the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

Information about activities funded by the Advance Brampton Fund, including the activity name, activity description, and the organization's name or individual members of unincorporated organizations undertaking the activity, will be made public by the City. Additional information may be disclosed to individual members of the public in response to access to information requests made under the Act.

The City limits the collection of personal information to that information necessary for the efficient administration of the program. As a part of the grant application process, the City collects contact information consisting of the name, address, email address and telephone number of the primary point of contact for the applicant and any individuals signing a grant agreement. Where this information constitutes personal information, it is collected under the authority of the Municipal Act S.O. 2001, c.25. This information is used only to contact applicants for purposes related to evaluating, administering, and reporting on grant applications. Questions about the collection of personal information should be directed to the Coordinator.

## List of Appendices

- Appendix A: Definition of Terms within Advance Brampton Fund
- Appendix B: Instructions on how to access a Registered Charity's Charity Detail page on the Canada Revenue Agency website and a sample Charity Detail page copy.
- Appendix C: Instructions on how to access a Federal Corporation Information page on the Government of Canada Website and a sample copy of a Federal Corporation Information page.
- Appendix D: Instructions on how to access a Corporation Profile Report and a sample copy if your Registered Charity or Incorporated Non-Profit Organization is Provincially Incorporated.
- Appendix E: Sample By-Laws for Unincorporated Non-Profit Organizations.
- Appendix F: Sample City of Brampton Certificate of Insurance Form (actual certificate is available within the application portal)
- Appendix G: Application Questions and Evaluation Criteria Matrix – New/Small Projects Stream
- Appendix H: Application Questions and Evaluation Criteria Matrix – Developing Projects Stream
- Appendix I: Application Questions and Evaluation Criteria Matrix – Amplifying Projects Stream



## Appendix A – Definition of Terms

Below are a set of definitions for terms as they are used within the Advance Brampton Fund.

Term	Definition
<b>Administrative Expense</b>	<p>Any expense that is incurred by an organization in order to operate and that is not directly connected to the delivery of a project. These expenses are ineligible under the Advance Brampton Fund and can not be paid with City provided grant funding. Salaries and payment of non-project staff are administrative, and salaries and payment of project staff are administrative when outside of the project delivery timeline outlined in application. Administrative expenses also include payment for workspace when the project is not delivered in the space and payments for work space where the project is delivered, if outside of project timelines provided in the application. Other administrative expenses can include monthly phone and internet costs, staff travel, whole website development excluding the costs to update the portion of a webpage that is directly related to a project, staff health and other benefits, etc.</p> <p><b>Note:</b> Contact the grant administration staff if you have questions about what is or isn't an administrative expense.</p>
<b>Capital Expense</b>	<p>Any expense incurred by an organization which increases the value of that organization. Capital expenses can include building construction or maintenance, vehicle purchases, the purchase of technology like laptops and sound equipment, sporting equipment, software licensing, web site domains, etc. These expenses are capped to a maximum amount depending on funding stream in the Advance Brampton Fund. All funding streams include major capital projects as ineligible.</p> <p><b>Note:</b> If you have questions about capital expenses, please connect with Advance Brampton Fund Staff.</p>
<b>City Priority</b>	<p>Areas of focus on which the Advance Brampton Fund seeks to have an impact. They are areas to which applications are directed and the City of Brampton has staff with expertise in. In the Advance Brampton Fund these include: Arts and Culture, Recreation and Community Safety.</p>
<b>Gift-In-Kind</b>	<p>Any product or service that would normally be paid for which is received for free to benefit a project. These are eligible <i>matching expenses</i> in the Developing and Amplifying Streams</p>
<b>Matching Grant/Matching Expense</b>	<p>The Advance Brampton Fund measures a matching contribution through expenses (called matching expenses). In both the Developing and Amplifying Streams applicants must demonstrate a project budget that is at least two (2) times or double the value of their request. Project Close Out Report Budgets in these</p>

	streams will require that applicants prove the value of their grant request <i>as well</i> as the value of their matching expenses as paid.
<b>Outcome</b>	The long-term benefit to the City and community as a result of ongoing project delivery. Outcomes are usually hard to measure in the short term but are the result of long-term successful project delivery.
<b>Output</b>	The short-term measurable impact of a project. These things are quantitative and help illustrate a projects ability to benefit the community.
<b>Project</b>	Any activity undertaken by a non-profit or Charity that is planned and executed to benefit the community and/or citizens in Brampton.
<b>Project Expense</b>	Any expense undertaken that is directly related to the delivery of a project. The Advance Brampton Fund provides, with some limitation, project funding with a 360-degree view implying that the City tries to fund all aspect of project expenses so long as they are incurred during the project delivery period of the grant and project as defined in the application.
<b>Project Staff</b>	Full-time, part-time, or contracted employees of an organization that work on delivery of the project as defined and scoped in the Advance Brampton Fund application.
<b>Stream</b>	Three funding opportunities to which applications are accepted in the Advance Brampton Fund. These include New/Small Project, Developing, and Amplifying.
<b>Subject Matter Expert (SME)</b>	Usually, a contracted individual working with an organization delivering a project. These individuals provide insight, expertise and project delivery work and assessment to organizations delivering Advance Brampton Fund funded projects. These individuals can be paid for their services as eligible project expenses provided their contract outlines payment or donate their services as gift-in-kind provided their contract includes an estimate cost for the work they are providing.
<b>Under-represented groups</b>	Any group that is not represented in the majority with respect to race, ethnicity, national origin, sexual orientation, gender identity or physical ability.
<b>Volunteer</b>	Any individual providing their time free of charge to help execute the delivery of a project. These individuals are providing time and personnel to organizations in order to facilitate project delivery. The value they provide to a project is calculated at slightly more than minimum wage in the Advance Brampton Fund (\$17.00/hour). These are eligible <i>matching expenses in the Developing and Amplifying Streams</i>

## Appendix B – Charity Details Page

Instructions on accessing a Registered Charity's Charity Detail page on the Canada Revenue Agency's website and a sample Charity Detail page copy.

<b>How to Access a Registered Charity's, Charity Detail Page:</b>	
<b>Step 1:</b>	<ul style="list-style-type: none"> <li>Visit the <a href="#">Government of Canada Revenue Agency's List of Charities – basic search webpage</a>.</li> </ul>
<b>Step 2:</b>	<ul style="list-style-type: none"> <li>Type your Charity's name into the "Charity name" search box. Press the Search icon.</li> </ul>
<b>Step 3:</b>	<ul style="list-style-type: none"> <li>From the "Basic search results" page, select your Charity from the list of search results.</li> </ul>
<b>Step 4:</b>	<ul style="list-style-type: none"> <li>You should now be looking at the "Quick View" for your Charity. At the top of the webpage underneath your Charity's name, click the link "Charity's detail page".</li> </ul>
<b>Step 5:</b>	Save an electronic copy of this page by one of the following methods: <ul style="list-style-type: none"> <li>Print as a PDF document and save to your computer files</li> <li>Print a hard copy, then scan and save it in your computer files as a PDF or JPG.</li> </ul>

- Note: Refer to the following two pages of these Guidelines for a Sample Charity Detail page.**



[Home](#) > [Canada Revenue Agency](#) > [Charities and Giving](#) > [Search](#)  
> [T3010 Registered Charity Information Return](#)

## Detail page

---

**i** Use this page to confirm a charity's status and Business/Registration number. The Charities Directorate has not necessarily verified the other information provided by the charity.

[Redacted]

Business/Registration number:

[Redacted]

Charity status:

**Registered**

Effective date of status:

[Redacted]

Sanction:

[Redacted]

Language of correspondence:

[Redacted]

Designation:

**Charitable organization**

Charity type:

[Redacted]

Category:

[REDACTED]

Address:

[REDACTED]

City:

**BRAMPTON**

Province, territory, outside of Canada:

**ON**

Country:

**CA**

Postal code/Zip code:

[REDACTED]

Charity Email address:

[REDACTED]

Charity website address:

View this charity's quick view information

**Quick view**

Links to Websites not under the control of the Government of Canada (GoC) are provided solely for the convenience of users. The GoC is not responsible for the accuracy, currency or the reliability of the content. The GoC does not offer any guarantee in that regard and is not responsible for the information found through these links, nor does it endorse the sites and their content. Users should be aware that information offered by non-

## Appendix C – Corporation Information Pages

Instructions on how to access a Federal Corporation Information Page on the Government of Canada Website and a sample copy of a Federal Corporation Information Page:

<p><b>How to Access a Federal Corporation Information Page:</b>  <i><b>*For use if your Registered Charity or Incorporated Non-Profit Organization is Federally Incorporated.</b></i></p>
<ul style="list-style-type: none"> <li>• Visit the <a href="#">Government of Canada’s “Search for a Federal Corporation” webpage</a>.</li> </ul>
<ul style="list-style-type: none"> <li>• Type your Corporation’s name and/or number into the “Corporation name” and/or “Corporation number” search boxes. Press the Search icon.</li> </ul>
<ul style="list-style-type: none"> <li>• From the “Search Results” page, select your Corporation from the list of search results.</li> </ul>
<ul style="list-style-type: none"> <li>• You should now be looking at the “Federal Corporation Information” for your Corporation.</li> </ul>
<p>Save an electronic copy of this page by one of the following methods:</p> <ul style="list-style-type: none"> <li>• Print as a PDF document and save to your computer files</li> <li>• Print a hard copy, then scan and save it in your computer files as a PDF or JPG.</li> </ul>
<ul style="list-style-type: none"> <li>• Note: The organizational name and address must match the one submitted in your application. If necessary, applicants can change their address with the Federal Government with Form <a href="#">4003 with Innovation, Science and Economic Development Canada, Corporations Canada, Online Filing Centre</a>. Valid sign-in information is necessary. Screen shots of the change details and submission should be included with your application. <b>Refer to the following three pages of these Guidelines for a Sample Federal Corporation Information page.</b></li> </ul>



**Government  
of Canada**

**Gouvernement  
du Canada**

[Canada.ca](#) → [Innovation, Science and Economic Development Canada](#)

→ [Corporations Canada](#) → [Search for a Federal Corporation](#)

### Federal Corporation Information - [REDACTED]

[Order copies of corporate documents](#)

#### **Note**

This information is available to the public in accordance with legislation (see [Public disclosure of corporate information](#)).

#### **Corporation Number**

[REDACTED]

#### **Business Number (BN)**

[REDACTED]

#### **Corporate Name**

[REDACTED]

#### **Status**

Active

#### **Governing Legislation**

*Canada Not-for-profit Corporations Act - 2020-09-03*

[Order a Corporate Profile](#) [\[View PDF Sample\]](#) [\[View HTML Sample\]](#).

[PDF Readers](#)

#### **Registered Office Address**

[REDACTED]  
Brampton ON [REDACTED]  
Canada

**Note**

Active NFP Act corporations are required to update this information. Changes are only legally effective when filed with Corporations Canada. A corporation key is required. If you are not authorized to update this information, you can either contact the corporation or contact Corporations Canada. We will inform the corporation of its reporting obligations.

**Directors**

**Minimum** 1

**Maximum** 10

[Redacted text block containing multiple lines of blacked-out information]



**i Note**

Active NFP Act corporations are required to update director information (names, addresses, etc.) within 15 days of any change. A corporation key is required. If you are not authorized to update this information, you can either contact the corporation or contact Corporations Canada. We will inform the corporation of its reporting obligations.

## Annual Filings

**Anniversary Date (MM-DD)**

██████

**Date of Last Annual Meeting**

██████████

**Annual Filing Period (MM-DD)**

██████████

**Type of Corporation**

██████████

**Status of Annual Filings**

██████████

## Corporate History

**Corporate Name History**

████████████████████

██

**Certificates and Filings**

**Certificate of Incorporation**

██████████

## Appendix D – Corporation Profile Reports

Instructions on how to access a Provincial Corporation Profile Report and a sample copy of a Provincial Corporation Profile Report.

<b>How to Access a Provincial Corporation Profile Report:</b> <i>*For use if your Registered Charity or Incorporated Non-Profit Organization is Provincially Incorporated.</i>	
Provincially incorporated non-profits and charities can only access Corporation Profile Reports through the Ontario Business Registry. In order to do this you must have a valid account with the registry. The cost to obtain a Corporation Profile Report is \$8.00 and provided via the Business Registry Account. Corporation Profile Reports obtained this way are emailed to the requestor in minutes.	
<b>Step 1:</b>	<ul style="list-style-type: none"> <li>Visit the <a href="#">Ontario Business Registry Webpage</a></li> <li>Scroll down to “Access the Registry”</li> <li>Click on “Search for a business or not-for-profit corporation”</li> </ul>
<b>Step 2:</b>	<ul style="list-style-type: none"> <li>Type your Ontario Corporation Number (OCN) or business name into the search bar and click “Search”</li> </ul>
<b>Step 3:</b>	<ul style="list-style-type: none"> <li>Within the green bar at the top of the page click on “Request Search Products”</li> </ul>
<b>Step 4:</b>	<ul style="list-style-type: none"> <li>Select “From the Ministry” under “Order a search product online”</li> <li>Select “Profile Report” under “Select a Search Product”</li> </ul>
<b>Step 5:</b>	<ul style="list-style-type: none"> <li>Select “Current Report”</li> <li>Under “Email” provide the email address you would like the report sent to and under “Confirm Email” provide the same email address.</li> <li>Click “Submit”</li> </ul>
<b>Step 6:</b>	<ul style="list-style-type: none"> <li>Leave “Client Reference” field blank</li> <li>Under “Payment Method” select how you’d like to pay.</li> <li>Click “Continue”</li> <li>You will be re-directed to a secure payment page. Once there click “Make Payment”</li> </ul>
<b>Step 7:</b>	<ul style="list-style-type: none"> <li>Enter the name on the card under “Name on Card”</li> <li>Enter the card number under “Card Number”</li> <li>Enter the card’s expiration date in the MM/YY format under “Expiration Date”</li> <li>Enter the card’s security code under “Security Code (CVV)”</li> <li>Click the blue “Submit Payment” button</li> </ul>
<b>Step 8:</b>	<ul style="list-style-type: none"> <li>Click “Finalize Transaction”</li> <li>Click “Finalize Transaction”</li> </ul> <p>If you do not click “Finalize Transaction” two separate times, as prompted the transaction will not complete.</p>
<b>Step 9:</b>	<ul style="list-style-type: none"> <li>The Corporation Profile Report will be emailed to address provided and the card will be charged \$8.00</li> </ul>
<b>Step 10:</b>	<ul style="list-style-type: none"> <li>Save the Corporation Profile Report and receipt to your computer files.</li> </ul>

- Note: The organization name and address must match the one submitted in your application. If necessary, applicants can change their organizational address in their Business Registry account and submit proof of this change within their application. **Refer to the next four pages of these Guidelines for a sample Provincial Corporation Profile Report**



Ministry of Government and Consumer Services

Transaction Number: [Redacted]

### Profile Report

[Redacted]

Type  
Name  
Ontario Corporation Number (OCN)  
Governing Jurisdiction  
Status  
Date of Incorporation/Amalgamation  
Registered or Head Office Address

Not-for-Profit Corporation  
[Redacted]  
Canada - Ontario  
Active  
[Redacted]

Certified a true copy of the record of the Ministry of Government and Consumer Services.

*Barbara Duckett*

Director/Registrar

This report sets out the most recent information filed on or after June 27, 1992 in respect of corporations and April 1, 1994 in respect of Business Names Act and Limited Partnerships Act filings and recorded in the electronic records maintained by the Ministry as of the date and time the report is generated, unless the report is generated for a previous date. If this report is generated for a previous date, the report sets out the most recent information filed and recorded in the electronic records maintained by the Ministry up to the "as of" date indicated on the report. Additional historical information may exist in paper or microfiche format.

Transaction Number: [REDACTED]

**Active Director(s)**  
Minimum Number of Directors [REDACTED]  
Maximum Number of Directors [REDACTED]

Name  
Address for Service  
Date Began [REDACTED]

Name  
Address for Service  
Date Began [REDACTED]

Name  
Address for Service  
Date Began [REDACTED]

Certified a true copy of the record of the Ministry of Government and Consumer Services.  
*Barbara Duckitt*  
Director Registrar  
This report sets out the most recent information filed on or after June 27, 1992 in respect of corporations and April 1, 1994 in respect of Business Names Act and Limited Partnerships Act filings and recorded in the electronic records maintained by the Ministry as of the date and time the report is generated, unless the report is generated for a previous date. If this report is generated for a previous date, the report sets out the most recent information filed and recorded in the electronic records maintained by the Ministry up to the "as of" date indicated on the report. Additional historical information may exist in paper or microfiche format.

Page 2 of 7

Transaction Number: [REDACTED]



**Active Officer(s)**

There are no active Officers currently on file for this corporation.

Certified a true copy of the record of the Ministry of Government and Consumer Services.



Director Registrar

This report sets out the most recent information filed on or after June 27, 1992 in respect of corporations and April 1, 1994 in respect of Business Names Act and Limited Partnerships Act filings and recorded in the electronic records maintained by the Ministry as of the date and time the report is generated, unless the report is generated for a previous date. If this report is generated for a previous date, the report sets out the most recent information filed and recorded in the electronic records maintained by the Ministry up to the "as of" date indicated on the report. Additional historical information may exist in paper or microfiche format.

Page 3 of 7

Transaction Number: [REDACTED]

**Corporate Name History**

Name	Effective Date
[REDACTED]	[REDACTED]

Certified a true copy of the record of the Ministry of Government and Consumer Services.

*Barbara Luckett*  
Director Registrar

This report sets out the most recent information filed on or after June 27, 1992 in respect of corporations and April 1, 1994 in respect of Business Names Act and Limited Partnerships Act filings and recorded in the electronic records maintained by the Ministry as of the date and time the report is generated, unless the report is generated for a previous date. If this report is generated for a previous date, the report sets out the most recent information filed and recorded in the electronic records maintained by the Ministry up to the "as of" date indicated on the report. Additional historical information may exist in paper or microfiche format.

Page 4 of 7

Transaction Number: 

**Active Business Names**

This corporation does not have any active business names registered under the Business Names Act in Ontario.

Certified a true copy of the record of the Ministry of Government and Consumer Services.

*Barbara Duckitt*

Director/Registrar

This report sets out the most recent information filed on or after June 27, 1992 in respect of corporations and April 1, 1994 in respect of Business Names Act and Limited Partnerships Act filings and recorded in the electronic records maintained by the Ministry as of the date and time the report is generated, unless the report is generated for a previous date. If this report is generated for a previous date, the report sets out the most recent information filed and recorded in the electronic records maintained by the Ministry up to the "as of" date indicated on the report. Additional historical information may exist in paper or microfiche format.

Page 5 of 7

Transaction Number: [REDACTED]



**Expired or Cancelled Business Names**

This corporation does not have any expired or cancelled business names registered under the Business Names Act in Ontario.

Certified a true copy of the record of the Ministry of Government and Consumer Services.

*Suzanne Duckett*

Director/Registrar

This report sets out the most recent information filed on or after June 27, 1992 in respect of corporations and April 1, 1994 in respect of Business Names Act and Limited Partnerships Act filings and recorded in the electronic records maintained by the Ministry as of the date and time the report is generated, unless the report is generated for a previous date. If this report is generated for a previous date, the report sets out the most recent information filed and recorded in the electronic records maintained by the Ministry up to the "as of" date indicated on the report. Additional historical information may exist in paper or microfiche format.

Page 6 of 7



Transaction Number: [REDACTED]

Document List

Filing Name

Effective Date

[REDACTED]

Certified a true copy of the record of the Ministry of Government and Consumer Services.

*Barbara Duckitt*

Director, Registrar

This report sets out the most recent information filed on or after June 27, 1992 in respect of corporations and April 1, 1994 in respect of Business Names Act and Limited Partnerships Act filings and recorded in the electronic records maintained by the Ministry as of the date and time the report is generated, unless the report is generated for a previous date. If this report is generated for a previous date, the report sets out the most recent information filed and recorded in the electronic records maintained by the Ministry up to the "as of" date indicated on the report. Additional historical information may exist in paper or microfiche format.

Page 7 of 7

## Appendix E – Standard Organizational By-Laws for Unincorporated Groups

Link to access Standard Organizational By-Laws for Not-For-Profit Corporations approved by the Ministry of Government and Consumer Services provided by the Ontario Government that are compliant with the Ontario Not-For-Profit Corporations Act.


[Click here to access the standard by-law and information provided by the Provincial Government](#)

It is recommended that organizations adopting these by-laws understand what is set out within them and act in accordance with them. The Province of Ontario recommends consultation with a lawyer as you adapt or adopt these by-laws into your organizational framework.

## Appendix F – City Provided Proof of Commercial General Liability Insurance Form

Below is a sample insurance certificate form which provides proof of your organizations \$2,000,000 in Commercial General Liability Insurance. This form is provided within your application and must be filled out and submitted with your application. Please note the following:

1. The certificate must be filled out by an insurance professional.
2. The name of insured and address of insured must match what is provided as your organization name and address in your application.
3. Where the form asks for an insurance company name this must be the name of the company providing the coverages and not a brokerage or managing general agent. If a single company name can not be provided because coverage comes from multiple companies a listing of companies providing coverages must be submitted with the application.
4. The policy number must be a policy number and not a binder number.
5. This certificate must be complete and submitted with your application. No other documentation will be accepted. This certificate proves you have required coverages and that the City of Brampton has been named as an additional insured on the policy.



**BRAMPTON**  
The Corporation of the City of Brampton

**The Corporation of the City of Brampton**  
*Certificate of Insurance*

NOTE: Insurance Company MUST have a minimum rating of: 'B+' (A.M.Best); 'Baa' (Moody's); or 'BBB' (Standard and Poor's)

Advance  
Brampton Fund

Proof of Liability Insurance will be accepted on this form only.  
\*\*IF A FACSIMILE HAS BEEN TRANSMITTED, THE ORIGINAL CERTIFICATE MUST FOLLOW\*\*

This is to certify that the policies of insurance as described below have been issued by the undersigned to the insured named below and are in force at this time.

NAME OF INSURED		TELEPHONE NUMBER		AREA CODE	
ADDRESS OF INSURED		CITY		POSTAL CODE	
TYPE OF INSURANCE	INSURANCE COMPANY	POLICY NUMBER	EFFECTIVE (YR./MO./DAY)	EXPIRY DATE (YR./MO./DAY)	LIMITS OF LIABILITY <small>SOLELY BODILY &amp; PROPERTY DAMAGE - EXCLUSIVE</small>
<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			▼ ▼ ▼	▼ ▼ ▼	<b>PER OCCURRENCE</b>
<input type="checkbox"/> UMBRELLA			▼ ▼ ▼	▼ ▼ ▼	
<input type="checkbox"/> EXCESS			▼ ▼ ▼	▼ ▼ ▼	
<input type="checkbox"/> OTHER			▼ ▼ ▼	▼ ▼ ▼	

Commercial General Liability - Occurrence Basis, Including Personal Injury, Property Damage, Contractual Liability, Non-Owned Automobile Liability, Owner's and Contractor's Protective Coverage, Products - Completed Operations, Contingent Employers Liability, Cross Liability Clause and Severability of Interest Clause.

Tenant's Legal Liability    Yes     No     Limit \_\_\_\_\_

<input checked="" type="checkbox"/> MOTOR VEHICLE LIABILITY			▼ ▼ ▼	▼ ▼ ▼	
---	--	--	-------	-------	--

Motor Vehicle Liability - must cover all vehicles owned, or operated by, or on behalf of the insured.

THE CORPORATION OF THE CITY OF BRAMPTON has been added as an additional insured under the Commercial General Liability, but only with respect to the liability arising out of the operations of the Named Insured.

Should any of the above described policies be cancelled or materially changed so as to effect the coverage stated above, thirty (30) days prior written notice by registered mail (OR notification in compliance with the Statutory Conditions of OAP 1, Sept. 1, 2010 ed.) will be given by the insurer(s) to:

The Corporation of the City of Brampton  
Attention: Coordinator, Advance Brampton Fund, Economic Development & Culture  
2 Wellington Street West, Brampton, Ontario L6Y 4R2  
Phone: 905-874-3393 E-mail: abf@brampton.ca

This certificate is executed and issued to the aforesaid Corporation of the City of Brampton, the day and date herein written below:

DATE	YR. MO. DAY	NAME OF INSURANCE COMPANY (not broker)
NAME OF INSURANCE BROKER	AUTHORIZED REPRESENTATIVE OR OFFICIAL BY:	

**\*\*\*THIS FORM MUST BE COMPLETED & SIGNED BY YOUR INSURANCE BROKER\*\*\***

Revised Nov 2019

## Appendix G – Application Questions and Evaluation Criteria Matrix for the New/Small Project Stream

**NEW/SMALL PROJECTS STREAM:  
REVIEW STAGE 1: ELIGIBILITY REVIEW**

Answers to questions in this section do not impact your application’s score but failure to answer them and provide necessary documentation could result in your application being deemed ineligible.

<b>QUESTION:</b>	I confirm that I have the authority to submit this application. <b>Note:</b> <i>You must have authorization from your organization to complete this application.</i>
<b>REVIEW CRITERIA:</b>	Box must be checked.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Organization Contact Details: <b>Note:</b> <i>Your Organization Contact is the designated person with the authority to submit this application.</i> <ul style="list-style-type: none"> <li>• Name:</li> <li>• Position:</li> <li>• Email:</li> <li>• Phone:</li> </ul>
<b>REVIEW CRITERIA:</b>	Fields must be completed.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Organization Legal Name: <b>Note:</b> <i>This is the name under which your organization is legally registered.</i>
<b>REVIEW CRITERIA:</b>	Field must be completed.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Office Address: <b>Note:</b> <i>Your organization must be Brampton-based, defined as having a permanent office address in Brampton.</i>
<b>REVIEW CRITERIA:</b>	Field must be completed. The office address must be in Brampton.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Select your organization type: <ul style="list-style-type: none"> <li>• Registered Charity</li> <li>• Incorporated non-profit organization</li> <li>• Unincorporated non-profit organization</li> </ul>
<b>REVIEW CRITERIA:</b>	One of the options must be selected.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	<p>If you are a registered charity, upload a copy of your Charity Detail page from the Canada Revenue Agency (CRA) website. If your Charity is incorporated, upload a copy of the Federal Corporation Information page or the Provincial Corporation Profile Report, as well.</p> <p><b>Note 1:</b> See Appendices A, B and C of the Advance Brampton Fund 2024 Guidelines for instructions on obtaining a Charity Detail page and, if applicable, a Federal Corporation Information page or Provincial Corporation Profile Report for your organization.</p> <p><b>Note 2:</b> The legal name and address provided for your organization on this application must match that on file with the CRA.</p>
<b>REVIEW CRITERIA:</b>	<p>The Charity Detail page must demonstrate that:</p> <ul style="list-style-type: none"> <li>• The organization exists as a registered charity.</li> <li>• The legal name matches that provided in the application.</li> <li>• The organization has an office address in Brampton that pre-dates the date of application.</li> </ul> <p>If the Charity has also uploaded an incorporation information page or report, it must demonstrate that:</p> <ul style="list-style-type: none"> <li>• The legal name matches that provided in the application.</li> <li>• The organization has an office address in Brampton that pre-dates the date of application.</li> <li>• The Corporation is listed as:           <ul style="list-style-type: none"> <li>○ Ontario Corp Non-Share (if Provincially incorporated).</li> <li>○ Governing Legislation: Canada Not-For-Profit Corporations Act (if Federally incorporated).</li> </ul> </li> </ul>
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	<p>If you are an incorporated non-profit organization, upload a copy of the Federal Corporation Information page or Provincial Corporation Profile Report for your organization.</p> <p><b>Note 1:</b> See Appendices B and C of the Advance Brampton Fund 2024 Guidelines for instructions on obtaining a Federal Corporation Information page or Provincial Corporation Profile Report for your organization.</p> <p><b>Note 2:</b> The legal name and address provided for your organization on this application must match that on your Federal Corporation Information page or Provincial Corporation Profile Report.</p>
<b>REVIEW CRITERIA:</b>	<p>The Federal Corporation Information page or Provincial Corporation Profile Report must demonstrate that:</p> <ul style="list-style-type: none"> <li>• The legal name matches that provided in the application.</li> <li>• The organization has an office address in Brampton that pre-dates the date of application.</li> <li>• The Corporation is listed as:           <ul style="list-style-type: none"> <li>○ Ontario Corp Non-Share (if Provincially incorporated).</li> <li>○ Governing Legislation: Canada Not-For-Profit Corporations Act (if Federally incorporated).</li> </ul> </li> </ul>
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	<p>If you are an unincorporated non-profit organization, upload the following documents:</p> <ul style="list-style-type: none"> <li>• A document containing the names of two (2) authorized members of your volunteer Board of Directors who have the authority to bind the organization and all its members, who are over the age of 19 and who both have permanent residential addresses in Brampton, confirming that they will execute the grant application and the City's grant agreement both personally and on behalf of the organization.</li> <li>• The two (2) authorized members must submit photocopies of photo identification proving they are over 19 and hold Brampton residential addresses.</li> <li>• A list of members of the volunteer Board of Directors.</li> <li>• A copy of the organization's current constitution, by-laws, charter, or terms of agreement evidencing the organization's non-profit purpose. Please see Appendix D of the Advance Brampton Fund 2024 Guidelines for sample terms of agreement for Unincorporated Non-Profit Organizations.</li> </ul>
<b>REVIEW CRITERIA:</b>	All required documents must be uploaded, reviewed and verified.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Please confirm that the project with which you are applying to the 2024 Advance Brampton Fund will: <ul style="list-style-type: none"> <li>• Take place between January 1, 2024, and December 31, 2024.</li> <li>• Take place in Brampton, Ontario.</li> </ul>
<b>REVIEW CRITERIA:</b>	Box must be checked.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	<p>Applicant organizations must carry year-round Commercial General Liability Insurance, in the amount of \$2 million - please see section 4.3 Required Organizational Insurance of the Advance Brampton Fund 2024 Guidelines, for full details.</p> <p>Proof of this insurance must be uploaded and submitted as part of your application, using the City's Certificate of Insurance template. The template must be completed by an insurance representative from an insurer licensed to sell insurance in Ontario.</p> <p>If your organization is a City of Brampton Recreation Affiliate Group and your insurance is provided for through this program, check this box. Staff will follow-up to verify your organization's status and coverage.</p>
<b>REVIEW CRITERIA:</b>	<p>The Certificate of Insurance must demonstrate that:</p> <ul style="list-style-type: none"> <li>• The required coverage is in place.</li> <li>• The certificate has been completed by an insurance representative from an insurer licensed to sell insurance in Ontario.</li> </ul>
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	<p>Organization's Signatory Contact details:</p> <p><b>Note:</b> <i>Your organization's Signatory Contact is the person who has the signing authority to legally bind your organization and, if your application is successful, will be responsible for signing an Advance Brampton Fund grant agreement.</i></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> <li>• Email</li> <li>• Phone</li> </ul>
<b>REVIEW CRITERIA:</b>	Fields must be completed.
<b>WEIGHTING:</b>	N/A

**NEW/SMALL PROJECTS STREAM:  
REVIEW STAGE 2: ORGANIZATIONAL INFORMATION**

Answers to questions in this section do not impact your application's score or eligibility. The data/information is being collected for organizational planning purposes and our commitment to advance and foster diversity, equity and inclusion.

<b>QUESTION:</b>	Number of years your organization has been in operation:
<b>REVIEW CRITERIA:</b>	Field must be completed.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Your organization's mandate/mission statement (200 words max).
<b>REVIEW CRITERIA:</b>	Field must be completed.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Your organization's typical programs and services, including how many people you serve annually (200 words max):
<b>REVIEW CRITERIA:</b>	Field must be completed.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	When does your organization's fiscal period end?
<b>REVIEW CRITERIA:</b>	Field must be completed
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Is your organization led by those from underrepresented communities? <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>REVIEW CRITERIA:</b>	Select One Tick box (Optional Question)
<b>WEIGHTING:</b>	N/A
<b>QUESTION:</b>	If yes, and you'd like to explain how, please use the space below
<b>REVIEW CRITERIA:</b>	Field to be completed (Optional Question)
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Does your organization serve those from underrepresented communities? <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>REVIEW CRITERIA:</b>	Select One Tick box (Optional Question)
<b>WEIGHTING:</b>	N/A
<b>QUESTION:</b>	If yes, and you'd like to explain how, please use the space below
<b>REVIEW CRITERIA:</b>	Field to be completed (Optional Question)
<b>WEIGHTING:</b>	N/A



<b>QUESTION:</b>	In what ways, if any, is your organization addressing environmental issues?
<b>REVIEW CRITERIA:</b>	Field must be completed (Optional Question).
<b>WEIGHTING:</b>	N/A

**NEW/SMALL PROJECTS STREAM:  
REVIEW STAGE 3: STRATEGIC ALIGNMENT**

Answers to these questions inform reviewers of your project’s alignment to City Priorities and inform the score provided in the “Project Alignment” section in Review Stage 4 outlined below.

<b>QUESTION:</b>	Select the City Priority that your project aligns with and advances:
<b>REVIEW CRITERIA:</b>	One option must be selected.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Select the Project Type that your project aligns with and advances.
<b>REVIEW CRITERIA:</b>	One option must be selected.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Select the Output(s) and insert the target numbers your project will achieve.
<b>REVIEW CRITERIA:</b>	A measurement for all outputs must be provided. Use (0) zero for measurements that will not be measured.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Select the Outcome(s) your project will achieve.
<b>REVIEW CRITERIA:</b>	A minimum of at least one outcome must be selected.
<b>WEIGHTING:</b>	N/A

**NEW/SMALL PROJECTS STREAM:  
REVIEW STAGE 3: PROJECT EVALUATION**

**Evaluation Scale: Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree**

Section	Question	Evaluation Criteria	Weighting
Project Details (90%)	<p><b>Project Description:</b></p> <ul style="list-style-type: none"> <li>• Project Start Date</li> <li>• Project End Date</li> </ul> <p>Describe your project. Include details, such as:</p> <ul style="list-style-type: none"> <li>• what you plan to do</li> <li>• how you plan to do it</li> <li>• what need in the community your project addresses</li> <li>• who this project will serve</li> </ul>	The project description is clearly articulated and contains sufficient detail to demonstrate that the project has been scoped.	<b>40%</b>

Section	Question	Evaluation Criteria	Weighting
	<ul style="list-style-type: none"> <li>• how this project will serve those it intends to serve</li> <li>• where in Brampton the project will be delivered (location of project venue)</li> </ul> <p><b>Note:</b> <i>If your project will be delivered virtually, provide details of the online platform you intend to use.</i></p> <p><b>Note:</b> <i>Answering all of the questions above is important to a good score.</i></p>		
	<p><b>Project Alignment:</b></p> <p>Describe how your project supports the City Priority and Project Type you have selected. Elaborate on how your project will achieve the Outputs and Outcomes identified.</p> <p><b>Note:</b> <i>Specific reference to each output you have selected as a measurement and details about how you will achieve that measurement will help reviewers assess this question.</i></p> <p><b>Note:</b> <i>Specific reference to the outcomes you have selected and how they are appropriate for your project/program will help reviewers assess this question.</i></p>	<p>The project's alignment to the City Priority and Project Type selected is clearly articulated.</p>	<p>10%</p>
		<p>The Output(s) identified are appropriate for the project and the target numbers set are reachable.</p>	<p>5%</p>
		<p>The Outcome(s) identified are appropriate for the project</p>	<p>5%</p>
	<p><b>Project Development:</b></p> <p>What risks do you anticipate in the development and/or delivery of this project and how do you plan to address the identified risks?</p>	<p>Challenges and/or risks are clearly articulated. The methods by which the organization will overcome or mitigate these challenges are appropriate.</p>	<p>15%</p>
	<p><b>Project Team:</b></p> <p>List the members of your project team and their skills and qualifications relevant to the project's delivery?</p>	<p>The project team is listed and their skills and qualifications are provided and relevant.</p>	<p>10%</p>
	<p><b>Diversity, Equity and Inclusion:</b></p> <p>Tell us about how your project will seek to engage the diverse population in Brampton.</p> <p><b>Note:</b> <i>Informing reviewers about how the project will engage diverse communities, what tools and tactics will be used to promote their participation and how your</i></p>	<p>The project has considered the diverse population of Brampton.</p>	<p>5%</p>

Section	Question	Evaluation Criteria	Weighting
	<i>organization will include a safe and inclusive space for their participation is important.</i>		
Project Expenses 10%	<p><b>Project Expenses:</b></p> <p>Using the Project Expenses Worksheet provided, complete the proposed expenses for your project.</p>	The Project Expenses Worksheet is complete, reasonable and aligned to key project activities.	10%
<b>Total Score</b> <b>(50% required to be considered for funding)</b>			100%

## Appendix G – Application Questions and Evaluation Criteria Matrix for the Developing Stream

**DEVELOPING PROJECTS STREAM:  
REVIEW STAGE 1: ELIGIBILITY REVIEW**

**Answers to questions in this section do not impact your application’s score but failure to answer them and provide necessary documentation could result in your application being deemed ineligible.**

<b>QUESTION:</b>	I confirm that I have the authority to submit this application. <i><b>Note:</b> You must have authorization from your organization to complete this application.</i>
<b>REVIEW CRITERIA:</b>	Box must be checked.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Organization Contact Details: <i><b>Note:</b> Your Organization Contact is the designated person with the authority to submit this application.</i> <ul style="list-style-type: none"> <li>• Name:</li> <li>• Position:</li> <li>• Email:</li> <li>• Phone:</li> </ul>
<b>REVIEW CRITERIA:</b>	Fields must be completed.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Organization Legal Name: <i><b>Note:</b> This is the name under which your organization is legally registered.</i>
<b>REVIEW CRITERIA:</b>	Field must be completed.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Office Address: <i><b>Note:</b> Your organization must be Brampton-based, defined as having a permanent office address in Brampton.</i>
<b>REVIEW CRITERIA:</b>	Field must be completed. The office address must be in Brampton.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Select your organization type: <ul style="list-style-type: none"> <li>• Registered Charity</li> <li>• Incorporated non-profit organization</li> </ul>
<b>REVIEW CRITERIA:</b>	One of the options must be selected.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	<p>If you are a registered charity, upload a copy of your Charity Detail page from the Canada Revenue Agency (CRA) website. If your Charity is incorporated, upload a copy of the Federal Corporation Information page or the Provincial Corporation Profile Report, as well.</p> <p><b>Note 1:</b> See Appendices A, B and C of the Advance Brampton Fund 2024 Guidelines for instructions on obtaining a Charity Detail page and, if applicable, a Federal Corporation Information page or Provincial Corporation Profile Report for your organization.</p> <p><b>Note 2:</b> The legal name and address provided for your organization on this application must match that on file with the CRA.</p>
<b>REVIEW CRITERIA:</b>	<p>The Charity Detail page must demonstrate that:</p> <ul style="list-style-type: none"> <li>• The organization exists as a registered charity.</li> <li>• The legal name matches that provided in the application.</li> <li>• The organization has an office address in Brampton that pre-dates the date of application.</li> </ul> <p>If the Charity has also uploaded an incorporation information page or report, it must demonstrate that:</p> <ul style="list-style-type: none"> <li>• The legal name matches that provided in the application.</li> <li>• The organization has an office address in Brampton that pre-dates the date of application.</li> <li>• The Corporation is listed as:             <ul style="list-style-type: none"> <li>○ Ontario Corp Non-Share (if Provincially incorporated).</li> <li>○ Governing Legislation: Canada Not-For-Profit Corporations Act (if Federally incorporated).</li> </ul> </li> </ul>
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	<p>If you are an incorporated non-profit organization, upload a copy of the Federal Corporation Information page or Provincial Corporation Profile Report for your organization.</p> <p><b>Note 1:</b> See Appendices B and C of the Advance Brampton Fund 2024 Guidelines for instructions on obtaining a Federal Corporation Information page or Provincial Corporation Profile Report for your organization.</p> <p><b>Note 2:</b> The legal name and address provided for your organization on this application must match that on your Federal Corporation Information page or Provincial Corporation Profile Report.</p>
<b>REVIEW CRITERIA:</b>	<p>The Federal Corporation Information page or Provincial Corporation Profile Report must demonstrate that:</p> <ul style="list-style-type: none"> <li>• The legal name matches that provided in the application.</li> <li>• The organization has an office address in Brampton that pre-dates the date of application.</li> <li>• The Corporation is listed as:             <ul style="list-style-type: none"> <li>○ Ontario Corp Non-Share (if Provincially incorporated).</li> <li>○ Governing Legislation: Canada Not-For-Profit Corporations Act (if Federally incorporated).</li> </ul> </li> </ul>
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	To apply to the Developing Projects Stream, your organization must have previously delivered the project at least one (1) time in Brampton. Provide the following details for the previous iteration of your project: Iteration #1: <ul style="list-style-type: none"> <li>• Confirmation the project took place in Brampton</li> <li>• Date</li> <li>• Number of participants</li> </ul>
<b>REVIEW CRITERIA:</b>	Field/box must be completed and show that the project has been delivered once before in Brampton.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Please confirm that the project with which you are applying to the 2024 Advance Brampton Fund will: <ul style="list-style-type: none"> <li>• Take place between January 1, 2024, and December 31, 2024.</li> <li>• Take place in Brampton, Ontario.</li> </ul>
<b>REVIEW CRITERIA:</b>	Box must be checked.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	<p>Applicant organizations must carry year-round Commercial General Liability Insurance, in the amount of \$2 million - please see section 4.3 Required Organizational Insurance of the Advance Brampton Fund 2024 Guidelines, for complete details.</p> <p>Proof of this insurance must be uploaded and submitted as part of your application, using the City’s Certificate of Insurance template. The template must be completed by an insurance representative from an insurer licensed to sell insurance in Ontario.</p> <p>If your organization is a City of Brampton Recreation Affiliate Group and your insurance is provided for through this program, check this box. Staff will follow up to verify your organization's status and coverage.</p>
<b>REVIEW CRITERIA:</b>	The Certificate of Insurance must demonstrate that: <ul style="list-style-type: none"> <li>• The required coverage is in place.</li> <li>• The certificate has been completed by an insurance representative from an insurer licensed to sell insurance in Ontario.</li> </ul>
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	<p>Organization's Signatory Contact details:</p> <p><b>Note:</b> <i>Your organization's Signatory Contact is the person who has the signing authority to legally bind your organization and, if your application is successful, will be responsible for signing an Advance Brampton Fund grant agreement.</i></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> <li>• Email</li> <li>• Phone</li> </ul>
<b>REVIEW CRITERIA:</b>	Fields must be completed.
<b>WEIGHTING:</b>	N/A

**DEVELOPING PROJECTS STREAM:**  
**REVIEW STAGE 2: ORGANIZATIONAL INFORMATION**  
 Answers to questions in this section do not impact your application's score or eligibility. The data/information is being collected for organizational planning purposes and our commitment to advance and foster diversity, equity and inclusion.

<b>QUESTION:</b>	Number of years your organization has been in operation:
<b>REVIEW CRITERIA:</b>	Field must be completed.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Your organization's mandate/mission statement (200 words max).
<b>REVIEW CRITERIA:</b>	Field must be completed.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Your organization's typical programs and services, including how many people you serve annually (200 words max):
<b>REVIEW CRITERIA:</b>	Field must be completed.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	When does your organization's fiscal period end?
<b>REVIEW CRITERIA:</b>	Field must be completed
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Is your organization led by those from underrepresented communities? <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>REVIEW CRITERIA:</b>	Select One Tick box (Optional Question)
<b>WEIGHTING:</b>	N/A
<b>QUESTION:</b>	If yes, and you'd like to explain how, please use the space below
<b>REVIEW CRITERIA:</b>	Field to be completed (Optional Question)
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Does your organization serve those from underrepresented communities? <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>REVIEW CRITERIA:</b>	Select One Tick box (Optional Question)
<b>WEIGHTING:</b>	N/A
<b>QUESTION:</b>	If yes, and you'd like to explain how, please use the space below
<b>REVIEW CRITERIA:</b>	Field to be completed (Optional Question)
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	In what ways, if any, is your organization addressing environmental issues?
<b>REVIEW CRITERIA:</b>	Field must be completed. (Optional Question)
<b>WEIGHTING:</b>	N/A

**DEVELOPING PROJECTS STREAM:  
REVIEW STAGE 3: STRATEGIC ALIGNMENT**

Answers to these questions inform reviewers of your project's alignment to City Priorities and inform the score provided in the "Project Alignment" section in Review Stage 4 outlined below.

<b>QUESTION:</b>	Select the City Priority that your project aligns with and advances.
<b>REVIEW CRITERIA:</b>	One option must be selected.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Select the Project Type that your project aligns with and advances.
<b>REVIEW CRITERIA:</b>	One option must be selected.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Select the Output(s) and insert the target numbers your project will achieve.
<b>REVIEW CRITERIA:</b>	A measurement for all outputs must be provided. Use (0) zero for measurements that will not be measured.
<b>WEIGHTING:</b>	N/A



<b>QUESTION:</b>	Select the Outcome(s) your project will achieve.
<b>REVIEW CRITERIA:</b>	A minimum of at least one outcome must be selected.
<b>WEIGHTING:</b>	N/A

**DEVELOPING PROJECTS STREAM:  
REVIEW STAGE 4 : PROJECT EVALUATION**  
Evaluation Scale: Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

Section	Question	Evaluation Criteria	Weighting
Project Details (70%)	<p><b>Project Description:</b></p> <ul style="list-style-type: none"> <li>Project Start Date</li> <li>Project End Date</li> </ul> <p>Describe your project. Include details, such as:</p> <ul style="list-style-type: none"> <li>what you plan to do</li> <li>how you plan to do it</li> <li>what need in the community your project addresses</li> <li>who this project will serve</li> <li>how this project will serve those intends to serve</li> <li>where in Brampton the project will be delivered (location of project venue)</li> </ul> <p><i><b>Note:</b> If your project will be delivered virtually, provide details of the online platform you intend to use.</i></p> <p><i><b>Note:</b> Answering all of the questions above is important to a good score in this section.</i></p> <p><i><b>Note:</b> Cited research will help reviewers assess this question and can improve scores.</i></p>	The project description is clearly articulated and contains sufficient detail to demonstrate that the project has been fully and thoughtfully scoped.	15%
	<p><b>Project Alignment:</b></p> <p>Describe how your project supports the City Priority and Project Type you have selected. Elaborate on how your project will achieve the Outputs and Outcomes identified.</p> <p><i><b>Note:</b> Specific reference to each output you have selected as a measurement and details about how you will achieve that</i></p>	The project's alignment to the City Priority and Project Type selected is strong and clearly articulated.	10%
		The Output(s) identified are appropriate for the project, and the target numbers set are challenging yet reachable.	10%
		The Outcome(s) identified are appropriate for the project and	10%

Section	Question	Evaluation Criteria	Weighting
	<p><i>measurement will help reviewers assess this question and can improve scores.</i></p> <p><b>Note:</b> <i>Specific reference to the outcomes you have selected and how they are appropriate for your project/program will help reviewers assess this question and can improve scores.</i></p>	<p>can confidently and realistically be achieved.</p>	
	<p><b>Project Development:</b></p> <p>As you have submitted this project to the Developing Projects Stream of the Advance Brampton Fund, your organization has delivered this project at least once before in Brampton and established a need for this project within the community.</p> <p>What aspects of this project will your organization focus on improving, strengthening or innovating in order to fully develop the project and how? Explain how this strength, growth or innovation will help this project develop?</p>	<p>Areas for improvement, strengthening and innovation are clearly articulated, appropriate, and support the achievement of project Outputs and Outcomes.</p>	<p>10%</p>
	<p><b>Project Team:</b></p> <p>List the members of your project team and their roles in the project. Describe how the composition of your project team represents the skills required to successfully execute your project.</p> <p><b>Note:</b> <i>Include information about any outside professional services you may involve with the project. Tell us about their skill sets and how they will aid in your project/program. If outside professional services will be needed but are not hired yet, tell us about the skills and qualifications you are looking for. Doing this can improve scores.</i></p> <p><b>Note:</b> <i>Include information about any collaborations with outside organizations. How will these collaborations bolster the program and ensure it is delivered the best way possible? Providing this information can improve scores.</i></p>	<p>The project team possesses the necessary skill set(s) to deliver the project Outputs, and Outcomes. Where necessary, external subject matter experts and collaborations have been used to bring in expertise and qualifications.</p>	<p>10%</p>

Section	Question	Evaluation Criteria	Weighting
	<p><b>Diversity, Equity and Inclusion:</b></p> <p>Tell us about how your project will seek to engage the diverse population in Brampton.</p> <p><i>Note: Informing reviewers about how the project will engage diverse communities, what tools and tactics will be used to promote their participation and how your organization will include a safe and inclusive space for their participation is important.</i></p>	<p>The project has considered the diverse population of Brampton and considered how equitably engaging it will be a part of project delivery.</p>	<p>5%</p>
<p>Process (30%)</p>	<p><b>Project Plan:</b></p> <p>How will you ensure this project is delivered in a timely, efficient and effective manner? List the key project activities you will complete and their associated timelines to deliver the project as described. (Minimum of five key project activities required).</p>	<p>Key project activities are strongly aligned with the project description and are reasonable to carry out in the proposed timeline.</p>	<p>15%</p>
	<p><b>Marketing Plan:</b></p> <p>How will your organization market this project to potential participants and engage Brampton residents?</p> <p>Note: Share the project’s marketing and communications plan here. What tactics will your organization use? How will your tactics target your key audience/market? How will your marketing plan speak to the diverse populations in Brampton?</p>	<p>Marketing plan and activities are strongly aligned with the project description and identified market. Tactics are reasonable to carry out in the proposed timeline.</p>	<p>5%</p>
	<p><b>Project Expenses:</b></p> <p>Using the Project Expenses Worksheet provided, complete the proposed expenses for your project.</p>	<p>The Project Expenses Worksheet is complete, reasonable, and aligned to key project activities.</p>	<p>10%</p>
<p><b>Total Score</b> <b>(60% required to be considered for funding)</b></p>			<p>100%</p>

## Appendix H – Application Question and Evaluation Matrix Criteria for the Amplifying Projects Stream

**AMPLIFYING PROJECTS STREAM:  
REVIEW STAGE 1: ELIGIBILITY REVIEW**

**Answers to questions in this section do not impact your application’s score but failure to answer them and provide necessary documentation could result in your application being deemed ineligible.**

QUESTION:	I confirm that I have the authority to submit this application. <i>Note: You must have authorization from your organization to complete this application.</i>
REVIEW CRITERIA:	Box must be checked.
WEIGHTING:	N/A

QUESTION:	Organization Contact Details: <i>Note: Your Organization Contact is the designated person with the authority to submit this application.</i> <ul style="list-style-type: none"> <li>• Name:</li> <li>• Position:</li> <li>• Email:</li> <li>• Phone:</li> </ul>
REVIEW CRITERIA:	Fields must be completed.
WEIGHTING:	N/A

QUESTION:	Organization Legal Name: <i>Note: This is the name under which your organization is legally registered.</i>
REVIEW CRITERIA:	Field must be completed.
WEIGHTING:	N/A

QUESTION:	Office Address: <i>Note: Your organization must be Brampton-based, defined as having a permanent office address in Brampton.</i>
REVIEW CRITERIA:	Field must be completed. The office address must be in Brampton.
WEIGHTING:	N/A

QUESTION:	Select your organization type: <ul style="list-style-type: none"> <li>• Registered Charity</li> <li>• Incorporated non-profit organization</li> </ul>
REVIEW CRITERIA:	One of the options must be selected.
WEIGHTING:	N/A

QUESTION:	<p>If you are a registered charity, upload a copy of your Charity Detail page from the Canada Revenue Agency (CRA) website. If your Charity is incorporated, upload a copy of the Federal Corporation Information page or the Provincial Corporation Profile Report, as well.</p> <p><i>Note 1: See Appendices A, B and C of the Advance Brampton Fund 2024 Guidelines for instructions on obtaining a Charity Detail page and, if applicable, a Federal Corporation Information page or Provincial Corporation Profile Report for your organization.</i></p> <p><i>Note 2: The legal name and address provided for your organization on this application must match that on file with the CRA.</i></p>
REVIEW CRITERIA:	<p>The Charity Detail page must demonstrate that:</p> <ul style="list-style-type: none"> <li>• The organization exists as a registered charity.</li> <li>• The legal name matches that provided in the application.</li> <li>• The organization has an office address in Brampton that pre-dates the date of application.</li> </ul> <p>If the Charity has also uploaded an incorporation information page or report, it must demonstrate that:</p> <ul style="list-style-type: none"> <li>• The legal name matches that provided in the application.</li> <li>• The organization has an office address in Brampton that pre-dates the date of application.</li> <li>• The Corporation is listed as:             <ul style="list-style-type: none"> <li>○ Ontario Corp Non-Share (if Provincially incorporated).</li> <li>○ Governing Legislation: Canada Not-For-Profit Corporations Act (if Federally incorporated).</li> </ul> </li> </ul>
WEIGHTING:	N/A

QUESTION:	<p>If you are an incorporated non-profit organization, upload a copy of the Federal Corporation Information page or Provincial Corporation Profile Report for your organization.</p> <p><i>Note 1: See Appendices B and C of the Advance Brampton Fund 2024 Guidelines for instructions on obtaining a Federal Corporation Information page or Provincial Corporation Profile Report for your organization.</i></p> <p><i>Note 2: The legal name and address provided for your organization on this application must match that on your Federal Corporation Information page or Provincial Corporation Profile Report.</i></p>
REVIEW CRITERIA:	<p>The Federal Corporation Information page or Provincial Corporation Profile Report must demonstrate that:</p> <ul style="list-style-type: none"> <li>• The legal name matches that provided in the application.</li> <li>• The organization has an office address in Brampton that pre-dates the date of application.</li> <li>• The Corporation is listed as:             <ul style="list-style-type: none"> <li>○ Ontario Corp Non-Share (if Provincially incorporated).</li> <li>○ Governing Legislation: Canada Not-For-Profit Corporations Act (if Federally incorporated).</li> </ul> </li> </ul>
WEIGHTING:	N/A

<b>QUESTION:</b>	To apply to the Amplifying Projects Stream, your organization must have previously delivered the project at least two (2) times in Brampton. Provide the following details for the previous iterations of your project: Iteration #1: <ul style="list-style-type: none"> <li>• Confirmation the project took place in Brampton</li> <li>• Date</li> <li>• Number of participants</li> </ul> Iteration #2 <ul style="list-style-type: none"> <li>• Confirmation the project took place in Brampton</li> <li>• Date</li> <li>• Number of participants</li> </ul>
<b>REVIEW CRITERIA:</b>	Field/box must be completed and show that the project has been delivered once before in Brampton.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Please confirm that the project with which you are applying to the 2024 Advance Brampton Fund will: <ul style="list-style-type: none"> <li>• Take place between January 1, 2024, and December 31, 2024.</li> <li>• Take place in Brampton, Ontario.</li> </ul>
<b>REVIEW CRITERIA:</b>	Box must be checked.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Applicant organizations must carry year-round Commercial General Liability Insurance, in the amount of \$2 million - please see section 4.3 Required Organizational Insurance of the Advance Brampton Fund 2024 Guidelines, for complete details.  Proof of this insurance must be uploaded and submitted as part of your application, using the City’s Certificate of Insurance template. The template must be completed by an insurance representative from an insurer licensed to sell insurance in Ontario.  If your organization is a City of Brampton Recreation Affiliate Group and your insurance is provided for through this program, check this box. Staff will follow up to verify your organization's status and coverage.
<b>REVIEW CRITERIA:</b>	The Certificate of Insurance must demonstrate that: <ul style="list-style-type: none"> <li>• The required coverage is in place.</li> <li>• The certificate has been completed by an insurance representative from an insurer licensed to sell insurance in Ontario.</li> </ul>
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Organization's Signatory Contact details: <b>Note:</b> <i>Your organization's Signatory Contact is the person who has the signing authority to legally bind your organization and, if your application is successful, will be responsible for signing an Advance Brampton Fund grant agreement.</i> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> <li>• Email</li> <li>• Phone</li> </ul>
<b>REVIEW CRITERIA:</b>	Fields must be completed.
<b>WEIGHTING:</b>	N/A

**AMPLIFYING PROJECTS STREAM:**  
**REVIEW STAGE 2: ORGANIZATIONAL INFORMATION**  
 Answers to questions in this section do not impact your application's score or eligibility. The data/information is being collected for organizational planning purposes and our commitment to advance and foster diversity, equity and inclusion.

<b>QUESTION:</b>	Number of years your organization has been in operation:
<b>REVIEW CRITERIA:</b>	Field must be completed.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Your organization's mandate/mission statement (200 words max).
<b>REVIEW CRITERIA:</b>	Field must be completed.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Your organization's typical programs and services, including how many people you serve annually (200 words max):
<b>REVIEW CRITERIA:</b>	Field must be completed.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	When does your organization's fiscal period end?
<b>REVIEW CRITERIA:</b>	Field must be completed
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Is your organization led by those from underrepresented communities? <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>REVIEW CRITERIA:</b>	Select One Tick box (Optional Question)
<b>WEIGHTING:</b>	N/A
<b>QUESTION:</b>	If yes, and you'd like to explain how, please use the space below
<b>REVIEW CRITERIA:</b>	Field to be completed (Optional Question)
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Does your organization serve those from underrepresented communities? <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>REVIEW CRITERIA:</b>	Select One Tick box (Optional Question)
<b>WEIGHTING:</b>	N/A
<b>QUESTION:</b>	If yes, and you'd like to explain how, please use the space below
<b>REVIEW CRITERIA:</b>	Field to be completed (Optional Question)
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	In what ways, if any, is your organization addressing environmental issues?
<b>REVIEW CRITERIA:</b>	Field must be completed (Optional Question).
<b>WEIGHTING:</b>	N/A

**AMPLIFYING PROJECTS STREAM:  
REVIEW STAGE 3: STRATEGIC ALIGNMENT**

Answers to these questions inform reviewers of your project's alignment to City Priorities and inform the score provided in the "Project Alignment" section in Review Stage 4 outlined below.

<b>QUESTION:</b>	Select the Project Type that your project aligns with and advances:
<b>REVIEW CRITERIA:</b>	One option must be selected.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Select the Output(s) and insert the target numbers your project will achieve.
<b>REVIEW CRITERIA:</b>	A measurement for all outputs must be provided. Use (0) zero for measurements that will not be measured.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Select the Outcome(s) your project will achieve.
<b>REVIEW CRITERIA:</b>	A minimum of one outcome must be selected
<b>WEIGHTING:</b>	N/A



**AMPLIFYING PROJECTS STREAM:  
REVIEW STAGE 4: PROJECT EVALUATION**  
Evaluation Scale: Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

Section	Question	Evaluation Criteria	Weighting
Project Details (70%)	<p><b>Project Description:</b></p> <ul style="list-style-type: none"> <li>• Project Start Date</li> <li>• Project End Date</li> </ul> <p>Describe your project. Include details, such as:</p> <ul style="list-style-type: none"> <li>• what you plan to do</li> <li>• how you plan to do it</li> <li>• what need in the community your project addresses</li> <li>• who this project will serve</li> <li>• how this project will serve those intends to serve</li> <li>• where in Brampton the project will be delivered (location of project venue)</li> </ul> <p><i><b>Note:</b> If your project will be delivered virtually, provide details of the online platform you intend to use.</i></p> <p><i><b>Note:</b> Answering all of the questions above is important to a good score in this section.</i></p> <p><i><b>Note:</b> Cited research will help reviewers assess this question and can improve scores.</i></p>	<p>The project description is clearly articulated and contains sufficient detail to demonstrate that the project has been fully and thoughtfully scoped.</p>	15%
	<p><b>Project Alignment:</b></p> <p>Describe how your project supports the City Priority and Project Type you have selected. Elaborate on how your project will achieve the Outputs and Outcomes identified.</p> <p><i><b>Note:</b> Specific reference to each output you have selected as a measurement and details about how you will achieve that measurement will help reviewers assess this question and can improve scores.</i></p> <p><i><b>Note:</b> Specific reference to the outcomes you have selected and how they are appropriate for your project/program will</i></p>	<p>The project's alignment to the City Priority and Project Type selected is strong and clearly articulated.</p>	10%
		<p>The Output(s) identified are appropriate for the project, and the target numbers set are challenging yet reachable.</p>	10%
		<p>The Outcome(s) identified are appropriate for the project and can confidently and realistically be achieved.</p>	10%

Section	Question	Evaluation Criteria	Weighting
	<p><i>help reviewers assess this question and can improve scores.</i></p>		
	<p><b>Project Development:</b></p> <p>As you have submitted this project to the Amplifying Projects Stream of the Advance Brampton Fund, your organization has delivered this project at least twice before in Brampton and established a proven track record of well-managed success in doing so.</p> <p>Based on this foundation of success, what aspects of this project will your organization focus on scaling, expanding or amplifying in this iteration of its delivery, and how?</p>	<p>Aspects identified for scaling, expanding or amplification are clearly articulated, appropriate and directly support the achievement of project Outputs and Outcomes</p>	<p>10%</p>
	<p><b>Project Team:</b></p> <p>List the members of your project team and their roles in the project. Describe how the composition of your project team represents the skills required to successfully execute your project.</p> <p><b>Note:</b> <i>Include information about any outside professional services you may involve with the project. Tell us about their skill sets and how they will aid in your project/program. If outside professional services will be needed but are not hired yet, tell us about the skills and qualifications you are looking for. Doing this can improve scores.</i></p> <p><b>Note:</b> <i>Include information about any collaborations with outside organizations. How will these collaborations bolster the program and ensure it is delivered the best way possible? Providing this information can improve scores.</i></p>	<p>The project team possesses the necessary skill set(s) to deliver the project, outputs and outcomes. Where necessary, external subject matter experts and collaborations have been used to bring in expertise and qualifications.</p>	<p>10%</p>
	<p><b>Diversity, Equity and Inclusion:</b></p> <p>Tell us about how your project will seek to engage the diverse population in Brampton.</p> <p><b>Note:</b> <i>Informing reviewers about how the project will engage diverse communities, what tools and tactics will be used to promote their participation and how your organization will ensure a safe and</i></p>	<p>The project has considered the diverse population of Brampton and considered how equitably engaging it will be a part of project delivery</p>	<p>5%</p>

Section	Question	Evaluation Criteria	Weighting
	<i>inclusive space for their participation is important.</i>		
Process (30%)	<p><b>Project Plan:</b></p> <p>How will you ensure this project is delivered in a timely, efficient and effective manner? List the key project activities you will complete and their associated timelines to deliver the project as described. (Minimum of five key project activities required).</p>	Key project activities are strongly aligned with the project description and are reasonable to carry out in the proposed timeline.	15%
	<p><b>Marketing Plan:</b></p> <p>How will your organization market this project to potential participants and engage Brampton residents?</p> <p><i>Note: Share the project’s marketing and communications plan here. What tactics will your organization use? How will your tactics target your key audience/market? How will your marketing plan speak to the diverse populations in Brampton?</i></p>	Marketing plan and activities are strongly aligned with the project description and identified market. Tactics are reasonable to carry out in the proposed timeline.	5%
	<p><b>Project Expenses:</b></p> <p>Using the Project Expenses Worksheet provided, complete the proposed expenses for your project.</p>	The Project Expenses Worksheet is complete, reasonable, and aligned to key project activities.	10%
<b>Total Score</b> <b>(70% required to be considered for funding)</b>			100%