

Clean Air Hamilton Air Quality Programs

Funding Guidelines

2018



Funding Objectives

To provide opportunities for all the people of Hamilton to create and participate in initiatives that improve air quality in our City.

These initiatives can be educational, scientific, or direct mitigation.

1. Projects & Programs

OBJECTIVE

To provide opportunities for all the people of Hamilton to create and participate in initiatives that improve air quality in our City.

DESCRIPTION

The Clean Air Hamilton Programs funding supports projects that promote improvements in air quality in the City of Hamilton. This can be achieved by providing opportunities for the people of Hamilton to actively participate in initiatives such as events, educational sessions or ongoing volunteering, or by creating scientific or technical programs to measure or improve air quality.

There is a separate process and application for new vs. ongoing initiatives, as they will be assessed against slightly different criteria.

Project funding is for activities with a defined time frame. Initiatives may be for a single year only.

APPLICATION DEADLINE

The application deadline is [March 19, 2018].

FUNDING AVAILABLE

100% of the project or program budget up to a maximum of \$20,000.00.

Funding received from Clean Air Hamilton is considered City of Hamilton funding which restricts applicants from applying for other funding from the City of Hamilton for the specific initiative that Clean Air Hamilton is funding.

ELIGIBILITY CRITERIA

ORGANIZATIONS ELIGIBLE TO APPLY

The organization must be based in the city of Hamilton and be one of the following:

- An incorporated not-for-profit organization;
- An unincorporated group with not-for-profit goals and governance structure;
- An incorporated small for-profit organization that is partnering with an incorporated not-for-profit.

INELIGIBLE APPLICANTS

- Individuals;
- For-profit groups and ventures without partnering with not-for-profit organizations;
- Religious organizations of all denominations except in cases where the applicant demonstrates clear boundaries, within both its program and budget, between

religious activities and the program requesting a cash grant for those applicants operating under the guidance of any religious group;

- Political parties;
- Organizations whose activities are deemed to come under the jurisdiction of other levels, divisions, departments or agencies of the City or other governments (e.g. school boards, social services, hospitals, government agencies etc.).

ELIGIBLE INITIATIVES

Eligible projects and programs may include, but are not limited to:

- Initiatives that will increase public participation in air quality projects and programs, and/or that will achieve measurable outcomes

INELIGIBLE INITIATIVES

- Single events only such as conferences and workshops.

ELIGIBLE EXPENSES

- Only expenses related to activities taking place within the city of Hamilton are eligible;
- Salaries and wages directly related to the project;
- Project administrative costs including insurance, permit fees, copyright fees, etc;
- Consultants, instructors and expert's fees required for the project;
- Equipment and facility rentals related to the project;
- Materials, supplies and minor capital asset costs. In the case of minor capital assets, a maximum of \$2,000 per item is eligible and no more than 25% of the project funding provided by the City;
- Marketing, promotion and audience development costs for the project;
- Costs of recruiting, training, supporting and recognizing local volunteers;
- Translation of material aimed at the public or as appropriate for the project;
- Fees related to copyright and other related permits (except for alcohol);
- Evaluation.

INELIGIBLE EXPENSES

- Ongoing operations (for example: salaries, wages, travel, supplies, material, minor capital assets, fundraising, marketing, governance, and other costs related to ongoing operations);
- Purchase of equipment and capital expenses over \$2,000 and/or not directly related to the project (e.g., computers, stage equipment, risers, lighting, sound equipment);
- Website development activities linked to in-house operations and not related to the activity;
- Expenses not directly related to the activity, or activity components that take

place outside of the city of Hamilton;

- Deficit reduction;
- Expenses for initiatives which have already taken place;
- Harmonized Sales Tax (HST).

If your initiative does not meet the Clean Air Hamilton Program's requirements, please visit the City Enrichment Fund website for more City funding options.

APPLICATION PROCESS

- Applicants should discuss their funding needs with City of Hamilton staff prior to the development and submission of an application. Contact info:
[Trevor Imhoff, Coordinator – Clean Air Hamilton
110 King Street West, 3rd Floor, Hamilton, Ontario L8P 4S6]
- The application deadline is [March 19, 2018];
- City of Hamilton staff from Public Health Services will review the application for eligibility and for completeness;
- Ineligible and incomplete applications will not be assessed;
- Late applications will not be accepted. They will be returned to the applicant unopened;

APPLICATION REQUIREMENTS

1. A completed application form

- a. Correct application form submitted;
- b. All application sections have been completed;
- c. Application form contains all required signatures;
- d. Application was submitted by the deadline.

2. Additional Documents submitted

- a. List of the current Board of Directors or Committee members, specialization / expertise, number of years involved as a Board Member, and role of each member (Chair, Secretary, etc.);
- b. List of the current staff that will be involved in this initiative and whether full- or part-time including number of years involved, expertise and role of each member. (if applicable);
- c. Support material that will help the assessors to evaluate your application (e.g. annual report, strategic plans identifying the project as priority, catalogues, fundraising and marketing materials, etc.)

ASSESSMENT PROCESS

- Organizational viability and community impact will be reviewed by an assessment panel;

- The assessment panel will be composed of three City of Hamilton staff. The City of Hamilton reserves the right to use adjudicators and peer assessors external to the City as required. Peer assessors will be selected based on familiarity with air quality issues and fair-mindedness, and may be drawn from across the province as required. The assessors' findings will inform funding recommendations;
- Final decisions on funding will be made by Hamilton Board of Health.

ASSESSMENT CRITERIA & SCORING

Questions asked in the application form relate directly to the following assessment criteria. For projects and programs, applications will be evaluated as follows:

- Organizational Information and Capacity 20%.
- Project Management 10%;
- Community/Capacity Impact 25%;
- Air Quality Impact 45%;

Organizational Viability as determined by:

- A successful track record in project and/or program planning and delivery;
- Effective work plan including all necessary resources for implementation – volunteers, staff, time, etc.;
- Applicant demonstrates ability to present the initiative as proposed and in a manner that demonstrates responsible management and good use of public funds. Capacity is demonstrated through organizational profile, work plan, volunteer plan, etc.;
- A balanced and realistic budget;
- Appropriate and effective marketing and promotion;
- Plan to evaluate success of initiative;
- The ability to generate earned and private sector revenue (as needed);
- The project demonstrates good use of public funds.

Project Management as determined by:

- The applicants ability to identify and mitigate for potential risks to successful completion of the project or program.

Community Impact as determined by:

- The initiative's potential to generate public support (participants and audience);
- The initiative's potential to influence public behaviour concerning activities that may enhance or degrade air quality;
- The initiative's potential to successfully attract volunteers.

Air Quality Impact as determined by:

- The initiative's potential to directly protect, rehabilitate, or enhance air quality;
- The quality of the technical and scientific information supporting the project;
- The initiative's ability to meaningfully expand understanding of air quality and air quality issues in the City of Hamilton.

Clean Air Hamilton's 2018 Criteria & Scoring matrix is available as a separate document for both NEW and EXISTING projects/programs. Applicants are strongly encouraged to review the scoring criteria as they fill out the applications. These scoring criteria will be used by the 2018 adjudicators to assess each application.

Glossary of Terms

INTRODUCTION

These definitions have been prepared by the City of Hamilton to provide additional clarity around the terms used in the Environment Program. Please note that the language and definitions used are intended to be as inclusive of the breadth and depth of cultural organizations in Hamilton and may differ from definitions used by other funding Programs.

ASSESSMENT

An evaluation of the submitted application made by an assessor, and/or assessment panel comprised of professionals currently practicing and/or knowledgeable in a discipline relevant to the applications being considered. Applications are assessed using assessment criteria as identified in these guidelines.

CAPACITY BUILDING

A process that strengthens four interrelated pillars – the relevance, responsiveness, effectiveness and resilience of organizations.

CAPITAL

The physical assets required for environment-related creation, production and presentation.

COMMUNITY

A group of people bound by common beliefs, values or interests, ethnicity or place of origin, geography or other self-identified commonality.

COMMUNITY IMPACT

The way in which local residents, organizations and businesses are involved with the activity. Involvement can include volunteers, participants, audience members, partners, sponsors, etc.

ENVIRONMENTAL ORGANIZATION

An environmental organization has a mandate and a mission to protect, rehabilitate, or enhance the natural environment.

EVENT

An event may occur annually, on a reoccurring basis, or one-time, typically taking place over a concentrated period of time, such as a few days or hours. An event must have general appeal, a theme of interest, a public profile and public access on a free and/or paid basis.

GRANT

A sum of money given by the City of Hamilton for a particular purpose.

OPERATING GRANT

An operating grant provides support for the day-to-day costs of running a not for profit organization as it fulfills its mission. Operating funding cannot be used for capital expenses.

PROJECT GRANT

Project funding is for activities with a defined time frame. Projects may only be for a single year.

PUBLIC ACCESS

Public access implies that any member of the public may attend or participate whether the activity is free or an admission fee is charged. Events where membership is required to participate do not meet the definition of public access.

NOT-FOR-PROFIT

Is an organization who:

- Is dedicated to purposes other than pursuing a profit,
- Is a corporation without share capital, which means that the corporation does not issue ownership shares,
- May not distribute any profits to its members, directors or officers,
- Must use any profit exclusively for its not-for-profit purposes, and,
- Includes both charitable and non-charitable organizations.

Organizations may demonstrate their non-profit status through letters patent or a combination of organizational documents.

IN-KIND

A contribution of equipment, supplies, resources, volunteer time, or other tangible resource. In-kind contributions are given a fair-market monetary value.