



CITY OF OTTAWA & UNITED WAY OTTAWA

COMMUNITY ACTION GRANTS

2011 – 2012

GUIDELINES AND APPLICATION

**ONE SIGNED HARDCOPY AND SOFTCOPY MUST BE MAILED OR DELIVERED AND
EMAILTO:**

**UNITED WAY OTTAWA
CAPACITY BUILDING TEAM
201-1155 LOLA STREET
OTTAWA, ONTARIO K1K 4C1**

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OVERVIEW

The Community Action Grant (CAG) is a collaborative approach to supporting residents' engagement at the neighbourhood level. Presently, United Way Ottawa and the City of Ottawa are pooling resources to give residents and community groups an opportunity to develop their community action plans and local initiatives in an effort to build healthy and strong neighbourhoods. United Way Ottawa and the City of Ottawa have allocated \$20,000 each for a total of \$40,000 for the 2011/2012 pilot phase of this collaborative approach.

WHO IS ELIGIBLE TO APPLY?

Any community organization or residents' association that is working with service providers to improve their neighbourhood is eligible for a grant of up to \$2,000. The grant application must be submitted by the local Community Health or Resource Centre on behalf of the Community Organization or Resident's Association. For the first year of this pilot, only CDF and Strong Neighbourhoods identified priority neighbourhoods will be considered for this funding.

WHEN ARE APPLICATIONS ACCEPTED?

Applications will be accepted throughout the fiscal year (October 1st 2011 – September 30 2012) as community action opportunities present themselves.

WHAT ACTIVITIES/INITIATIVES ARE ELIGIBLE FOR FUNDING?

Community Action Grants are intended to support local residents to mobilize and engage residents in their neighbourhood to work closely with service delivery partners, identify community needs and assets and identify activities and actions that will increase social interaction, reduce isolation and engage residents in projects that will benefit their community.

HOW ARE FUNDING DECISIONS MADE?

Funding decisions will be made by representatives of the Capacity Building team of United Way, the City of Ottawa's Community Funding team and community volunteers in consultation with other funding partners.

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ELIGIBLE ACTIVITIES/EXPENSES (BUT NOT RESTRICTED TO)	INELIGIBLE ACTIVITIES/EXPENSES
<ul style="list-style-type: none"> • Community meetings • Social or educational activities that reduce isolation and increase community participation • Community Days • Multi-cultural or community meals • Meeting room rentals meeting incidentals (non-alcoholic beverages; flip charts etc) • Activities that engage residents e.g, in community assessment, planning of local initiatives to improve neighbourhoods, or actions such as: community clean-up, establishing neighbourhood watch, etc. 	<ul style="list-style-type: none"> • Construction costs, capital costs and equipment including mobile phones, computers and other physical resources • Activities that are not directly related to resident engagement • Travel expenses • Election campaign events • Bingo nights or fund raising activities • Office administration costs (staffing ; rental; utilities etc) • Alcoholic beverages • For-profit organizations or ventures, non-profit organizations sponsoring for-profit organizations • Existing or ongoing programs/services

REQUIRED ATTACHMENTS CHECKLIST

2011/2012 Community Action Grant

- **IMPORTANT: Use this checklist to ensure the application is complete.**

Application package must include **ONE** completed and **signed** copies of the application form, one of which is the original copy. Include signatures from the Executive Director of the Community Health or Resource Centre sponsoring the project and from a Board member of the Community Organization or Residents' Association.

Attach one copy of the following:

- A current list of Board/Executive members, positions, names and phone numbers of the Sponsoring Community Health or Resource Centre
- *Signed minutes of the most recent Annual General Meeting or General Board Meeting of the Community Organization/residents association requesting funding
- Two **original signed** letters of support that **address the project** specifically, and outline any recent and future partnerships (One letter should be from the Community Health and Resource Centre who is supporting the application, the other letter should be from a community partner.)
- *Proof of commercial general liability insurance (minimum \$2M) from the sponsoring Community Health or Resource Centre, unless an up to date copy of this document is already available through one or both funding agencies.

In addition to the above checklist, the following requirement must be met for Community Action Grant applications.

- Complete the Community Action Grant specific questions starting on page 5 of the Guidelines & Application booklet.

Please note that agencies receiving funding will be asked to submit an outcome summary for their community action plan or initiative along with some photos of the activity.

***Not required for agencies currently in receipt of City of Ottawa or United Way Ottawa Funding (2011/2012)**

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COMMUNITY ACTION GRANTS FUNDING REQUEST

DATE OF REQUEST:	
NAME OF COMMUNITY ORGANIZATION/RESIDENTS' ASSOCIATION:	
Project Title:	
Project Start Date:	DD/MM/YYYY
Project End Date: (if applicable)	DD/MM/YYYY
AMOUNT REQUESTED (Maximum \$2,000):	\$

1) Website of Community Organization/Residents' Association, if Applicable:
2) Name of Sponsoring Community Health or Resource Centre:
3) Contact Person of Sponsoring Community Health or Resource Centre: First Name: _____ Last Name: _____ Role in Organization (Title): _____ Email Address: _____ Phone Number: _____ Fax Number: _____
4) Site Address (Where activities will be carried out): Street Address: _____ City: _____ Postal Code: _____
5) Mailing Address: (if different)
6) Date the community group/association/org. Established:
7) Date Last Elections Were Held for the association/organization:
8) Community-elected Chair/President of the Community Organization/Residents' Association:

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REQUEST DETAILS:

Tell us about your community initiative idea and what you plan to achieve (Describe and list the activities, timelines, and locations)

What is the primary challenge/issue your project will address? (*e.g., safety, violence, lack of recreation etc.*)

How was the need for the project identified and how did you engage community members in the process?

How do you plan to use the funding your group is requesting? (What is it for?):

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How will your project benefit the neighbourhood as a whole?

Who in the community will benefit the most (*e.g., children, seniors, families on low income, rural communities, new immigrants, general population*)?

What additional resources (*e.g., staff support, volunteers, other funding*) will you need to complete your project on time?

Activity/resource/Item	Description of resources	Agency/Partner	Value (in-kind or \$)

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Evaluating and monitoring the community initiative: How will you know whether your project has made a difference in the community?

Signatures and Acknowledgement: Please read the following statement and check the box to acknowledge your agreement.

I/We declare the information provided in this application to be accurate and complete. (If information is found to be inaccurate, in part or in whole, funding could be withdrawn.)

COMMUNITY ORGANIZATION/RESIDENTS' ORGANIZATION:

Name and Signature of Board Chair/President _____

Date _____

SPONSORING COMMUNITY HEALTH OR RESOURCE CENTRE:

Name and Signature of Executive Director _____

Date _____

DECISION: (To be completed by the City of Ottawa and United Way Ottawa)

APPROVED:	YES <input type="checkbox"/> NO <input type="checkbox"/>
AMOUNT APPROVED FOR:	\$
COMMENTS (ADD CONDITIONS OF APPROVAL OR REASON FOR REFUSAL):	
DATE OF DECISION:	DD/MM/YYYY