



Toronto  
Community  
Housing

## **QUESTIONS & ANSWERS TENANT ACTION FUNDS AUGUST 2019**

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### **What are Tenant Action Funds?**

Toronto Community Housing is establishing Interim Funding Tables to help distribute Tenant Council and Use of Space funds (now known as Tenant Action Funds). These funds will be given to tenants or tenant groups that need resources to address their community priorities.

The following materials have been prepared to help answer questions about the Tenant Action Funds distribution process.

### **What is the purpose of the Interim Funding Tables?**

The Interim Funding Tables will review and approve requests by tenants and tenant groups to resource projects and initiatives that will respond to tenant-identified priorities.

The interim process will help inform a new way of distributing and allocating funds to communities. Findings will be incorporated into a revised process that will be implemented once the refreshed Tenant Engagement System is in place.

### **Who is eligible to apply for Tenant Action Funds?**

All Toronto Community Housing tenants can request resources for projects and initiatives that will respond to tenant identified priorities.

Members of the Interim Funding Tables are not allowed to submit funding requests for initiatives in their community, but members of their community can apply for the Tenant Action Funds.

All applicants must balance previously allocated funds before seeking additional resources. Any tenant found to be misappropriating funds will be ineligible to apply for future resources.

### **What is the process to apply for Tenant Action Funds?**

Tenants can submit an application form, which can be found on the Tenant [Engagement System Refresh](#) page. Once submitted, the application form will be reviewed by the Interim Funding Table in your directorate and they will determine whether or not funding will be allocated.

### **How do I know if I will receive funding for the application I submitted?**

Tenants will receive a letter with the status of their application within two weeks after the review meeting date. If your application is approved, your local engagement Community Services Coordinator will contact you to discuss next steps.

### **How do I get the Tenant Action Funds application form?**

- Visiting our website at [torontohousing.ca/TER](http://torontohousing.ca/TER)
- Sending an email to [taf@torontohousing.ca](mailto:taf@torontohousing.ca)
- In person from your engagement Community Services Coordinator (CSC)
- In person at your Operating Unit office

### **What projects or initiatives can I receive funding for from the Tenant Action Funds?**

- Volunteer recognition
- Food for participation and volunteers
- Training
- Printing
- Materials and supplies
- Sporting equipment\*
- Media equipment\*
- Furniture and accessories (indoor and outdoor)\*
- Recreation and amusement
- Art supplies\*
- Kitchen/household items\*
- Gardening supplies and accessories\*
- Toronto Transit Commission (TTC) tokens, or mileage reimbursement with details for transportation of materials/equipment to an event site

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- Liability insurance if not covered by corporate insurance
- Permit for initiative (if applicable)
- Motivational speakers/entertainment

\*Purchased items will be owned by Toronto Community Housing and will be made accessible to tenants for other uses.

### **What is the maximum dollar amount that can be allocated to the project or initiative I submitted for through the Tenant Action Fund?**

A maximum of \$1,000 can be allocated to the project or initiative.

### **What if I need help filling out the application form?**

If you need help filling out the application form, you can contact your engagement Community Services Coordinator (CSC). If you don't know who your CSC is, contact the Client Care Centre at **416-981-5500** and an agent will connect you with the right person.

### **What are the submission deadlines?**

Applications must be received no later than 11:59 p.m. on the day of the deadline.

- For September review, applications must be submitted by **Saturday, August 31, 2019**
- For October review, applications must be submitted by **Monday, September 30, 2019.**
- For November review, applications must be submitted by **Thursday, October 31, 2019.**

### **How can I find more information on Tenant Action Funds?**

For more information, you can:

- Contact your engagement Community Services Coordinator (CSC)
- Email us at [EngagementRefresh@torontohousing.ca](mailto:EngagementRefresh@torontohousing.ca)
- Call us at **416-981-4435**
- Review the [information package](#) that is available on our website at [torontohousing.ca/TER](http://torontohousing.ca/TER).

**Tenant Action Funds Q&A – August 2019 update**

Please note: all inquiries will be directed to the local engagement teams who will provide you with more information.