

Frequently Asked Questions

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Who can I contact for more information or to discuss my idea?

All applicants are strongly encouraged to contact the Community Development Unit at 905-615-3200, ext. 3407 or grants.coordinator@mississauga.ca to discuss their project idea prior to submission. The Community Development Unit is available to answer questions or provide guidance to determine if your project idea aligns with the grant program and to verify that your status as an *Affiliated or Recognized Community Group* is up to date.

How much funding is available?

A maximum of \$2,500 can be requested to support a specific new initiative that is outside of the normal range of activity for the applicant to be implemented and completed in 2017. Applicants are required to match funds requested from the City with the equivalent value of volunteer time (\$11.40/hour - minimum wage) and/or other in-kind donations or funds.

How many projects will be funded in 2017?

The allotment for the *Small Project Matching Grants Program* for 2017 is \$50,000.

As each group can request a maximum of \$2,500 (to be matched with the equivalent value of volunteer time and/or other in-kind donations or funds) the city anticipates that a minimum of 20 *Small Project Matching Grants Program* will be awarded.

When is the deadline?

The first deadline to apply to the *Small Project Matching Grants Program* is March 31, 2017 at 4:30 p.m.

Incomplete or late applications will not be considered. Applications cannot be submitted by email or mail.

The allotment for 2017 is \$50,000. If the allotment is not reached in this first review period, the program will be re-opened and applications will be accepted and approved on a continuous basis until September 15, 2017 or until the budget allotment is reached.



What types of projects will be funded?

The *Small Project Matching Grants Program* aims to fund projects that are “by the community for the community” that can:

- strengthen neighbourhoods
- increase resident engagement.
- enhance opportunities for Mississauga residents to participate in events and activities at the neighbourhood level.

Projects must be outside of the normal range of activity for the applicant (e.g. a new or pilot initiative).

Here are some project ideas to help you get started:

- projects that engage new audiences including youth, newcomers and older adults in sport and recreational activities
- projects that support Age-friendly communities (support older adults to age in place);
- neighbourhood learning events that allow residents to enhance knowledge and develop new skills around areas of mutual interest.
- neighbourhood events that allow residents to get to know one another and make connections.
- Canada 150 Neighbourhood Celebrations.

Descriptions of funded projects will be posted on the city website at mississauga.ca/portal/residents/community-groups-grants-funding and outcomes will be reported annually to Council.


How do I know if I am ready to apply?

Access the Small Projects Matching Grant Checklist on the city website at mississauga.ca/portal/residents/community-groups-grants-funding

What are the eligibility requirements?

Applicants must also meet the following eligibility requirements:

- ✓ Projects must be outside of the normal range of activity for the applicant (e.g. a new or pilot initiative).

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- ✓ Applicant has not received funding for another project within the same calendar year.
 - ✓ Applicant uploads financial statement from last Annual General Meeting.
 - ✓ Sponsoring organization has not sponsored another group within the same calendar year.
 - ✓ Project is open to residents and an admission or program registration fee is not being charged.
 - ✓ Maximum of \$2500 can be requested from the city.
 - ✓ Applicants are required to indicate how they will match funds requested from the City (\$2,500 or less) with the equivalent value of volunteer time (\$11.40/hour - minimum wage) and/or other in-kind donations or funds.
 - ✓ Total project budget including funding requested from the City does not exceed \$10,000.
 - ✓ Project and funding will be spent within the calendar year in which it is being requested.

What can city funds be used for?

Items and activities that are eligible for funding include:

- × Supplies and materials.
- × Facility rentals and permits.
- × Equipment rental.
- × Audio visual costs.
- × Marketing and promotions.
- × Food & refreshments.
- × Entertainment & speakers.
- × Security, Policing and First Aid costs.

What activities are not eligible for funding?

Items and activities not eligible for funding include:

- × Existing programs and services.
- × Organizational operating costs.
- × Projects occurring on private residences.
- × Fundraising projects.
- × Activities that charge an admission or registration fee.
- × Promotion of a political party or election candidate.
- × Commercial ventures.

- × Granting programs.
- × Deficit reduction funding and/or accumulated deficits.
- × Travel and accommodation.
- × Conference or membership fees.
- × Banquets, trophies or awards presentations.
- × Staff salaries and consulting fees.
- × In the case of project proposals, when the activity begins before the application deadline or ends after the current calendar year.
- × Expenses accruing prior to the current granting cycle.
- × Major capital expenditures (such as the purchase of land, buildings, building renovations, machinery and vehicles).
- × Projects where participation is conditional upon partaking in the religious activities of the organization.
- × Organizations or activities that the City deems may promote discrimination, as defined by the Ontario Human Rights Code and that are not inclusive.

My project has already started? Am I still eligible to apply for funding?

The City does not fund retroactively. If groups choose to start a project or otherwise commit funds before knowing that a grant application has been approved, the City is under no obligation to provide funding.

The funding can only apply to expenses that are incurred after the grant is awarded.

Who can apply for Small Project Matching Grants?

The *Small Project Matching Grants Program* is only open to *Affiliated and Recognized Community Groups* that are in good standing with the City (e.g. no outstanding debts to the City and status has been renewed annually) under the [Community Group Support Policy \(08-01-01\)](#).

How can I check if my status as an Affiliated or Recognized Community Group is up to date?

Contact 905-615-3200 ext. 5329 or community.group@mississauga.ca.



What if I am not an Affiliated or Recognized Community Group? Can I still apply?

Applications may be submitted by informal groups of residents or other community groups, if the project is sponsored by an *Affiliated or Recognized Community Group* in good standing with the City.

How can I find a sponsor?

Contact the Community Development Team at 905-615-3200 ext. 3407 or grants.coordinator@mississauga.ca for more information.

How do I become an Affiliated or Recognized Community Group?

Groups that are interested in becoming an *Affiliate or Recognized Community Group* with the City can complete an expression of interest form at mississauga.ca/portal/residents/community-groups

Applications require four (4) weeks to process.

What is the role of a sponsoring organization/trustee?

A sponsor can only be an *Affiliated or Recognized Community Group*, in good standing with the City (no outstanding debts to the City and status has been renewed annually), that has agreed to act as a sponsor for your application. The sponsoring organization will then be required to:

- i) Complete the online application form on behalf of the project team.
- ii) Act as a Trustee for the funding.
- iii) Complete the online final report form on behalf of the project team following the completion of the project.

Sponsor organizations may not charge a fee for their sponsorship or collect any of the awarded funding for the project in their role as a Trustee. Sponsor *Affiliated or Recognized Community Groups* can only be the lead applicant or a sponsor for one application to the *Small Project Matching Grants Program* for 2017, however, limited exceptions may be considered.



What are the requirements for hosting an event in the City?

- Outdoor events that are neighbourhood focused (by the community for the community).
- Outdoor events hosted in communities (ie: block parties on roads or common public areas) on City of Mississauga Property (ie: parks and green spaces)
- Events must be free and open to all members of the neighbourhood.
- Existing small neighbourhood events and or new celebration requests.

Do I need a permit? How do I get a Permit

A permit is required if your event or project takes place on city property.

- For Park or Facility permits please contact Customer Service Centre (905-615-4100) to get a permit for the location
- For a street party permit please complete the road closure permit process ([click here](#))

Where do I submit my application? How can I apply?

Application submissions must be completed online using the City of Mississauga's Grants Portal. (mississauga.ca/portal/residents/cg-grantsfunding). You will require an access code to access the Grants Portal. The access code has been emailed to the primary contacts for Affiliated or Recognized Community Group previously submitted by your group to the City. If you don't have the access code it can be obtained by contacting grants.coordinator@mississauga.ca.

If you have already created your account you can use the login information you created previously to apply for the *Small Project Matching Grants Program*. Make sure you have the access code. To access the portal for the first time:

- Go to: mississauga.ca/portal/residents/community-groups-grants-funding
- Select “Click here” under “Access our grant programs” on the right side of page


Login to existing account:	Set up an account:
<ol style="list-style-type: none"> 1. Select “Small Project Matching Grant” from the “Category” dropdown list 2. Enter access code 3. Click “Get Started” 	<ol style="list-style-type: none"> 1. Click the “Sign up” button located in the bottom right corner of the login screen 2. Enter your name and email address 3. Create a password 4. Enter access code 5. Select “<i>Small Project Matching Grant</i>” from the “Category” dropdown list 6. Enter access code 7. Click “Get Started”

Once you have created your account, you will be able to access the Grants Portal each granting period. Certain information entered into the application will be saved for future applications.

What information is required on the application form?

Applications will be required to fill out a brief online form that includes the following:

- **Contact Information** for the “Project Leader” (main contact for the project) and the President of the Affiliated or Community Group who is leading or sponsoring the organization.
- **Project Information** including: name of the project; geographic location/neighbourhood where the project will take place; start date; end date; a description of the project and who it will serve; rationale for why the project is needed; clearly defined outcomes.
- **Community Participation** including identification of the number of participants, volunteers, description of how you will create awareness and promote participation in your project.
- **Budget Information** including amount of funding requested from the city; description of how you will match the city’s contribution (e.g. volunteer time/other in-kind donations/funds); completion of a budget template to outline how funds will be spent.
- **Authorization** Legally binding electronic signatures of the President and/or Executive Director of the *Affiliated or Recognized Community Group* that is



leading or sponsoring the application showing they have read and accepted the Terms and Conditions.

- **Financial Statement** Upload your organization's financial statement from your last Annual General Meeting.

How are applications assessed? What is the decision making process?

Grant applications will be assessed based on the following criteria (equally weighted) by the Grants Review Team:

- ✓ **Rationale**
 - Project responds to a demonstrated community/neighbourhood need.
- ✓ **Resident Engagement & Inclusivity.**
 - Project will engage and be accessible to the local community/neighbourhood.
- ✓ **Feasibility**
 - Project has support from the community and the applicant has capacity to implement the project by the end of the calendar year in which funds are awarded.

Applications are approved by the Director of Recreation.

Groups will be notified of the outcome of their application in writing/email. Under normal circumstances, applications are notified within 6 to 8 weeks of application submission. Funded projects will be required to submit a brief final report following the completion of their project.

Descriptions of funded projects will be posted on the city website at mississauga.ca/portal/residents/community-groups-grants-funding and outcomes will be reported annually to Council.

What is the appeals process?

An applicant may submit an appeal to grants.coordinator@mississauga.ca for the *Small Project Matching Grants* Review Team in the case where it can be demonstrated that the information in the application was misunderstood in the assessment process.

An appeal must be submitted in writing by the date provided in the email/notice



of recommendation. All appeals will be reviewed by the Director of Recreation.

The following are not considered grounds for appeal:

- ✓ Grant application and/or required documents were not submitted by deadlines;
- ✓ Organization does not meet eligibility criteria;
- ✓ Organization status in the *Affiliated and Recognized Community Program* is not up to date; and
- ✓ Change of information in the application since the grant deadline date.

How long will it take to receive payment if my application is successful?

A cheque for the total amount awarded is mailed out approximately two (2) to four (4) weeks following notification.

Funding must be spent within the year the funding is awarded.

What is the timeline to implement projects?


Funds received by the city must be spent and projects completed within 2017. Final reports must be submitted electronically to the City within 30 days of project completion.

What are the reporting requirements if my application is successful?

A final report must be submitted electronically to the City within 30 days of project completion.

Key information that will be requested will include:

- Report on project outcomes – What difference did this project make to residents/your neighbourhood? How do you know? (E.g. key results, resident testimonials, etc.).
- Overview of any challenges or unforeseen events.
- Completed financial report template outlining how city funds were spent, signed by organization or sponsoring organization.
- Overview of next steps for the project/applicant as appropriate.

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- Photo of their activity “in action” (if possible).

If a final report is not received, the organization may no longer be eligible for funding.

What other sources of funding/support are available?

Access other funding/support options on the city website at
mississauga.ca/portal/residents/community-groups-grants-funding