



Toronto  
Community  
Housing



# Tenant Action Funds Application Toolkit

This package includes all the information you will need to apply for Tenant Action Funds.



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**Addressing tenant  
priorities to build  
vibrant communities**

# Objectives

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.

## Eligibility criteria

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

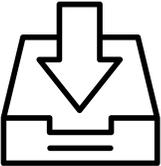
Members of the Interim Funding Tables are not allowed to submit funding requests for initiatives in their community, but members of their community can apply for the Tenant Action Funds.

All applicants must balance previously allocated funds before seeking additional resources. Any tenant that is misusing funds will not be eligible to apply for future resources.



# Application process

## Application submission

Step	Description
	<b>Step one:</b> Download the PDF version of the application form or request it from your local Community Services Coordinator or by emailing us at <a href="mailto:taf@torontohousing.ca">taf@torontohousing.ca</a> .
	<b>Step two:</b> Complete the application form. If you need help completing the form, contact your local Engagement Community Services Coordinator. If you are unsure who your Community Services Coordinator is, you can call the Client Care Centre at <b>416-981-5500</b> and a call centre agent will connect you to the right person.
	<b>Step three:</b> Send application form to <a href="mailto:taf@torontohousing.ca">taf@torontohousing.ca</a> .

## Review and approval

Step	Description
	<b>Step four:</b> The Interim Funding Table will review your application form. Staff will reach out to you if there are any questions about the application or clarifications on the application are required.
	<b>Step five:</b> You will receive a letter with the status of your 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.

The description of the application process continues on page 5.

# Processing applications and report back

Step	Description
	<p><b>Step six:</b> All decisions made by the Interim Funding Table are final. Feedback for rejected applications will be provided upon request. All applications that were not approved can be resubmitted with any appropriate changes or additional information recommended.</p>
	<p><b>Step seven:</b> When the project is done, all applicants are expected to submit a project completion form. If a cheque was issued, applicants will have to include an expense report form, original sale receipts and any unused funds.</p> <p>If you need help finishing your project completion form or reconciling allocated funds, you can contact your engagement Community Services Coordinator.</p>

## Submission deadlines

Here are key dates of when your application would be reviewed by the Interim Funding Table review panel. Applications need to be received by 11:59 p.m. the day of the application 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.

# Eligible and ineligible expenses

Tenants will have the opportunity to apply for expenses up to \$1,000 through Tenant Actions Funds. **Don't know which items you can apply for?** Here is a chart to help guide you.

<b>Eligible expenses</b> Items you can get with the funding	<b>Ineligible Expenses</b> Items you are unable to get with funding
Volunteer recognition	Personal use
Food for participants and volunteers	Honorariums
Training	Alcohol
Printing	Fundraising activities/events, donations to charitable causes
Materials and supplies	Ongoing projects/programs
Sporting equipment*	Costs to maintain activities beyond the funding term
Media equipment*	Salaries and hourly wages and income-generating activities for staff, group members and/or mentors
Furniture and accessories (indoor and outdoor)*	TTC monthly passes
Recreation and amusement *	Travel outside of the City of Toronto
Art supplies*	Activities related to religious and/or political purposes

\*Purchased items will be owned by Toronto Community Housing and will be made accessible to tenants for other uses. A plan for storing these items and making them available to tenants is required.

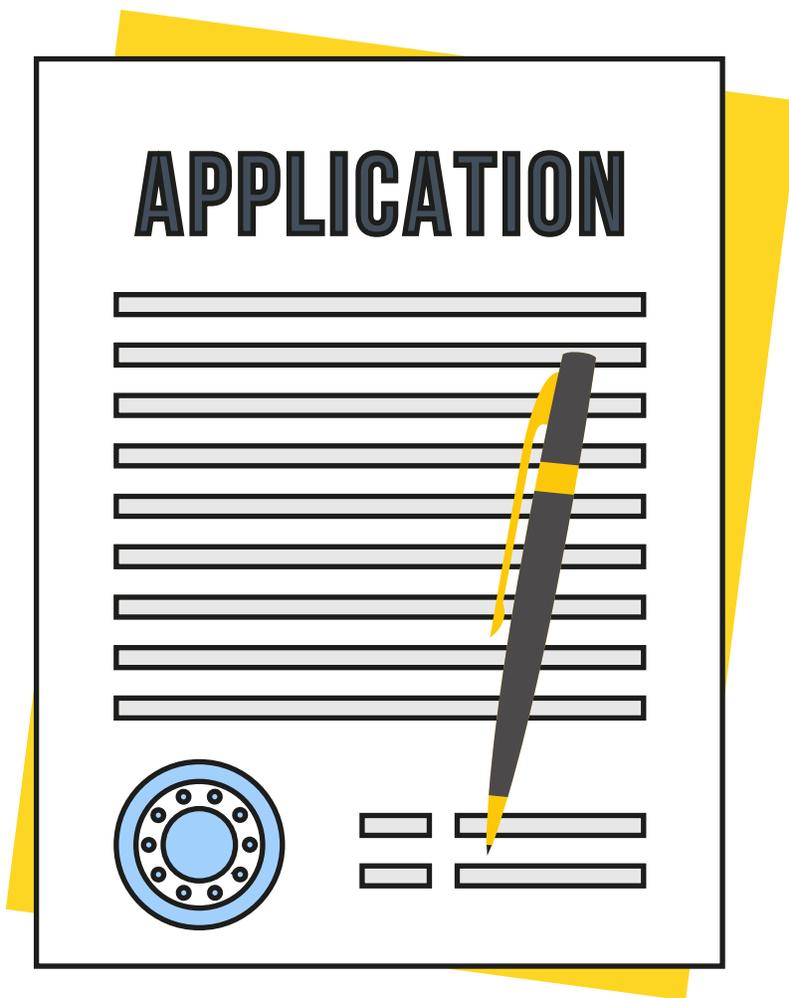
# Eligible and ineligible expenses

Tenants will have the opportunity to apply for expenses up to \$1,000 through Tenant Actions Funds. **Don't know which items you can apply for?** Here is a chart to help guide you.

<b>Eligible expenses</b>	<b>Ineligible Expenses</b>
Items you can get with the funding	Items you are unable to get with funding
Kitchen or household items*	Items not listed in your submitted budget
Gardening supplies and accessories*	Membership fees
Toronto Transit Commission (TTC) tokens, or mileage reimbursement with details for transportation of materials/ equipment to an event site	Conferences
Liability insurance if not covered by corporate insurance	Consultants
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. A plan for storing these items and making them available to tenants is required.

# Tenant Action Funds application form



# Tenant Action Funds application form

Application number (For Toronto Community Housing use only):  _____
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## Part A : Applicant information

### Type of application

Tenant

Tenant group

Applicant name (if it is a tenant group, list all the members):  
\_\_\_\_\_

Address: \_\_\_\_\_

Operating Unit: \_\_\_\_\_

Email (if it is a tenant group, list the primary contact):  
\_\_\_\_\_

Phone number (if it is a tenant group, list the primary contact):  
\_\_\_\_\_

Would you like to be added to our Tenant Engagement System email distribution list?

Yes

No

# Tenant Action Funds application form

## Part B : Community support

List all tenants that you engaged with about your request and who are supportive of this application. A minimum of eight tenants need to support your project.

#	Tenant name	Address	Phone number or email	Signature
1				
2				
3				
4				
5				
6				
7				
8				

# Tenant Action Funds application form

Application number (For Toronto  
Community Housing use only):  
\_\_\_\_\_

## Part C : Project information

Project name: \_\_\_\_\_

Expected start date: \_\_\_\_\_

Expected end date: \_\_\_\_\_

Describe the project and why are you proposing it. Please specify in the box below or attach your document (max 250 words).

Which local community priority relates to your project? Check all that apply.

Capital investment

Communications

Community building activities

Community programs

Community space

Employment training

Maintenance

Pest control

Safety and security

Waste management and recycling

Other: \_\_\_\_\_

# Tenant Action Funds application form

Select your main target population

Children

Youth

Adults

Seniors

Families

Community

Other: \_\_\_\_\_

How many tenants do you expect to participate?

Less than 5

5 to 9

10 to 20

More than 20

Who are the partners supporting the project and what is their role? (if applicable)

<b>Partner</b>	<b>Role</b> (e.g., in-kind donations, books, school supplies, monetary donation, staffing resources)

# Tenant Action Funds application form

What do you hope this project will accomplish? What are the expected results or benefits? Who will benefit from this project? How will this project benefit the community? What difference do you hope to make?

Check all that apply.

Connect tenants to services and opportunities.

Develop partnerships and networks to deliver local programs and services that will improve social conditions and promote safer communities.

Increase tenant participation in activities that influence quality of life of tenants.

Please provide more detail in the box below or attach your document (max 250 words).

# Tenant Action Funds application form

How would you evaluate the success of the project? How would you know that project was successful?

Check all that apply.

Feedback surveys

Focus groups

Tenant interviews (video or written)

Sign-in sheets/record of attendance

Please provide more detail in the box below or attach your document (max 250 words).

# Tenant Action Funds application form

## Part D: Resources

What resources do you need for your project? Please provide details below or attach your document.

<b>Activity</b>	<b>Resources required</b> What items or services do you need and how many? (if applicable)	<b>How do you prefer to get the resources?</b> 1. Directly by TCHC (TCHC provides or delivers purchased items or services to you) 2. Reimbursement (you pay up front and TCHC repays you for your expenses) 3. Cash advance*	<b>Requested amount</b>
Total amount requested			\$

\*Cash advances are limited to \$500 and subject to TCHC's discretion.

# Tenant Action Funds application form

## Part E: Declaration

Check off each box to acknowledge that consideration has been given

Resources requested will only be used for eligible expenses listed and solely for the purpose of the project. Resources will not be utilized for personal use.

All funds will be reconciled by submitting original itemized sales receipts along with a completed expense report form and any unused funds within 14 days of project completion.

All successful applicants will submit a brief summary report once the project is completed. The summary includes highlights and challenges of the project, how many tenants participated in the project and/or tenants testimonials. Any photos or video provided must have tenants' consent. A project template will be provided.

All funded applicants must reconcile funds before seeking further resources. Funded applicants will not receive further resources if funds are misused or unreconciled.

All decisions made by the Interim Funding Table are final. Feedback for rejected application will be provided upon request. Tenants are allowed to resubmit rejected applications.

All sections A to E of application form are completed.

Applicant signature (if it is a tenant group, use primary contact's signature):

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Applicant name (if it is a tenant group, use primary contact's name):

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Date: \_\_\_\_\_

The personal information requested in this form is collected under the authority of s. 28(2) the *Municipal Freedom of Information and Protect of Privacy Act*. The information will be used for Tenant Engagement System Refresh process and general administrative purposes. If you have any questions about the collection of this information, please contact the Information Specialist, 931 Yonge Street, Toronto ON, M4W 2H2, **416-981-5500**.

# Tenant Action Funds application form

## Part F: Panel approval

Meeting date: \_\_\_\_\_

Application score: \_\_\_\_\_

Final decision: \_\_\_\_\_

Panel member name	Signature	Date

## Part G: Toronto Community Housing approval

Staff name	Role	Signature	Date
	Community Services Coordinator		
	Manager, Tenant Engagement and Community Development		
Total amount approved	\$ _____		
Budget code			

# Get in touch



[torontohousing.ca/TER](http://torontohousing.ca/TER)



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