

Revitalization Micro Grants

For Lawrence Heights and Neptune Communities

Application Guidelines

Toronto Community Housing



The following guidelines are intended to support micro grant applicants in completing their submission. ***This document is not an application form.*** If you have any questions about this document or the submission process, please email LawrenceHeights@torontohousing.ca.

SECTION 1. APPLICANT INFORMATION

Please make sure your contact information is written clearly.

SECTION 2. PROJECT INFORMATION

Identify which program objectives your event/activity will support. Please select from below.

- Heritage, arts and culture: *the degree to which the project or event preserves local heritage or promotes the cultural significance of Lawrence Heights /Neptune*
- Youth: *projects or events that are primarily led by youth or are focused on youth*
- Seniors: *projects or events that are primarily led by seniors or are focused on seniors*
- Community connections: *the degree to which the project or event connects community members to each other, the broader neighbourhood and/or to community resources and supports*
- Economic development: *the degree to which the project or event will result in economic advancement for tenants through innovative business or social development enterprise*
- Safety: *the degree to which the project or event promotes and/or supports community safety*
- Neighbourhood integration: *the degree to which the initiative intentionally promotes social cohesion in the changing community*



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Describe your event/activity:

- Provide a clear, detailed description of the proposed event or activity.

Tell us WHY you are proposing your event/activity and what do you hope to accomplish:

- Provide clear goals and objectives on how the grant will be used.

Describe HOW you will organize and deliver your event/activity.

- Provide a clear description of your plan for organizing the event/activity and ensuring that the project is completed on schedule and within the budget. Describe the required resources and how they will be used.

SECTION 3. PROJECT DETAILS

Where will your event/activity take place?

- *Your event or activity MUST take place in a public space. For example: a community centre, community garden, local library, park, multi-purpose room of Toronto Community Housing building, etc. The space does not have to be booked before you submit your application.*
- *Provide the proposed address of the where the event/activity will take place.*

What is the planned date for your event?

- *Event/activity must take place between July 1, 2018 and December 31, 2018. Exceptions can be made for projects that start within 2018 but end within the first half of 2019.*

How often will the event/activity occur?

- *Ordinarily events/activities will start and finish within one month. It could be a one day or multi-day event.*

What time of the day/week will your event/activity occur?

- *Morning? Afternoon? Evening? All day?*



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SECTION 4. IMPACT

Describe how the event/activity will be accessible to the diverse tenants in the Lawrence Heights and Neptune communities.

- *Event/activity will be open and free for all community members to participate.*
- *Describe how the event/activity will be advertised.*

How will the event/activity benefit participants?

- *List any benefits for people who participate in the activity/event.*

How will the event/activity benefit the community?

- *List any benefits for the overall community.*

How will you measure whether the event/activity was a success?

- *Think about the goals and outcomes you had in mind for the event when answering this question.*

SECTION 5. FINANCIAL INFORMATION

Please provide a breakdown of how the funding will be used. Attach additional pages if needed.

Your cash request can be a maximum of \$1,000 if applying as an individual and a maximum of \$3,000 if applying as a group.

- *Remember to account for permit, insurance, event materials, etc.*
- *Review the list of Eligible and Ineligible Expenses to find out which items can and cannot be funded.*
- *A maximum of 10 per cent of the requested amount can be used toward honorariums.*
- *Any equipment purchased will be owned by Toronto Community Housing.*
- *Three (3) quotes are required for any items over \$100.*



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Below is an example of what you will need to fill in on your application. You may add lines if you need more space.

Please list the amount for each item needed for your project.

Description	Amount requested
<i>Food (sandwiches and salads)</i>	<i>\$350.00</i>
<i>Supplies (frames, arts and crafts)</i>	<i>\$150.00</i>
<i>Printing</i>	<i>\$65.00</i>
TOTAL	\$565.00

Please list any products or services donated or given “in-kind”

Description	Estimated value (in \$)
<i>Raffle prizes</i>	<i>\$100.00</i>
TOTAL	\$100.00

Please list any other funding or donations you plan to apply for.

Funding Source	Estimated amount (in \$)
<i>City Neighbourhood Grant</i>	<i>\$1,000.00</i>
TOTAL	\$1,000.00

Please list any other groups or organizations you plan to partner with.

Group/Organization	Their role
<i>Residents First</i>	<i>Workshop facilitation</i>

