



Advance Brampton Fund Grant Information Session

Developing & Amplifying Streams for the 2024
Advance Brampton Fund

The Advance Brampton Fund

The City recognizes the unique and valuable role that the non-profit sector can play in delivering projects that meet community need, complement City services and contribute to advancing City Priorities.

As such the city is pleased to offer the Advance Brampton Fund: a community granting program that supports non-profit sector development and provides municipal funding to eligible Brampton-based non profit or charitable organizations for strong project proposals that align with these priorities.

In 2024 the City Priority Areas that ABF will address are:

- Arts and Culture
- Recreation
- Community Safety

Structured to Support Project Growth

The Advance Brampton Fund is structured to support non-profit organizations starting up, developing and amplifying projects. The goal is to encourage grantees to move towards project sustainability and a strengthened ability to partner, collaborate and lead well managed and meaningful work within the local non-profit sector and Brampton community. The fund does not make multi-year grants, but organizations can apply annually with the same project.

Funding Streams at a Glance

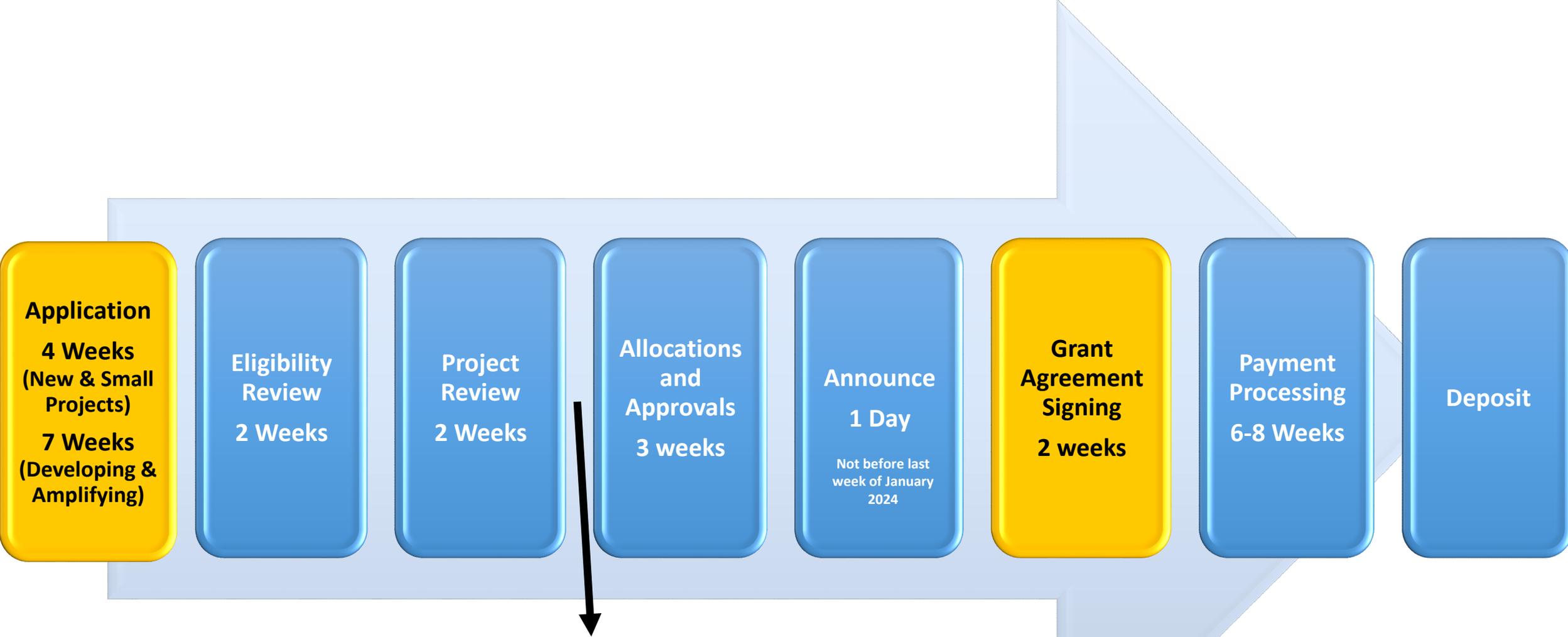
	Developing Stream	Amplifying Stream
Funding Allocation*	\$500,000*	\$750,000*
Open to:	Incorporated Non-Profits & Registered Charities	
Insurance Required	\$2,000,000 in Commercial General Liability insurance	
Project Eligibility	<ul style="list-style-type: none"> Projects that have been run at least once before in Brampton 	<ul style="list-style-type: none"> Projects that have been run at least twice before in Brampton
Available Funding	Up to \$12,500 in matching project funds.	Up to \$25,000 in matching project funds.
Grant Term	ABF Funding must be spent between January 1, 2024 and December 31, 2024. Applicants must be able to report on expenses, outputs and outcomes by December 31, 2024.	
Application Intake	Annually October 2, 2023 – November 22, 2023	



Advance Brampton Fund

** 2024 funding to be allocated and the opportunity for a second intake are pending Council approval of the 2024 Municipal Operating Budget.*

Application Timelines



Application

**4 Weeks
(New & Small
Projects)**

**7 Weeks
(Developing &
Amplifying)**

**Eligibility
Review
2 Weeks**

**Project
Review
2 Weeks**

**Allocations
and
Approvals
3 weeks**

**Announce
1 Day**

Not before last
week of January
2024

**Grant
Agreement
Signing
2 weeks**

**Payment
Processing
6-8 Weeks**

Deposit

End of year/holiday season



Eligible Organizations

- Brampton based Registered Charity – For ABF purposes 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.
- Brampton based Incorporated Non-Profit – For ABF purposes an organization that is incorporated under the laws of Canada or Ontario as a not-for-profit corporation without share capital that has a registered permanent office address in Brampton.
- * For organizations operating in Brampton who do not have a Brampton address on their corporate profile report a utility bill or rental agreement in the organization's name can serve as proof of location.
- * Unless listed on the Charity Details Page, Corporation Profile Report or Corporation Information Page a Board Members private address being in the City of Brampton can not qualify an organization as being Brampton based.

Proving Organizational Status

Corporation Profile Reports and Corporate Information Pages are the only ways incorporated non-profits can prove their status to the ABF program. Letters Patents, CRA filings and responses and other documentation on organizational status will not be accepted.

Corporation Profile Reports – Provincially Incorporated Organizations

Transaction Number: [REDACTED]

Ontario  Ministry of Government and Consumer Services

Profile Report

[REDACTED]

Type: Not-for-Profit Corporation
Name: [REDACTED]
Ontario Corporation Number (OCN): [REDACTED]
Governing Jurisdiction: Canada - Ontario
Status: Active
Date of Incorporation/Amalgamation Registered or Head Office Address: [REDACTED]

Certified a true copy of the record of the Ministry of Government and Consumer Services.
Deborah Lechitt
Director Registrar
This report sets out the most recent information filed on or after June 21, 1982 in respect of corporations and April 1, 1984 in respect of Business Names Act and Limited Partnership Act Regs 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 jurisdiction. If this report is generated for a jurisdiction, the report sets out the most recent information filed and recorded in the electronic records maintained by the Ministry up to the "cut-off" date indicated on the report. Additional historical information may exist in paper or microfilm form.

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Transaction Number: [REDACTED]

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

Name: [REDACTED]
Address for Service: [REDACTED]
Date Began: [REDACTED]

Name: [REDACTED]
Address for Service: [REDACTED]
Date Began: [REDACTED]

Name: [REDACTED]
Address for Service: [REDACTED]
Date Began: [REDACTED]

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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.
Deborah Lechitt
Director Registrar
This report sets out the most recent information filed on or after June 21, 1982 in respect of corporations and April 1, 1984 in respect of Business Names Act and Limited Partnership Act Regs 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 jurisdiction. If this report is generated for a jurisdiction, the report sets out the most recent information filed and recorded in the electronic records maintained by the Ministry up to the "cut-off" date indicated on the report. Additional historical information may exist in paper or microfilm form.

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Transaction Number: [REDACTED]

Corporate Name History
Name: [REDACTED]
Effective Date: [REDACTED]

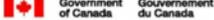
Certified a true copy of the record of the Ministry of Government and Consumer Services.
Deborah Lechitt
Director Registrar
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- Must show a Brampton Address as either Head Office Location or Mailing Address. Address must match what is in your application and on your insurance.
- Must show as active Non-Share corporation
- Must be dated for the year in which you are submitting your application
- ABF Guidelines share more about how to obtain and cost associated.

Charity Details Page – Registered Charities

 Government of Canada / Gouvernement du Canada

[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]

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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:
[REDACTED]

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-

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- Must show charity business/registration number
- Must show a Brampton address which matches what is on your application and on your insurance.
- Must show your organization is in good standing with CRA
- ABF Guidelines share more about how to obtain this document.

Required Organizational Insurance

- Applicant organizations must carry Commercial General Liability Insurance in order to be considered for funding from the City of Brampton.
- Insurance must be in the name of the applicant organization and cover the obligations and operations of the organization against claims of 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 \$2,000,000 per occurrence.
- Organizations prove their insurance coverage and extend it to the City of Brampton using **ONLY** the Certificate of Insurance form available in your application. This form must be filled out appropriately by an Insurance Industry Professional.
- More instruction on insurance can be found in section 4.3 of the [ABF Guidelines](#).

Accessing Applications

Applications are available via the City of Brampton grants portal which is supported by Survey Monkey Apply.

Applicants can access applications via the ABF webpage – www.brampton.ca/abf. Click on the ‘Apply Now’ button next to the New and Small Projects Stream and you will be redirected to the applicant portal.

- If you are a new user you will have to click the ‘Register’ button in the top right corner of the screen.
- For those already registered but who can not remember their login information The ‘*Forgot your password?*’ button will allow you to reset your password via the email account used to originally register your account.
- Once registered, or if already registered and logged in you can access funding applications via the ‘Programs’ button in the top right corner of the screen. If you have already started an application within a funding stream the portal will no longer allow you to start another. You must edit the one you started to complete the application.
- **Remember** – ABF only accepts one (1) unique project application to the New and Small Projects Stream and one (1) unique project application to the Developing **OR** Amplifying stream. Applicants can not apply to both Developing and Amplifying and applicants can not have the same project funded twice in the same project year.
- If you have trouble accessing applications or with the portal you can connect with City Grant Staff – abf@brampton.ca or Survey Monkey Apply Provides support through the  button on the top left corner of the screen.

Application Sections

As outlined in the 2024 ABF Guidelines the application is broken down into 4 Stages of Review.

1. **Eligibility Review** – This is where you prove your address, insurance and provide supporting documents to do so. It is not scored by reviewers, but if not completed appropriately can leave you ineligible for funding. All questions in this section are mandatory.
2. **Organizational Information** – In this section there are a few mandatory questions and a few optional questions. None are scored by reviewers but they do play a role in informing reviewers of your organization’s work and history. They also help the City plan and gather data that helps to advance and foster a commitment to diversity, equity and inclusion.
3. **Strategic Alignment** – Here you will select you the Priority Area to which you are applying, the project type and select the outputs and outcomes you will measure. These questions are all mandatory, you must select at least one outcome and you must measure at least one output. If you are not measuring an output please use a zero (0) to indicate this. As long as you measure one output your score will not be hurt by zeros in other output measure fields. This part of the application informs the score reviewers provide in the Project Alignment section of the next stage of review.
4. **Project Evaluation** – This is the part of your application where you will tell us about your project. All the questions in this part of the application are mandatory and scored by reviewers.

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.	
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

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.	
QUESTION:	Number of years your organization has been in operation:
REVIEW CRITERIA:	Field must be completed.
WEIGHTING:	N/A
QUESTION:	Your organization’s mandate/mission statement (200 words max).
REVIEW CRITERIA:	Field must be completed.
WEIGHTING:	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.	
QUESTION:	Select the City Priority that your project aligns with and advances:
REVIEW CRITERIA:	One option must be selected.
WEIGHTING:	N/A
QUESTION:	Select the Project Type that your project aligns with and advances.
REVIEW CRITERIA:	One option must be selected.
WEIGHTING:	N/A

NEW/SMALL PROJECTS STREAM: REVIEW STAGE 4: PROJECT EVALUATION			
Evaluation Scale: Strongly Disagree Disagree Neutral Agree Strongly Agree			
Section	Question	Evaluation Criteria	Weighting
Project Details (90%)	Project Description: <ul style="list-style-type: none"> Project Start Date Project End Date Describe your project. Include details, such as: <ul style="list-style-type: none"> what you plan to do how you plan to do it what need in the community your project addresses who this project will serve 	The project description is clearly articulated and contains sufficient detail to demonstrate that the project has been scoped.	40%

Breakdown of Review Stage 4 – Project Evaluation, Developing & Amplifying Stream

The Developing and Amplifying streams provide funding directed at strong projects with a history of success in Brampton. Your application should focus on this and explain how funding will help the project continue to grow and meet goals of ongoing delivery.

2 parts of application review:

1. Project Details – 70% of final score

- I. Project Description (who, what, where, when, why and how). How does previous delivery or data support the impact of and need for this project in Brampton – 15%
- II. Project Alignment – Connecting proposed project to priority area, project type, outputs and outcomes - 30%
- III. Project Development – Assessing growth and sustainability in delivery and presenting how this aligns with ongoing project delivery – 10%
- IV. Project Team – Who, including external contributors is working on the project and what are their skills relevant to the project – 10%
- V. Diversity, Equity and Inclusion – Has your project considered and tried to equitably and include the diversity in Brampton – 5%

2. Process – 30% of final score

- I. Project Plan – Provide a timeline of at least 5 key activities in delivering your project. What are they, when should they be completed/executed – 15%
- II. Marketing Plan – How do you plan on engaging Brampton residents and the community you are serving. Do your tactics align to participant/audience metrics and are they suitable – 5%
- III. Expenses – Complete, reasonable and aligned to project activities – 10%

Each application is scored by three City staff reviewers who work directly in the Priority Area to which you have applied. An average score is created and applications are funded from highest scoring to lowest scoring until funds are depleted.

Applications must achieve a minimum score of 60% to be eligible in the Developing Stream and 70% to be eligible in the Amplifying Stream.

The criteria for which reviewers review the application questions is provided in the appendices of the 2024 ABF Guidelines.

City Priorities– Project Scope

The Advance Brampton Fund seeks projects to fund that impact three priorities in 2024. Each priority represents a Municipal Department of importance to the City’s work of developing vibrant, healthy, safe and inclusive neighbourhoods. Each City Priority prescribes project types, key performance indicators (Outputs) and outcomes. In applications, applicants will select a City Priority Area, a project type, the outputs associated with that project type that they will measure and outcomes their project hopes to achieve.

Form for "Application Form - New and Small Projects Stream"

Advance Brampton Fund New and Small Project Application

Priority Area Selection

Priority Areas are areas of funding deemed important to the City. Your project should have an impact on the area chosen. In order to understand which Priority Area is the best fit for your project please review the 2024 Advance Brampton Fund Guidelines and any other material referenced in the Priority Areas description.

Select the City Priority that your project aligns with and advances.

- Arts and Culture
- Recreation
- Community Safety

PREVIOUS

SAVE & CONTINUE EDITING

NEXT

Review Stage 3: Strategic Alignment

In this section you will select a project type, project outputs and project outcomes. This section is reviewed and plays a role in how reviewers assess your application.

Arts and Culture Priority Area:

Supporting inclusive artistic expressions: Building Brampton's identity as a creative artist community through advancement of the [City of Brampton's Culture Master Plan](#)

Please select the project type that your project aligns with and advances?

- Arts and Culture projects that align with and support the City's Culture Master Plan by contributing to the development of a creative community of artistic practice in Brampton through educational and networking opportunities for artists and the creative community.
- Arts and Culture projects that align with and support the City's Culture Master Plan by providing opportunities for the production and presentation of artistic work in Brampton

Review Stage 3: Strategic Alignment - Project Outputs and Outcomes

In this section you will provide projected measurements for outputs and outcomes. All output measurements must be filled. If you are not measuring a specific output use a 0 (zero) to indicate this. Not measuring an output will not impact your score negatively provided at least one is measured. The measures provided in outputs and the outcome/s you select will inform your score in the Project Alignment section of the Project Review.

Output Measurement: Development of a Creative Community of Artistic Practice

Please provide a projected measurement for each output. If you are not measuring the output listed please use a 0 (zero) to indicate this.

of artists engaged (participating in some way)

of artists hired (paid)

\$ value paid to Brampton artists

of participants (artist or non-artist)

of learning of professional development opportunities provided

of mentorship opportunities provided

of volunteers

of volunteer hours

Outcome Selection: Development of a Creative Community of Artistic Practice

Select all outcomes that your project will achieve.

- Brampton artists, creators, and arts organizations are better connected, share skills, and drive innovation in their practice
- Brampton residents interested in the arts are provided opportunities and education to help build their skill and level of engagement with artistic expression
- Brampton artists, creators, groups and audience participate in meaningful exchange; enriching the community while embracing expression which showcases innovation in arts derived through cross-cultural and diverse connection and collaboration

City Priorities– Project Scope

Arts and Culture

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

	<ul style="list-style-type: none"> • # of learning and/or professional development opportunities provided • # of mentorship opportunities provided • # of volunteers • # of volunteer hours
	Opportunities for Production and Presentation of Artistic Work in Brampton <ul style="list-style-type: none"> • # of performances or exhibitions presented • # of creative works produced • # of paid artists • \$ value paid to Brampton artists • # of audience in person • # of live audience (virtual) • \$ of gross revenue generated • # of volunteers • # of volunteer hours
Outcomes:	<ul style="list-style-type: none"> • Brampton artists, creators and arts organizations are better connected, share skills and drive innovation in their practice. • Brampton residents interested in the arts are provided opportunities and education to help build their skills and level of engagement with artistic expression. • 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.

City Priorities– Project Scope Cont'd

Recreation

Recreation	
Priority Area Focus:	Encouraging active and healthy lifestyles for all Bramptonians
Eligible Project Types:	<p>Projects or activities encouraging active and healthy lifestyles through:</p> <ol style="list-style-type: none"> 1. Physical activities such as sports, or leisure activity requiring physical movement. 2. Wellness projects, including education and outreach on physical literacy, healthy eating, and food education. 3. Projects that encourage healthy and safe ways for Brampton youth and/or seniors to reduce isolation and participate in leisure activities in Brampton <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 Peel Neighbourhood Information Tool (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 City delivered programs online prior to submitting an application.</p>
Outputs:	<p>Physical Activities</p> <ul style="list-style-type: none"> • # of opportunities for residents to engage in physical activity • # of project participants • % of participants from neighbourhoods that have been rated as having a low well-being index level on the Region of Peel Neighbourhood Information Tool • # of volunteers • # of volunteer hours • # of community partner organizations involved in project delivery • # of participants to report physical and/or emotional well-being improvements as a result of project delivery. <p>Wellness Projects (including education and outreach)</p> <ul style="list-style-type: none"> • # of physical literacy, healthy eating and/or food education resources created • % of resources distributed to neighbourhoods that have been rated as having a low well-being index on the Region of Peel Neighbourhood Information Tool • # of seminars, workshops or educational sessions delivered • # of project participants • # of volunteers • # of volunteer hours • # of community partner organizations involved in project delivery • # of participants to report physical and/or emotional well-being improvements as a result of project delivery <p>Seniors and Youth Recreational Projects</p> <ul style="list-style-type: none"> • # of seniors participating in the project • # of youth participating in the project • # of volunteers • # of volunteer hours • % of participants from neighbourhoods that have been rated as having a low well-being index on the Region of Peel Neighbourhood Information Tool • # of participants to report physical and/or emotional well-being improvements as a result of project delivery
Outcomes:	<ul style="list-style-type: none"> • Initiatives create a Brampton where residents are physically healthy through increased access to a diverse range of physical activities • Initiatives create a Brampton where residents have increased knowledge of physical literacy, healthy eating, nutrition, etc. • Initiatives create a Brampton where senior and youth residents have increased opportunity for recreational participation and reduced incidences of social isolation.

City Priorities– Project Scope Cont'd

Community Safety

Community Safety	
Priority Area Focus:	Supporting an empowered and connected Brampton where everyone feels safe, has a sense of belonging, and has their needs met.
Eligible Project Types:	<p>Projects that align with and support Brampton's Community Safety Action Plan. Projects should fall under one of the three areas of focus in the Action Plan:</p> <ul style="list-style-type: none"> • Safety • Awareness • Empowerment <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>
Outputs:	<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>
Outcomes:	<ul style="list-style-type: none"> • Initiatives create stronger neighbourhoods which feel more inclusive, safer for residents, and increase public participation in the community. • Initiatives create a safer Brampton by ensuring resident's primary needs are met. • Initiatives create a Brampton where residents are more aware of community safety and well-being information, resources, and services available to them. • Initiatives create a Brampton where residents are connected. Included and feel like they belong. • Initiatives create a Brampton where residents have increased opportunity and gain new or improved skills. • Initiatives create a healthier Brampton by ensuring improved mental health of residents.

Ineligible Organizations, Projects and Expenses

Ineligible Organizations

(More information found in section 4.2 of the 2024 ABF Guidelines)

- For-Profit Corporations
- Individuals
- Public Libraries, School Boards, Schools, Classrooms
- Orgs that receive core funding from the City
- Political organizations
- National or Regional Organizations except where the application is submitted by a local chapter with a provable Brampton address.
- Religious or Faith groups that require adherence to a faith to participate.
- Hospitals, Clinic-based services or medical treatment projects

Ineligible Projects

(More information found in section 54. of the 2024 ABF Guidelines)

- Projects taking place outside of Brampton
- Banquets
- Beauty Pageants
- Fundraising Projects
- Private Events
- Politically partisan projects
- Projects administered and funded by the City of Brampton Parks Division
- Major capital projects

Ineligible Expenses

(More information found in section 5.5 of the 2024 ABF Guidelines)

- Trophies, awards, prizes and gifts
- Scholarships and bursaries
- Expenses associated with controlled or illegal substances
- Insurance
- Staff and guest travel/accommodation
- Attendance at or fees associated with conventions and conferences
- Membership fees/dues

Expense Reporting in Applications

Expense Reporting:

- Report of estimated expenses within the categories provided.
- The City understands this is only a projection and that things could change.
- Grant request amounts can be changed by the City staff should the value of ineligible expenses be included in your request value.
- Please ensure that expense reporting templates/budgets are detailed enough for grant reviewers to assess the eligibility of expenses. Requests can be declined based on a grant reviewers inability to determine whether an expense is eligible or not.

Advance Brampton Fund Projected Project Budget Reporting Template

<p align="center">Expense Category</p> <p><i>*All ABF Expenses should fall into one of the below categories. Please read the instructions for each category carefully in order to determine how to report on items and values.</i></p>	<p align="center">Expense Items Listing</p> <p><i>*List all of the individual items in the expense category and provide a dollar value for each item</i></p>	<p align="center">Paid With Grant Funding</p> <p><i>*Provide the summed value of any expenses in Column B - Expense Items Listing you will pay with grant funding. The total in this column should be no more than \$25,000 in the Amplifying Stream and equal the value of grant you are requesting.</i></p>	<p align="center">Matching Expense</p> <p><i>*Provide the summed value of any expense in Column B - Expense Items Listing that will make up part of your matching expenses. The total in this column should be equal to or greater than the total value in Column C - Paid With Grant Funding</i></p>
<p><i>Example</i></p>	<p><i>Print Ads - \$5,000 Digital Ads - \$5,000 Ad Content Creation - \$10,000</i></p>	<p align="right"><i>\$10,000</i></p>	<p align="right"><i>\$10,000</i></p>
<p>Project Staff Wages</p> <p><i>*The value paid to organizational full-time, part-time or contracted staff while they work directly on this project. These are eligible expenses and can be paid with grant funding. Include these expenses in Column C - Paid With Grant if they are expected to be paid with grant funding. Include them in Column D - Matching Expense if they are expected to be a part of your project's matching expenses. You can also split these values in any way between Column C and Column D if they are expected to make up portion of both your grant and matching expenses.</i></p>		<p align="right">\$0.00</p>	<p align="right">\$0.00</p>
<p>Contracted Services</p> <p><i>*The total amount paid to artists, subject matter experts, consultants, accountants, researchers or other externally contracted individuals or organizations engaged in project delivery. These are eligible expenses and can be paid with grant funding. Include these expenses in Column C - Paid With Grant if they are expected to be paid with grant funding. Include them in Column D - Matching Expense if they are expected to be a part of your project's matching expenses. You can also split these values in any way between Column C and Column D if they are expected to make up portion of</i></p>		<p align="right">\$0.00</p>	<p align="right">\$0.00</p>
<p>Project Venue</p> <p><i>*This is the cost to rent the venue specifically for project delivery. These are eligible expenses and can be paid with grant funding. Include these expenses in Column C - Paid With Grant if they are expected to be paid with grant funding. Include them in Column D - Matching Expense if they are expected to be a part of your project's matching expenses. You can also split these values in any way between Column C and Column D if they are expected to make up portion of both your grant and matching expenses. <i>If your project is delivered in your organization's office space the cost is considered administrative and can not be paid with ABF grant funding, however the cost of your office space pro-rated for the time the project is delivered within it can be a part of the grant's matching contributions. Include this value in Column D - Matching.</i></i></p>		<p align="right">\$0.00</p>	<p align="right">\$0.00</p>
<p>Project Supplies</p> <p><i>*Include the costs of any supplies needed for project delivery. These are eligible expenses and can be paid with grant funding. Include these expenses in Column C - Paid With Grant if they are expected to be paid with grant funding. Include them in Column D - Matching Expense if they are expected to be a part of your project's matching expenses. You can also split these values in any way between Column C and Column D if they are expected to make up portion of both your grant and matching expenses.</i></p>		<p align="right">\$0.00</p>	<p align="right">\$0.00</p>
<p>Project Related Printing and Copying Services</p> <p><i>*Include the value of any project related printing or copying services. These are eligible expenses and can be paid with grant funding. Include these expenses in Column C - Paid With Grant if they are expected to be paid with grant funding. Include them in Column D - Matching Expense if they are expected to be a part of your project's matching expenses. You can also split these values in any way between Column C and Column D if they are expected to make up portion of both your grant and matching expenses.</i></p>		<p align="right">\$0.00</p>	<p align="right">\$0.00</p>



<p>Marketing and Advertising Include the value of any marketing and advertising that is directly related to project delivery. These are eligible expenses and can be paid with grant funding. Include these expenses in Column C - Paid With Grant if they are expected to be paid with grant funding. Include them in Column D - Matching Expense if they are expected to be a part of your project's matching expenses. You can also split these values in any way between Column C and Column D if they are expected to make up portion of both your grant and matching expenses.</p>			\$0.00	\$0.00
<p>Food and Beverage *Include the value of any food and beverage needed for project delivery. These are eligible expenses and can be paid with grant funding. Include these expenses in Column C - Paid With Grant if they are expected to be paid with grant funding. Include them in Column D - Matching Expense if they are expected to be a part of your project's matching expenses. You can also split these values in any way between Column C and Column D if they are expected to make up portion of both your grant and matching</p>			\$0.00	\$0.00
<p>Equipment Rental *Provide the value of any equipment you will be renting to deliver your project. These are eligible expenses and can be paid with grant funding. Include these expenses in Column C - Paid With Grant if they are expected to be paid with grant funding. Include them in Column D - Matching Expense if they are expected to be a part of your project's matching expenses. You can also split these values in any way between Column C and Column D if they are expected to make up portion of both your grant and matching</p>			\$0.00	\$0.00
<p>Other Eligible Expenses *Include the cost of any expense that is not listed above but is eligible as outlined in the 2024 Advance Brampton Fund Guidelines. These are eligible expenses and can be paid with grant funding. Include these expenses in Column C - Paid With Grant if they are expected to be paid with grant funding. Include them in Column D - Matching Expense if they are expected to be a part of your project's matching expenses. You can also split these values in any way between Column C and Column D if they are expected to make up portion of both your grant and matching expenses. <i>Review staff will ensure these values are eligible. If determined to be ineligible and included in your grant request value their inclusion can reduce the value of your grant request</i></p>			\$0.00	\$0.00
<p>Capital Purchases *Provide the value of any expenses related to the purchase of building materials, tools, equipment, software or technology for project delivery. These are considered capital expenses and are capped at \$5,000 in the Amplifying Stream. Provide any value for capitale expenses of \$5,000 or under in Column C - Paid with Grant Funding and any value over \$5,000 in Column D - Matching Expenses. These expenses can be split between Column C and D in any way provided the value in Column C is no higher than \$5,000 and they will make up a part of both your grant and matching expenses</p>			\$0.00	\$0.00
<p>Volunteer Hours *Include the value of your expected volunteer hours. The value of volunteer hours is \$17.00/hour as outlined in the 2024 Advance Brampton Fund Guidelines. <i>This is not an expense that can be paid with grant funding, so include this value in Column D - Matching Expenses.</i></p>				\$0.00
<p>Gifts In Kind *Include the value of any expected project related gifts-in-kind. The value of service or product gifts-in-kind is determined by a an advertisement for products or an estimate for services. <i>This is not an expense that can be paid with grant funding, so include this value in Column D - Matching Expenses.</i></p>				\$0.00
<p>Insurance *The Advance Brampton Fund requires \$2,000,000 in commercial general liability insurance in order for organizations to be eligible for funding. <i>This cost is administrative and can not be paid with grant funding, but can be a part of your matching expenses. Provide the cost of your project's commercial general liability</i></p>				\$0.00
<p>Project Team Meetings and Travel *Provide the costs associated with any staff travel or meeting that directly relate to the project. <i>These expenses are not eligible to be paid with grant funding but can be a part of your project's matching contributions. Include these values in Column D -</i></p>				\$0.00
TOTAL PAID WITH GRANT FUNDING AND REQUEST VALUE			\$0.00	
			Total Matching Expenses	\$0.00
Total Project Value			\$0.00	

- **Expense Item Listing** – Provide a list of ALL expenses within a category and its estimated value
- **Paid with Grant Funding** – Provide the summed total off all expenses being paid with grant funding
- **Matching Expenses** – Provide the summed total of all expenses comprising the matching expenses
- **Total Paid with Grant Funding and Request Value** will auto populate to a maximum of \$12,500 in Developing and \$25,000 in Amplifying. This number should be placed in your application as the request amount.
- **Total Matching Expenses** will auto populate with the total value of your matching expenses.
- **Total Project Value** will also auto populate with a sum of your Request Value and Matching Expenses.

Close Out Reporting

All Advance Brampton Fund Grantees are expected to provide a Close Out Report. This close out report is due 60 days after the project end date in your application or by December 31, 2024, whichever comes first. A report must be submitted by the end of the year.

Items covered in Close Out Reports:

- Project Details
- Expenses
 - Grantees provide a full listing of expenses at this stage. The total value of your expenses in this report should at least double the value of your grant Outcomes/Outputs
 - For Close Out Report purposes gift in kind and volunteer hours are reported as expenses and comprise part of the recipients matching contribution.

How to prove an expense:

- An expense can be proven as **incurred** through a POS Receipt, invoice or contract.
- An expense must be proven as **paid** through a POS Receipt, Cheque Copy, or Invoice clearly showing balance as paid.
- An expense must be proven as paid **and received** through bank statements, credit card statements, POS Receipts
- Payroll expenses can be proven through a submission of payroll documentation, paystubs, or in a lump sum through the provision of income tax reporting documentation.
- Volunteer hours can be confirmed as an expense through the provision of a volunteer hour tracker with value for labour at \$17.00/h
- GIK can be reported as an expense and value proven through an advertisement for a product or an estimate for service from a service provider.



Contact Information

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Webpage for all necessary information
www.Brampton.ca/abf