

NEIGHBOURHOOD GRANTS PROGRAM

**INFORMATION
AND
FINANCIAL FORMS
- SEPTEMBER 2020 -**

Table of Contents

Introduction	3
Form One: Trusteeship Agreement	4
Form Two: Delegation of Signing Authority Form	6
Form Three: Cash Advance Form	7
Form Four: Reimbursement Form	8
Form Five: Gift Card Form	9
Form Six: Payment Receipt Form	10
Checklist	11

Congratulations on being selected for a Neighbourhood Grant from the City of Toronto! Here is what you need to get started.

HELP FROM SPT

All grant recipients get support for their work from Social Planning Toronto (SPT), who is partnering with the City of Toronto on the Neighbourhood Grants Program.

SPT is distributing the funding to all the resident-led groups. SPT is also providing training and other supports for the grantees and mentors.

GETTING STARTED

The first step in getting your grant is to set up the payment process with SPT. There are forms that all resident-led groups must send in to set that up, they are:

1. A Trusteeship Agreement (that sets out the rules for getting your grant)
2. A Delegation of Signing Authority Form (that tells us who can sign for money)
3. An Anti-Harassment and Discrimination declaration (that says you will follow city policies)
4. A Cash Advance Form (to tell us who to give the money to)

Every grant recipient must complete all of these forms and give them to SPT in order to receive the grant funds.

Electronic signatures will be accepted. All forms will be accepted by email. You can scan or take pictures of the forms. If you prefer to mail your forms, please contact grants@socialplanningtoronto.org for more information.

PAYMENTS

You can choose to get your grant money in two ways. You can spend money on your project out-of-pocket and then get the money back when you submit the receipts for what you spent. Or you can get some funding in advance, so you don't have to spend any of your own money. Those advances will still need to be justified by receipts.

Whichever way you want to get your funding, cheques can be mailed or sent to you by e-transfer.

Form One: Trusteeship Agreement

The Trusteeship agreements set out the rules for getting the grant and confirms that you will work within those rules. It has been used by all grant recipients, but it is long and full of legal terms, we have written this summary so you know what each section says. Each of the sections in the Trusteeship Agreements is very briefly explained below. Details will also be provided at the orientation sessions.

Section 1 says that SPT will hold funds and give them out as needed

Section 2 says that SPT doesn't manage the project or monitor how is it going. SPT only holds and gives out funds

Section 3 says that SPT can withhold funds if there is a problem with the request

Section 4 says that SPT will give you someone to call to talk to about issues with financials

Section 5(a) assures SPT that you are obeying all the laws that apply to your project, including tax laws and employment laws

Section 5(b,c) tells you the two ways you can access your grant funds. You will use the "Cash Advance" form #2 supplied by SPT to request your grant funds. You will use the "Reimbursement" form #3 to get back any funds that you paid from your own money.

You must submit receipts for what you bought with the cash advance within 10 business days.. If you spend your own money, you can get it back when you provide receipts and confirm that you spent the funds according to the grant guidelines (after your event is over).

Section 5(d) says that you will make sure you give SPT all the documents required by this agreement

Section 5(e) states that if you are organization who has an account with Canada Revenue Agency (CRA), you may be asked to provide proof that you are following employment laws. As a Neighbourhood Grants recipient you are confirming that you will follow City of Toronto requirements, including following the eligibility and ineligibility expenses guidelines

Section 5(f) says that you need an insurance policy for your activity

Section 5(g) says that the planning committee or steering committee has to tell SPT who they allow to sign for funds. That can be done by completing the "Delegation of Signing Authority" form supplied by SPT

Section 5(h) says you can't spend more than your funding, and if you have funds left, you must return them

Section 5(i) says that it's your job to make sure you have done what the City of Toronto funded you to do

Section 5(j,k) says that you won't break any rules or misuse any funds

Section 5(l,m) says that you can't do fundraising in SPT's name or claim to be a partner with SPT without SPT's permission

Section 5(n) says that you will let SPT know when you are done

Section 6 says that you understood this before you signed it

Section 7 says that we have to treat each other fairly

Section 8 says if we have disagreements, we can go to mediation

Section 9 says that this agreement is subject to the laws of Ontario

The person signing this form should be any member of the group, whose name is listed in the grant application.

Form Two: Delegation of Signing Authority

What is this form for?

This form tells SPT who is allowed to sign for money from your grant. You can choose members of your group, your mentor, or anyone you trust with your grant money, but SPT will need to know who they are.

If SPT gets a form or request for money from someone that is not listed in the top chart on this form, it will not release funds.

What is the “Group Name and Address”

This is the group that got the grant. Please use the name you used in the grant application. Use an address that we could mail documents to for your group, if needed. This could be the address of a group member, mentor or an organization that is supporting you.

Top Chart

These are the people you want to be able to request money and receive money from SPT – they should be the people you would trust to spend money on behalf of your group.

Bottom Chart

These are the members of your group. Their names are listed in your grant application. **At least 3 members of your group must sign this section** to tell us that they give permission to the individuals listed in the top chart to request or manage money.

If a group member is listed in the top chart, they should also be listed in the bottom chart.

Electronic signatures will be accepted.

Form Three: Cash Advance Request Form

What is this form for?

This is the form you give us to request your grant cheque, so you can begin to spend money on your event or activity.

What is the “Group Name” and “Your Name”

This is the name of the resident-led group that got the grant. Please use the name you used in the grant application. The person’s name must match one of the names listed in the top chart on the Delegation of Signing Authority form.

Please issue a cheque payable to:

This is where you tell us who we give the money to. Please include the name, address and email address of the person receiving the cheque.

Choose one payment method:

Tell us how to send you the full amount of your grant. The payment options are cheque or e-transfer.

It will take 2 – 4 weeks for a cheque to reach you by mail and e-transfer payments will be received within 3-5 business days.

Please note: The originals of all receipts will be required within one month of your event(s). Copies of receipts are needed within two weeks after your event. You can scan or take pictures of receipts and send them to us by email.

Please check the guidelines on what are eligible and ineligible expenses, as provided by the City of Toronto, before you start spending the funds.

Form Four: Reimbursement

What is this form for?

This is the form you use if you want to be paid back (refunded) for funds you have spent out of your own money, and have the receipts to show you spent it. **WE DO NOT RECOMMEND THAT YOU SPEND THE FUNDS UNTIL YOU RECEIVE YOUR GRANT CHEQUE OR E-TRANSFER.**

What is the “Group Name and Address”?

This is the group that got the grant. Please use the name you used in the grant application. Use an address that we could mail documents to for your group, if needed. This could be the address of a group member, mentor or an organization that is supporting you.

Date service/product provided:

When did you spend the money?

Service(s)/product(s) provided:

Give us a list of what you spent the money on.

Amount of payment:

How much did each item cost?

Original receipt(s) attached?

Were you able to get a receipt for this purchase? If not, you will need to ask the person you paid to sign a payment receipt form.

Payment Information:

Give us the name, address and total amount of money to be paid to the person(s) who spent their own money on the project. The person’s name must match one of the names listed in the top chart on the Delegation of Signing Authority form.

How would you like to receive the cheque?

Check one of the options so we know how you would like to receive the money back.

Form Five: Gift Cards

What is this form for?

Sometimes you give out things that are almost like cash, which people can use to buy things they need – gift cards are the most common example. You need to fill out this form to show that gift cards were given out properly.

What is the “Group Name” and “Date of Event” ?

This is the group that got the grant. Please use the name you used in the grant application. Let us know the date(s) of your event or activity.

What goes into the rest of the form?

For each person that gets a gift card, a group members has to fill in the name of the person that received a gift card, the value of the gift card and the date it was given out.

NOTE: Gift cards are not to be provided to your group members or their family members, and must be given out for things the grant allows.

Form Six: Payment Receipt Form

What is this form for?

This form is like a receipt. You would use it when you pay someone for a service or a product, and don't get a receipt.

Insert Group Name

Delete this and put in the name of your group.

Service(s)/Product(s) provided

Check mark the service or product you are paying for. Feel free to change these or add more!

Date:

Add the date you are paying the person.

Amount:

Add the amount you are paying in cash.

The payment was provided in cash to:

This section lists the contact information for the person that was paid. Please tell us their name, address and phone number, in case we need to confirm the payment. We also need their signature.

Payment Authorization

This last section must be filled out by someone who is listed in the Delegation of Signing Authority form. By signing the form, this person is confirming that they are spending according to the approved budget for their Neighbourhood grant, and that they are not paying anyone they should not be paying. For example, you cannot use the grant funds to pay for services by a family member.

If you are receiving a honorarium, please note that you cannot sign your own payment form.

Please check the guidelines on what are eligible and ineligible expenses before you start spending the funds.

Special thanks to Neighbourhood grantee, Heinz Klein, for creating and sharing this template!

NEIGHBOURHOOD GRANTS PROGRAM CHECKLIST (REVISED SEPTEMBER 2020)

Name of Group: _____

These are the four forms you will need to give us before we can release the grant cheque:

- **An Anti-Harassment and Discrimination Declaration / Political Activities Form** from the City of Toronto
- **A Trusteeship Agreement** from Social Planning Toronto
- **A Delegation of Signing Authority Form** from Social Planning Toronto
- **Cash Advance Request Form** from Social Planning Toronto

If you were asked to revise your budget, we will need to have this form before we can develop your grant cheque:

- **Change Request Form** to be approved by Social Planning Toronto

These are the forms you use when you spend the money:

- **Gift Card Form** from Social Planning Toronto
- **Payment Receipt / Honorarium Form** from Social Planning Toronto

This is the form you use if you spend your own money and need to get it back:

- **Reimbursement Form** from Social Planning Toronto

Event Details: Please remember to send your confirmed event details or a flyer to grants@socialplanningtoronto.org

Flyer Approval: If you choose to use the City of Toronto logo or mention the Neighbourhood Grants program on your flyer, you must send a copy of the flyer to approvals@toronto.ca for approval. Please copy grants@socialplanningtoronto.org (Social Planning Toronto) and oleg.segin@toronto.ca (Oleg Segin, Agency Review Officer, Neighbourhood Grants Program) on the email.

Flyer Samples: https://www.socialplanningtoronto.org/grant_tools_and_templates