



FUNDING GUIDELINES AND FREQUENTLY ASKED QUESTIONS

Background

The Lawrence Heights community is currently undergoing a multi-phase redevelopment that will transform the community from an isolated, aging social housing complex to an integrated community with newly built housing, retail units and public space. Toronto Community Housing (TCHC) and Heights Development have collaborated to establish the Revitalization Micro Grants (RMG) to support all tenants in Lawrence Heights and Neptune impacted by the redevelopment.

What is the Revitalization Micro Grants?

The RMG are funds which TCHC provide to support tenant-led projects that fall under one or more of the following categories:

- Innovate and stimulate **economic development**
- Support and promote neighbourhood **heritage, arts and culture**
- Promote and ensure **safety** and well-being.
- Highlight and support **youth**-focused or youth-led initiatives
- Highlight and support **seniors**-focused or seniors-led initiatives
- Promote social cohesion and **neighbourhood integration**
- Support and promote **community connections**

Why was the Revitalization Micro Grant Created?

The RMG was created to support and inspire innovative tenant-led ideas and to fund the ideas that will further the outcomes identified in the Lawrence Heights Social Development Plan, making the communities a more vibrant place to live and work.

How much funding is available?

Revitalization Micro Grants

For Lawrence Heights and Neptune Residents



A maximum of \$40,000 will be available in 2018. Funding for projects led by a group will be a maximum of \$3000. Individual applicants can only receive a maximum of \$1000.

What are the criteria to be eligible to receive a grant?

- Be started by at least one Toronto Community Housing tenant in Lawrence Heights or Neptune. The tenant(s) can be members of a tenant group or association or a group of independent tenants who come together to implement a community project. At least half of the applicants in a group must be TCHC tenants.
- Show how the project will benefit and be accessible to the diverse tenants within the Lawrence Heights community. Preference will be given to resident-designed and led applications.
- Involve tenants in the design and implementation of the project.
- Provide clear goals and objectives on how the grant will be used.
- Not need on-going funding. Exceptions may be made if evidence of a funding commitment from another source is provided for projects requiring on-going funding.
- Occur between July and December 2018 (exceptions can be made for projects that start in 2018 but end within the first half of 2019).
- Include a detailed budget.
- Have 3 documented quotes for purchases that exceed \$100.
- Have all the necessary information for City and/or TCHC use of space permits and approvals, if project involves a City or TCHC-owned facility.
- Have documents confirming permission for use of facility and equipment, if included, for project (must be a public facility).
- Have a plan to show the project's success and complete all required reporting documents.
- Evidence of capacity to implement the project.

What are eligible/ineligible expenses?

Please see "Eligible/Ineligible Expenses."

How is the Revitalization Micro Grant Approved?

Revitalization Micro Grants

For Lawrence Heights and Neptune Residents



- The RMG Review Panel (The Panel) is composed of a minimum of three (3) local Lawrence Heights and/or Neptune tenants and one (1) staff each from TCHC and Heights Development.
- The Panel members get training on grant writing and review.
- The Panel abides by guidelines on how to review and evaluate grant applications based on ideas and projects that will build community connections, innovate economic development, support heritage, arts and culture, are youth or seniors-led or focused and promote safety and neighbourhood integration.
- The Panel members must follow conflict of interest guidelines and members are required to declare any conflict of interest.
- All grant applications submitted by tenants are reviewed by the Panel. Decisions made by the Panel is final and there is no appeal process. However, grant applications can be resubmitted.

What is the timeline to receive an RMG?

- The Panel will review grant applications on a rolling basis up to two times each month. The panel will review applications in July, August, September, October and November of 2018.
- Successful applicants will have funds released to them in a timely manner to ensure the success of the project and that all policy and procedures are followed.

How is the Revitalization Micro Grant managed?

- The tenant group that receives approval for their project will meet with the TCHC staff in Lawrence Heights and attend a training session on how to monitor the success of their project.
 - The tenant group enters into a project agreement with TCHC.
 - The project agreement lays out the roles of the tenant group in implementing their project and the roles of TCHC staff.
- I. What are the reporting and monitoring requirements?
- The tenant group receiving a grant is required to monitor and collect information about how well their project objectives were met.
 - The tenant group will review the project results in a Post Survey Report and submit this to the TCHC office in Lawrence Heights 2

Revitalization Micro Grants For Lawrence Heights and Neptune Residents



weeks after the end of the project timeline. The tenant group and the RMG Support team will have a meeting to discuss what went well/not well about the project.

Revitalization Micro Grant (RMG) Application Process

Steps	Activities
1	The tenant group (minimum of 1 tenant) will meet to discuss what their project is about and plan how they will implement the project. The tenant group will identify who will be their project lead.
2	The tenant group will obtain the RMG Application form from 37 Varna Drive or electronically from a TCHC staff or website.
3	Interested tenants should attend the RMG Applicant information Session to learn more about the grant timelines and the application process.
4	The tenant group will fill out the application form. If the group needs help, they can ask the RMG Support team in Lawrence Heights for help.
5	The tenant group will submit their grant application either in person or via email to TCHC by the deadline date.
6	The application will be reviewed by the Panel. TCHC staff will inform the tenant group of the decision made by the Panel either by phone, email or mail.
7	Tenant groups that receive approval for their project will meet with the TCHC staff and attend a training session on how to monitor the success of their project.
8	Tenant groups that receive grants will complete post project/event survey as part of the evaluation process

Other Frequently Asked Questions

My family or friend is a member of the review panel, can I still submit an application for the RMG?

Revitalization Micro Grants For Lawrence Heights and Neptune Residents

Toronto Community Housing



Yes. In reference to the conflict of interest policy, you can still submit an application but you must declare whether you have any relation to a member of the review panel. The review panel member will not review your application but will be replaced with another panel member for the application in question.

I want to purchase expensive equipment as part of my application. Is this allowed?

Yes. Any equipment exceeding \$100 may require 3 documented quotes to ensure that the cost and value is considered for the equipment being purchased.

Upon completion of the project, it is the discretion of TCHC as to who owns all the equipment purchased or artwork that is created as part of the proposed project

My application requires the use of space for community members to gather and meet. Do I need to have secured space as part of my application?

No. You can have a particular space in mind that you feel would work best for your project. Once your application is approved, TCHC staff will assist in booking space before funds are released to ensure the project can move forward.