**Neighbourhood Grant Requirements**

**The goal** of the grants is to support Strong Neighbourhoods Strategy 2020 (TSNS2020).

The $1,000 - $3,000 grants are for use by resident-groups to support those TSNS Actions in local communities around the 5 theme areas of the Toronto Strong Neighbourhood Strategy 2020:

* **Economic Opportunities**: For example, jobs skills workshop, certification workshop, employment forum and more,
* **Healthy Lives**: For Example, nutrition workshop, wellness day, gardening event and more,
* Participation in Decision Making: For Example, community speak out event, leadership training, civic action forum and more,
* **Social Development**: For Example, Educational workshop/forum, back to school event, neighbourhood festival and more,
* **Physical Surroundings**: For Example, community beautification event, neighbourhood walking tour, community art event and more.

*Neighbourhood Grant Requirements*

* Takes place in one of the 39 identified Neighbourhood Improvement Areas (NIAs) or Emerging Neighbourhoods (ENs)
* Supports one of the Neighbourhood Actions
* Is free and be open to all (not just members of your group) in the NIA or EN
* Occurs in a public space
* Is held between March 16 – September 15, 2020
* Is a one-time event or an activity to be held within one month

*Change Request Form*

We understand that your event or activity may change from what you submitted in your application.

* Date or location change: If there are changes around the date or location change, you should inform your local Neighbourhood Planning Table, Shahina at Social Planning Toronto and Carolyn at the City of Toronto.
* Project idea or target population change: If there are changes around your target population or the event/activity idea, please reach out to your local Neighbourhood Planning Table (through the Community Development Officer) to discuss.
* Budget change: If there are budget changes, you will contact Carolyn at the City of Toronto.
* Revised budget: Please note that some groups were funded for more or less than what was requested in their Neighbourhood Grant application. You will need to submit a change request form with a revised budget based on the funded amount. Please remember to refer to the list of eligible and ineligible expenses. Please note that the money will not be released until the revised budget is approved by Carolyn at the City of Toronto.

*Insurance for Your Activity / Event*

You need to have insurance for your activity/event. There are a couple of different ways that this can happen. You should receive written confirmation that you have insurance before doing your activity or event. The three options are:

(1) When you get a permit from the City of Toronto Parks, Forestry & Recreation, you are covered by City of Toronto insurance if you apply for it

(2) When your event takes place at Toronto Community Housing, you are likely covered by Toronto Community Housing insurance but get confirmation

(3) If options (1) and (2) do not work, you will need to partner with an organization in your neighbourhood and see if they will cover your insurance needs.

*Permit for Your Activity /Event*

Toronto Parks, Forestry & Recreation does allow not-for-profit and charitable organizations to use parks and community recreation centres for special events provided they meet all criteria and regulations. For-profit, commercial or non-recreation groups can not apply for a permit.

Complete list of Parks: <https://www.toronto.ca/data/parks/prd/facilities/parks/index.html>

Complete list of Recreation Centres: <https://www.toronto.ca/data/parks/prd/facilities/recreationcentres/index.html>

Booking Special Events in Parks & Recreation Centres: <https://www.toronto.ca/services-payments/venues-facilities-bookings/booking-park-recreation-facilities/special-events-permit-booking/>

*City of Toronto's Community Grant Policy*

Your group will need to follow the City of Toronto's Community Grants Policy. The Community Grants Policy states that City of Toronto grant funds cannot be used for political activities. If City of Toronto councillors are attending your event, you will need to invite all councillor candidates. There should be no distribution of political materials at your event. Please see the Guide for Political Activities for more information. You will also need to sign an acknowledgement that you have read the guide and that you understand that City of Toronto grant funds cannot be used for political activities.

*Reporting*

As this is public money, we need to be accountable to what we can spend. Please see the list of eligible and ineligible expenses. You must submit original copies of all receipts and we recommend you keep copies of your receipts for seven years for audit purposes. If you received more or less than what you requested in your application form, you will need to submit a Change Request form to Carolyn Doyle for approval. Otherwise, the funds cannot be released to you.

By the end of the project, you are required to submit a report to City staff. The report template is provided as part of your orientation package. You need to report back both online and at your local Neighbourhood Planning Table.

*Questions*

Any questions, please call Oleg Segin at 416-392-9271 or **Oleg.Segin@toronto.ca**, your Community Development Officer or your Mentor.