



AGENCY ELIGIBILITY CRITERIA

A. General CDIF Eligibility Criteria (based on the Community Services and Housing Committee Report of April 10, 2002)

Community Development Initiatives Process

Annually, the Policy and Program Support Division will manage the Community Initiative component. Based on program directions, priorities and the dollars available for Community Initiative funding, the Department will invite project proposals from the community through a Purchase of Service Request process.

Purchase of Service agreements will then be undertaken with those service providers selected through the Purchase of Service Request process and in accordance with the Region's Purchasing By-law.

Proposals must:

- Be innovative and demonstrate an integrated service delivery model.
- Reflect clear indication of need and clearly define anticipated results.
- Describe well-planned activities to achieve anticipated results.
- Build on existing community strengths and networks.
- Increase community participation and enhance citizens' capacity to participate in their community.
- Eliminate barriers and promote integration.

Proposals submitted by organizations, as part of the Community Initiative process must meet the criteria noted below.

Criteria

Eligibility Criteria

Services purchased under the Community Fund Strategy must support:

- York Region mandates, vision, and by-laws.
- Community Services and Housing Department's strategic directions, priorities and services.
- Provincial and Federal principles, objectives, and requirements that may accompany the funding.

General Criteria

To be considered for and receive funds, agencies and organizations must meet the following general criteria:

- York residents must realize a benefit.
- Be incorporated as a non-profit organization or a registered as a charity for the purposes of the *Income Tax Act (Canada)*.
- Be governed by a volunteer board of directors representative of the community it serves, democratically elected, active, with a minimum of 3 members not related by blood or marriage.
- Services must not duplicate existing services unless it can be demonstrated that such duplication is warranted and appropriate.

- Normally be located within the boundaries of York Region, and provide services to residents of York Region.
- Demonstrate effective use of community volunteers or community connection.
- Comply with the *Ontario Human Rights Code* in hiring practices and in the provision of all services.
- Recognize the multicultural community of York Region and respect the diversity of needs.
- Have established and documented financial management systems in place and provide annual audited statements.
- Demonstrate the need for the service, particularly as it relates to the Community Development and Investment Fund strategic directions and priorities.
- Demonstrate a financial need while, at the same time, demonstrate a balanced and responsible approach to annual budgeting.
- Have an ongoing internal evaluation process in place that seeks out and uses consumer feedback.
- Have the appropriate and necessary liability insurance coverage for all aspects of the organization.
- Acknowledge York Region as a funder through such things as use of the York Region logo on agency materials.
- Must support the mandate and current community service priorities of the Community and Health Services Department and the Region.

Proposals, unless otherwise exempted, will not be considered for the following:

- Purchase of property.
- Religious or political activities or proselytizing.
- Organizations where the service component is conditional upon participation in the religious activities of the organization.
- Organizations which have political affiliations.
- Debt retirement, depreciation or deficit funding.
- Programs where the federal and/or provincial government have the primary responsibility, including, but not limited to, hospital based health programs, medical research, education, settlement and English language programs.
- Programs more appropriate for consideration under other York Region policies and programs.
- Projects at the national or provincial level unless a York Region based branch exists and a direct local benefit can be demonstrated.
- Agencies or organizations acting in the capacity of a funding body, fundraising drives or events.
- Agencies or organizations that duplicate service in the same geographical area
- Proposals made exclusively by government.

Specific Criteria

In addition to the general criteria noted above, additional criteria will be developed, where appropriate, specific to a particular initiative.

The development of specific criteria will utilize:

- Criteria suggested, recommended or required by a funding source.
- Criteria required to address targeting existing agencies, services, and geographic area.
- Other requirements as deemed appropriate to the initiative, e.g. service integration, barrier elimination, capacity building and innovative partnerships.

Community Funding will not normally be used to fund 100% of a program/service budget.

At the Commissioner's discretion, criteria may be waived.

Targeting

There may be instances where targeting specific demographic, social or community characteristic (e.g. geographic, age, ethnic) for Community funding would best meet a service need. The process supporting targeted acquisitions shall be fair, open and transparent.

Examples where targeted service acquisition may be considered subject to human rights legislation include:

- Demographic change and trends that necessitate targeting, (e.g. a specific geographic area, age group, sector, target group).
- Population growth.
- An existing agency or service provider where a business case supports single-sourcing (e.g. for administrative efficiency and cost effectiveness, an existing agency is selected).
- Funding source requirements (e.g. criteria set by the funding source requires targeted investment).
- Service equalization.
- Service access.

In instances where the targeted services are an option, a business case, including the rationale for the targeted approach, will be developed and approved by the Commissioner. Where single sourcing is considered, (i.e. targeting a specific service provider where other service providers can provide the same service), the business case must specifically address the rationale for and implications of single sourcing.

B. Renewable Funding Eligibility Criteria (based on the Community Services and Housing Committee Report of September 10, 2008)

In addition to meeting the general CDIF eligibility criteria outlined above, to be considered for Renewable Funding all of the following additional criteria must be met by services and agencies:

- Services must be a vital and core component of the community service system in York Region and directly benefit vulnerable York Region residents.
- Services must have a proven track record of success in the community and must have received CDIF funding for a continuous period of at least three years.
- Agencies delivering the core services must have the organizational capacity and financial viability to optimize renewable funding through cost effective programming, enhanced service delivery and sustainability planning.