

# **York Region Community Investment Fund**

## **Guidelines for 2023 Call for Applications – Housing Stability**

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## 1.0 Definitions

**Administrative Costs:** Ongoing expenses associated with operating or delivering a funded project. Administrative costs include items such as bookkeeping, human resources, and project oversight, etc.

**Applicant:** An organization that has submitted an application to receive funding from York Region under the Community Investment Fund in accordance with the guidelines, requirements, and criteria set out in this document.

**Audited Financial Statements:** Financial reports prepared by a licensed accountant who is independent of the Applicant, who certifies that the accounting records and process of the Applicant have been audited and verified in accordance with Canadian generally accepted accounting principles.

**Community Investment Fund (CIF) Priority Groups:** Residents from marginalized and vulnerable groups that would most benefit from programs and services, as outlined in the [October 2021 Community Investment Fund Program Framework](#).

**Collaborative Application:** Two or more organizations with a well-defined relationship applying for funding of a project in which the organizations will work together to achieve a common goal. Collaborative projects must be led by an eligible organization which accepts responsibility for the grant.

**Community Investment Fund Agreement:** The binding agreement that a successful Applicant will enter with the Region for funding Community Investment Fund's Housing Stability funding program as set out in this document.

**Fiscal Year:** The period commencing on January 1 and ending on December 31 in the same calendar year.

**Flow-through Partnership:** An existing incorporated, registered not-for-profit organization or registered charity that acts on behalf of an applicant to access funding for a project. The flow-through agency acts as the lead and assumes all contractual obligations, including responsibility for all aspects of the funding and the administration of funds.

**Funded Agency:** A successful Applicant who has entered into a Community Investment Fund Agreement with York Region pursuant to the guidelines set out in this document.

**Low Income:** Statistics Canada's low income cut-off, before tax for residents living in jurisdictions with 500,000+ populations:

- 1-person household: \$27,514
- 2-person household: \$34,254
- 3-person household: \$42,111
- 4-person household: \$51,128, etc.

**Resident:** Anyone living in the Town of Georgina, Town of East Gwillimbury, Town of Newmarket, Town of Aurora, Township of King, Town of Whitchurch-Stouffville, City of Richmond Hill, City of Markham, or City of Vaughan, in permanent or temporary accommodation or with no fixed address.

**Selection Committee:** A group of employees from York Region with human services sector experience or expertise tasked with evaluating applications received in a call for proposals and preparing funding recommendations.

**York Region:** The Regional Municipality of York.

## 2.0 Overview

York Region's Community Investment Fund (CIF) invests in local initiatives delivered by not-for-profit community agencies and other partners. These initiatives are intended to address gaps in the delivery of human services, complement Regional programs, and deliver on priority areas set by Regional Council.

Housing affordability continues to be a challenge in York Region and throughout the Greater Toronto and Hamilton Area. It has become increasingly difficult for many York Region residents to find housing that is right for them at a price they can afford. There is a growing gap between market rents in York Region and available income through social assistance and other government benefits. Across the Greater Toronto and Hamilton Area, York Region has the highest proportion of households spending 30% or more of their income on housing costs. In [February 2021](#), Council declared a housing affordability crisis in York Region.

Housing is one of the most important social and economic determinants of health. When housing is unaffordable, residents have less money to spend on other needs and are less resilient to personal economic crisis, which could lead to homelessness.

In [May 2023](#), York Regional Council approved Housing Stability as an investment priority area for the Community Investment Fund.

### Funding Opportunity

This funding opportunity will provide funding to community organizations to deliver services that help Residents to be stably housed.

Funding will be provided to projects for up to **39 months** (3 ¼ years), with services commencing **October 1, 2023**.

Projects funded through this opportunity will achieve one or more of the following:

1. Help Residents to find and secure affordable housing; and/or
2. Help Residents who are at-risk of losing their housing, to stay housed

Examples of the types of service needs identified related to housing stability in York Region include, but are not limited to:

- Services for people experiencing chronic homelessness
- Housing workers and case managers for Residents experiencing homelessness that are not supported by York Region's Emergency Housing/shelter system
- Housing supports for newcomers
- Knowledge and awareness of rights and responsibilities related to housing (e.g., tenant rights, landlord responsibilities)
- Landlord-tenant engagement and mediation
- Housing support services for people living on social assistance

Services must target [CIF Priority Groups](#) and be delivered using evidenced-based, culturally appropriate, and trauma-informed approaches. Services should be delivered using a client-centered

approach and include strategies to enhance housing stability for Residents in the long term. Access to services should be free, timely, high quality, and equitably available.

### Application Details

There is no cap on the amount of funding that applicants may request for their proposed project. However, funding requests must relate to community need, be reasonable, and align with the proposed activities. There is limited funding available and there is no guarantee that any project that meets the overall criteria will be funded.

Annual budgets must be spent on activities within that Fiscal Year. Note that CIF provides a standard 2% cost of living adjustment per year.

Applicants may submit more than one project proposal.

Applications for the Housing Stability funding opportunity are due by 5:00 pm on June 28, 2023.

Results of this funding opportunity are expected to be communicated to Applicants by September 2023.

## **3.0 Application Submission**

Applications and attachments must be submitted online through the link posted on [York Region's Community Investment Fund webpage](#). The application questions and required file uploads are available on the webpage. It is recommended that you review these documents prior to beginning the online submission process.

A complete online application will consist of the following:

1. Completion of required online application questions
2. Submission of project plan
3. Submission of budget workbook
4. Submission of Collaborative Application Form, if applicable

All Applicants must submit a project plan and budget workbook using the CIF templates available on the application webpage. These supporting documents can be uploaded through the online application form.

Only Applicants submitting a Collaborative Application or have a Flow-through Partnership are required to complete the Collaborative Application Form.

York Region will assess the financial health of Applicants to ensure the responsible disbursement of public funds to Applicants that demonstrate a need for funds and have a sound financial record. Submission of two most recent Audited Financial Statements, prepared by a licensed public accountant, will be required upon request by York Region as part of the application process. Applicants who are unable to comply with this requirement will be removed from consideration.

If you are submitting more than one application, you must submit each application separately.

Once the application is submitted, the application tool will reroute you to our webpage and you will receive a confirmation email.

Note: If submitted applications are incomplete or missing information, Applicants will be notified and provided with a 48-hour period to provide the information. After this period, applications will be assessed based on the information available. Ensure that the primary and alternate contacts identified in the online application will monitor for inquiries after the application closing date.

A debrief on the results of applications may not be available. There is no appeals process.

## **4.0 Criteria**

### **4.1 Mandatory**

Failure to meet any of the following criteria may result in disqualification:

- The Applicant must be a not-for-profit corporation or a registered charity for the purposes of the *Income Tax Act* (Canada)
- The project must be delivered within York Region for the purpose benefiting York Region Residents
- The project submitted for funding helps to achieve the Community Investment Fund's priorities
- The Applicant can provide two years of Audited Financial Statements
- The Applicant can provide a list of board of directors and must be governed by an incorporated board of directors that is democratically elected, active, with no more than three members related by blood or marriage.

Applicants seeking funding as part of a Flow-through Partnership may be exempt from the above criteria so long as the Applicant's Flow-through Partner is in full compliance with the above parameters.

#### **4.1.1 Ineligible Applicants**

- Individuals
- Organizations engaged in political activity supporting or opposing any political party, elected representative, or candidate for public office
- Organizations where the service component is conditional upon participation in the religious activities of the organization
- Municipalities (excluding libraries)
- Provincial and federal government agencies (excluding broader public sector organizations, such as hospitals, universities, colleges, and school boards, that are seeking funding as part of a collaborative initiative, in partnership with eligible organizations)
- Organizations acting in the capacity of a funding body, fundraising drives, or events

#### **4.1.2 Ineligible Activities and Costs**

- Duplication of existing funding unless it can be demonstrated that such duplication is warranted and appropriate
- Costs for which an alternate source of funding is available
- Political activities supporting or opposing any political party, elected representative, or candidate for public office
- Activities which are religious or include a requirement to participate in any dimension of faith
- Purchase of property
- Organizational core funding or ordinary course expenses such as operating and maintenance costs
- Activities, programs, or services which do not provide a benefit York Region Residents and communities
- Activities, programs, or services carried out or provided outside of York Region

- Activities completed, or costs incurred, before the start date specified in the Community Investment funding agreement between the Applicant and the Region
- Loans
- Debt retirement, depreciation, or deficit funding
- Purchase of gift cards (e.g., grocery cards) or other means of income transfer/supplement to Residents
- Administrative Costs associated with project delivery beyond 15% of a project's total budget

Applications from ineligible Applicants and for ineligible activities and costs will not be considered.

#### **4.2.0 General**

The general criteria are guided by three values: responsiveness, transparency, and accountability.

Ideally, Applicants should demonstrate and meet the following general criteria to be considered for funding through the Community Investment Fund Program:

- A presence and reputation in York Region
- The Applicant's primary purpose is delivering community programs and services to benefit York Region Residents
- A demonstrable ability to intentionally reach, decrease barriers to access, and service CIF Priority Groups
- Use community data, evidence-based research, engagement with people with lived experience and partners, and other information to inform program planning and delivery
- Build on existing community strengths, such as volunteers, and have collaborative relationships with other community and health service providers in York Region
- Demonstrated financial need in that the Applicant does not otherwise have the resources necessary to undertake the activity for which funds are sought
- Be in good standing with respect to all existing agreements, partnerships, and contracts with York Region (e.g., no outstanding Community Investment Fund reports, does not owe York Region any funds, etc.)
- The ability to evaluate the process and outcome of funded projects, including methods to receive and report on client and partner feedback
- Have established and documented financial management systems
- Can commit to deliver the project in a timely and responsive manner

### **5.0 Evaluation and Selection**

A Selection Committee will evaluate each application on the basis of all information provided by the Applicant. The Selection Committee will evaluate applications based on, but not limited to, the following criteria:

- Rationale and demonstrated need for the services
- Clarity of the initiative, project goals, and key activities
- Organizational capacity to deliver services and potential linkages to broader human services sector
- Potential for impact on the identified outcomes
- Financial sustainability of the project upon the conclusion of the Community Investment Funding term

Each application will be individually reviewed and scored. York Region reserves the right, in its sole and absolute discretion, to follow up with the Applicant to seek further information and/or clarification with respect to any information included in its application. There is limited funding available and there is no guarantee that any project that meets the overall criteria will be funded.

It is each Applicant's responsibility to seek clarification on any matter that may seem unclear before submitting an application. The Region cannot be held responsible for any misunderstanding of the application by any Applicant.

## **6.0 Funding Agreement**

Successful Applicants will be required to enter into a Community Investment Fund Agreement with York Region as a Funded Agency. The Community Investment Fund Agreement will identify the parties' respective roles and responsibilities and will become legally binding once it is signed, digitally or electronically, by all parties. A failure by a party to perform their duties under the Community Investment Fund Agreement will be considered a breach of the agreement.

Listed below are the indemnification and insurance requirements deemed necessary by the Region's Risk Manager. These provisions will be included in the funding agreement with York Region as well as additional requirements.

### **Indemnification**

The Funded Agency shall indemnify, hold harmless and defend the Region, its Chair, its Council members, employees, contractors, successors and assigns, from and against all actions, claims, demands, losses, costs (including all legal costs), damages, suits or proceedings whatsoever which may be brought against or made upon the Region and against all losses, liabilities, judgments, claims, suits, demands or expenses which the Region may sustain, suffer or be put to that arise directly or indirectly out of or are attributable to the Funded Agency's omissions, or failure to exercise reasonable care, skill or diligence in the performance or rendering of any work or service required to be performed by the Funded Agency, its agents and employees. This indemnification shall include any legal costs incurred by the Region on a complete indemnity basis, including those incurred to defend any criminal, quasi-criminal, procedural or regulatory prosecutions against the Region resulting from the actions or inactions of the Funded Agency.

### **Insurance**

Without restricting the generality of the requirement to indemnify the Region, the Funded Agency shall obtain, maintain, pay for and provide evidence of the insurance coverage, taken out with insurance companies licensed to transact business in the Province of Ontario and acceptable to the Region's Risk Manager. Listed below are the insurance requirements deemed necessary for the Contract by the Region's Risk Manager.

#### **Commercial General Liability Insurance**

Commercial General Liability (CGL) insurance must include York Region as an Additional Insured, with limits of not less than five million dollars (\$5,000,000.00) inclusive per occurrence for bodily and personal injury, death and damage to property including loss of use. The CGL insurance will include Cross Liability and Severability of Interest Clauses, Products and Completed Operations coverage (twelve (12) months), and limits of not less than one million dollars (\$1,000,000.00) Standard Non-Owned Automobile Liability.

#### **Automobile Liability Insurance**

Automobile Liability Insurance in respect of licensed vehicles must have limits of not less than two million dollars (\$2,000,000.00) inclusive per occurrence for bodily injury, death and damage to property. Coverage shall be in the form of a standard owner's form automobile policy providing third party liability and accident benefits insurance and covering licensed vehicles owned and/or leased or operated by or on behalf of the Funded Agency.

#### **Professional Liability Insurance**

Professional Liability Insurance coverage must have limits of not less than two million dollars (\$2,000,000.00) inclusive per claim, covering services or activities that are professional in nature and excluded under the CGL policy.

**Directors' & Officers' Liability Insurance**

Directors' & Officers' Liability Insurance for non-profit agencies with a Board of Directors, must have limits of not less than one million dollars (\$1,000,000.00) per claim.

The Region will accept in place of the above-mentioned insurance coverage, a combination of primary liability limits and umbrella insurance or excess liability limits which meet the CGL and/or Automobile Liability coverage limits noted above.

Such coverage must in all respects be satisfactory to the Region's Risk Manager and shall be maintained continuously by the Funded Agency from either the commencement of the services or the signing of the contract, whichever is earliest. The policies must be endorsed to provide York Region with not less than thirty (30) days' written notice in advance of cancellation, or any change or amendment restricting coverage.

**All of the above insurance must be evidenced on the Region's standard Certificate of Insurance form.**

**Workplace Safety and Insurance Board (WSIB)**

The Funded Agency must be in compliance with the *Workplace Safety and Insurance Act, 1997*, throughout the term of the agreement and shall submit to the Region a valid and current Workplace Safety and Insurance Board (WSIB) Clearance Certificate prior to commencement of the agreement and at any other time during the agreement at the Region's request.

Where the Funded Agency is not required to be registered with the WSIB and is not covered by WSIB Optional Insurance, the Funded Agency shall maintain Employers' Liability Insurance in the amount of one million dollars (\$1,000,000.00) per occurrence.

**Agencies shall provide evidence of this coverage on the Region's Standard Certificate of Insurance form.**

***Accessibility for Ontarians with Disabilities Act, 2005 (AODA)***

Also, the Funded Agency must comply with the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA). Under the Act, the Region must also ensure that every contractor who interacts with the public on behalf of the Region completes training on the requirements about how to serve customers with disabilities, the accessibility standards referred to in the AODA's Integrated Accessibility Standards Regulation and on the *Human Rights Code* as it pertains to people with disabilities. This includes all volunteers, students and employees of the Funded Agency who have a role in providing the service on behalf of York Region. Training materials are available from York Region at no cost to all Agencies to facilitate meeting this requirement.



## 7.0 References

1. Community Investment Fund Webpage: [Community Investment Fund | York Region](#)
2. Community Investment Fund Newsletter Subscription: [Community Investments - Regional Municipality of York \(list-manage.com\)](#)
3. Community Investment Fund Priority Groups: [filestream.ashx \(escribemeetings.com\)](#)
4. Community Investment Recommended Priorities for this Council Term:  
<https://yorkpublishing.escribemeetings.com/filestream.ashx?DocumentId=39693>

## **8.0 Contact**

Questions about this funding opportunity should be directed to [communityinvestments@york.ca](mailto:communityinvestments@york.ca)  
Please use "Housing Stability Call for Applications" in the email Subject Line.