



Toronto  
Community  
Housing



# Tenant Action Funds Application Guide



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# Table of contents

Introduction	3
Background	4
FAQs	5
Eligible and ineligible expenses	6
Application process	8



**Addressing tenant  
priorities to build  
vibrant communities**

# Introduction

Hi.

If you are reading this, you are someone who has an idea for a project or initiatives to address your community priorities and committed to bringing change to your community.

This package includes all the information you will need to apply for Tenant Action Funds and turn your idea into action.



# Background

Tenants and staff have worked together over the past several years to develop a refreshed Tenant Engagement System that encourages and empowers more Toronto Community Housing tenants to get involved in local decision-making in their community.

Following extensive consultations with tenants in 2018 and 2019, Toronto Community Housing's Board of Directors approved the refreshed Tenant Engagement System and implementation plan on July 19, 2019. The foundation of the Tenant Engagement System is the needs and priorities identified by tenants through a priority setting process. Tenant priorities inform the focus of all structures in the Tenant Engagement System.

To ensure tenants continue to access resources until the new Tenant Engagement System was implemented, we established four Interim Funding Tables (one in each region and one for the seniors portfolio) in September 2019 to help distribute Tenant Action Funds to tenants or tenant groups. The established groups were made up of representatives from across the TCHC portfolio, who were selected through an application and interview process. Members of the Interim Funding Tables reviewed and approved requests by tenants and tenant groups to fund projects and initiatives that will respond to tenant-identified priorities. The interim process helped us inform a new way of distributing and allocating funds to communities.

# What you need to know

## What are tenant action funds?

Resources available to tenants and tenant groups to fund projects and initiatives that will respond to tenant-identified priorities.

## Who approves Tenant Action Funds applications?

Members of the Tenant Action Fund Tables review and approve requests by tenants and tenant groups to fund projects and initiatives that will respond to tenant-identified priorities

## Who can apply for tenant actions funds?

All Toronto Community Housing tenants can request resources for projects and initiatives that will respond to tenant identified priorities. Members of the Tenant Action Fund Tables cannot submit funding requests for initiatives in their community, but members of their community can apply for the Tenant Action Funds. When there are funding requests from their building or townhouse, the member cannot participate in the assessment of those applications. 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 maximum dollar amount that can be allocated to the project or initiative submitted through the Tenant Action Funds?

A maximum of \$1000 can be allocated to the project or initiative.

## What are the submission deadlines?

Tenant Action Funds are due at the end of each month for the following months review. The final deadline to submit an application for 2020 is October 31 for November review.

## How to get an application form?

- from your local engagement Community Services Coordinator\*
- online at [torontohousing.ca/TAF](https://torontohousing.ca/TAF)
- by sending an email to [taf@torontohousing.ca](mailto:taf@torontohousing.ca)


\*If you are unsure who your Community Services Coordinator is, you can call the Client Care Centre at 416-981-5500 and an agent will connect you to the right person.

# Process overview

## Application submission

Step	Description
	<b>Step one:</b> Connect with your Engagement Community Services Coordinator to discuss your idea.
	<b>Step one:</b> Complete an application form. If you need help completing the form, your Engagement Community Services Coordinator is available to help you with the application process.
	<b>Step three:</b> Submit application form to <ul style="list-style-type: none"><li>• local Engagement Community Services Coordinator</li><li>• <a href="mailto:taf@torontohousing.ca">taf@torontohousing.ca</a>.</li></ul>

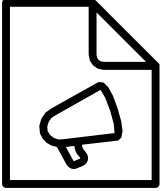

## Review and decision

Step	Description
	<b>Step four:</b> The Tenant Action Fund 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. Staff will also let you know when your application will be reviewed and may call you on the day of if there are any questions members of the table may have.



**Step five:** 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 engagement Community Services Coordinator will contact you to discuss next steps.

## Processing applications and report back

Step	Description
	<p><b>Step six:</b> All decisions made by the Tenant Action Fund 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>

# Eligible and ineligible expenses

**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
Volunteer recognition	Personal use
Food for participants and volunteers	Honorariums
Training	Alcohol, gifts and prizes
Printing	Fundraising activities/events, donations to charitable causes
Materials and supplies	Consultants
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

**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
Kitchen or household items*	Items not listed in your submitted budget and/or purchased before the application is approved
Gardening supplies and accessories*	Costs to maintain the activities beyond the term for which the project has been funded
Toronto Transit Commission (TTC) tokens, or mileage reimbursement with details for transportation of materials/ equipment to an event site	Individual capacity buildings and skills development
Liability insurance if not covered by corporate insurance	Membership fees
Permit for initiative (if applicable)	Conferences
Motivational speakers/entertainment	
Community capacity building and skills development	

\*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.

# Get in touch



[torontohousing.ca/TAF](https://torontohousing.ca/TAF)



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#YourcommunityYoursay



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