

ADVANCE BRAMPTON FUND

2027 GUIDELINES



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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 provides municipal funding to eligible projects that impact Arts and Culture, Community Safety and Recreation, 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 (see Section 5.1 Project Funding Streams)

- New and Small Projects Stream
- Developing Projects Stream
- Amplifying Projects Stream

1.2 Alignment with City Priorities

Within each of these funding streams, applicants select which City priority their project aligns with. For 2027, 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 associated with each priority.

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 that eligibility criteria are met.

3. Program Inquiries

Have questions about the Advance Brampton Fund?

- Visit the program website: www.brampton.ca/abf
- Email the Grant Administration Officer at abf@brampton.ca

4. Organizations 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. If the organization is incorporated, it must additionally submit the applicable Corporation Information Page or Corporation Profile Report.
 - o **All supporting documentation must be current and obtained in 2026. Documentation obtained in previous years will not be accepted.**
 - o 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.
 - o **All supporting documentation must be current and obtained in 2026. Documentation obtained in previous years will not be accepted.**
 - o For details, see Section 6.3.1 Evidence of Organizational Status.
- **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 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 extracurricular 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 projects include the promotion of and/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 delivering 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.
- Such Insurance shall include contractual liability, non-owned automobile liability, owner's, and contractor's protective liability. It should also include 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 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.

Applications that do not include a completed Certificate of Insurance form at the time of submission will be deemed ineligible and will not proceed to assessment.

An applicant organization, must at its own expense, obtain and maintain in full force the required insurance ensuring it is always current and up to date 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.

5. Projects Eligible for Consideration

5.1 Project Funding Streams

The Advance Brampton Fund offers the following funding opportunities for 2027.

New and Small Projects Stream	
Purpose:	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 previously delivered in Brampton and have small funding needs.
Open To:	• Registered Charities • Incorporated Non-Profit Organizations • Unincorporated Non-Profit Organizations

Available Funding:	Up to \$5,000 , representing up to 100% of eligible project expenses . No matching contribution is required.
Grant Term:	Projects must take place between January 1, 2027, and December 31, 2027.
Application Intake:	Opens: November 2, 2026 Closes: November 30, 2026 <i>See section 6.1.1 - Annual Intake - All Streams for the full application schedule.</i>
Project Close Out Report:	Organizations must submit a Project Close Out Report by December 31, 2027.

Developing Projects Stream	
Purpose:	To support existing projects that have been previously delivered 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.
Open To:	• Registered Charities • Incorporated Non-Profit Organizations
Available Funding:	Up to \$12,500 , representing up to 50% of eligible project expenses . A matching contribution equal to at least 50% of total project expenses is required.
Grant Term:	Projects must take place between January 1, 2027, and December 31, 2027.
Application Intake:	• Opens: November 2, 2026 • Closes: November 30, 2026 <i>See section 6.1.1 – Annual Intake - All Streams for the full application schedule.</i>
Project Close Out Report:	Organizations must submit a Project Close Out Report by December 31, 2027.

Amplifying Projects Stream	
Purpose:	To support established projects that have been previously delivered 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.
Open To:	- Registered Charities - Incorporated Non-Profit Organizations
Available Funding:	Up to \$25,000 , representing up to 50% of eligible project expenses . A matching contribution equal to at least 50% of total project expenses is required.
Grant Term:	Projects must take place between January 1, 2027, and December 31, 2027.
Application Intake:	Annual Call for Applications - Call opens: November 2, 2026 - Call Closes: November 30, 2026 <i>See section 6.1.1 Annual Intake - All Streams for the full application schedule.</i>
Project Close Out Report:	Organizations must submit a Project Close Out Report by December 31, 2027.

5.2 City Priorities for 2027 Funding

The Advance Brampton Fund supports projects within three Priority Areas:

- Arts and Culture
- Community Safety
- Recreation

Within each Priority Area, there are specific project types that are eligible for funding. To be considered for funding, applicants must propose a project that aligns with one Priority Area and one or more of its eligible project types. Proposed projects must not duplicate programs or services offered by the City of Brampton.

Arts and Culture

Eligible projects must support the City's Culture Master Plan through one or more of the following project types:

1. Developing the Community of Practice

Strengthening the capacity of Brampton artists through learning, mentorship, collaboration, knowledge-sharing, and community-building opportunities that support artistic growth and sector development.

Examples:

- o Mentorship opportunities for emerging artists
- o Artist-led workshops and learning initiatives
- o Collaborative projects involving multiple artists or cultural groups
- o Community arts participation programs
- o Cultural heritage, storytelling, and knowledge-sharing projects

2. Presentation and Production

Increasing opportunities for Brampton artists to create, produce, exhibit, perform, and present their work within Brampton.

Examples:

- o Art exhibition featuring local artists
- o Live music concert or performance series
- o Theatre or dance production presented to the public
- o Literary, media arts, or film presentation showcasing local creators
- o Multicultural arts festival showcasing local talent

Community Safety

Eligible projects must support the City's Community Safety Action Plan through one or more of the following project types:

1. Empowerment: Taking Action in the Community

Projects that empower residents to take action by building skills, leadership, and opportunities to get involved

Examples:

- o Community ambassador programs
- o Mentorship programs for emerging community leaders
- o Volunteer recruitment and recognition initiatives
- o Community forums and resident action networks

2. Awareness: Community Education and Information Sharing

Projects that increase awareness of community safety and well-being issues, resources, services, and prevention strategies through education, outreach, workshops, or training.

Examples:

- o Community workshops and educational events
- o Public awareness campaigns
- o Resource fairs connecting residents to local supports and services
- o Information sessions on safety and well-being topics
- o Multilingual outreach initiatives

3. Safety: Community-based Prevention and Inclusion

Projects that contribute to safer and more inclusive communities through initiatives such as youth engagement, crime prevention, social inclusion, and activities that help reduce risks and build resilience.

Examples:

- o Social inclusion and belonging programs
- o Violence prevention initiatives
- o Conflict resolution and restorative practice programs
- o Programs that strengthen community resilience and reduce social isolation

Recreation

Eligible projects must support the City's Parks and Recreation Master Plan through one or more of the following project types:

1. Community Health, Well-Being and Active Living

Projects that encourage physical activity, recreation participation, and healthy lifestyles through recreation and physical movement.

Examples:

- Indoor and outdoor recreation programs and physical activity initiatives

2. Inclusion, Belonging and Community Connections

Recreation programs that foster equity, accessibility, inclusion, cultural participation, volunteerism, and stronger community connections.

Examples:

- o Recreation programs for newcomers, seniors, youth, or persons with disabilities
- o Multicultural recreation programs and initiatives
- o Community-building recreational activities
- o Volunteer capacity building programs
- o Indigenous cultural awareness and participation opportunities within recreation

5.3 Ineligible Project Types

The following project types are not eligible for funding:

- Projects taking place outside the City of Brampton
- Banquets
- Beauty pageants
- Neighbourhood watch or neighbourhood security initiatives
- Projects where fundraising is the primary activity
- Private events or projects that are not open and inclusive to the general public
- Politically partisan events or projects
- Projects where participation is contingent upon involvement in the organization's religious activities
- Projects administered by the City of Brampton Parks Division, including Tree Plantings, Community Gardens, and Park Cleanups
- Projects taking place at private residences
- Projects that duplicate existing City services
- Major capital projects, including the purchase of land, buildings, machinery, or vehicles, and building renovations

5.4 Ineligible Expenses

The following expenses are not eligible for funding:

- Expenses not directly related to the project described in the application
- Trophies, awards, prizes, and gifts*
- Scholarships and bursaries*
- Expenses related to fundraising activities
- Expenses related to alcohol, tobacco, cannabis, or other controlled substances, including costs associated with their sale or distribution
- General organizational operating expenses, including permanent staff salaries, office rent, utilities, and administrative costs
- Fireworks
- Insurance*
- Staff, artist, volunteer, or guest travel and accommodation costs*
- Attendance at conferences, conventions, or similar events, including registration fees
- Membership fees or dues
- Routine maintenance, repairs, and ongoing upkeep costs

- Expenses incurred before the current project year
- Travel, trips, or excursions occurring outside the City of Brampton*
- Recurring costs in place of capital investments, including equipment leasing, financing charges, loan payments, or debt repayment

Ineligible Capital Expenditures

The following capital expenditures are not eligible for funding:

- Land or property purchases
- Improvements or renovations that are not directly required to deliver the funded project
- Purchase of vehicles
- General-purpose office equipment intended for ongoing organizational use (e.g., desks, office chairs, printers, or laptops not required for the funded project)
- Replacement of functioning equipment where no clear project-specific need has been demonstrated
- Non-essential furnishings or upgrades (e.g., decorative furniture, décor, artwork, or improvements not directly related to project delivery or outcomes)
- Organization-wide information technology upgrades that are not directly required for the funded project (e.g., replacement of an organization's computer systems, network infrastructure, or technology assets without a demonstrated project need)
- Total capital expenditures exceeding \$2,500 within the New and Small Projects Stream*
- Total capital expenditures exceeding \$5,000 within the Developing Projects Stream and Amplifying Projects Stream*

Capital Expenditure Guidelines

Capital expenditures must be directly required for the delivery of the proposed project and clearly linked to the achievement of the project outcomes described in the application.

Applicants must demonstrate that any proposed capital purchase is necessary for project delivery and represents a reasonable and cost-effective use of grant funds. Capital purchases intended primarily to support an organization's ongoing operations, rather than the funded project, are not eligible.

The City reserves the right to determine whether a proposed capital expenditure is project-specific, reasonable, necessary, and eligible for funding.

5.5 Matching Funds

Grants made within the **Developing Projects Stream** and **Amplifying Projects Stream** are matching grants. This means applicants must demonstrate contributions to the proposed project from sources other than the Advance Brampton Fund.

Matching contributions may include:

- The organization's own financial contribution;
- Funding secured or confirmed from other sources;
- Eligible in-kind contributions; and/or
- Eligible volunteer contributions directly supporting the project.

The total value of matching contributions must be at least equal to the amount requested from the Advance Brampton Fund. Applicants will be required to identify matching contributions in the project budget submitted with their application.

For the purposes of the Advance Brampton Fund, eligible volunteer contributions will be valued at **\$17.20 per hour**. The City reserves the right to modify this rate for future funding cycles.

Organizations must maintain documentation that supports all matching contributions, including volunteer hours and gifts-in-kind. Supporting documentation may be requested by the City as part of the application review, reporting, audit, or compliance monitoring process.

5.6 Applicant Responsibilities

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

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

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, changing the type of project to be delivered, or changing the activities undertaken to achieve the project.

6. Getting Ready to Apply to the Advance Brampton Fund

6.1 Important Dates

6.1.1 Annual Intake – All Streams

Applications to all project streams are accepted annually.

Applications must be submitted in the online grant portal by the application deadline of **11:59 pm. EST on November 30, 2026.**

Intake Schedule

Call for applications opens:	November 2, 2026
Last day to ask questions of staff by email or phone:	November 26, 2026, at 4:00pm
Deadline for applications:	November 30, 2026
Review and evaluation period:	December 2026 – Q1 2027
City Council approval of the 2027 municipal budget (anticipated):	Late Q1 2027
Notice to applicants (subject to Council budget approval):	Late Q1 2027

Important: Funding recommendations are subject to City Council approval of the 2027 municipal budget, which is anticipated to occur toward the end of Q1 2027. Following Council approval, applicants will be notified of funding decisions. Successful applicants should note that grant agreement execution and payment processing will occur after notification and may take several weeks to complete.

6.1.2 Application Submission Notice

In all streams, only complete applications will be accepted by the Advance Brampton Fund. Incomplete or late applications will not be accepted.

An application is considered complete when all required supporting documentation is submitted on the online grant portal.

The City is under no obligation to provide funding if organizations choose to start a project or otherwise commit funds before being notified of the outcome of their grant application.

Submitting an application does not guarantee a grant or award of funding. Funding in previous years does not guarantee future funding and/or ongoing financial support.

6.2 Application Limitations

There is a limit of one (1) application per organization annually to the Advance Brampton Fund.

Organizations with Shared Leadership

An individual may serve as a board member, officer, staff member, or authorized representative of more than one eligible organization. However, the same individual may not act as the lead applicant, primary contact, or signing authority for more than one application submitted to the Advance Brampton Fund in a given intake. Where funding is approved for multiple organizations with shared leadership, each organization must demonstrate that it operates independently and maintains its own financial records and bank account. Grant payments will only be issued to a bank account held in the legal name of the funded organization and cannot be deposited into a shared bank account or an account belonging to another organization or individual.

6.3 Evidence of Organization Status

The requirements for providing evidence of organization status vary depending on the type of organization applying. Please adhere to the specific document submission requirements outlined below. Other documents will not be accepted.

All supporting documentation must be current and obtained in 2026. Documentation obtained in previous years will not be accepted.

A guidance document outlining organizational status verification requirements, instructions for obtaining required records, and sample documentation is available at brampton.ca/abf.

The organization name and address provided in the application must match the information contained in all required supporting documents. Organization name and Brampton office address verification forms part of the eligibility review process. Any discrepancies or failure to provide valid required eligibility documentation may result in the application being deemed ineligible.

6.3.1 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 Charity Details Page (T3010) from the Canada Revenue Agency website. **The Charity Details Page must list a Brampton office address for the organization.**
- If the registered charity is also incorporated, a Corporation Profile Report or Corporation Information Page is also required. **The Corporation Profile Report or Corporation Information Page must list a Brampton office address for the organization.**

6.3.2 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 that lists a Brampton office address for the organization.**

6.3.3 Unincorporated Non-Profit Organizations

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, and confirm that they are executing the

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

- o **The two (2) authorized members must submit copies of photo identification demonstrating that they are over the age of 19 and reside in Brampton.**
- 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 demonstrating the organization's non-profit purpose.

7. Applying to the Advance Brampton Fund

All grant applications must be submitted through the online grant portal. If you need alternate arrangements for accessibility, please contact the Grant Administration Officer in advance.

How to Apply

To access the Advance Brampton Fund online grant portal, please go to: www.brampton.ca/abf. Click on "**Apply Now**", you will be redirected to the City of Brampton Grants and Funding Portal.

1. Register or Login

New for the 2027 intake: Applications must be submitted through an **organizational profile** in the City of Brampton Grants and Funding Portal. The portal does not support application submissions through individual profiles. Organizations that previously used an individual profile must create an organizational profile before applying.

- If this is your organization's first time applying to the Advance Brampton Fund, click "**Register**" to create an account. Fill out the requested information and click "**Submit**."
- If you have applied to the Advance Brampton Fund before and have an organizational account already, 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.

- All information provided in the application and related attachments must be accurate, 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 accepted.

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 Section 8 Evaluation of Application.

8. Evaluation of Applications

Step 1: Administrative Review

Following the application deadline, all applications will be reviewed by City staff to confirm eligibility, completeness, and compliance with the requirements of the Advance Brampton Fund. Applications that do not meet eligibility requirements or are incomplete may be deemed ineligible and may not proceed to evaluation.

Step 2: Evaluation

Eligible applications will be evaluated by City staff reviewers with subject matter expertise relevant to the applicable Priority Areas and Program Streams.

Applications will be assessed based on the following evaluation areas:

- **Project Clarity and Feasibility:** The extent to which the proposed project is clearly described and demonstrates a realistic and achievable approach to delivery.
- **Community Need and Impact:** The extent to which the application demonstrates a relevant community need, gap, or opportunity and the anticipated benefits of the project for participants and the community.
- **Priority Area Project Type and Program Stream Alignment:** The extent to which the proposed project aligns with the selected Priority Area Project Type and supports the objectives of the selected Program Stream.

Budgets will be reviewed to confirm that proposed expenses are reasonable, eligible, and aligned with the proposed project activities.

The final application score will be determined by averaging the scores assigned by the two evaluators. Following the completion of evaluations, City staff will review application scores to assess scoring consistency across evaluators and funding streams. Where appropriate, score calibration may be applied to support a fair and consistent evaluation process.

To be eligible for funding consideration, applications must achieve a minimum overall score of:

- 50% in the New and Small Projects Stream
- 60% in the Developing Projects Stream
- 70% in the Amplifying Projects Stream

Meeting the minimum score threshold or eligibility requirements does not guarantee funding. Funding recommendations are subject to the availability of funds and approval through the City's funding approval process.

9. Funding Allocation and Approvals

Funding allocation is dependent on the number of eligible applications received and the competitive score that reviewers award applications.

Requested grant amounts may be reduced. The application can be withdrawn if an applicant cannot deliver the project with less funding than requested.

Funding recommendations are presented to the Commissioner of Community Services for final approval under the delegated authority of Council.

Applicants will be notified by email, as listed on the grant application, regarding the result of their application.

10. Successful Recipients

Successful Advance Brampton Fund applicants will receive electronically a package of information regarding next steps and are required to enter into a grant agreement with the City.

The agreement must be signed on behalf of the recipient(s) by the individual(s) who is/are an authorized member(s) or officer(s) of the organization. The grant recipient's obligations to receive municipal grant funding should be reviewed in detail.

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

10.1 Payment Schedule

Stream and Funding	Payment Schedule
New and Small Project Stream: Maximum \$5,000	100% of the total grant awarded will be paid following contract execution.
Developing Projects Stream: Maximum \$12,500 Amplifying Projects Stream: Maximum \$25,000	90% of the total grant awarded will be paid following contract execution. The remaining 10% of approved funding will be released upon receipt and approval of the mandatory Project Close Out Report (due December 31, 2027).

10.2 Recognition of City of Brampton Funding

Organizations that receive funding through the Advance Brampton Fund must acknowledge the financial support of the City of Brampton when promoting their funded project.

Successful applicants will be provided with City of Brampton logo files, acknowledgement wording, and usage guidelines. Funded organizations must use these materials in accordance with the instructions provided when developing project-related promotional and program materials.

The following is an example of the acknowledgement that may be required on promotional materials:



11. Project Close Out Reporting

All organizations that receive funding through the Advance Brampton Fund are required to submit a Project Close Out Report in accordance with the terms of their funding agreement. The report must be completed after the funded project has been delivered.

The Project Close Out Report will require organizations to report on:

- The implementation of the approved project, including any significant changes from the project approved for funding.
- Project results, outcomes, and community impact.
- The use of Advance Brampton Fund funding and any required matching contributions.

Organizations must maintain complete and accurate records related to the funded project, including documentation supporting project activities, expenditures, revenues, matching contributions, and reported outcomes. The City may request supporting documentation as part of the review process, audit activities, or compliance monitoring.

The Project Close Out Report template and submission instructions will be provided to successful applicants through the online grant portal.

A completed and acceptable Project Close Out Report must be submitted by December 31, 2027.

Failure to submit an acceptable report by this date will result in forfeiture of any funding holdback and ineligibility for future City of Brampton funding opportunities.

12. General Funding Provisions

The following General Funding Provisions apply to all Advance Brampton Fund applications and funding streams:

- Applicants are encouraged to seek additional sources of support for their projects, including sponsorships, donations, and other grant opportunities. Organizations applying to the Developing Projects Stream and Amplifying Projects Stream must provide matching contributions in accordance with Section 5.5 Matching Funds.
- Funding received from other City of Brampton sources, including elected officials, must be disclosed and may be considered in determining a funding award.
- Advance Brampton Fund grants may only be used for the approved project described in the funding agreement.
- Recipients must notify the Grant Administration Officer of any significant changes to the approved project. The City reserves the right to reassess, modify, suspend, or cancel funding where significant project changes occur.
- Approved Advance Brampton Fund agreements cannot be assigned or transferred to another organization without the City's prior written consent.
- All recipients must enter into an Advance Brampton Fund agreement that includes requirements related to accountability, reporting, accessibility, insurance, indemnification, and conflict of interest.
- Recipients must maintain complete and accurate records related to the funded project, including documentation supporting project activities, expenditures, revenues, matching contributions, and reported outcomes, and must provide such documentation to the City upon request.
- The City reserves the right to request financial and project records, including invoices, receipts, payroll records, bank statements, credit card statements, cancelled cheques, and audited financial statements for the purposes of monitoring, compliance review, or audit.
- Projects with fundraising as the primary activity or objective are not eligible for funding through the Advance Brampton Fund. Any fundraising activities associated with an

approved project must be secondary to the project's primary purpose and must be disclosed in the application.

- Advance Brampton Fund grant funding may not be donated, gifted, granted, or otherwise transferred to a third party. Recipients may not use grant funding for projects or activities that collect pledges, donations, or registrations for the purpose of fundraising for the recipient organization or any third party.
- The City may require repayment of grant funding where a recipient fails to comply with the funding agreement, uses funds for purposes other than those approved, provides false or misleading information, or otherwise breaches program requirements.
- If a project is cancelled, terminated, or not substantially implemented as approved, the City may require repayment of all or a portion of the grant funding.
- The City reserves the right to determine eligibility, interpret these Guidelines, and make decisions regarding the administration of the Advance Brampton Fund.
- All applicants and recipients must comply with all applicable laws, regulations, City by-laws, and City policies, including the *Ontario Human Rights Code*, the *Canadian Charter of Rights and Freedoms*, and the *Accessibility for Ontarians with Disabilities Act*.
- The City reserves the right to amend these Guidelines or impose additional terms and conditions where necessary for program administration, legal compliance, or the protection of the public interest.

13. 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 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 Grant Administration Officer.