Advance Brampton Fund

Advance Brampton Fund Grant Information Session

New and Small Project Stream 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.

Advance Brampton Fund

Funding Streams at a Glance

	New and Small Projects
Funding Allocation*	Intake 1: $125,000 | Intake 2: $125,000
Open to:	• Unincorporated Groups • Registered Charities • Incorporated Non-Profits
Insurance Required	$2,000,000 in Commercial General Liability insurance
Project Eligibility	• Projects being run for the first time and/or projects with small funding needs.
Available Funding	Up to $5,000 in project funds**. <u>No matching requirement</u>**
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 February 11, 2025.
Application Intake	**Bi-annually** **Intake 1:** October 2 2023 – October 30 2023 **Intake 2:** February 29, 2024 – March 28 2024*

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

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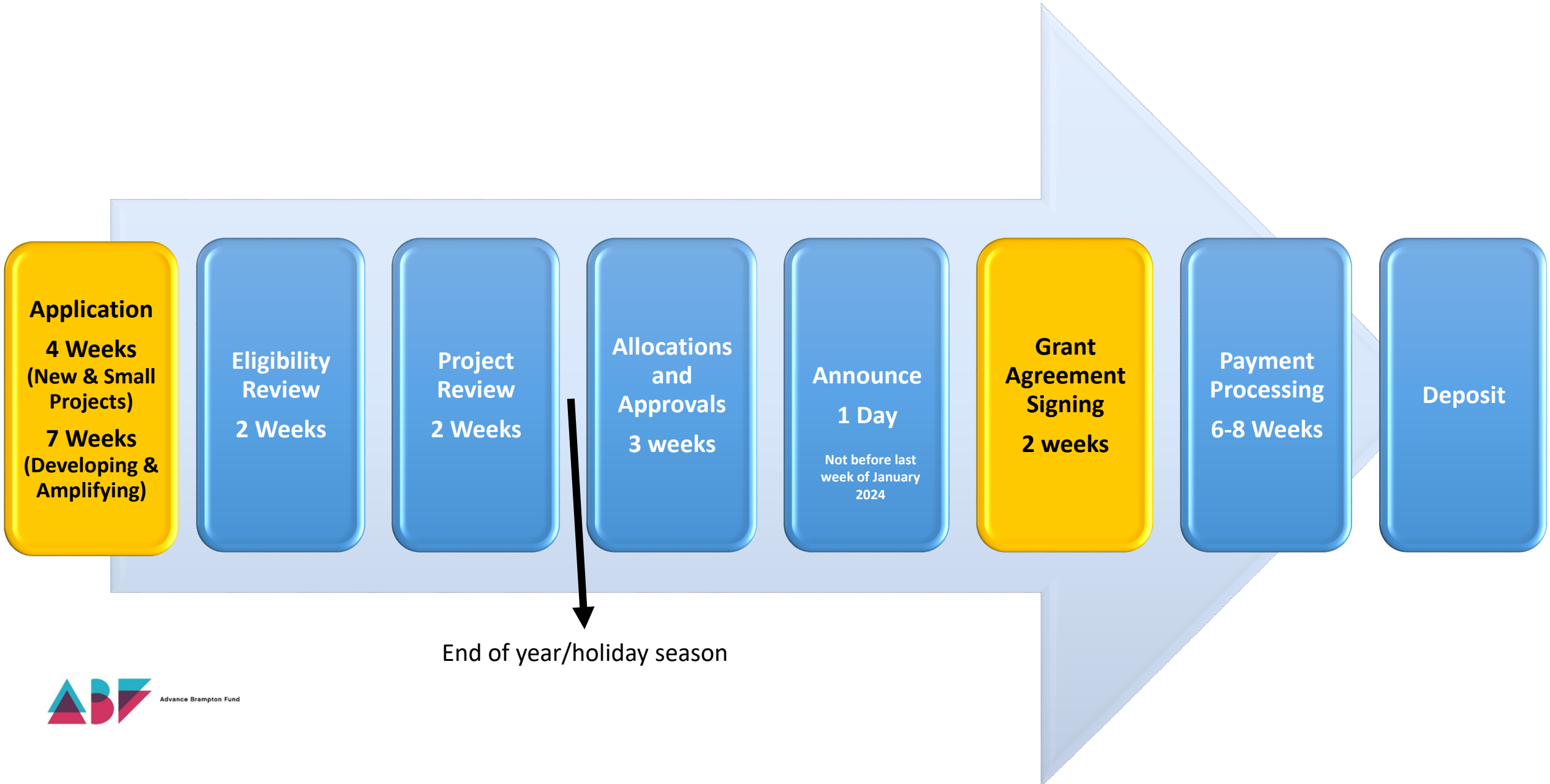
Application Timelines



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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.
- **Brampton based Unincorporated Non-Profit (New & Small Projects Only)** – For ABF purposes an organizations consisting of two or more Brampton residents formed to pursue a purpose that is not-for-profit. The organization must be governed by a Volunteer Board of Directors, provide evidence of their non-profit purpose and activity and must identify two board members over the age of 19 with permanent residential addresses in Brampton who must execute the grant application and the City's grant agreement both personally and on behalf of the organization
- * 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: [redacted]
Registered or Head Office Address: [redacted]

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 1 of 7

Transaction Number: [redacted]

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

Name: [redacted]
Address for Service
Date Began

Name
Address for Service
Date Began

Name
Address for Service
Date Began

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.

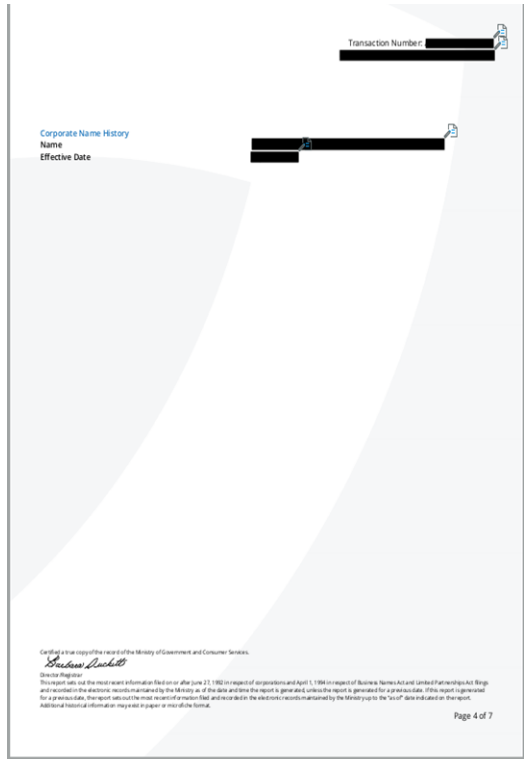
Page 2 of 7

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: [redacted]
Effective Date

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 4 of 7

- 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.

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Corporate Information Pages – Federally Incorporated Organizations

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]

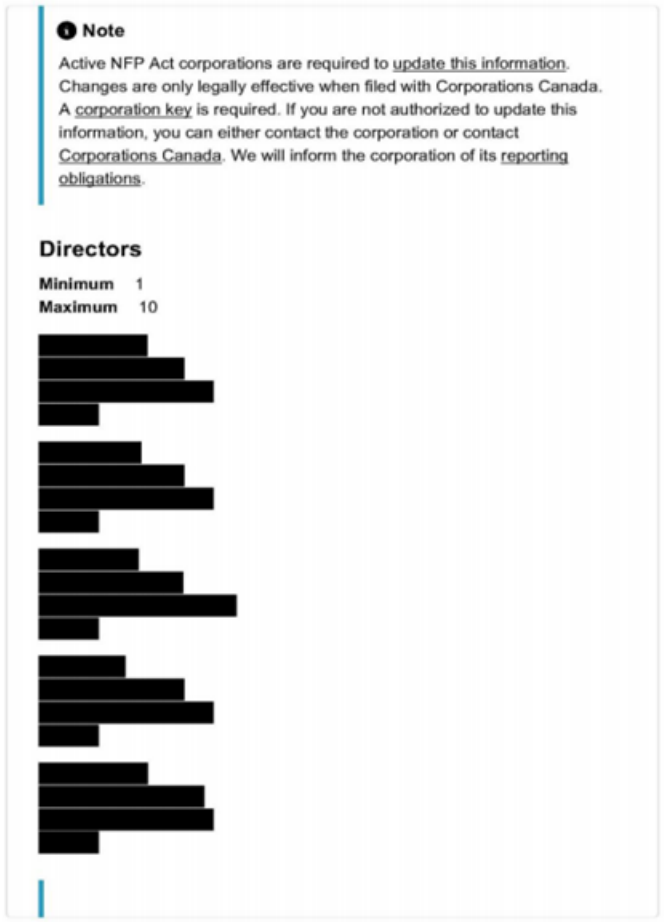
Status
Active

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



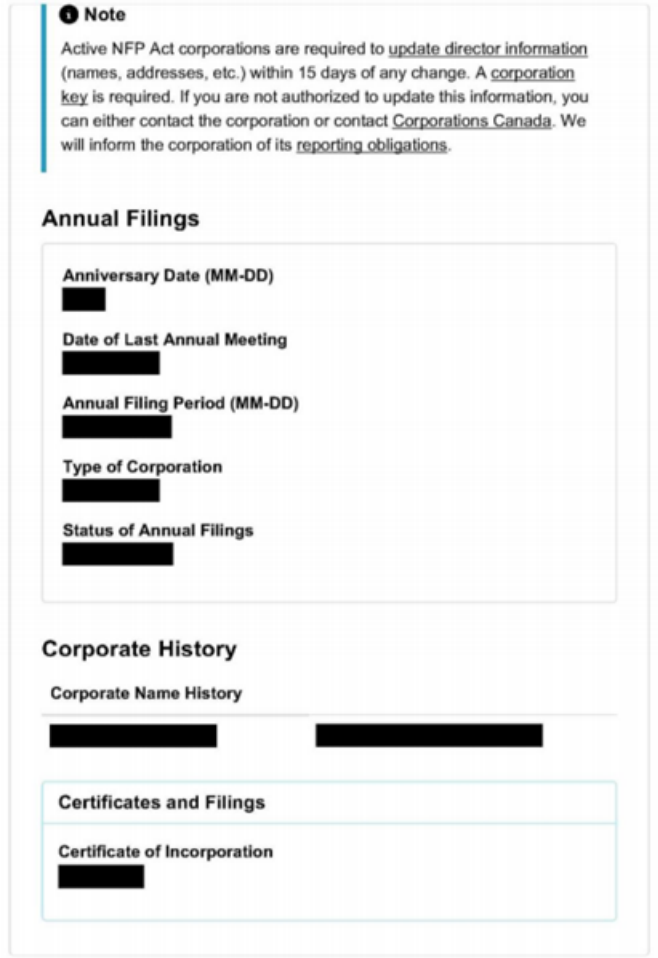
Note

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]



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)
[redacted]

Date of Last Annual Meeting
[redacted]

Annual Filing Period (MM-DD)
[redacted]

Type of Corporation
[redacted]

Status of Annual Filings
[redacted]

Corporate History

Corporate Name History

[redacted]

Certificates and Filings

Certificate of Incorporation
[redacted]

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- Must show Not-for-Profit Corporations Act as governing legislation and show status as Active
- Must show a Brampton address as registered office address. Address must match what is on your application and insurance.
- Must be dated for the year in which you are submitting your application
- ABF Guidelines share more about how to obtain this document

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

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]

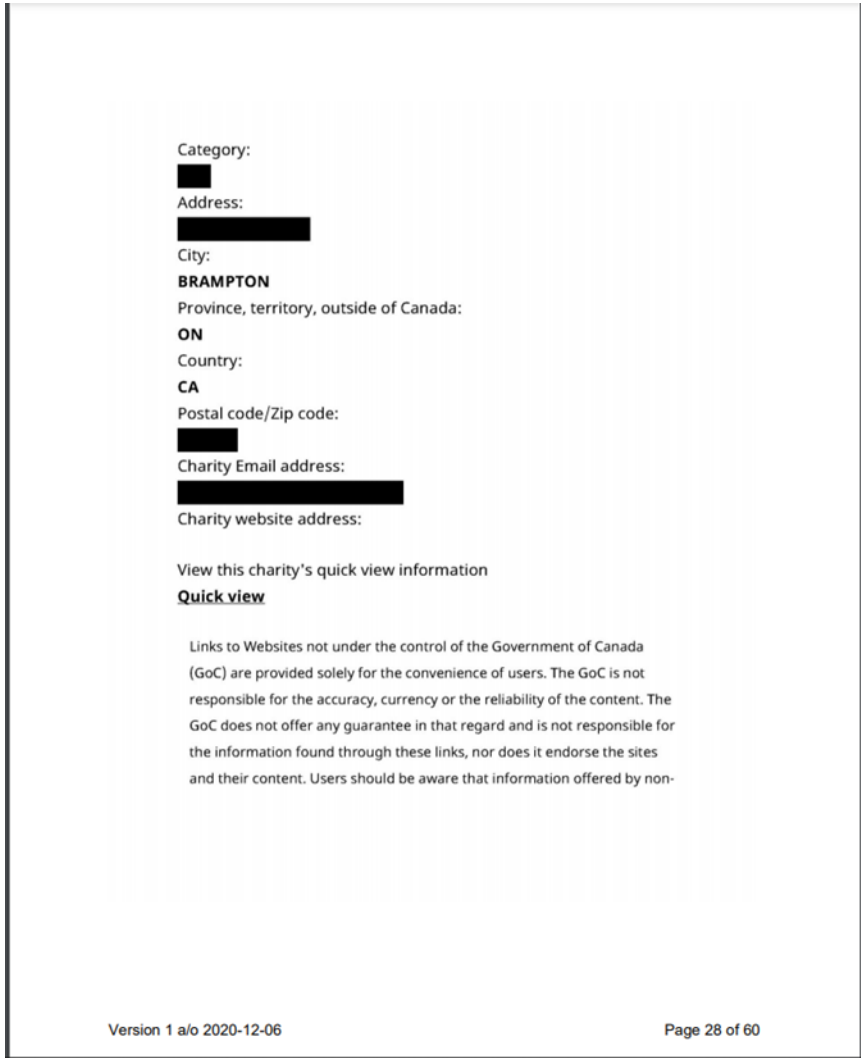
Sanction:
[redacted]

Language of correspondence:
[redacted]

Designation:
Charitable organization

Charity type:
[redacted]

sion 1 a/o 2020-12-06 Page 27 of 60



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-

Version 1 a/o 2020-12-06 Page 28 of 60

Advance Brampton Fund

- 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.

Proving Status for Unincorporated Non-Profits/Groups

- Unincorporated Groups must prove their non-profit status, that they have processes in place to deal with decision making and financial contributions as well as prove they have a membership that is capable of being responsible for the funding provided by the Advance Brampton Fund.
- Non-Profit Status, organizational decision making and managing financial contributions proven through provision of:
  - Organization's constitution, by-laws, terms of reference and/or charter.
    - Ontario Government provides template by-laws unincorporated groups can use to provide proof of their status once customized. Details found in the ABF Guidelines in Appendix E. Using this as a guide to create the organization's by-laws also ensures, should you choose to incorporate, your organization is in line with Ontario law for non-profits.
- Proving membership is done through the provision of a list of the organization's membership and executive (volunteer board of directors).
- Photos of two executive members provide proof of the two individuals who will sign the ABF contract and take responsibility for the funding provision as well as commercial general liability insurance required to receive a grant.
- Unincorporated groups must have a bank account in the organization's name in order to receive ABF funding.

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.

Advance Brampton Fund

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.

Advance Brampton Fund

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. ***Note:*** *You must have authorization from your organization to complete this application.*
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:** • Project Start Date • Project End Date Describe your project. Include details, such as: • 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%**

Advance Brampton Fund

Breakdown of Review Stage 4 – Project Evaluation, New and Small Projects Stream

In order to make the New and Small Projects Stream more accessible to applicants that represent smaller organizations or applicants proposing new projects the scoring in this stream has changed since 2023. The goal is to make funding more accessible to all kinds of organizations.

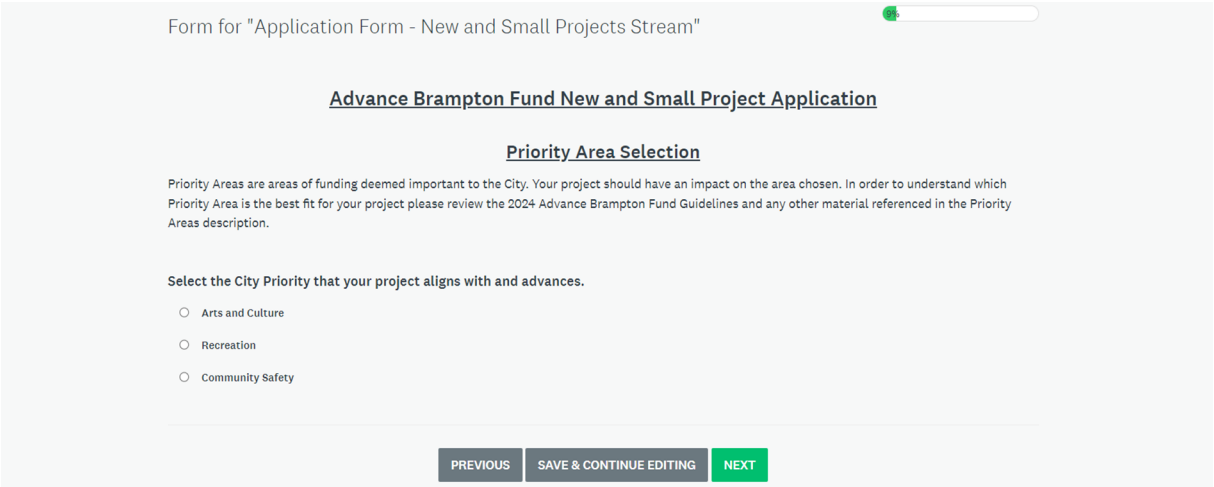
- 2 parts of application review:
    1. **Project Details – 90% of final score**
        I. Project Description (who, what, where, when, why and how) – 40%
        II. Project Alignment – Connecting proposed project to priority area, project type, outputs and outcomes – 20%
        III. Project Development – Assessing risks in delivery and presenting how you will deal with or mitigate them – 15%
        IV. Project Team – Who is working on the project and what are their skills relevant to the project – 10%
        V. Diversity, Equity and Inclusion – Has your project considered the diversity in Brampton – 5%
    2. **Project Expenses – 10% of final score**

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 much achieve a minimum score of 50% to be eligible for funding in the New and Small Project 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

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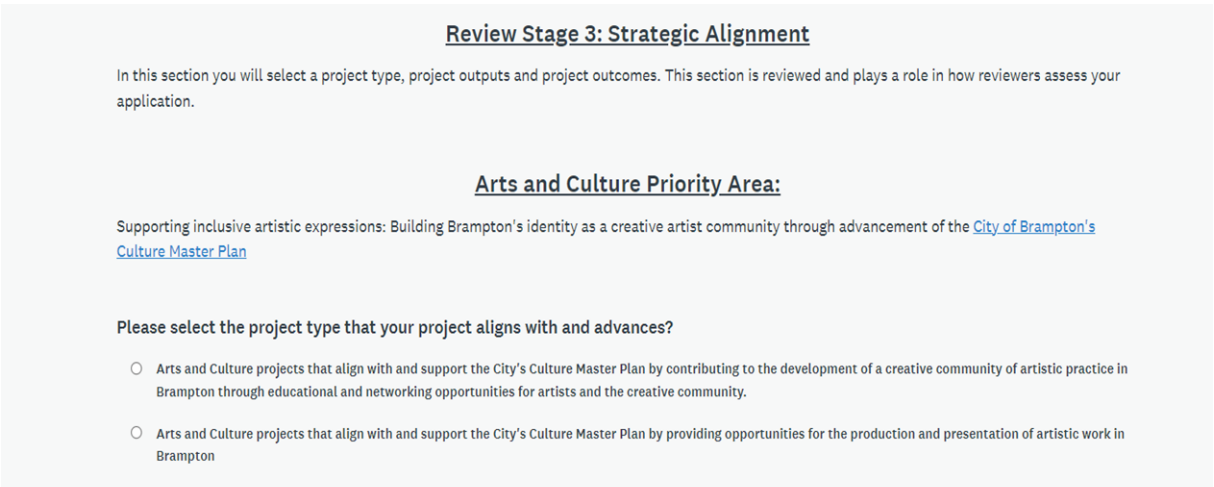


Review Stage 3: Strategic Alignment

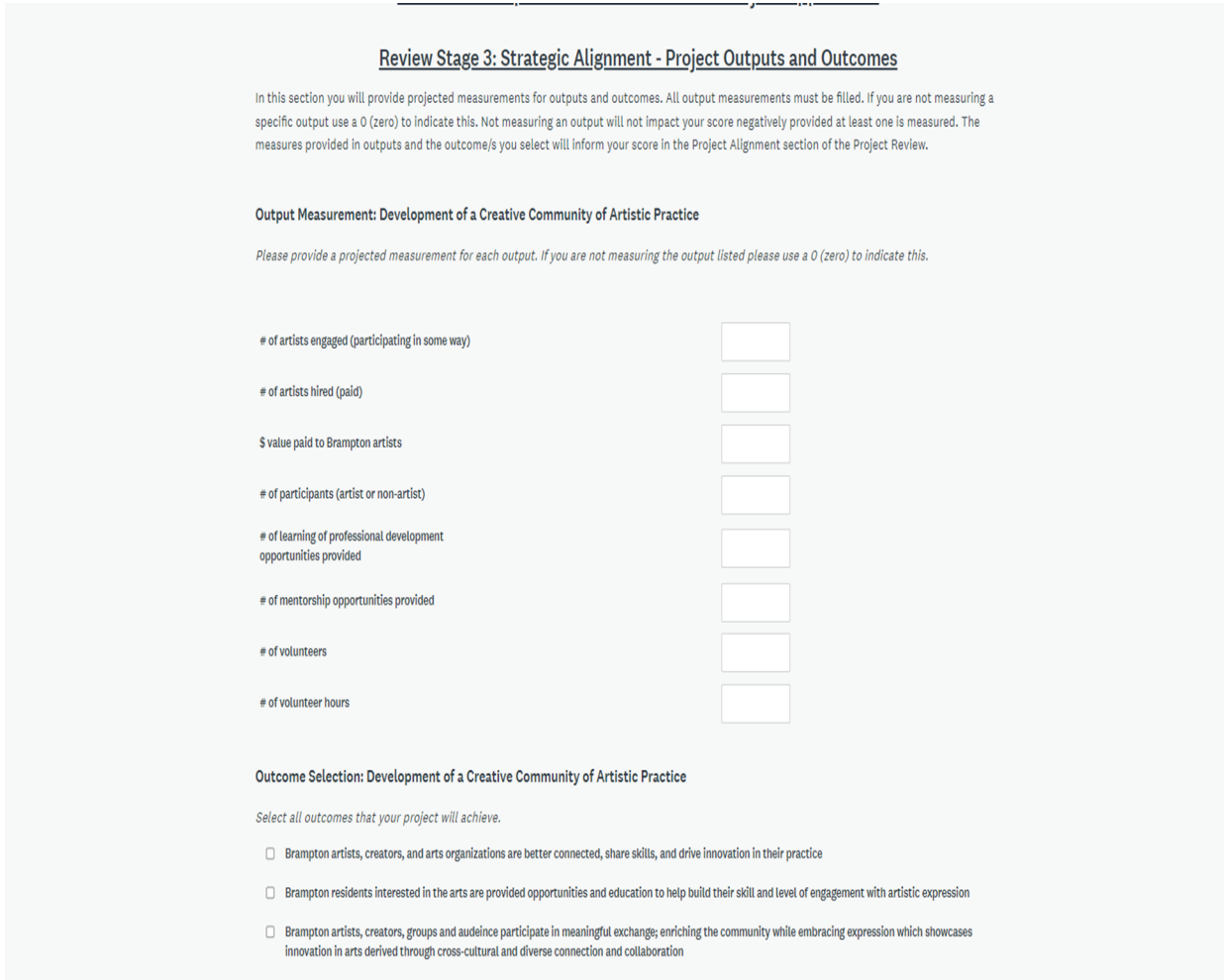
In this section you will select a project type, project outputs and project outcomes. This section is reviewed and plays a role in how reviewers assess your application.

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 audeince 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: 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** • # 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) • # 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** • # 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:	• 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.

Advance Brampton Fund

City Priorities– Project Scope Cont'd

Recreation

Recreation	
Priority Area Focus:	Encouraging active and healthy lifestyles for all Bramptonians
Eligible Project Types:	Projects or activities encouraging active and healthy lifestyles through: 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 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

	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.
Outputs:	**Physical Activities** • # 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. **Wellness Projects (including education and outreach)** • # of physical literacy, healthy eating and/or food education resources created • % of resources distributed to neigbourhoods 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 **Seniors and Youth Recreational Projects** • # 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:	• 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.

Advance Brampton Fund

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:	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: • Safety • Awareness • Empowerment 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
Outputs:	# 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
Outcomes:	• 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

Advance Brampton Fund

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

Expense Reporting in Applications

- **Expense Item Listing** – List all expenses in a given category and their estimated value.
- **Paid with Grant Funding** - provide the summed total of expenses being paid with ABF funding.
- **Total Paid with Grant Funding and Request Value** will auto populate to a maximum of $5,000

Advance Brampton Fund Projected Project Budget Reporting Template

Expense Category *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.	**Expense Items Listing** *List all of the eligible individual items within each expense category you expect to pay for with grant funding and provide a dollar value for each item	**Paid With Grant Funding** *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 $5,000 in the New and Small Projects Stream*
Example	*Print Ads - $1,000* *Digital Ads - $1,000* *Ad Content Creation - $1,000*	*$3,000*
Project Staff Wages *The value paid to organizational full-time, part-time or contracted staff while they work directly on this project.		$0.00
Contracted Services *The value paid to artists, subject matter experts, consultants, accountants, researchers or other externally contracted individuals or organizations engaged in project delivery.		$0.00
Project Venue *This is the cost to rent the venue specifically for project delivery.These are eligible expenses and can be paid with grant funding. ***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.***		$0.00
Project Supplies *Include the costs of any supplies needed for project delivery.		$0.00
Project Related Printing and Copying Services *Include the value of any project related printing or copying services.		$0.00
Marketing and Advertising Include the value of any marketing and advertising that is directly related to project delivery.		$0.00
Food and Beverage *Include the value of any food and beverage needed for project delivery.		$0.00
Equipment Rental *Provide the value of any equipment you will be renting to deliver your project.		$0.00
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. ***Review staff will ensure these values are eligible. If determined to be ineligible they can reduce the value of your grant request.***		$0.00
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 $2,500 in the New and Small Project Stream.		$0.00
	TOTAL PAID WITH GRANT FUNDING AND REQUEST VALUE	$0.00

Advance Brampton Fund

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 February 11th, 2025, whichever comes first.

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.

Advance Brampton Fund

Contact Information

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ABF@Brampton.ca

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