



## South-Central Richmond Hill Community Action Table (CAT) Project Quick Action Grant Application - Agency (Round 1 - Spring 2024)

### Summary

The Agency-led Quick Action Grant initiatives will address the community priorities of Mental Well-being & Wellness and/or Housing Stability. Quick Action Grants of up to \$7,500 will support projects led and delivered by agencies that address these community priorities. **Two \$7,500 Agency-led Quick Action Grants are available** in the first round. These are short-term projects that should be delivered within 6 to 9 months. These projects should focus on a community activity that does any of the following:

- Focuses on an action or activity related to Mental Well-being & Wellness or Housing Stability
- Focuses on an action or activity designed to inspire the local community
- Focuses on an action or activity that supports creating stronger connections among residents in the area and/or between residents and other stakeholders

Refer to the [SCRH Community Action Plan](#) to see how your project can help address Mental Well-being & Wellness and/or Housing Stability. Types of eligible activities and actions include, but are not limited to:

Example: Partners at the Community Action Table have spoken about the need to strengthen their services to address anti-Black racism and its impact on housing stability. They proposed a community-based research project to better understand the impacts of anti-Black racism on housing stability in the local area. Partners are interested in translating the findings within their own agencies to better serve Black residents, and to better advocate for housing policy in the community that would positively impact the Black community.

### Eligibility

- Alignment to local priorities and fund objectives
- Clear articulation of the project throughout the application
- Financial request is in line with the proposed activities
- Project demonstrates local support, takes place within priority area, and engages residents from South-Central Richmond Hill
- Applying community members, groups and agencies operate in or resident within the local area (*see map with boundaries for South-Central Richmond Hill below*)
- If the proposed initiative is part of a larger project for which the applicant has received funding, there must be a clear demonstration that the funding supports a new activity
- Projects should be completed in 9 months from notification of approval (*Note: Project activities and reporting must be completed by February 28, 2025.*)
- Willingness to work with FSyr as the trustee

*Please note: Grassroots groups may be eligible to apply for projects that are both up to \$2,000 or up to \$7,500 depending on the non-profit status of a group, however, they may require a trustee. Grassroots groups can contact FSyr to discuss their eligibility and trustee requirements.*

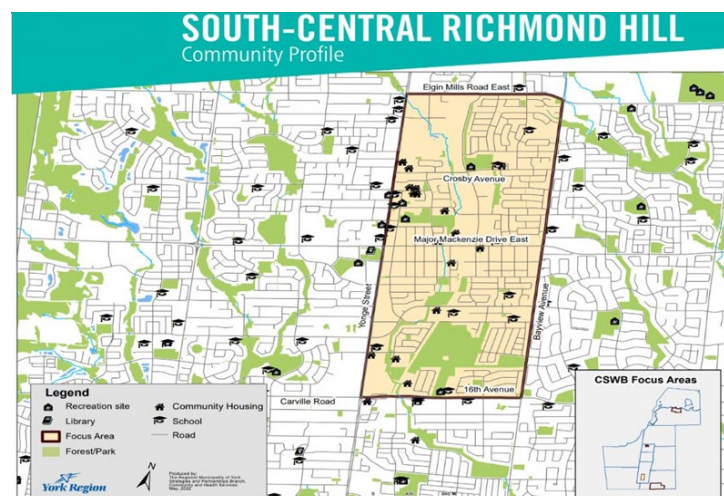


## South-Central Richmond Hill CAT Project

## Quick Action Grants – Agencies

Eligible Expenses	Non-Eligible Expenses
Direct project expenses*/supplies	Donations or funds that are provided directly to other groups or organizations, religious groups, or political parties
Honoraria for volunteers (e.g. Facilitators, Speakers, Performers) – to not exceed 30% of the total requested amount	Gift cards or honouraria for project leaders or participants in total of more than 50% of the requested budget*
Outreaching to community, including promotion, advertising, and communications (e.g. flyers)	Use of funds in excess of 50% of the budget to one particular business (eg – food, supplies, etc.)
Food for participants at event/activity	Fines and penalties
Event space rental costs, municipal permits or approval fees, online platform fees (e.g. Zoom)	Alcoholic beverages
Training or capacity building	Membership fees in clubs and organizations
Entertainment fees	Maintaining existing services
Administration costs (up to 10%)	Regular salaries and rent of office space
Barrier reduction costs (e.g., food, childcare and transit fare)	Support to ongoing already funded programs or activities where this funding would duplicate other funding currently/previously received

\*Quick Action Grants are intended to support community building and bringing people together to catalyze actions from the Community Action Tables. They are not intended to be funds solely to meet immediate essential needs of individuals in community. Program supplies cannot include more than 50% of associated costs to purchase materials to be distributed in community (e.g. food gift cards, winter supplies, care packages, etc.).



The agency applying for the grant must be completing the initiative within the geographic area: North of 16th Avenue, South of Elgin Mills Road, West of Bayview Avenue, East of Yonge Street

[Community Safety and Well-Being Plan for York Region \(2022\)](#)

## South-Central Richmond Hill CAT Project

## Quick Action Grants – Agencies

### Steps

- [Attend an information session](#) (optional)
- Note timeline/deadlines
- Discuss application, project ideas, and grant questions with SCRHCAT Project Assistant
- Complete the Application Form (see questions below)
- Submit application to Sarah Ammendolia at [sammendolia@fsyr.ca](mailto:sammendolia@fsyr.ca)

### Timeline

<b>Grant Applications Open</b>	May 1st, 2024
<b>Information Sessions</b>  <a href="#">SIGN UP HERE</a>	<b>Session Dates:</b> Date: Monday, May 6th, 2024 Where: Virtual, Zoom Time: 10:00 AM - 11:00 AM (morning session)  Date: Thursday, May 16th, 2024 Where: Virtual, Zoom Time: 6:00 PM - 7:00 PM (evening session)  Date: Wednesday, May 22nd, 2024 Where: In-Person, FSyr, 10610 Bayview Ave Unit 18, Richmond Hill, L4C 3N8 Time: 3:00 PM - 4:00 PM (afternoon session)
<b>Application Deadline</b>	May 29th, 2024   4:00 PM
<b>Review Panel</b>	May 30, 2024 – June 6, 2024
<b>Notify Applicants</b>	Week of June 10, 2024
<b>Grant Recipients Contracted</b>	Week of June 17, 2024
<b>Project Report Deadline</b>	Latest February 28, 2025 or 1 month from the completion of project activities

All completed applications must be submitted electronically to **Sarah Ammendolia** at [sammendolia@fsyr.ca](mailto:sammendolia@fsyr.ca).

### Contact

#### Sarah Ammendolia

SCRHCAT Community Engagement Administrator

Email: [sammendolia@fsyr.ca](mailto:sammendolia@fsyr.ca)

Phone: 905-895-2371 ext. 149

### Office Hours – Please book an appointment

Monday: 10 AM - 3 PM (Virtually)

Tuesday: 5 PM – 7 PM (Virtually)

Wednesday: 10 AM - 3 PM (Virtually & In-Person at FSyr Richmond Hill)

Thursday: 5 PM – 7 PM (Virtually)

## South-Central Richmond Hill CAT Project

## Quick Action Grants – Agencies

1. **Project name:**

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2. **Please state the community (or intersection/location) in South-Central Richmond Hill where your project will take place.**

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3. **Are you working with a specific population (e.g., youth, seniors, 2SLGBTQ+, a specific ethno-cultural community)? If so, please list which population(s).**

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4. **Group Lead Contact Information** (the person we would call to ask questions about the application or to inform regarding the application results):

Primary Contact Person	
Position/Role	
Address	
Phone	
Email	
Date submitted	

Have you applied for a Quick Action Grant (in South-Central Richmond Hill or elsewhere) before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate the title of the project(s) and whether the application was successful:		
Do you or your organization participate at the local CAT or relevant subcommittees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, would you be willing to do so if granted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No



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5. **OPTIONAL: Trustee Commitment:** If you are requesting a trustee other than FSyr for this application, please attach your trustee letter of agreement. The trustee will help to implement the project activities and maintain records if the project receives funding.

Trustee Contact Name	
Trustee Organization Name	
Trustee Contact Information	
Signature	
Date	

### 6. Partner Groups &/or Organizations:

Identify the partners involved in this project. Indicate how long you have been working together and provide an example of any activity you previously accomplished together. Add more boxes if more partners are applicable.

#### Partner #1

Primary Contact Person	
Position/Role	
Address	
Phone	
Email	
# of years working together	
Example of 1 activity accomplished together	
<input type="checkbox"/>	As a partner, we commit to supporting this project if it receives funding.



## Partner #2

Primary Contact Person	
Position/Role	
Address	
Phone	
Email	
# of years working together	
Example of 1 activity accomplished together	
<input type="checkbox"/>	As a partner, we commit to supporting this project if it receives funding.

## 7. Neighbourhood Residents Involved (if applicable):

Name	Address	Email/Phone (This individual may be contacted to confirm participation)	Roles and/or Responsibilities

## 8. Other Supporting Stakeholders or Businesses Involved (e.g., a local business that is providing the project with space, or in-kind donations from a non-profit organization to support the project):

Name	Address	Email/Phone (This individual may be contacted to confirm participation)	Roles and/or Responsibilities



9. Please indicate the key priority that your project addresses. Please select one:

Priority Area	
<input type="checkbox"/>	Mental Well-being & Wellness
<input type="checkbox"/>	Housing Stability

10. Project Description:

Please provide a summary of the project. Tell us what you want to do; and when, where, why and with whom you want to do the project. What does your project hope to accomplish? (Approximately 200-300 words)

11. Briefly explain how this project will improve the neighbourhood. How will this project address the key priority you selected in question #9? (Approximately 200-300 words):



12. Briefly explain how residents will be involved in the development and/or implementation of your project. How many residents will be involved in your project as participants? How many residents do you plan on reaching with your project overall?

13. Describe your outreach plan to engage South-Central Richmond Hill residents in your project.

14. When will your project start and end? Please provide the calendar dates (Please make sure that the dates written in this question match the dates in your project plan):

*Note: Agency-led QAG Projects must be completed within 9 months. Initiatives are projected to start in June 2024 and will have until February 28, 2025 at the latest to complete all activities **and** submit final reporting.*



**15. Project Plan**

Please provide a step-by-step project plan indicating each of the steps (from planning to implementation to completion) in order. Show who will be responsible for what and give an estimated timeline.

Steps	Who will be doing it?	When will it be completed?



**15. Budget:**

Your request may total up to \$7,500.00.

<b>Total Amount Requested</b>	\$
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How will these funds be used? (Approximately 200-300 words)

**Instructions for budget completion:**

- Review the list of eligible and ineligible expenses
- Use the budget table below to tell us how much funds you need from the Quick Action Grant and what you can get donated elsewhere
- List as many details as possible to give a picture of what the money will be used for before, during and, if needed, after any event/activity
- The budget table includes what you are requesting from the Quick Action Grant
- Your expenses should be related to your activities in your project plan
- The budget must balance. (i.e., Your costs must be the same as your revenue)
- Your request can be up to \$7,500.00 over a timeframe of 6 months to 9 months
- Budgets will vary depending on a range of factors such as project scope, scale and intended impact



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## Quick Action Grants – Agencies

Budget Table:

A	B	C	D	E
Item	Description	Unit Cost	Donation	Total
<b>Total Project Cost</b>				
<b>Total Grant Requested</b> Column E minus Column D				

**\*Column D:** Please indicate donations, grants, etc. from other funding sources, groups, or individuals. Also indicate if there will be any in-kind donations of equipment or time to help with the project and indicate who is contributing the items or assistance.



**16. Evaluation Plan:**

Please complete the following table. Please make sure that the project goals and how you will collect the information matches the community priority you are applying for. Please refer to the [Community Safety and Well-Being Action Plan](#). We have provided some examples in the table to help you:

<p><b>What are your project goals and how do they relate to the priority issue area chosen in question #9? (Include up to 4 goals)</b></p> <p><i>Examples: Increased safety in the neighbourhood; improved mental well-being among residents.</i></p>	<p><b>How will you collect this information or know if you've been successful?</b></p> <p><i>Examples: We know we have been successful in our project if residents tell us they feel safer walking along in the neighbourhood; percentage of residents who report feeling safer; number of residents reporting improved mental wellbeing.</i></p>	<p><b>What information do you need to demonstrate the results of your project? How will you collect it?</b></p> <p><i>Examples: We will talk to residents after our project and ask if they feel safer walking in the neighbourhood and we'll write a summary of our discussion; recording observations; tracking housing stability through housing data.</i></p>



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### 17. Proposal to be signed by lead contact person for the project (Refer to Page 4):

I agree that by signing this application I will:

- Use funds only for the purpose granted
- Work with Family Services York Region to maintain records, project activities, and costs
- Work with my project team members
- Provide updates on the project to our local Community Action Table
- Complete all reporting requirements for the Quick Action Grant

<b>Project Contact and Title:</b>	
<b>Organization Name:</b>	
<b>Signature:</b> (Electronic Signatures Accepted)	
<b>Date:</b>	

**Deadline: Please submit your completed application to Sarah Ammendolia at [sammendolia@fsyr.ca](mailto:sammendolia@fsyr.ca) by May 29, 2024, at 4:00 PM.**

